



ICC CONTRACTOR APPEALS

Request to Appeal

Note: All appeals must be filed 30 days from the exam date.

Name	
Street Number or Apt.	
City, State, & ZIP	
E-mail Address *	
Phone Number	
Candidate ID Number	
Title of Exam	
Date of Exam	

Types of Appeals (see the next page for options)	Fees
Review Session with Content Appeal	\$75.00
Content Appeal	No Fee

Total Amount: \$_____

Method of Payment Provided: Visa MasterCard American Express Discover

Name as it appears on credit card: _____

Signature: _____

Credit Card Number

Expiration Date

CVV*

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Month

Year

- ICC will provide you with a written response via email only with your permission. Otherwise, you will receive the determination by a letter through the U.S. mail.
- I, _____ **do / do not** consent to have the International Code Council notify me of the determination through the email address provided above.

*Visit <https://www.cvvnumber.com/cvv.html> for information regarding the CVV code.

Appeal Options

REVIEW SESSIONS WITH CONTENT APPEAL*:

Computer-Based

Candidates that completed a computer-based examination at Pearson VUE testing centers and are within 10 points of passing can schedule a review session by calling Pearson VUE directly 1-800-275-8301.

Paper-and-Pencil

Candidates that completed a paper-and-pencil examination and are within 10 points of passing may request a review session by completing this form. Review sessions are scheduled during national examination administration dates and are available at selected locations.

The fee for a review session includes the process outlined below. Candidates will have an opportunity to appeal questions during the review session. Appeals consist of a written description of the question using key words or phrases, a reason for appeal, and code documentation to support the appeal.

Note: Please do not complete the content appeal pages at the end of this packet if you are choosing to register for a review session.

CONTENT APPEAL

Candidates may complete this and return it to the Candidate Services Coordinator (CSC). Candidates must recall as much information about the exam question(s) as possible. Appeals consist of a written description of the question using key words or phrases, a reason for appeal, and reference documentation to support the appeal.

This appeal form will be reviewed by ICC staff, and written notice of staff decision mailed to the candidate within 15 business days after it is received.

Send all Appeals forms and communication to:

Mail:

Candidate Services Coordinator
900 Montclair Road
Birmingham, AL 35213

Email:

Appeals@ICCSafe.org
Fax: 205-905-7096

Content Appeal

Note: The following pages are for candidates not eligible for or electing to take a review session.

Please describe the question in detail and cite the section or page number of the code book or reference (of those listed in the candidate bulletin for this exam) which supports your statement. Wording should be to the best of your ability with as much detail as you can provide. Use key words and/or phrases. It is beneficial to write challenges immediately upon leaving the test center as you will be unable to access your questions at the test center once the exam has ended. You may also use the following pages to describe an incident you wish to be reviewed by International Code Council staff.

Please note: All appeals must be received within 30 days of date of exam.

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Description and wording of question:

Reason for Challenge (Please be specific):

Reference Supporting Challenge:

Description and wording of question:

Reason for Challenge (Please be specific):

Reference Supporting Challenge:

Description and wording of question:

Reason for Challenge (Please be specific):

Reference Supporting Challenge:

Description and *wording of question:

Description and *wording of question:

Reason for Challenge (Please be specific):

Reference Supporting Challenge:

Description and wording of question:

Reason for Challenge (Please be specific):

Reference Supporting Challenge:

Description and *wording of question:

Description and *wording of question:

Reason for Challenge (Please be specific):

Reference Supporting Challenge:
