

Appeals Policy

Appeals

The Progressive Behavior Analyst Autism Council™ (“PBAAC™”) provides applicants, candidates, and certificants the right to appeal an adverse decision and they are provided a copy of the appeal policy when receiving an adverse decision. A passing score is required to award certification program credentials in all instances. Failure to pass an examination is not considered cause for an appeal.

Appeal Submissions

Appealing Decisions for Complaints, Eligibility, Special Accommodation Requests, or Recertification

Applicants, candidates, and certificants may appeal adverse decisions pertaining to: complaints, eligibility, special accommodation requests, or recertification. Failure to pass an examination is not considered cause for appeal.

Appeals for Extraordinary Administration Circumstances

Candidates may appeal extraordinary administration circumstances that arose during the exam administration that meet all the following criteria for filing an appeal: 1) arose unexpectedly with the examination administration, 2) were outside the control of the candidate, 3) made the candidate’s experience different from other candidates and/or affected the candidate’s ability to receive credit for an examination item, and 4) were severe enough to account for examination failure.

The appeal request must be submitted in writing to the PBAAC™ within seven (7) days of the examination date. Appeals received after the deadline will not be considered. There is no fee associated with filing an appeal.

Appeals Committee

Established procedures for handling appeals must be followed. Discriminatory actions against an appellant are prohibited. Information submitted during the appeal process is considered confidential and is handled in accordance with the PBAAC™’s privacy, nondiscrimination, and confidentiality policies.

Upon receipt of the appeal request, the PBAAC™ convenes an Appeals Committee. The Appeals Committee consists of individuals who were not involved in the initial decision to return an adverse decision against the appellant. Formal hearings are not held and parties involved are not expected to be represented by counsel, although the Appeals Committee and the PBAAC™ may consult their own counsel.

For appeals associated with complaints, the Appeals Committee reviews whether the violation determination by the PBAAC™ was inappropriate due to 1) discipline committee considered incorrect information or they interpreted the facts incorrectly, or 2) failure of the discipline committee or the PBAAC™ to conform to published criteria, policies, or procedures.

Appeals are conducted and completed within ninety (90) days of receipt of the requests for appeal. The decision of the Appeals Committee either affirms or overrules the original determination, but does not address any sanctions imposed by the PBAAC™. The Appeals Committee provides notice to the appellant and the PBAAC™ of their determination at the end of the appeals process. The PBAAC™ upholds the decision of the Appeals Committee.