

Appeals

All appeals or concerns regarding the accuracy or validity of exam scoring or in response to disciplinary actions from the CB should be completed using the Appeals Form at www.ptaglobalcb.com along with payment of the necessary appeals fee.

Appeals may also be submitted in response to any decision made by the CB to an exam candidate or current CB Certified Personal Trainer who can provide new evidence or information, that was not previously available, that would alter a previous CB decision.

Appeals will not be considered or reviewed after 45 days from a CB decision to revoke or deny certification or beyond 45 days from the date of examination.

Appeals will not be considered or reviewed regarding the accuracy or validity of exam questions for purposes of rescoring exams. Appeals and concerns over specific exam items will only be considered or reviewed for research purposes for future exams.

Submission of an appeal is only a review of the previous decision. This appeal submission should include new evidence or supporting documentation that would be sufficient to form a new decision, or the appeal submission should refer to specific procedural errors that were made within the certification process.

To submit an appeal, complete the appeals form at: www.ptaglobalcb.com, add any supporting documentation or written evidence, and submit all information, including the appeals fee of \$25.00.

The CB will review submissions of appeal, and provide responses within 45 days of appeal reception. All decisions from the CB will come by written mail.

Appeals may include requests to have an in-person meeting in situations involving the revocation or denial of certification. If such a meeting is accepted, a time and date will be provided for appearance with at least three CB members. A formal decision from the in-person meeting will be made within 45 days of this hearing. CB members present at the hearing may consult with other CB members for further information or clarification in making their decision.

As with the original appeal, if the first appeal is denied, a second appeal may be made if new evidence or information, that was not previously available, is now available for submission with the new appeal.