



# ELECTRICAL INDUSTRY CERTIFICATIONS ASSOCIATION

## Appeals Policy

### Scoring Review

Candidates may, after either a Written Test or Practical Examination, request a score review by submitting a request in writing to the EICA Executive Director within thirty (30) days of the subject test or examination. This written communication should be sent via a delivery tracking entity, such as UPS, FedEx or certified USPS mail. The EICA Executive Director will discuss the test with the Proctor, or the examination with the practical examiner, to determine the appropriate venue for the review. At the completion of the review, the Executive Director will notify the candidate of his conclusion of the review. If the candidate is not satisfied with the Executive Director's conclusion, the candidate may appeal, in writing, the issue to the EICA Appeals committee. EICA shall acknowledge receipt of the appeal within 10 days of receiving the appeal and provide the appeals process. If, in the sole opinion of the Appeals Committee, the evidence warrants additional scrutiny, the Appeals Committee will conduct an investigation, including an interview with the candidate, within 15 days of the date of the written appeal to the Appeals Committee. The Decision of the Appeals Committee will be final and binding and will be conveyed to the candidate in writing within forty-five days of the date of the Appeal to the Appeals Committee.

The Appeals Committee will be comprised of no less than three and no more than five members from the EICA Board of Directors, appointed by the President of the Board.

### Disciplinary Review

Certification revocation/suspension can be appealed within 30 days after the notification was sent out from the Discipline and Ethics Committee. EICA shall acknowledge receipt of the appeal within 10 days of receiving the appeal and provide the appeals process. A written appeal must be sent by tracked and certified mail. The appeal must state the specific reason as to why the revocation/suspension is being petitioned.

### Appeal Hearing

The Appeals and Complaints Committee will call a hearing if the appeal is sound and has been received within the 30-day time frame. The hearing will be scheduled within 15 days from the time the appeal was submitted. The hearing will be held at EICA's office in Salt Lake City or another location approved by the committee. The certificant can appear at the hearing but must pay for travel and expenses. The certificant will be allowed to have representation to counsel at the hearing. No third-party representation will be allowed to provide testimony except witnesses, subject matter experts, advisors, and legal counsel. Minutes will be compiled of the meeting and kept on file.

The Appeals and Complaints Committee will issue a final decision within 30 days from the date of the appeal hearing. The final decision will be in writing sent through certified mail. The decision will have the name of the disciplined operator and the violation(s). The final ruling will be kept on file per the document retention policy. The Appeals and Complaints Committee decision is final and not subject to any additional appeals.

No Appeals and Complaints Committee member may rule on themselves or be involved in approval and/or review. A committee member must step down for a case that involves himself/herself.

All appeals will be confidential and will not result in disciplinary action against the appellant. The Appeals and Complaints Committee promotes due process and will not discriminate against any individuals.