Decisions by the Certification Committee

Once the Certification Committee makes a decision regarding certification of an individual, it will notify the individual in writing as promptly as possible. The forms of possible Committee action are:

**Initial Certification:**

- Granting of Certification
- Deferral on the decision to grant certification:
  - Show Cause
  - Denial of certification
- Denial of certification

**Re-certification:**

- Re-certify
  - Probation for a specified period of time
  - Show Cause
  - Denial of re-certification
- Denial of re-certification

**Adverse Actions of the Certification Committee**

When measured against the standards for certification, an individual may, in the opinion of the Certification Committee, be found wanting. The nature and gravity of the deficiency will determine whether, in the judgment of the Committee, one of the following adverse actions should be taken, depending on the case:

**Initial Certification (including Grandfathering):**

**Deferral:**

1. A deferral is not a final decision. It is interlocutory in nature to provide further guidance and time for the applicant to correct certain deficiencies. A deferral means that an individual does not meet all or a portion of the Program standards; however, in the opinion of the Committee, the individual has the ability to correct the deficiencies, within a reasonable time period and will be able to meet the Program standards. (A deferral may not be appealed)

2. If the Committee reaches a decision of a deferral, the applicant must, within a reasonable time frame (as determined by the Certification Committee), meet the Program standards. At the end of the specified time period, the Committee will make a final decision on whether to certify, issue a show-cause order, or deny certification.

**Denial:**

1. A denial is a final decision. Denial of initial certification means that the applicant does not meet the Program standards and in the opinion of the Committee, the applicant will not be able to correct the deficiencies, in a reasonable amount of time, to meet the Program standards.

2. A denial is subject to the appeals process.
Re-Certification:

Probation for a specified period of time

1. Probation - When a certified individual fails to respond to conditions imposed upon him/her by the Committee or when it deviates significantly from the Committee's criteria or policies but not to such an extent as to warrant a show-cause order or termination of certification, he/she may be placed on probation for a specified period of time, which shall not exceed one year except under unusual circumstances. While on probation, the individual will be subject to special scrutiny by the Committee. If the individual does not take steps satisfactory to the Committee to remove the cause(s) for his/her probation at the end of the specified time, the Committee may issue a show-cause order or terminate certification. Probation does not affect the certification status of the individual.

2. Probation is subject to the appeals process.

Denial of re-certification

1. A denial is a final decision. Denial of re-certification means that the applicant does not meet the Program standards and in the opinion of the Committee, the applicant will not be able to correct the deficiencies, in a reasonable amount of time, to meet the Program standards.

2. A denial is subject to the appeals process.

Adverse Decision Definitions

Show Cause:
When the Committee finds an applicant to be in substantial non-compliance with its criteria or policies or when the applicant has not responded to the conditions imposed by the Committee, the Committee may ask the applicant to show cause why certification should not be denied. In such cases, the burden of proof will be on the applicant to demonstrate why his/her certification should not be denied.

Termination of Certification:
If, in the judgment of the Committee, an individual has not satisfactorily explained or corrected matters of which he/she has been given notice, his/her certification shall be terminated. In such a case, the individual must complete again the entire application process to re-qualify for certification. This action may be appealed.