

**American Institute of Constructors**  
**Constructor Certification Commission Document No. 20**  
**Appeal Request Form**

**Instructions:**

Fill out all fields in the form, and return it to the AIC Constructor Certification Commission (CCC) National Office with all applicable filing fees and supporting documentation. Filing fees for each different type of appeal are listed on the last page of this form.

The CCC recommends that you include written supporting documentation clearly stating the specific basis upon you feel that there has been an error in an adverse decision. You must submit this form within 30 days of your having been notified of the adverse decision.

While it is not required, you have the right to retain legal counsel in the preparation of your appeal, and in the preparation of this form.

If you are appealing more than one adverse decision, then you must fill out a separate copy of this form for each decision that you are appealing.

**When to Use This Form:**

Use this form when you have been the subject of a specific adverse decision by the CCC that you believe was delivered unjustly, and that you would like to have reconsidered.

Examples of adverse decisions include:

Denial of admission to take an examination

Denial or request to transfer or reschedule examination:

Delivery of a failing score on an examination

Denial of initial certification

Denial of renewal of certification

Revocation of active certification status

**When Not to Use This Form:**

Do not use this form if you have not been the subject of a specific adverse decision by the CCC. If you would like to give general feedback (positive or negative), file a general complaint, or make a comment or suggestion, then please visit the CCC website at [www.aic-builds.org](http://www.aic-builds.org) for procedures for those activities.

## Part I: Basic Information

Appellant's Name:			
Today's Date			
Address			
Telephone:			
Email:			
Date of Examination (if applicable)			
Certification Number (if applicable)			

## Part II: Type of Appeal

Type of Decision Being Appealed (check only one)	
<input type="checkbox"/>	Denial of admission to take or reschedule an examination
<input type="checkbox"/>	Delivery of a failing score on an examination
<input type="checkbox"/>	Denial of initial certification
<input type="checkbox"/>	Denial of renewal of certification
<input type="checkbox"/>	Revocation of active certification status
<input type="checkbox"/>	Other:
Date You Were Notified of the Decision	

## PART III: PAYMENT

Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Amount: \_\_\_\_\_

If paying my check please submit your payment and this form together to:

19 Mantua Road | Mount Royal, NJ 08061 or email to [info@aic-builds.org](mailto:info@aic-builds.org)

#### PART IV: CIRCUMSTANCES OF APPEAL

On a separate document, please describe the circumstances of your appeal.

The CCC strongly recommends that you include additional written documentation of the circumstances behind your appeal, if applicable. The Appeals Committee operates independently of the main CCC office to ensure impartiality, and may not have access to certain documents unless you provide them along with this form

Verification: I am either the appellant listed in Section I above, or an authorized representative of the appellant. I certify that all information in this appeal, and in all supporting documentation, is true and correct to the best of my knowledge. I have enclosed all applicable filing fees, as described in the fee schedule on page 3 of this form.

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Printed Name

Signature

Date

# Appeal Request Fee Schedule

Denial of admission to take examination:

- Level I Examination - \$25.00
- Level II Examination - \$50.00

Denial or request to transfer or reschedule examination:

- Level I Examination - \$25.00
- Level II Examination - \$50.00

Denial of initial certification and/or  
Delivery of Failing Examination Score:

- Level I Examination - \$30.00
- Level II Examination - \$60.00

Denial of renewal of certification:

- CAC Certification - \$25.00
- CPC Certification - \$50.00

Revocation of active certification status

- CAC Certification - \$50.00
- CPC Certification - \$100.00