Apprentice Removal Documentation Verification Policy

Documentation Verification and Fraud Prevention

AAPC reserves the right, at any time, to verify the authenticity, accuracy, and completeness of all documentation submitted in support of an Apprentice Designation Removal request. This right applies before, during, and after the review or approval of the request. All employment verification letters, educational verification letters, and supporting documentation must:

- Be submitted on official company or institution letterhead.
- Be hand signed and dated by an authorized employer, supervisor, HR representative, instructor, or educational representative.
- Include the name, title, current telephone number, and current email address of the individual providing the verification.
- Contain accurate and truthful information regarding the applicant's coding experience, education, or qualifications.

AAPC may contact employers, educational institutions, instructors, supervisors, human resources departments, or other appropriate parties to verify the authenticity and accuracy of submitted documentation. Failure to provide verifiable contact information may result in delays, denial of the request, or a request for additional documentation.

If AAPC determines that documentation has been altered, falsified, misrepresented, generated without authorization, or submitted with the intent to deceive, AAPC reserves the right to:

- Deny the Apprentice Removal request.
- Revoke documentation approval if submitted documentation is later found to be inaccurate, unverifiable, or fraudulent.
- Suspend or revoke AAPC credentials, certifications, memberships, or related benefits in accordance with AAPC policies and the AAPC Code of Ethics.
- Refer the matter to the AAPC Ethics Committee for further review and investigation.

AAPC's verification process is intended to protect the integrity of its credentialing programs and ensure that all certification requirements have been legitimately met.