



# Health Professions Review Board

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## How to Request a Review

All applications for Review must be received by the Review Board within 30 days of the date you received the written College decision. (The Review Board may extend the deadline under special circumstances [Form 13](#).)

1. If you are not satisfied with how a college dealt with your complain, fill out [Form 3](#)
2. If you have been denied licensing in a college, fill out [Form 1](#)
3. Or you can send us a letter with:
  - a. your name, mailing address, email and telephone number, and the best way to contact you
  - b. if you have someone acting on your behalf, their name and contact information
  - c. a copy of the decision, investigation materials or disposition that you want to have reviewed, including the college's case file number and the date of the college's decision letter (if applicable)
  - d. an explanation of why you think the college's decision is unreasonable
  - e. sign the form or letter (your representative may not sign it unless you have filled out [Form 4](#) to authorize them to act for you).
4. Send your application materials to the Review Board Office by email, mail, or courier. Office hours are 8:30am – 4:30 pm, Monday through Friday, excluding public holidays.
  - A document that is delivered to the Review Board office after hours is deemed to be received on the next day that the Review Board office is open
  - Our email is secure. If you want extra security, email us your documents in a password-protected PDF document, and email the password in a separate email.