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## PEDIATRIC NURSING CERTIFICATION BOARD

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### **POLICY ON APPEALS**

It is the policy of the Pediatric Nursing Certification Board (PNCB) to provide an appeal process to certificants and candidates. An appeals process is available to certificants and candidates who wish to contest any adverse decision or proposed action affecting his or her application for certification or recertification.

Procedure: A request for review and consideration must be submitted in writing to the Pediatric Nursing Certification Board within 20 business days following the date on which the adverse decision was written and post-marked to the individual. All appeal requests should be sent to the PNCB via registered or certified mail. The request for appeal should clearly outline all reasons and rationale for appeal. Individuals seeking appeal of any decision should attempt to provide all necessary data in support of the appeal and set forth any new or additional information to be considered by the Executive Committee.

The Executive Committee of the Board of Directors will hear all appeal requests within 20 business days of receipt of the appeal request. The Executive Committee may decide to uphold the initial decision or may take other appropriate action with regards to the appeal request. The Executive Committee will notify all individuals in writing of the decision within 15 business days following the date of appeal review. All proposed remedies and decisions of the Executive Committee of the Board of Directors are final. Notification will be sent by registered or certified mail.

Please send your request to:

Maggie Jones  
Director of Customer Service  
Pediatric Nursing Certification Board, Inc.  
9605 Medical Center Drive, Suite 250  
Rockville, MD 20850  
Fax (301) 330-1504  
Email: [mjones@pncb.org](mailto:mjones@pncb.org)