



## **Certification Appeals Policies and Procedures**

**1. Policy.** It is the policy of the United Council for Neurologic Subspecialties (UCNS) that applicants who disagree with an adverse decision of the Certification Council may appeal, following the process in this policy, to the UCNS Board of Directors.

**2. Definitions.** Unless the context clearly indicates otherwise, the following definitions will apply to this policy:

- a. "Adverse decision" means a decision that denies, in whole or in part, a request or application by an applicant for certification.
- b. "Appellant" means a person who has filed a notice of appeal with the UCNS.
- c. "Applicant" means a person who is applying for certification by the UCNS.
- d. "Council" means the UCNS Certification Council.
- e. "UCNS" means the United Council for Neurologic Subspecialties.

**3. Notice of appeal.** An applicant who disagrees with a decision of the Council may file a written notice of appeal with the Executive Director of the UCNS. The notice of appeal must be filed within thirty calendar days after the applicant has been notified of the adverse decision or action and must include a \$100 filing fee.

**4. The appeal.** Within ten calendar days after filing the notice of appeal, the appellant shall submit documentation that supports the appeal to the UCNS Executive Director. The preferred format of the documentation is a detailed letter explaining the basis of the appeal accompanied by enclosures that support statements within the letter.

**5. Submission to the UCNS Board of Directors.** When the UCNS Executive Director has received the notice of appeal and any supporting documentation, the Executive Director shall promptly submit the Council's decision and appellant's documents to the Board of Directors.

**6. Decision by the UCNS Board of Directors.** The chair shall determine whether to convene the Board of Directors for a formal meeting (in person or by telephone conference) or to rule on the appeal by an e-mail vote. The Board shall act on the appeal within sixty calendar days after the Executive Director

received the appellant's documents described in paragraph 4. The decision of the Board of Directors is final.

**7. Service of the Board's decision.** The UCNS Executive Director shall promptly serve the Board's decision by certified or registered mail to the appellant.

**8. Record of the appeal.** The UCNS Executive Director shall retain all documents related to the appeal for five years. The Executive Director may provide a copy of the record to the appellant, if requested, at no charge.

Approved by the UCNS Board of Directors: August 2006