



6.05 Certification and CPDP Decision Appeals

Approved: 2018-03-08

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To outline the process to appeal decisions of the Certification Committee under the Certification Program and the Continuing Professional Development Program.

Policy and Procedures

Members attempting to obtain or maintain BCQ and CBO designations have the right to appeal decisions made regarding qualifications or credits under [6.02 Certification Program](#) or [6.03 Continuing Professional Development Program](#), based on their belief that the decision is incorrect or unfair.

The member must write to the Certification Chair within 60 days of the date the decision was received, with an explanation of their concern and justification to support their concern. The Certification Committee will review the submission, decide whether the concern has merit, and if merited attempt to resolve the concern or if unmerited dismiss the concern.

Failing resolution, the member can submit in writing a request for an appeal to the Board of Directors. The fee for appeal to the Board of Directors is \$100.00, and the fee shall be submitted with the written request for an appeal. The decision made by the Board of Directors will be issued in writing to the appellant within 60 days of the date the written appeal request is received, and will be final.

Application

Applicants for BCQ or CBO designations, SBOA members holding CBO designations, SBOA Certification Committee Chair and members, and Board of Directors.

Notes

Based in part on 2007-05-28 SBOA Certification Policy 3D - Appealing the Results of Exams or other Criteria used to determine Certification Stages (recommended for compliance with CAN-P-9 that was reissued as ISO/IEC 17024:2012). Required for compliance with ISO/IEC 17024:2012 "Conformity Assessment - General requirements for bodies operating certification of persons, 9.7.2."