

AMCB APPEALS POLICY

October 2026

The following is a description of the steps and requirements for filing an appeal.

PERSONS SUBJECT TO THIS POLICY

Any person who is aggrieved by or complains about any act, omission or alleged error by AMCB in administering any aspect of its certification or recertification process (e.g., eligibility, testing, or recording of certification status) may file a written appeal with the Chief Executive Officer of AMCB.

GROUNDINGS FOR APPEAL

The Appeals Procedure should be used by candidates for initial certification and certificate maintenance who wish to file an appeal concerning (i) their denial of eligibility, certification or certificate maintenance; or (ii) the occurrence of a substantial irregularity (such as a disturbance) during an AMCB examination. An appeal may only be made based on the following grounds:

1. An error by AMCB resulting in a denial of an application for certification or certificate maintenance. The appeal must be filed within thirty (30) days of the postmark on the envelope that contains the notice to the candidate of the certification or certificate maintenance denial; or
2. An appeal of the two-year eligibility extension period must be filed within thirty (30) days of the eligibility end date (two years following the midwifery program end date as communicated by the midwifery program director); or
3. A substantial irregularity (such as a disturbance) occurring during the examination administration that may have affected the candidate's examination performance. The appeal must be filed within thirty (30) days of the date the irregularity occurred (the candidate's examination administration date). Appeals based on examination irregularities will only be reviewed by AMCB in the event the candidate does not pass the examination. If the candidate passes the exam, the appeal will be terminated without a decision on the appeal.

INITIAL RECOURSE TO AN ADMINISTRATIVE REMEDY IS MANDATORY

All persons subject to this Policy are required to pursue the administrative remedy made available by this policy before instituting an action for judicial relief of any kind.

EXCLUSIVE FORUM AND VENUE

A party seeking to institute judicial action, claim, suit, or proceeding arising out of or relating to the denial of an Appeal in whole or in part acknowledges and agrees that the same shall be brought solely and exclusively in the state or federal courts in for Howard County, Maryland. Each party voluntarily

submits to the personal jurisdiction of these courts for any such suit and waives any objection to venue or to the convenience of the forum.

LIMITATION OF LIABILITY

In no event shall AMCB be liable in a judicial action for any indirect, incidental, special, consequential, or punitive damages, including but not limited to loss of revenue, loss of profits, loss of business, regardless of the theory of liability. The total aggregate liability of AMCB shall not exceed the total amounts paid by the plaintiff during the twelve (12) month period immediately preceding the event giving rise to the claim. This limitation shall not apply to damages resulting from fraud, gross negligence, willful misconduct, or breaches of confidentiality obligations.

Candidates may not obtain copies of any of AMCB's examinations. Candidates may not appeal the content or interpretation of AMCB's examination questions or examinations.

REQUEST FOR APPEAL

Candidates wishing to appeal must submit a written letter requesting the appeal. The appeal letter must be either postmarked within thirty (30) days of the applicable deadline identified above or received electronically within (30) days of the applicable deadline. The letter must be sent to the AMCB CEO at AMCB Headquarters.

The request for appeal must include a detailed statement identifying the error or irregularity, and a statement of the resolution requested by the candidate.

There is no fee to file an appeal, but candidates who file an appeal bear their own expenses throughout the entire appeal process.

When an appeal is received it will be presented to the Board of Directors for consideration along with all supporting documentation. The Board of Directors shall vote to accept or deny the appeal. Decisions of the Board are final.

All appeal decisions will be communicated to the candidate in writing following a decision by the Board of Directors.