



NCCSA

National Commission for the Certification of Surgical Assistants

NCCSA 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.

Eligibility requirements to apply for the CSA exam as well as the requirements for maintaining the credential is on the NCCSA website. Individuals have the right to appeal Application Denials, Examination Results, Decisions on Special Accommodations and Recertification Application Denials. Individuals are to submit the appeal within 5 working days of receipt of the respective denial, except for appeals of Decisions on Special Accommodations, in which case, individuals are allotted 10 days to submit appeals. The decisions will be made within 30 days by NCCSA regarding the individual's certification and/or eligibility for certification and/or recertification. After the determination is made, individuals will be notified of the decision by registered mail within 15 days of the NCCSA decision. Pass/fail examination scores are not appealable to the Board of Directors and is addressed under the compliance 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.