

Certification Appeal Procedures

After a Certified Person has received a written notice of violations and applicable sanctions from CNTA, the candidate is required to file a written request for appeal, along with a statement describing the grounds for the appeal, why the appeal should be granted, and all supporting evidence within thirty (30) calendar days of receipt of the notice of violations and applicable sanctions from CNTA. A candidate's appeal will not be considered after such thirty (30) calendar day period has expired.

If CNTA determines that a written request for appeal is filed in a timely manner, the information submitted by the candidate will be submitted for binding arbitration to the CNTA Advisory Board, which consists of voluntary industry peers. As directed by the CNTA Advisory Board, three (3) disinterested members of the Board will be assigned to each case, and will have full authority to convene, preside over, continue, decide, and conclude an ethics appeal. Upon receipt of written notification of an appeal, CNTA Member Services will fill out an Appeal Tracking Form, which will ensure that all steps of the appeal are followed.

Following receipt of a complete and proper written appeal, the CNTA Advisory Board will schedule a date on which to conduct an Appeal Hearing, and the Respondent will be notified in writing at least 30 days in advance of the scheduled date. The CNTA Advisory Board will review the appeal submissions presented by the Respondent and other relevant information, and thereafter will determine and resolve the appeal by majority vote in a closed session. The respondent may contact CNTA at any point during the appeals process to inquire about the status of the appeal.

Following the conclusion of an Appeal Hearing, an appeal decision will be sent to the Respondent, in writing, within 30 days. The appeals decision will state the outcome and resolution of the appeal, including any final disciplinary action or sanction issued.

CNTA and related staff are also expected to maintain impartiality in the event that an applicant or certificant makes an appeal or files a complaint (administrative or against personnel). All CNTA staff, and anyone else involved in the certification process are expressly forbidden from taking retributive action against anyone who makes an appeal or complaint, regardless of how the appeal is resolved. If an employee or anyone else involved in the certification process has reason to believe another individual involved in the certification process has had their impartiality compromised, they are required to report the issue to their supervisor, the board chair, the CNTA Executive Director or CNTA CAO as appropriate, so that the potential compromise of impartiality can be assessed and addressed.