



**APPEAL UPDATE FORM**

This form should only be used when the Certification Board has already granted an appeal for this specific case. You may use this form during your certification renewal to indicate that there have been no legal developments related to the appeal, or you may use this form to update the Certification Board when there has been a development in the case.

Your Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Details of the Appeal**

Type of Certification (i.e., Phlebotomy): \_\_\_\_\_

Approximate date that you originally submitted the appeal: \_\_\_\_\_

Provide a brief summary of the case.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Check here if there have been no new developments in this specific case. Please attach a copy of the appeals hearing decision letter that we sent you.
- Check here if new legal developments have occurred. Describe the details below and attach any pertinent documentation, such as court orders or other legal papers, as well as a copy of the appeals hearing decision letter that we sent you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attestation**

I attest that the statements on this form are true and accurate to the best of my knowledge. If I affirmed that there have been no new developments in the case, I understand that I must notify NHA within 15 days of any future changes. Notification must occur through certified mail.

If I have attested that there have been developments in this case, I understand that my case may need to be reviewed by the Certification Board.

\_\_\_\_\_  
Your Printed Name

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

**Notary Signature:**

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

Seal or Stamp

Notary signature \_\_\_\_\_

My appointment expires \_\_\_\_\_

**Form Submission Checklist**

If no changes have occurred:

- Page 1 and 2 of this form
- A copy of the appeals hearing decision letter that we sent you

If there have been new developments:

- Page 1 and 2 of this form
- Supporting documentation (court orders, other legal documents, etc)
- A copy of the appeals hearing decision letter that we sent you

Mail to:

Attn: Compliance  
ATI  
7500 West 160th Street  
Stilwell, KS 66085  
Fax number: 913-661-6241