



CANADIAN COLLEGE FOR THE CERTIFICATION
OF PROFESSIONAL ERGONOMISTS

CONSEIL CANADIEN DE CERTIFICATION
DES PRATICIENS EN ERGONOMIE

PROCEDURE FOR APPEALING A DECISION OF THE BOARD (July 18, 2016)

If you apply for certification as a Canadian Certified Professional Ergonomist (CCPE) or Associate Ergonomist (AE) and the Board rejects your application you may appeal to the Board to reverse its decision. The appeal must be sent within 30 days of receiving the decision as noted in Paragraph 2.1.

If your application is rejected you will receive a written justification of the Board's decision. This will explain why, in the opinion of the Board, the evidence that you presented with your application failed to meet the requirements of the Board for certification. Any appeal that you make must be based upon this documentation.

1.0 Appeal categories

The Board recognizes three categories for appeal. The three categories are:

1.1 Flawed process

You may claim that the process which was followed in dealing with your application was flawed. In your letter you must state how, in your opinion, the process was flawed. You may refer to the statement describing the process which was followed in dealing with your application and to other relevant material.

1.2 Incorrect evaluation

You may claim that the evidence presented by you was incorrectly evaluated by the evaluators. In your letter you must state how, in your opinion, the evidence submitted by you in your application warrants a second evaluation. You may refer to the written justification of the Board's decision and to other relevant material. New evidence will not be considered under this appeal category, however explanations supporting previously provided evidence will be accepted.

1.3 Special circumstances

You may claim that your application is such as to warrant special considerations not covered by the procedures laid down by the Board. In your letter you must state your reasons for requesting special consideration.

2.0 Appeal Process

The appeal process will follow the below steps.

2.1 To initiate the appeal you must write to the President within thirty days¹ of receiving notification that your application has been rejected stating that you wish to appeal to the Board to reverse its decision. Your letter stating that you wish to appeal the decision of the Board must be accompanied by a processing fee as determined by the Board.

2.2 This processing fee will be refunded in the event that your appeal is successful in category 1.1 or 1.2, and the provision of a refund is at the Board's discretion for category 1.3.

2.3 On receiving your formal appeal, the President will review the appeal for completeness and ensure that the conditions for appeal are satisfied. The President may request further information if necessary. Should the President be in a conflict of interest position, the appeal will be reviewed by a Board member with no conflict of interest.

2.4 Two evaluators will review your appeal and application. The evaluators will make a report to the Board within 30 days of receipt of the application and on the basis of this the Board will decide within 30 days² whether or not to allow your appeal.

2.5. The decision of the Board will be final and cannot be further appealed.

3.0 New application

In all cases where your appeal is not successful, you may submit a new application together with the appropriate fee.

¹The thirty-day limit may be extended

² The thirty-day periods may be extended pending the work schedules of the Board members