

DTRC Appeals Process

If a candidate feels that an unfavorable decision from the DTRC is not fair or justified, the candidate has the ability to appeal the decision. The candidate must initiate the appeal process by sending the following information to the accreditation manager:

1. Name, institution, contact information and mentor(s)
2. A brief (no more than two pages) synopsis of the issue and basis for refuting the original DTRC decision

The accreditation manager will forward the documents to the DTRC Executive Committee, a DTRC ARB representative, the DTRC ASHI Board representative, and the DTRC Appeal Board. The DTRC Appeal Board will consist of three (3) ombudspersons with previous experience regarding DTRC policies and processes, and will act as impartial referees in the dispute. In the event of a potential conflict of interest, Appeal Board members will be recused from the case. After reviewing the documents submitted by the candidate, the Appeal Board members may gather more information regarding the case by directly contacting the candidate, the candidate's mentor(s), or request additional documents from the DTRC (archived e-mails, correspondence, portfolio materials, application materials, etc.).

After consideration of the case, the DTRC Appeal Board may reach one of several possible conclusions:

- Affirm and uphold the original DTRC decision
- Refute the original DTRC decision, and potentially make suggestions to mitigate the dispute
- Request additional input or guidance from other relevant parties, i.e. the ASHI Executive Committee.

The Appeal decision will be finalized within approximately 30 - 60 days of the receipt of the original appeal claim.

The decision of the Appeal Board will be communicated to the candidate in a formal letter.