AWI ARCHITECTURAL WOODWORK INSTITUTE
QUALITY CERTIFICATION PROGRAM

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QUALITY CERTIFICATION PROGRAM APPEAL

QCP Policies (2014) provide:

6.2 Appeals

6.2.1 In the course of application and/or participation in the QCP, decisions made by the Executive Director may be appealed to the QCC BOD.

6.2.2 Appeals to the QCC BOD must be submitted to the QCC Executive Director within ninety (90) days of the notification date of the decision being appealed. Appeals submitted outside of this timeframe will not be considered by the QCC BOD.

6.2.2.1 Such appeals shall be submitted in writing to the QCC administrative office requesting inclusion on the next scheduled QCC BOD meeting agenda.

6.2.2.2 An outline of the applicant/participant presentation shall be submitted, and postmarked four weeks prior to the scheduled meeting.

6.2.2.3 The decision of the QCC BOD, in matters subject to its authority and jurisdiction, is final.

Please supply the requested information below:

Date: _____

Name: _____

Firm: _____

Request inclusion on next AWI QCC BOD Agenda: YES ☐ NO ☐

Request Hearing to address the AWI QCC BOD: YES ☐ NO ☐

[*You will be notified of time and date to address AWI QCC BOD via teleconference*]

Explain what action you are requesting and why you feel this action should be granted:

_____

_____

_____

_____

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_____

I have read, and understand the above policy provisions:

Signed _____ **Title:** _____

Please submit the completed form to:

Randolph Estabrook
AWI Quality Certification Corp
46179 Westlake Drive, Suite 120
Potomac Falls, VA, 20165
Or by Email: restabrook@awiqcp.org