



# NCCSA

National Commission for the Certification of Surgical Assistants

## **NSSCA Appeals Policy**

Individuals have the right to appeal decisions made by the NCCSA regarding their certification and/or eligibility for certification and/or recertification. Pass/fail examination scores are not appealable to the Board of Directors and is addressed under the complaint policy.

1. An individual submits a written appeal by mail to the NCCSA Board of Directors with current correspondence associated with the appeal (i.e. examination denial notification) and supporting documentation (i.e. letters of recommendation, proof of graduation) with \$100.00 non-refundable fee.
2. Appeals are heard by the NCCSA Board of Directors at the next scheduled Board meeting.
3. Candidates will be notified by the NCCSA office of the final decision from the Board of Directors. Once a decision has been made by the NCCSA Board of Directors, there is no further appeal process.