

CAZA ACCREDITATION APPEAL PROCESS

A member's request for leave to appeal a decision by the Accreditation Commission to deny accreditation must be submitted in writing to the CAZA Board of Directors within fifteen (15) days of receiving notification of the decision and the completed inspection form on which the decision is based. The basis of the appeal must be clearly stated and relate directly to the decision of the Accreditation Commission.

The Board will meet in person or by teleconference as soon as reasonably possible after receiving a request for leave to appeal and review the appellant's submission. All Board members will be provided with the relevant documentation and may participate in the debate.

The decision to grant or deny an appeal will be made by a vote of those members of the Board of Directors who were not members of the Accreditation Commission and who were not involved as witnesses or resources in the original process. Any Board members who believe that they may be in conflict will declare the conflict and refrain from voting.

The decision to grant or deny an appeal will be based on one or more of the following factors:

1. That CAZA accreditation standards were improperly applied, leading to loss of accredited status or the failure to achieve accreditation; or
2. That the process followed by the inspection team in producing the accreditation inspection report, or the process followed by the Accreditation Commission, was not consistent with CAZA's established practices; or
3. Evidence that would have made a material difference in the final decision had been provided to the Accreditation Commission but was not appropriately considered; or
4. Evidence of demonstrable bias, conflict of interest subsequently discovered, or prejudice on the part of a member of the inspection team or a member of the Accreditation Commission.

Based on the Board's review of the materials before the Accreditation Commission and the materials submitted by the appellant, the Board shall either dismiss or grant the appeal.

If the Board grants the appeal, the Board may:

1. Direct the Commission to review their findings based on information provided by the appellant; or
2. Direct a full re-inspection of the member's facility by a different inspection team.
 - a. If it is determined that a full inspection is warranted, the appellant will be required to prepay the estimated costs for the inspection plus an additional 20 percent of the estimate to cover the Association's administrative costs.
 - b. This amount must be submitted to the National Office by the appellant within thirty (30) days of the granting of the appeal. If the deposit is not received by the appropriate date, the appeal will be rejected. Any additional expenses will be paid by the appellant. If the total cost of the inspection is less than the deposit, the National Office shall reimburse the difference following the inspection.
 - c. If the appeal is successful, the full cost including administrative charges will be borne by the Association.

The Board's final ruling shall include a statement of the grounds for the decision. This information shall be submitted to the appellant and the Accreditation Commission within fifteen (15) days of the hearing.

The decision of the Board of Directors shall be final.

Extensions of Time

Notwithstanding the generality of the foregoing, the Board may in their absolute discretion and only in exceptional circumstances grant extensions of the time limits prescribed in this policy.