

Certification Appeals Form

Procedures

The following procedures will govern how the Certification Appeals Council (CAC) operates. These procedures are subject to modification by the Certification Council.

This form may be used to appeal an adverse non-disciplinary decision made as part of the examination eligibility, examination administration or recertification process, or one time Maintenance of Certification (MOC) lapse. A candidate whose eligibility for initial certification or recertification has been denied, or candidates who have experienced a breach of policy during exam administration. To be valid, the appeal must be sent and received by the Certification Department within 30 calendar days after receipt by the individual of notice of ineligibility or of the exam results. If a request for appeal is not received within 30 days, the results of the eligibility, examination administration or recertification process shall remain as stated in the original communication.

The CAC shall be the first level of review for all appeals. The CAC shall consist of three current ISCD Certification Council members with at least one clinician and one technologist.

All appeals must be in the form of a written request and contain rationale for the appeal. Appeals must contain a statement of why the individual believes that the adverse decision was improper and must include any supporting documentation that the individual wishes to have considered as part of the appeal. Within two weeks of receipt, the appeal letter will be forwarded to the CAC along with supporting materials.

The CAC will have two weeks to review the appeal. Within one week of receipt of the appeals council decision, the Certification Administrator will issue a letter to the person who requested the appeal. The letter will outline the rationale behind the decision.

An appellant whose appeal to the Certification Appeals Council has been denied in whole or part may appeal the decision to the entire Certification Council. To do so, the appellant may send a further written appeal and the basis for such an appeal to the Associate Executive Director within thirty (30) days after receiving notification of the decision. Once the appeal has been properly submitted, the Associate Executive Director will refer the matter to the Chair of the Certification Council for a hearing at the next regularly scheduled meeting of the Council. The decision of the Certification Council is final.

Certification Appeals Form

Section 1: Your Contact Information	
Name:	
Mailing Address:	
E-Mail Address:	
Telephone Number:	

Section 2: Appeal Information	
<p>Summarize the nature of the appeal. Copies of pertinent documentation attached, if appropriate.</p>	

Forward this form and any accompanying documentation with your signature to ISCD by mail, fax, or email attention Certification Department.

Signature: _____ Date: _____