

Certification and Recertification Appeals

Exam applicants or certificants may appeal the denial of eligibility to take the GPC examination, or to recertify through the Certification Maintenance Program (CMP). GPCI, will review eligibility appeals of adverse certification decisions from GPC Certifications and applicants. An individual may appeal decisions regarding GPCI policy/procedures (certification eligibility, certification maintenance and recertification) by filing a written appeal. Appeals must be sent to GPCI within 30 calendar days after notification of an adverse decision and will be considered by the GPCI Grievance Committee/Appeals panel at its next scheduled meeting. There is a \$25.00 appeal review fee required with every appeal submitted. Appeals submitted without the \$25.00 fee will not be considered by the GPCI Grievance Committee.

An adverse decision may be appealed for the following reasons:

- GPCI did not apply certification or recertification criteria correctly
- A factual error caused by GPCI affected the outcome
- An extraordinary circumstance that can be verified (through providing **third party** documentation).
- A disaster which is defined as a sudden occurrence that usually affects a large number of individuals and may cause widespread catastrophic damage in a large geographic area/region. Disasters may be natural or caused by human. Examples include but are not limited to tornadoes, hurricanes, earthquakes, terrorist acts, wild fires and tidal waves. The disaster in question must be declared by the governmental agency or determined by GPCI to comply with the definition of disaster provided in this document. Third party documentation may include police report, insurance company letter, or FEMA disaster declaration documentation.
- Action by GPCI affecting eligibility of a candidate to take the examination may be appealed.
- Appeals may be considered for alleged inappropriate examination administration procedure or environmental testing conditions severe enough to cause a major disruption of the examination process and which could have been avoided.

GPCI will not review appeals related to missing posted application deadlines, unless there is a verifiable extraordinary circumstance. The request and supporting documentation must be sent to GPCI using a delivery method that ensures a return receipt.

Appeals regarding the following will not be accepted:

- The determination of the passing score
- The examination or other measurement tool or individual test items
- Test content validity

Because the performance of each question or the examination that is included in the final score has been pretested, there are no appeal procedures to challenge individual examination questions, answers or a failing score.

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An examination outcome appeal must be specific, detailed and has supporting documentation, wherever applicable/appropriate, indicating the basis for the appeal.

All examination outcome appeals must be submitted within 30 days following the date that the examination results were disseminated.

In evaluating an appeal, GPCI will consider the information provided on the appeal form, supporting documentation as well as other relevant information that the candidate has submitted. Once a candidate signs the appeals form, the candidate acknowledges the decision of the GPCI Grievance Committee is final.

A favorable appeal only results in the exam fees being deferred to a future examination arranged with adequate future notice.

Appeals Procedure for Candidates denied eligibility for initial certification or recertification.

Candidates whose application for initial certification or recertification are denied must file an appeal within 30 calendar days of notification date of ineligibility letter. The appeals form and appropriate fee of twenty-five dollars (\$25.00) must be sent to GPCI by a form of delivery that requires a return receipt. The requests must indicate the reasons why the decision is being appealed and include all supporting documentation.

Initial appeals will be reviewed by GPCI eligibility chair who will review all properly filled requests with supporting documents. The GPCI eligibility chair will send notification of a decision within 90 calendar days of receipt of the appeal.

In situations where the GPCI eligibility chair has a conflict, the President will review the appeal. If the appeal is denied, the candidate can request second level review within 30 calendar days of receiving the notice of decision.

The appeals committee will appoint three members with no conflict of interest to review the appeal. The appeals committee decision will be final. Candidates will receive a decision within 90 calendar days of receipt of the second level appeal.

GPC Eligibility Appeals Form

Certificants or applicants may appeal the denial of eligibility to take the GPC examination, or to recertify by Certification Maintenance Points (CMP). **All Eligibility Appeals must be submitted to GCPI within 30 calendar days of the date of notification ineligibility.** GCPI will not review appeals related to missing posted application deadlines, unless there is verified extraordinary circumstance (i.e. third-party documentation).

Please submit the following information along with supporting documentation where applicable.

Candidate's Identifying Information

_____	_____
First and Last Name	Date (Effective Date)

Address	

City, State ZIP	
_____	_____
Email	Phone
_____	_____
Exam Date	Testing Location

Reason for Appeal

Please indicate below the circumstances regarding your ineligibility, check all that apply:

- GPCI did not apply certification or recertification criteria correctly
- A factual error affected the decision
- An extraordinary circumstance affected the decision

Please provide a brief rationale for the appeal:



Supporting Documentation

All appeals must include supporting documentation. Please indicate the type of supporting documentation provided:

- Completion of GPCI requirements
- Extraordinary circumstances (must be **third-party** documentation)
- Other documentation to support the appeal

Terms and Conditions: By signing this form, I acknowledge and understand the decision of the GPCI Grievance Committee is final. I also attest that the information provided in this document is true and accurate.

Signature

Date (Effective Date)

Printed Name

Please submit requests and documentation to the GPCI, 10881 Lowell Ave, Suite 190, Overland Park, KS 66210

Email: info@granterredentials.org

Fax: (913) 788-3398

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