



Policy 4.6 Reviews and Appeals

Under circumstances outlined in BCEN Policy 4.7 – Denial, Suspension, or Revocation of Credentials, certification status may be denied, suspended, or revoked. Individuals denied certification or whose certification is suspended or revoked may appeal the decision.

BCEN recognizes the right of individuals to appeal certain decisions and actions related to certification or recertification and to ensure a fair and objective evaluation. For purposes of this policy, an appeal applies only to matters involving certification eligibility, recertification eligibility, or certification status. In all cases, the individual filing the appeal is responsible for providing adequate documentation to support the appeal.

All eligible appeals must be submitted within thirty (30) days of the date of the denial, suspension, revocation, or other adverse decision. If an appeal is not submitted within that timeframe, the right to appeal is forfeited. The appeal process does not grant access to examination content or answers. A non-refundable fee of \$100 USD applies.

Basis for Appeals

1. **Denial of eligibility for the certification examination.** It is the responsibility of the candidate to provide adequate documentation to support eligibility. Eligibility criteria will not be altered.
2. **Denial of eligibility for recertification,** including denial of credit for continuing education due to catastrophic natural or personal events.
3. **Denial, suspension, or revocation of certification** when the individual believes the decision was made in error and provides supporting documentation for review.

Ineligible for Appeals

1. Failure to complete the certification examination within the time allotted.
2. The validity of a specific test item, examination content, or scoring methodology.
3. Failure to meet deadline dates, including deadlines for supporting documentation or audit requests.
4. Action against the individual's credential resulting from invalid or encumbered RN licensure in any state.
5. The passing score, or actions taken in setting a passing score, or the inability to achieve a passing score.
6. The establishment of eligibility criteria.
7. Failure to receive a recertification notice. It is the certificants responsibility to apply for recertification and to notify BCEN of any change in name, address, or contact information.

Procedure

- Appeals must be submitted in writing to BCEN within thirty (30) days of the date of notification. The request for appeal should clearly outline all reasons and rationale for an appeal and the individuals should provide all necessary documentation in support of the appeal.
- Appeal requests should be sent to the BCEN office by certified or other traceable mail service. It is the sender's responsibility to confirm receipt.
- An ad-hoc sub-committee of BCEN and/or the BCEN Board of Directors will review the appeal, may request additional information, and will notify the individual in writing of the decision within 30 days of receipt of appeal. All decisions are final.

Records Retention

All materials and decisions related to the appeals process will be securely maintained by BCEN for a period of three (3) years.

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