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: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

DETAILS OF THE APPEAL

Type of Certification (i.e. Phlebotomy): _____

Approximate date 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 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 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 this case, I understand that I must notify NHA within 15 days of any future changes. Notification must occur through certified mail.

If I 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

<u>If no changes have occurred</u>:

- ☐ Page 1 and 2 of this form
- ☐ A copy of the appeals hearing decision letter

<u>If there have been new developments</u>:

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

Mail to:

Attn: Compliance
NHA
11161 Overbrook Road
Leawood, KS 66211