



Eligibility Appeals Form

NCI will review eligibility appeals of adverse certification decisions from applicants. An adverse decision may be appealed for the following reasons: NCI did not apply certification or recertification criteria correctly or by a factual error that affected the outcome, or by a verified extraordinary circumstance. Certificants or applicants may appeal the denial of eligibility to take the exam or eligibility to recertify by continuing education recognition credits. Those who wish to appeal will be required to submit an Eligibility Form which is located on the resource page of the NCI website.

Candidates who are ineligible to take the examination or ineligible to recertify will be notified by NCI. Once the notice has been given that a candidate is not eligible they have 30 days to appeal the decision that has been made by NCI. NCI will not review eligibility should an applicant have a criminal record. A copy of the written decision of the Panel will be retained by the center. The decision of the Appeals Panel is final.

Applicant Name: _____

Applicant Address: _____

Applicant Email: _____

Please select your reasoning for appealing your ineligibility:

- A factual error that has affected the decision
- An extraordinary circumstance has effected the decision
- NCI did not apply certification or recertification criteria correctly

Explanation of appeal:

Please provide support evidence/documents for your appeal.

- Completion of NCI requirements
- Extraordinary circumstances
- Additional documentation to support your appeal

I understand that by signing this form the appeals decision is final and cannot be further appealed.

Signature

Date

Please mail or email your paperwork to:

Newborn Care International, LLC
3403 W Wallcraft Ave
Tampa, FL 33611