

American Board of Comprehensive Care

Appeals Policy and Procedure

Policy: An appeals process is available to candidates who wish to contest an adverse decision or proposed action affecting their application for certification, exam results or recertification. The Appeals Committee of the American Board of Comprehensive Care (ABCC) hears all candidate appeals. All proposed remedies and decisions of the Appeals Committee of the American Board of Comprehensive Care are final unless further appealed to the Executive Committee as explained below.

Procedure: A request for review of an adverse action must be submitted in writing to the ABCC Appeals Committee. The request must be submitted within 20 business days of notification of the adverse action. All requests for appeal should clearly outline reasons and rationale for appeal. Individuals seeking appeal of any decision should attempt to provide all necessary data in support of the appeal and set forth any new or additional information to be considered by the Appeals Committee.

The Appeals Committee will hear all appeal requests within 60 business days of receipt of the appeal request. The Appeals Committee will investigate the appeal request, seeking opinions from psychometric and testing experts, attorneys and other resources as necessary. Based on the investigation, the Appeals Committee may decide to uphold an initial decision or may take other appropriate action with regard to the appeal request. The Appeals Committee will notify all individuals in writing of the decision of the Appeals Committee within 30 business days following the date of the appeal review. Notification will be sent by certified mail.

Executive Committee Appeal: A decision of the Appeals Committee may be appealed to the ABCC Executive Committee if the examinee involved has a reasonable basis to believe that the Appeals Committee did not act in compliance with applicable ABCC policies and/or procedures or that the decision of the Appeals Committee was clearly contrary to the weight of the evidence. The request for such an appeal must be received within 30 days of the date of the Appeals Committee's decision was mailed to the examinee.

Notice that the matter is the subject of an appeal will be included with the ABCC transcripts during the duration of such appeal. A written record, consisting of all information available to the Appeals Committee, the records of the Appeals Committee's meeting, a transcript of the recording made during the examinee's appearance before the Appeals Committee (if there was such an appearance), and the basis for appeal set forth by the examinee, will be reviewed by the ABCC Executive Committee.

If the Executive Committee determines that the Appeals Committee did not act in compliance with applicable ABCC policies and procedures and/or that the decision of the Appeals Committee was clearly contrary to the weight of the evidence, the ABCC Executive Committee may reverse the decision of the Appeals Committee or remand the

matter to the Appeals Committee for further consideration. If the ABCC Executive Committee reverses the decision of the Appeals Committee to classify the examinee's scores as indeterminate, all entities having received ABCC transcripts indicating indeterminate score will be notified of the decision of the ABCC and provided with updated transcripts. Otherwise, the determination of the Appeals Committee will stand.