

FCCPT Appeals Policy

FCCPT permits applicants to request a reevaluation after a report has been issued, based upon additional information not available at the time of the review; or to request an appeal of the decision to the FCCPT Board of Directors.

A. Reevaluation Policy

After an applicant's educational credentials evaluation is completed and a report has been prepared and sent to the applicant, they may request in writing to the Director that reviewer(s) consider additional information not available at the time of initial review, or if an error is suspected. Appropriate fees will be assessed.

B. Appeal of Decisions to the FCCPT Board of Directors

An applicant may appeal to the Board of Directors any decisions, conclusions or recommendations in a report. The primary role of the Board of Directors in the appeal process is to insure that the processes, policies and guidelines of FCCPT have been adhered to in the evaluation of an individual's credentials. The Board also has the option to review the documentation presented by the applicant along with the evaluator's findings and conclusions.

1. Applicants shall request such an appeal in writing to the chair, FCCPT Board of Directors, within 30 days after receipt of the report. The request shall outline the applicant's appeal and the reasons for the appeal.
2. A fee of \$500.00 must accompany the appeal. If it is determined that the report was prepared in error, the fee will be refunded.
3. The chair shall appoint three members of the board to serve as an ad hoc appeals committee. The committee, called the Appeals Review Committee, shall convene to consider the applicant's appeal, review materials and make a final recommendation to the Board of Directors. Meetings may be held electronically.
4. No new information shall be permitted in conjunction with an applicant's appeal to the Board of Directors. Should the applicant present new information, the Board of Directors will refer the matter back to the original reviewer(s) for consideration, and a reevaluation fee will be charged to the applicant.
5. Copies of the applicant's file, work papers and reports will be sent to members of the Appeals Review Committee for their review. Any committee member who may have been consulted during the course of the review should excuse her/his self from the discussion and deliberations.
6. The Appeals Review Committee may interview the initial reviewer(s) to review the background on the applicant's file and outcome of the original review.
7. The Appeals Review Committee may interview the applicant or her/his designee in order to respond to questions.
8. If the applicant wishes to have legal counsel present at a meeting of the Appeals Review Committee or the Board of Directors meeting, then FCCPT shall also have legal counsel present and an FCCPT legal counsel fee of \$600 per meeting shall be assessed and collected from the applicant prior to the meeting. If the Board of Directors reverses the

opinion of the earlier reviewer's decision and has collected the legal counsel fee, then the fee of \$600 per meeting shall be refunded to the applicant.

9. If the applicant wishes to have another party present their case, they should inform FCCPT in writing prior to the scheduled meeting.
10. All submissions to the Appeals Review Committee either by the applicant or the applicant's designee must be writing, signed by both the applicant and any representative.
11. The Appeals Review Committee shall consider whether documents with additional information were considered in the process as well as whether such information may be material to the outcome of the decision, and shall make a report and recommendation to the FCCPT Board of Directors.
12. Once the Board of Directors has heard from the applicant and the Appeals Review Committee and had the opportunity to question both parties, it will adjourn the meeting and go into an executive session to deliberate.
13. The Board of Directors shall issue an opinion and decision in writing, addressed to the applicant and the original reviewer(s).
14. The Board of Directors' opinion and decision shall be final.