

NCSA Appeal Policy

Individuals who wish to appeal a decision based on qualification or certification requirements, exam results, certification expiration or revocation and/or certification policy and procedures may do so following the steps outlined below. All appeals are to be reviewed during the Certification Committee meetings, which take place twice a year. A final decision will be rendered by the Committee, and a letter will be mailed to the individual requesting an appeal. Reinstatement or Certification may be granted upon fulfillment of the Certification Committee's conditions.

Appeal request must include the following:

- Appeal Application with an explanation for the appeal
- Presentation of required documentation (transcripts, Certificates of Attendance, current CPR/AED certification, etc.)
- Relevant supporting documentation (letter from doctor, completed CEUs, etc.)
- Payment of \$25 Appeal Fee*

**Fee will be refunded if appeal is approved or partially approved*

Please contact the NSCA if you are unsure if you qualify for appeal, or have questions regarding the process. Appeal documentation and payment for requisite fees, are to be sent to:

Certification – Appeals
National Strength and Conditioning Association
1885 Bob Johnson Drive Colorado Springs, CO 80906

Fax: 1-719-632-6367

Email: recertify@nsca.com

NSCA Appeal Application

All supporting documentation and requisite fees must accompany this form when you submit your appeal request. Incomplete requests will not be accepted.

First and Last Name

Previous CSCS Certification Number

Mailing Address

Previous NSCA-CPT Certification Number

City/State

Previous TSAC-F Certification Number

Zip Code/Country

Previous CSPA Certification Number

E-Mail Address

Home Phone (please include area code)

Reason for appeal:

Continued Reason for appeal:

Please make sure to include all supporting documentation with this application.

Signature Required

By signing and dating this form, I attest to the fact that the information contained in my appeal application is a true and accurate. I understand that an appeal request does not guarantee reinstatement or issuance of my NSCA certification(s).

Printed Name _____

Signature (REQUIRED) _____ Date _____

Please send this form, your supporting documentation, CEU Reporting Form (if applicable), and payment for the \$25.00 appeal fee (in U.S. Funds) to: ***recertify@nsca.com*** or ***NSCA Certification, 1885 Bob Johnson Dr., Colorado Springs, CO 80906***. **EVERYTHING MUST BE SENT TOGETHER. Incomplete applications will be returned to the sender. Please charge my \$25.00 appeal fee to:**

Visa

MasterCard

American Express

Discover

Credit Card Number

Expiration Date

Signature