



POLICY 9 – APPEALS COMMITTEE

I. OVERVIEW OF COMMITTEE PURPOSE AND RESPONSIBILITIES

The Appeals Committee is responsible for reviewing requests for appeals of decisions of denial of eligibility, denial of renewal, and failure on the examinations. The Appeals Committee must ensure the avenues of due process are provided to individuals requesting an appeal.

II. COMPOSITION

The Appeals Committee shall be composed of no less than five (5) members who are Registrants in good standing, and shall be appointed by the Committee Chair. The Chair of the Appeals Committee shall be the President-Elect, who also serves as the Executive Examination Chair.

III. PURPOSE AND RESPONSIBILITIES OF THE APPEALS COMMITTEE

1. Assure the fair review and disposition of requests for appeals of decisions related to denial of eligibility, denial of renewal and failure on the examination.
2. Communicate with appropriate representatives of CCI regarding each request for an appeal.
3. Communicate the findings of an appeal with the individual who has filed the request for an appeal.

IV. QUALIFICATIONS OF THE APPEALS COMMITTEE

1. Knowledge of CCI policies and procedures related to the granting and renewing a CCI credential;
2. Knowledge of CCI's policies on due process;
3. Knowledge of the eligibility requirements and causes for denial of applications for the CCI credentials;
4. Knowledge of the renewal requirements and causes for denial of renewal applications;



5. Knowledge of due process for candidates who fail the examination. Members of the appeals committee must work with the Chair of each exam committee to resolve matters related to allegations of erroneous examination questions.

V. SCOPE OF AUTHORITY

The decisions of the Appeals Committee shall be final. The Appeals Committee shall not serve as the body to hear requests for appeals related to decisions made by the Ethics and Disciplinary Committee. The Appeals Committee shall seek input and expertise from the respective Examination Committees regarding requests for an appeal relating to failure of the examination. With exception of the Chair of the Appeals Committee, the Appeals Committee shall not have access to proprietary examination information such as test questions and shall accept the findings of the Examination Committees in matters related to challenging examination results.