

**Appeals Process for Accreditation Applications with NCA**

**Accreditation decisions may be appealed by an NCA accreditation applicant *after* the decision has been voted on by the NCA Board of Directors.  The CAC applicant must submit a formal letter of intent to appeal the decision.  The letter of appeal should include specific information describing the findings and evidence made by the site reviewers that the CAC feels were missing or stated inaccurately.  Upon receipt of the letter of appeal, the NCA Appeal Process will be as follows:**

**Accreditation Committee Appeals Process**

*Prior steps (in accordance with NCA Accreditation Guidelines)*

* Notice of intent to appeal has been submitted by site.
* Letter of appeal has been submitted by site and forwarded to the Executive Committee.
* Executive Committee has reviewed the letter of appeal and determined that it is worth further review.  The matter has been forwarded to the Accreditation Committee for review.

# Expectations of Accreditation Committee

* Review any and all appropriate material.  Requests for information will be honored.
* Prepare an appeals report to be sent to the board.  The report will either (1) concur with the recommendations of the reviewers and affirm the decision of the board or (2) refer the matter back to the board with recommendations for action.  Both of these decisions are final and afford the center no right of further appeal.