



PEDIATRIC NURSING CERTIFICATION BOARD

Appeals Policy and Procedure

It is the policy of the Pediatric Nursing Certification Board (PNCB) to provide an appeal process to certificants and candidates who wish to contest any adverse decision or proposed action affecting but not limited to their application for certification, certification status, volunteer status or recertification.

Procedure:

- A request for review and consideration must be submitted in writing to the PNCB Appeals Committee within 20 business days following the date on which the adverse decision was written, date/timestamped, and/or post-marked to the individual.
- Appeal requests should be sent to the PNCB by traceable mail service such as UPS or Federal Express. It is the sender's responsibility to ensure the request has been received.
- The request for appeal should clearly outline all reasons and rationale for an appeal. Individuals seeking appeal of any decision should provide all necessary data in support of the appeal and set forth any new or additional information to be considered by the Appeals Committee.

The Appeals Committee (Executive Committee of the Board of Directors) will hear all appeal requests within 20 business days of receipt. The Committee may decide to uphold the initial decision or may take any other appropriate action with regards to the appeal request. The Committee will notify all individuals in writing of the decision within 15 business days following the date of appeal review. All decisions of the Committee are final.

Please send your request to:

Pediatric Nursing Certification Board
Attention: Appeals Committee
9605 Medical Center Drive, Suite 250
Rockville, MD 20850
Fax (301) 330-1504
Service@pncb.org