ASCP BOARD OF CERTIFICATION
CMP APPEALS PROCESS

Submission of Appeal

1. All appeals must be presented in writing to the ASCP Board of Certification, 33 West Monroe Street, Suite 1600, Chicago, IL 60603, addressed to Julie Mueller, Manager of Certification Maintenance.

2. The appeal must include any supporting documents not in the possession of the Board of Certification.

3. The appeal should include any written statements of persons having knowledge of the facts to be relied upon by the appellant.

4. The request and supporting documents must be received by the Board of Certification within 30 days following notification of the decision being appealed.

Appeals Process

1. BOC policy establishes the requirements for completion of CMP. These requirements are included in the CMP folder and are located on the web site. The staff audits a percentage of certificants and determines those individuals who do not meet the requirements. These individuals are notified of their deficiencies.

2. The individual may respond to the notification in writing and request that his/her case be reviewed by the Certification Appeals Committee.

3. The Director of Certification Activities will choose three members of the Certification Appeals Committee to review and decide on the appeal. None of the chosen members shall be a member of the Credentials Maintenance Committee that established the requirements. The Executive Director has final approval. A conflict of interest statement will be signed by the chosen members.

4. The appellant will be notified of the Certification Appeals Committee's decision by the Executive Director of the BOC. If it is unfavorable, the appellant may appeal the Committee's decision and request a hearing before the BOG Appeals Committee at the time of the BOG's next regularly scheduled meeting. The appellant may choose to waive his/her right to a hearing and appeal the Certification Appeals Committee's decision directly to the BOG Appeals Committee in writing.

5. The BOG Appeals Committee will review the appeal and the Committee's decision is final.