



# IASHEP'S APPEALS OF ADVERSE DECISIONS POLICY

## **Policy**

An appeal procedure is available to any individual who has applied for or received an International Association of Safety Health Environmental Professionals (IASHEP) certification and wishes to contest any adverse decision; or proposed action affecting his or her application for certification / recertification status.

This policy applies only to the procedural aspect of the credentialing process. Those areas not subject to appeal are further identified under the section heading "Exceptions to the Right of Appeal" time limits are found at the end of this document. Any individual who does not file a written request for an appeal within the required time limit shall waive the right to appeal.

## **Scope**

Throughout the certification process, individuals may appeal certain decisions made by International Association of Safety Health Environmental Professionals (IASHEP).

Examples of appeals include but are not limited to:

- Decisions Regarding Eligibility
- Examination Scores
- Eligibility Time Limits

- Recertification Point Interpretations
- Withdrawal of Professional Credentials
- Criminal Convictions
- Unauthorized Use Procedures
- Termination of IASHEP Authorized Learning Center

The appeal procedure has two steps.

**Step One:** The appellant shall send all appeals of decisions made by the International Association of Safety Health Environmental Professionals (IASHEP) must be submitted in writing to the Executive Director of the International Association of Safety Health Environmental Professionals (IASHEP) within 30 days following the date on which the adverse decision was postmarked to the individual. The request must state the reasons why the decision is being contested and include any information to be considered by the International Association of Safety Health Environmental Professionals (IASHEP).

**Step Two:** The International Association of Safety Health Environmental Professionals (IASHEP) Executive Director & Board of Directors will review and make a reasonable effort to act on properly filed appeal requests within sixty (60) days of receipt of the request. Appeal review and decisions may be extended at the sole discretion of the International Association of Safety Health Environmental Professionals (IASHEP) Executive Director and IASHEP Board of Directors.

Within 60 calendar days from the date of the correspondence, the International Association of Safety Health Environmental Professionals (IASHEP) Executive Director will send the applicant, candidate, or certified person a letter with its final decision.

### **I. Responsibilities of The Appeals Committee**

The International Association of Safety Health Environmental Professionals (IASHEP) Executive Director & IASHEP Board of Directors are responsible for hearing appeals in situations in which an adverse decision about a certified person has been recommended. The appeals committee shall make final determinations about the appeal.

II. Policies of the International Association of Safety Health Environmental Professionals (IASHEP) Executive Director & Board of Directors. Should you wish to appeal this decision, the Board of Directors will set up an appeals committee to work your appeal. This committee will be responsible for:

- a. Establishing the appeals requirements for recommended sanctions in findings of violations of the code of ethics
- b. Conducting fair and unbiased appeal hearings
- c. Confidentiality of information
- d. Conflict of interest
- e. Meeting attendance and participation
- f. Length of service term on the appeals committee.

III. Statement of qualifications and areas of expertise required for service on the appeals committee. Its members shall:

- a) Be recruited from the IASHEP Board of Directors or certified members which shall consist of at least three members of certified persons in good standing, or from another source of reputable individuals as determined by the International Association of Safety Health Environmental Professionals (IASHEP) Executive Director.
- b) Represent the professional experience typical of the certified population.
- c) Represent the employment demographics and experiences typical of the population of the certified person.
- d) Understand the guidelines and processes used by the ethics and disciplinary committee in conducting investigations and making determinations, including sanctions.
- e) Articulate and provide evidence to support denials of appeals.

Exceptions: Hardships may lead to extensions of time. Typical hardships include medical problems for the candidate/certificant or medical problems or death of close members of their family.