



Training Certificate Appeal Process

Upon receipt of your training certificate, if you believe your training hours are incorrect, you should pursue the following steps:

1. Contact mrtq.training@maine.edu with the request for appeal within 30 days from the training end date.
2. Upon receipt of the request for appeal, the MRTQ PDN staff will review the request and respond within 10 business days.
 - a. Through this appeal process, a MRTQ PDN staff member will review all of your activity in Moodle.
 - b. If the appeal is found to have merit, a new training certificate will be issued.
 - c. If the appeal is denied, the participant will be informed of the decision and rationale.