



4915 S. Howell Avenue
 Suite 501
 Milwaukee, WI 53207-5939
 Telephone: 414.483.4898
 Fax: 414.483.6712
 www.nacc.org

The National Association of Catholic Chaplains	Certification Appeals Panel Roles, Responsibilities & Criteria
Policy Number 11-7	Revision Date: July 2017

Purpose

To review appeals of certification decisions in accordance with *NACC Standards and Procedures*.

Major Responsibilities

1. Conducts the certification appeals process as outlined in the *NACC Standards and Procedures* with an impartial review of all the documentation in a negative certification decision.
2. Provides an annual report to the NACC Certification Commission and Board of Directors outlining the number of appeals and corresponding number of decisions upheld or reversed.
3. Communicates to the NACC Certification Commission the nature of certification appeals to assist the commissioners in focusing on areas of improvement for the ongoing training of interviewers.

Membership Criteria for Certification Appeals Panel

- NACC membership
- Currently active Certified CPE Supervisor or Certified Chaplain.
Or Retired-Certified with continuation of certification renewal process
- Three years' service as Certification Commissioner or ITE
- Demonstrated knowledge of and thorough understanding of the NACC Standards and Certification Appeals Process.
- Demonstrated leadership skills and abilities.
- Experience in processing complaints of a certification nature preferred.

Time Commitment

- The Certification Appeals Panel convenes telephonically on an as needed basis. This panel does not require travel.
- Some conference calls and/or e-mail communications are often needed to complete work.