

Policy Exception Request Form

Scope

Submitting a *Policy Exception Request Form* serves as an opportunity to request that an action be taken that is outside of standard IAPP procedures, or that an exception be made to IAPP policy.

Submission

All Policy Exception Request forms should be submitted within 30 days of the event in question. Policy Exception Requests submitted after 30 days may not be considered.

To submit a complaint for review, please complete the below form and submit it to the Customer Support Representative with whom you have been in contact. If you do not yet have a Customer Support contact at the IAPP, the form may be submitted to certification@iapp.org.

Review

Policy Exception Request forms are reviewed by the IAPP's Certification Team. Up to two weeks may be required for processing.

Further information including the candidate's prior requests may be considered in the review. Some cases may require additional information or supporting documents from the candidate, such as proof of CPE completion. This may extend the processing time.

Decision and Impact

The decision, along with any provided solution, will be communicated to the candidate via email. The decision is made at the discretion of the Certification Team. The solution provided, should the request be approved, is also chosen at the discretion of the Certification Team and may not be the solution originally requested.



Candidate Name: _____

Email Address: _____

Case details:

Please describe, in detail, the situation which occurred, as well as any additional context that may warrant special consideration.

By submitting the above form, you verify that you understand and agree to the Policy Exception Request process as described above.

I understand and agree: _____ Date: _____

(Signature)