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- POLICY:** **Accreditation Appeal**
- REVISED:** **October 15, 2018**
- APPEAL ELIGIBILITY:** Accreditation decisions may be appealed by an NCA accreditation or reaccreditation applicant *after* the decision has been voted on by the NCA Board of Directors.
- APPEAL SUBMISSION:** The CAC applicant must submit a formal letter of appeal to the NCA Director of Accreditation (Director) within forty-five (45) days of being notified by NCA of the NCA Board of Director's decision. The letter of appeal should include all specific information, documentation, and materials describing the findings and evidence made by the site reviewers that the CAC feels were missing or stated inaccurately.
- APPEAL REVIEW:** Within fifteen (15) days of receiving the appeal, the Director of Accreditation shall review all material submitted by the appealing site, the site reviewers report, the application for accreditation, and any other information helpful with evaluating the appeal, and; determine if additional information or documentation from the CAC or site reviewers are required.
- Within thirty days (30) of receiving the appeal, the Director shall provide a report to the Executive Director outlining the following:
- Name of CAC
 - Application process information (date, findings, site reviewer report)
 - CAC appeal letter, documentation, materials
 - Evaluation of appeal and recommendation from the Director
- NOTIFICATION:** The NCA Executive Director and the NCA Board Executive Committee shall be notified upon receipt of the appeal.
- Upon notification, the Executive Committee, at their discretion, may appoint an ad-hoc committee to conduct further investigation as outlined in the NCA bylaws.



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CORRESPONDENCE: All correspondence shall be in writing. Any verbal correspondence with the complainant or CAC shall be summarized in writing and a copy provided to the complainant and/or NCA.

APPEAL DECISION: The NCA Board Executive Committee shall either concur with the Director's and/or ad hoc committee's recommendations (requiring a majority vote) or refer the matter back to the NCA Board for further review with recommendations for action (requiring a two-thirds vote).

Once a decision has been rendered, the Director shall provide correspondence to the appealing site with the NCA Board decision.

The CAC shall have one year from the original NCA Board meeting when the accreditation status decision was made to become compliant with any remaining deficiencies.