



CERTIFICATION APPEALS

Request for Appeal from Recertification Candidate

Steps/Criteria:

1. Appeals for recertification may be accepted based one or more of the following conditions:
 - a. Military deployment during active certification period that prevents continuing education with acceptable credit sources
 - b. Extenuating circumstances which prevent recertification candidate from acquiring credits for recertification (e.g., sudden loss of sight, extensive health complications requiring significant rehabilitation, etc., that extend for more than 50% of the certification period in which credits are accumulated)
2. Appeals will only be accepted 60 days before and after their certification expiration date (approximately a four-month window).
3. Candidates will be required to submit a formal letter of appeal, specifically stating their grounds for appeal. Candidates can mail the formal letter of appeal to the address provided below or can email a PDF version of the letter to certification@sme.org

SME
Attention: Certification
1000 Town Center
Suite 1910
Southfield, MI 48075

4. Staff will provide the appropriate Certification Subcommittee and COA Chairperson with the request for appeal within 5 business days of receipt.
5. The Certification Subcommittee will consider the appeal at their next regularly scheduled meeting and arrive at consensus during that meeting. The Subcommittee will provide feedback to the candidate, if appropriate, on reasons for denying the appeal.
6. Candidate will be provided a response within 60 business days of receipt of appeal by staff.
7. The COA decision on the appeal shall be final.