

## 2.5 Credentialing Results Appeal Policy

<b>Date of Approval:</b>	June 1, 2020	<b>Effective Date:</b>	November 1, 2020
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**I. Definitions:**

“**CADTR**” means the Canadian Alliance of Dental Technology Regulators

“**DTETPA**” means the Dental Technology Entry to Practice Assessment

**II. Scope:**

This policy applies to all candidates who were deemed not substantially equivalent through the credentialing education equivalency assessment.

**III. Principles:**

This policy is written in accordance with the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications principles of fairness, transparency, timeliness and consistency and in consideration with the minimum standards of the approved dental technology programs in Canada.

**IV. Purpose:**

The purpose of this policy is to outline the conditions in which a candidate may appeal the results of their credentialing education equivalency assessment. Candidates who are not eligible for an Administrative Reassessment or are not satisfied with the outcome from an Administrative Reassessment may apply for an Appeal.

**V. Policy:**

Requests for an Appeal must be received by CADTR within 30 days from the date the *credentialing technical report* is issued or from the date of the Administrative Reassessment decision. A written request must include detailed reason(s) for an Appeal and any additional information or documentation that may be relevant or necessary to the appeal.

A **credentialing appeal fee** shall be charged at the time of the request. Once all required information, documents and fees are received, the Appeal process will be initiated. The Appeal will be reviewed by a panel of 3 members from the Appeals Resource Group who are appointed by the Credential and Assessment Services Committee. They will review the candidate’s original documents, the credentialing technical report, the Administrative Reassessment decision (if applicable), and any supplemental information submitted at the time of the appeal request.

A written report detailing the outcome of the decision from the Appeal Panel will be provided to the candidate. If the Appeal is successful, the administrative reassessment fee and the credentialing appeal fee will be refunded.

An Appeal is the final level of review, as such, the decision of the Appeal Panel shall be final and binding.

**VI. Associated Policies, Procedures and Guidelines:**

Non applicable.

**VII. Review:**

This policy is subject to review every three (3) years.

**VIII. Disclaimer**

If there is a discrepancy between these electronic policies and the written copies held by the policy owner, the written copies prevail.