



EXAM APPEAL FORM

The board only accepts appeals where there is an adverse environmental condition or significant procedural error during the administration of your exam. The appeal must have clear and convincing evidence to substantiate your claims and submitted within 15 days of the date of examination. You can fax, email or mail this form in.

Only those appeals that meet the criteria as outlined above will be considered. The Board will contact you via letter, email or by telephone, within thirty (30) days after a determination of the appeal has been approved.

SECTION A: APPLICANT INFORMATION			
Last Name	First Name	Middle Name	
Current Address	City	State	Zip Code
Phone Number ()	Email Address		
Date of Exam	Type of Exam	Time of Exam	
Room Number (if known)	Name of Examiner (if known)		
File Number (if known)	Exam Location		
SECTION B: EXAMINATION APPEAL (attach additional pages if needed)			
Please explain in detail what happen and how it was a procedural error or an adverse condition?			
Signature of Applicant			Date

NOTE: The Board cannot give you points that were not earned and a license will not be issued if you did not receive a scaled passing score of 75 or better. However, if the appeal is granted, it may result in an expedited and/or re-examination at no charge. If a fee for re-examination is waived and a fee has already been submitted by you, the fee will be refunded or used towards another examination if necessary.