



## MRFC Certification Exception Request / Appeals Form

<b>PLEASE PRINT: TO BE COMPLETED BY THE PERSON MAKING THE REQUEST</b>	
<b>DATE:</b>	
<b>YOUR NAME:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY/STATE/ZIP:</b>	
<b>PHONE/EMAIL:</b>	
<b>DETAIL OF THE MRFC CERTIFICATION REQUEST / APPEAL</b>	
Please report your Exception Request\Appeal in as much detail as possible. The certification staff may request additional information during the review process. Be assured that your Exception Request\Appeal will be investigated vigorously and impartially. Please attach any documentation supporting your Exception Request\Appeal that you want the MRFC Certification Board to consider.	

I understand that once the Exception Request/Appeals form is received by the certification staff, candidates/certificants can expect a written response in approximately 30 to 45 days. Appeal decisions by the MRFC Certification Board are final and are not subject to further appellate review. I also understand that the MRFC policies regarding exception request and appeals are provided in detail in the Candidate Handbook.

\_\_\_\_\_  
Signature of person making the request/appeal

\_\_\_\_\_  
Date

**Fax, email or mail the completed form and any attached documentation to:**

**Fax:** 513.345.9479

**Email:** MRFC@IARFC.org

**Mail:** MRFC, Attention MRFC Certification Board, P.O. Box 506, Middletown, OH 45042