

May 1, 2016



## **IAYT Certification Committee Policy on Appeals**

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An applicant who fails to meet the requirements for certification is notified in writing of the denial of his/her certification application. The reason(s) for the denial are indicated in the notification.

An applicant whose certification application is denied may appeal the Certification Committee's decision by submitting, in writing, a formal appeal letter addressed to the Certification Manager within 30 days of being notified of the decision. The appeal letter must state the reasons why the applicant believes that the decision to deny should be reversed and the applicant be granted certification. Generally, a decision will only be reversed if the applicant can demonstrate that the decision was unwarranted, unreasonable or arbitrary. The applicant must, in the appeal, cite the precise certification requirements and the information and documentation provided in the certification application that demonstrate that the decision was unwarranted, unreasonable or arbitrary. The applicant may only refer to information and documentation that he/she has already provided, and may not provide any new information or documentation.

The written appeal along with the certification application will be reviewed by the Certification Committee Appeal Panel. The Appeal Panel is appointed by the IAYT Executive Director, and consists of 3 individuals who were not involved in the decision to deny the application. The Appeal Panel will render a decision within 120 days of receipt of the appeal. The applicant is notified in writing of the Appeal Panel's decision by the Certification Manager. If the applicant's appeal is denied, the reason(s) will be stated in a letter. The decision of the Appeal Panel is final and the applicant may not re-appeal.