Questions and Appeals

The American Board for Occupational Health Nurses, Inc., (ABOHN) provides an opportunity for candidates to question any aspect of the certification program. ABOHN will respond to any question as quickly as possible. Candidates are invited to call 630-789-5799 or send an email message to [info@abohn.org](mailto:info@abohn.org) for any questions. In addition, ABOHN has an appeals policy to provide a review mechanism for challenging an averse decision, such as denial of eligibility for the examination or revocation of certification. Am application for an appeal is available online at [www.abohn.org](http://www.abohn.org)

It is the responsibility of the individual to initiate the appeal processes by written request or completing the form and sending it to the ABOHN Executive Director within 30 calendar days of the circumstance leading to the appeal.

Please mail the form to:

Address: ABOHN

7250 W College Dr #2SW

Palos Heights, IL 60463

ABOHN Appeal Form

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Requesting Appeal:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cert #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reasons for Review:

Application Criteria Change in Application Status

Exam Failure Recertification Criteria

Problems with fees Other

Additional information for appeal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Upon receipt of a request for appeal, the Appeals Panel will review the case at its next scheduled appeals review. The decision of the Appeals Panel shall be final.

Candidates will be notified in writing of the Appeals Panel’s decision.

For questions about the review and appeals process please call the American Board for Occupational Health Nurses at (888) 842-2646.