

**The Canadian Council for Accreditation of Pharmacy Programs
Le Conseil canadien de l'agrément des programmes de pharmacie**

CCAPP ACCREDITATION: APPEAL OF DECISION

A school may appeal an accreditation decision of the CCAPP Board on the grounds that the Board's decision was based on incorrect application of the Accreditation Standards to the institution.

1. A school shall have 30 days from receipt of the Board's decision of accreditation to notify CCAPP in writing, by registered mail, of the intention to appeal. The grounds on which the appeal is being made shall be clearly stated.
2. The appellant shall bear the total costs involved in conducting the appeal.
3. Upon receipt of an appeal notice, CCAPP shall constitute an *ad hoc* review panel:
 - a) The review panel shall be appointed by the Board of Directors and shall consist of a Registrar from a provincial regulatory authority; a Dean or Director of a Canadian pharmacy program if the appeal is from a pharmacy school or a Dean, Director or Coordinator from a pharmacy technician program if the appeal is from a pharmacy technician school; and a former member of the CCAPP Board of Directors. A Chairperson of the review panel shall be chosen from amongst the review panel members by the Board of Directors. Prior to sitting as a member of the review panel, each member shall receive an orientation to CCAPP accreditation standards and processes.
 - b) Upon appointment, review panel members shall not contact, directly or indirectly, the appellant or members of the Board. Immediately following the appointments to the review panel, CCAPP shall provide review panel members with copies of all written documentation considered by the Board in rendering its original decision and any documentation provided by the appellant as grounds for the appeal. Each member of the review panel shall review all written documentation provided.
 - c) Members of the review panel shall, within 90 days from the date of receipt of the appeal by CCAPP, make recommendations as to whether the original accreditation decision should be affirmed, revised or reversed by the Board of Directors.
 - d) The review panel's recommendations shall be provided to the CCAPP Executive Director, who shall promptly deliver them to the Board of Directors.
4. The Board of Directors shall, as soon as practical, but no later than the next regularly scheduled meeting of the Board of Directors after receipt of the recommendations of the review panel, decide whether to affirm, revise or reverse the original accreditation decision. A report of the board's final decision shall be forwarded to the appellant by registered mail.

Approved June 22, 2018