

GPC Eligibility Appeal Process

Exam applicants may appeal the denial of eligibility to take the GPC examination. Candidates whose application for initial certification or recertification are denied must file a written 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 a second level review within 30 calendar days of receiving 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.

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 humans. Examples include but are not limited to tornadoes, hurricanes, earthquakes, terrorist acts, wildfires 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 reports, insurance company letters, or FEMA disaster declaration documentation.
- Action by GPCI affecting eligibility of a candidate to take the examination.
- 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.

GPC Eligibility Appeal Form

Applicants may appeal the denial of eligibility to take the GPC examination. **All Eligibility Appeals must be submitted to GCPI within 30 calendar days of the date of notification ineligibility.** GPCI 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, 10540 Marty Street, Suite 240, Overland Park, KS 66212

Email: info@grantcredential.org

Fax: (913) 788-3398