

## NSCA CERTIFICATION APPEALS FORM

**Directions:** If you did not complete the recertification requirements by December 31, 2011, but wish to avoid having your certification(s) revoked, you may file an appeal by completing the following six (6) steps. NSCA Certification Department needs to RECEIVE your complete appeal application by no later than June 30, 2012.

**STEP 1** Complete and enclose this form.

**STEP 2** Make sure to include a one (1) page TYPE WRITTEN sheet explaining the circumstances that kept you from submitting your CEU Reporting Form and recertification fee by the December 31, 2011, deadline.

**STEP 3** Include the \$40.00 administrative appeals fee.

**STEP 4** Complete and enclose the **CEU Reporting Form** for the 2009-2011 reporting period. **NOTE: Please refer to the Certification Policies and Procedures for detailed instructions on how to complete the CEU Reporting Form.**

**STEP 5** Include the appropriate recertification fee for the 2009-2011 reporting period.

**STEP 6** Enclose ALL documentation that supports the activities listed on your CEU Reporting Form. **NOTE: the A) \$40.00 appeals fee, B) the completed CEU Reporting Form, C) your recertification fee and D) all supporting documentation must accompany this form when you submit your revocation appeal. Incomplete appeal responses will not be accepted. All appeals must be RECEIVED by June 30, 2012.**

|  |                                       |
|--|---------------------------------------|
| Name   | CSCS Certification Number             |
| Mailing Address  | NSCA-CPT Certification Number         |
| City/State/Country   | Home Phone (please include area code) |
| ZIP/Postal Code <input type="checkbox"/> check here if new address | Work Phone (please include area code) |
| E-Mail Address   | Fax (please include area code)        |

**Please check the appropriate box to indicate general reason for the appeal. \*On separate sheet of paper, include a one (1) page TYPE WRITTEN sheet explaining the circumstances that kept you from submitting your CEU Reporting Form**

- ☐ Military Service    ☐ Illness/Medical    ☐ Hardship/Financial    ☐ Other
- Military Service and Illness/Medical require appropriate documentation for the appeals process.

### Signature Required

By signing and dating this form, I attest to the fact that the information contained in my appeal response is a true and accurate statement of my continuing education activity. I understand that inaccurate reporting of my CEU activity may result in the revocation of my certification.

Signature (REQUIRED) \_\_\_\_\_ Date \_\_\_\_\_

NSCA Certification must receive all documents and fees specified in steps 1-6 by no later than JUNE 30, 2012. Place a photocopy of this form and your CEU Reporting Form in your files and mail the original forms with a check, money order or credit card authorization for the \$40.00 appeals fee plus the recertification fee (in U.S. Funds payable to "NSCA") to: **NSCA Certification, 1885 Bob Johnson Dr., Colorado Springs, CO 80906. EVERYTHING MUST BE SENT TOGETHER.** Incomplete appeals will be returned to the sender.

Please charge my recertification fee and the \$40.00 appeals fee to my: ☐ VISA    ☐ MasterCard    ☐ American Express    ☐ Discover

|                    |                 |           |
|--------------------|-----------------|-----------|
| Credit Card Number | Expiration Date | Signature |
|--------------------|-----------------|-----------|