

If you receive a Career Lattice Step and do not agree with the placement on the Lattice, you have the right to appeal the decision. If your appeal is due to a concern about transcript evaluation, please see the Achieve College Credit Acceptance Guidelines in the [Acceptable Documentation Policy](#).

You have the right to appeal if you have cause to believe that a course or multiple course on your transcript were not approved, but should have been. If an appeal of the decision is needed, the following procedures must be followed:

1. Fill out the Career Lattice Step Appeal Form (see below) and follow the instructions on the form to submit the appeal to us with supporting documentation.
2. In cases where a college course(s) on a submitted college transcript is in question, submit both a course description and syllabus from the college, or a letter from the professor on university letterhead, describing the focus of the coursework.
3. When the completed appeal form is received, the Career Lattice appeal committee consisting of the Achieve Center Director, Professional Development Specialist and the Data Verification Specialist will review the appeal. You will be notified if further documentation, such as transcripts or course descriptions, are needed in order to assign an accurate level.
4. If it is determined that the appeal includes valid documentation and information that justifies changing the Career Lattice Level, a new level will be assigned.
5. Achieve will contact you within two weeks of receiving the appeal. You will receive a new certificate indicating the new Career Lattice Level if findings show that an incorrect level was initially awarded.

Name: _____ Develop ID#: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Career Lattice Step you were awarded: _____ Career Lattice Step you are Pursuing: _____

Please give a brief explanation of why you believe you were awarded an incorrect Career Lattice Step:

Documentation I am including with this form for my appeal process (please check all that apply):

Training Certificate(s) High School Diploma CDA Certificate Course Syllabus

College Course Catalog Signed statement of verification from course instructor

Other: _____

Signature: I hereby agree that the information included in this Appeal Form is complete and accurate. I understand that I will receive a response to this appeal within two weeks of the date of receipt at Achieve - The MN Center for Professional Development Office.

Signature: _____ **Date:** _____

Instructions: Print, sign and date this form. Send completed, signed and dated form and supporting documentation to:

Achieve - The MN Center for Professional Development
Appeal Request/Professional Development Specialist
2908 Marketplace Drive, Suite 103
Fitchburg, WI 53719

If supporting documents are missing, the appeal form will be returned to you.

For Office Use Only Date Received: _____ Date Response sent: _____

Decision: Approved Denied Returned – Incomplete Pending – More information requested