

NAEC Certification Appeal Submission Form

Instructions

This form must be submitted within **30 calendar days** of the occurrence or the date you first knew or reasonably should have known of the occurrence.

All appeals must be submitted in writing, signed, and include all required information listed below.

Submit completed form to one of the following:

Mail: National Association of Elevator Contractors

1500 Klondike Rd SW, Suite A211

Conyers, GA 30094

Fax: (770) 760-9714

Email: certification@naec.org

Section 1: Appellant Information

Full Name: _____

Certification Type (CET, CAT, QEI, Candidate): _____

Employer (if applicable): _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

Section 2: Appeal Details

Date of Occurrence: _____

Date You Became Aware of the Issue: _____

Decision Being Appealed: _____

Reason for Appeal:

Detailed Description of Circumstances:

Section 3: Supporting Documentation

Attach all relevant supporting documentation.

List of attachments:

Section 4: Desired Outcome

Describe the resolution you are seeking:

What Happens Next

Upon receipt, the Certification Board Chair will review your appeal.

Within **10 calendar days**, your appeal will be assigned to the Grievances Committee.

The Committee will conduct an investigation, which may include interviews and document review.

A written determination will be issued within **30 days** of assignment.

Possible outcomes include:

Exoneration

Suspension of certification

Revocation of certification

The decision of the Grievances Committee is final.

Interim actions, including temporary suspension, may be imposed if necessary to address public safety concerns.

Such actions are not disciplinary and do not indicate guilt.

Discriminatory actions against appellants are prohibited.

Certification and Signature

I certify that the information provided is accurate and complete to the best of my knowledge.

Signature: _____

Printed Name: _____

Date: _____