

**Candidates must read the following instructions and information carefully prior to completing the form below.**

### **Instructions**

Exam results themselves cannot be appealed. Candidates may appeal the exam administration process only if they believe an irregularity in the process may have affected their success. See [Alberta HCA Registration Examination Policies](#) 11.0 Examination Appeals.

- This form must be submitted to the CLHA at [hcaexam@clha.com](mailto:hcaexam@clha.com) within a **maximum of 5 business days** of the receipt of your official exam results.
- **One (1)** appeal form must be submitted per applicant; multiple form submissions will not be considered.
- An appeal will be reviewed by an independent person or committee appointed by the CLHA , within 5 business days following receipt of the written request. The CLHA will notify the candidate of the appeal outcome, in writing, by email.

### **All appeal decisions are final.**

1. Complete information requested below and section 1 of this form and send it to [hcaexam@clha.com](mailto:hcaexam@clha.com) within the timelines identified above.
2. All information must be included before a request for appeal is processed.
3. **Incomplete forms will be returned to candidates.**

Candidate Full Name:

Registration Number:

Date of Birth:

Date of Exam for which the administration process is being appealed:

**Please provide a brief and specific summary of your reason for making this appeal related to the exam admin process in the box below.**

Candidate signature:

Date: