

The NSW College of Clinical Pastoral Education HANDBOOK

Section 9

Accreditation Appeals Procedure

9.1 Purpose of the Appeal Procedure.

9.1.1 The NSWCCPE Inc depends upon the professional and prudent judgments of its committees to conduct the appropriate assessment and make recommendations or decisions regarding accreditation. However, in cases where an individual feels that standards were violated which resulted in a negative recommendation/ decision, the right to request a review is ensured.

9.2 Principles of Appeal.

9.2.1 In the process of accreditation an applicant shall have a right to an orderly and complete review of a negative recommendation/decision.

9.2.2 An appeal is a review of a negative recommendation/decision regarding accreditation.

9.2.3 An appeal must be based on the grounds that such recommendation/decision was in disregard or violation of the NSWCCPE Inc Standards, Code of Ethics and Procedures set down for accreditation.

9.3 Procedures for Initiating an appeal.

9.3.1 If an applicant desires to appeal the recommendation/decision of a review committee, the applicant shall write to the Accreditation Convener within 30 days after the date of the written notice of the negative action. The specific grounds for initiating this appeal and supporting materials must be clearly stated in this written request.

9.4 The Accreditation Convener will:-

9.4.1 appoint a three (3) member accreditation appeal review team and designate a secretary;

9.4.2 notify the chairperson of the original accreditation review committee of the appeal request and the composition of the appeal review team;

9.4.3 notify the President of the NSWCCPE Inc of the appeal request and the composition of the appeal review team;

9.4.4 notify the applicant of the names of three (3) member accreditation appeal review team.

- 9.4.5 The members of the accreditation appeal review team shall have no personal or professional conflict of interest and shall not have participated in the original action. The applicant has 14 days to challenge the composition of the appeal review team by notifying the Accreditation Convener.
- 9.4.6 The Accreditation Convener sends to each member of the appeal review team the grounds for the appeal.
- 9.4.7 The applicant sends one copy of the supportive materials to each of the members of the appeal review team.

9.5 Procedure of the appeal review.

- 9.5.1 The accreditation appeals team studies the following:
- the applicant's supportive materials previously submitted to the original accreditation review committee;
 - the presenter's report (if any) with the review committee's action;
 - the applicant's grounds for appeal.
 - No other material may be considered.
- 9.5.2 The accreditation appeals team has no authority concerning the reasonableness of the NSWCCPE Inc standards although it may make in its conclusion remarks that are objectively pertinent to these standards and recommendations concerning them.
- 9.5.3 After reviewing the materials the accreditation appeals team shall either uphold or deny the appeal.
- 9.5.4 If the appeal is upheld the applicant is granted a new Review Committee with the same materials.
- 9.5.5 The 3 member appeals team has 60 days from the initiation of the appeal to review and notify the applicant of the their response.
- 9.5.6 The decision of the accreditation appeals review team is final and binding for the NSWCCPE Inc.

9.6 Documentation of the Appeal.

- 9.6.1 The secretary of the accreditation appeals review team shall prepare a summary report including its findings, decisions and reasons. All of the three (3) panel members shall sign the summary report.
- 9.6.2 The accreditation appeal review team will send a copy of its summary report within 30 days following the rendering of its decision to the following:
1. the applicant;
 2. the Accreditation Convener;
 3. the Chairperson of the original review committee;
 4. the Secretary of the NSWCCPE Inc.

9.7 Cost of the appeal.

- 9.7.1 The NSWCCPE Inc will decide in regard to the payment of any reasonable expenses incurred during the process of the appeal.

