



Appeal to the Decision to Deny a Pa.C.P. Application, Renewal Application or Reinstatement Application

INSTRUCTIONS

When to file your Appeal: Your Appeal must be submitted within 45 days of the date your application was denied. If you are submitting your appeal by mail, the envelope must be postmarked no later than the 45th day following the date of the Decision.

Where to file your Appeal: There are 3 ways to file your Appeal:

1. **Online submission:** You may complete the form online by going to www.keystoneparalegals.org. Click on the link to “Apply for or renew your Pa.C.P. Credential” and then click “Appeal”.
2. **Via email:** You may submit a pdf copy of the completed form to the Appeals Committee Chairperson at AppealsChair@keystoneparalegals.org.
3. **Via mail:** Your Appeal may be mailed to:

Keystone Alliance Appeals Committee
P.O. Box 344
Pittsburgh, PA 15230

IMPORTANT NOTE: *Online submissions are highly recommended to ensure timely processing. If applying online, you will have the option to pay online or by mail. If you choose to apply by mail, please use only one binder clip or a rubber band to bind your documents (no staples, bindings, etc.), as your entire submission (appeal form, supporting documents and a copy of your check) will be scanned in as a single .pdf document.*

What you must file with your Appeal: The following documentation and/or information is required in order for your Appeal to be considered:

1. This completed Appeal form, which must include the reason for your Appeal;
2. A copy of the Credentialing Committee’s Decision; and
3. Any supporting documentation to support the reason for your Appeal.

APPEAL FORM

Your name: _____

Email address: _____ Phone: _____

Reason for Appeal: _____

I certify that the information I have given in connection with this Appeal is true and correct to the best of my knowledge.

Date

signature