



Academy of Clinical Research Professionals

Policy on Appeals

Policy

The Academy of Clinical Research Professionals (the Academy) makes every attempt to make fair and accurate decisions based on the information provided by the applicants and certificants. An appeal procedure is available to those who wish to contest any adverse decision affecting his or her application or certification status. Any individual who does not file a request for an appeal within the required time limit shall waive the right to appeal.

The Academy will review appeals of adverse certification decisions from Academy certified individuals (“certificants”) and applicants for Academy certification (“applicants”).

Candidates are permitted to appeal an adverse certification decision on the grounds that the Academy did not properly apply specified certification eligibility criteria or the decision was based on a factual error that affected the outcome. Adverse certification decisions include: denial of eligibility for initial certification, denial of maintenance of certification, suspension of certification or revocation of certification.

No appeal may be taken from an adverse decision based on an individual’s receipt of a failing score on an Academy certification examination absent extraordinary circumstances, as determined solely by the Academy. Individuals cannot appeal (1) the passing score or actions taken in setting a passing score; (2) establishment of eligibility criteria; (3) individual test items; and (4) test content validity.

Privileged Information, including the nature, format, content and results of examinations administered by the Academy are considered privileged information. Due to the importance of exam security and item banking, neither exam forms nor answer keys will be disclosed or made available for review by candidates or any other unauthorized third party.

Appeal Process

Upon receipt of the notice of an adverse decision, the applicant or certificant has the option to submit a written notice of appeal to the Academy no more than fifteen (15) days following notice of the adverse decision.

In the written appeal, the applicant or certificants shall detail the nature of the request for appeal and the specific facts and circumstances supporting the request, and, all reasons why the action or decision should be changed or modified. The applicant or certificant must provide additional written, factual documentation to support his/her appeal. The applicant shall bear the burden of proving the adverse decision was based on erroneous factual determination. There is no appeal on the basis of an incomplete application.



Applicants or certificants submitting a request for review to the Academy shall receive notification of the results within fifteen (15) days of receipt of the request. Should the candidate not be satisfied with the decision rendered, the candidate may submit a written appeal to the Academy within fourteen (14) days.

The Academy will review the appeal submission and accompanying documents and make a determination. Candidates will be notified of the Academy's decision within forty five days (45) of receipt of the request. The Academy's decision is final.

This policy does not apply to certificants who have had their certification or recertification denied, suspended or revoked for fraud, misrepresentation, violation of testing procedures or other conduct in violation of the *ACRP Uniform Code of Ethics and Professional Conduct*. Such candidates may have their case processed through the appeal rights described in the Discipline and Complaints Policy.

MONITORING AND REVIEW SCHEDULE

Monitor as needed and review every three years.

DATE APPROVED

October 31, 2011

DATE MODIFIED

October 14, 2014