

What must happen to Appeal a Decertification?

An appeal is a request for review of a decertification. An appeal may be made only on the grounds that the decision was in conflict with Policy. All appeals shall be reviewed by the Training/Credentialing Committee Review Panel before action is taken by the TFMA Board of Directors.

The appellant must submit an appeal in writing to the Training/Credentialing Committee at the TFMA Executive Office within 90 calendar days of the date of the decertification letter.

The following materials must be submitted with an appeal:

- (1) A copy of the decertification letter;
- (2) A written statement and supporting documentation clearly identifying and arguing the reasons for the appeal, including a list of possible witnesses corroborating the appellant's position;
- (3) Pay the \$100 Appeal fee; and
- (4) Any other pertinent information or documentation;

Upon receipt of a request for an appeal the following actions will be taken:

- (1) The Executive Office will acknowledge receipt of the materials. Such acknowledgment will occur within 10 days of the date of the receipt of the appeal. The Executive Office will forward the materials to the Training/Credentialing Committee Chair.
- (2) The Training/Credentialing Committee Chair shall select three Training/Credentialing Committee members to form a Review Panel for review of the case.
- (3) The Review Panel shall consider all materials submitted, including any statements from witnesses. The Review Panel may contact the CFM, witnesses, and, in the case of unethical conduct, the person who submitted the charges.
- (4) Within 60 days of receipt of all requested materials, the Review Panel will prepare a summary report of its findings. The report will be submitted to the Training/Credentialing Committee Chair.
- (5) The Training/Credentialing Committee Chair will transmit the review panel findings and recommendations to the TFMA Board of Directors. The Training/Credentialing Committee Chair will request concurrence of Board of Directors with the review panel's decision. Concurrence will be made by a simple majority by the Board.
- (6) Upon concurrence of the Review Panel's report, the appellant will be notified by certified mail within 10 days of the Board of Directors final decision.