



QABA Appeal Procedures 1.0

Updated January 2017

The purpose of this policy is to establish a process for the applicant to appeal actions that have been taken by the QABA Credentialing Board

Most common issues that may be appealed include but are not limited to the following:

1. Immediate suspension or revocation of Credential – may include:
 - Ongoing monitoring of criminal background – new event
 - Allegation resulting in an abuse report as required by applicable state and federal laws and regulations
 - Other unethical behavior
 - Practicing as an independent practitioner
2. The fee or tuition charge to retake the certification exam
3. Suspended account
 - Failure to meet required time frames for uploading and verifying eligibility
 - Failure to schedule examination with timeframes
 - Multiple failure to show for examination appointment
4. Delayed or rejected certification
 - Compromised examination process
 - Sanctions against existing license or certification
 - Convictions on Criminal Background Checks
5. Delayed Approval or Rejection of recommendation
 - Recommender is not qualified
 - Criteria of the recommendation was not met in one or all areas
6. Delayed Approval or Rejection of Coursework
 - Coursework is not assessment based
 - Coursework does not meet the content areas
7. Delayed or Rejection of Supervision Hours
 - Supervisor does not meet the requirements as qualified
 - Independent fieldwork does not meet the requirements outlined by the QABA
8. Violation of written examination protocols



QABA Procedure: Making an Appeal 1.1

It is the purpose of this policy to establish a process for the applicant to appeal actions that have been taken by the QABA Credentialing Board.

The QABA Credentialing Board cannot promise that the specific appeal or complaint will result in the action requested or that the applicant will be satisfied with the outcome of the appeal procedure.

Procedure: Making an Appeal

The Candidate may appeal a corrective action by submitting a written appeal to the QABA Credentialing Board, custodian@qababoard.com, stating the issue, the requested solution and action sought.

QABA Appeal Process

Step One: QABA Records Custodian receives a formal appeal. The QABA records custodian acknowledges receipt of the appeal to the appellant via email. The appeal is reviewed for accuracy and clarity in terms of what specifically is being appealed. Additional information may be required in order to verify the eligibility of the appeal and the appellant. (Day 1 to 7)

Step Two: Once the request for an appeal is reviewed by the QABA Records Custodian, and the requested information is in place, it is referred to the QABA Board Chairman within seven days of receipt of the appeal. (Day 4 to 10)

Step Three: The details of the appeal are sent by the QABA Board Chairman to all QABA board members who serve as the Appeals Committee. (Days 8 to 14)

Step Four: A meeting of the board is scheduled to discuss the appeal request (Day 14 to 21)
The board may:

1. Reject the appeal
2. Accept the appeal
3. Request additional information

Step Five: Board decision is conveyed to the QABA Records Custodian (Day 22 to 36)

1. If the QABA board rejects the appeal, the reason(s) for the decision are conveyed by the QABA records custodian to the appellant within three days
2. If the QABA board accepts the appeal, the decision is conveyed by the QABA records custodian to the appellant within three days.



3. If the QABA board requires additional information, the decision is conveyed by the QABA records custodian to the appellant within three days. Once the appellant provides the required information Step Three is initiated.