

APPEALS POLICY

CERTIVATION GmbH is committed to a fair appeals process for any applicant, candidate, or certified person with any adverse outcome of a decision. These decisions include the following:

- Denial of Eligibility
- Special Testing Accommodations Denial
- Recertification Application Denial

All appeals will be reviewed by the QPPI Certification Board and is responsible for making a recommendation to CERTIVATION GmbH certification management. Information submitted during the appeals process is considered confidential and will be handled in accordance with the CERTIVATION GmbH's confidentiality policy.

The decision of CERTIVATION GmbH certification management will be final. The maximum number of appeals is one. No member of the QPPI Certification Board will communicate directly with the petitioner. All communication concerning the appeal will be made between the Certification Program Manager and the petitioner.

Applicants / Candidates/ Certificants receive an email acknowledging receipt of application within five – (5) days of submittal. The QPPI Certification Board will present their recommendation to the CERTIVATION certification management within twenty-one-(21) calendar days. CERTIVATION GmbH certification management will render a final decision on the appeal within seven-(7) calendar days from the receipt of the recommendation from the QPPI Certification Board.

Denial of Eligibility

Applicants / Candidates who have submitted a completed application and are notified that they do not meet the eligibility requirements may appeal this decision.

- Appeals must be filed within **fourteen (14) calendar days** from the date of the denial

In fulfilling its responsibility to provide applicants the right to appeal a decision to deny candidacy, the QPPI Certification Board will perform the following tasks:

- a) Review the statement of appeal.
- b) Review the documents supporting the appeal.
- c) Request and review additional documentation from the appellant to support the appeal as required.
- d) Render a decision within thirty-(30) calendar days from the appeal submittal.

The QPPI Certification Board Committee may put forth the following recommendation based upon evidence presented:

- Grant the appeal and admit the applicant to the Pipeline Integrity Engineer Certification program.
- Deny the appeal and refuse the candidacy to the program.

Special Testing Accommodations Denial

In the event that a test accommodation is denied in part or in full, candidates have the right to appeal the decision. Candidates must submit the appeal form with a statement from the professional who has diagnosed the disability about why the denial would have negative impact on the applicant's ability to perform successfully on the examination. The documentation must:

- Be printed on the professional's letterhead
- Be signed and dated by the professional who diagnosed the condition

The QPPI certification board in consultation with the psychometric expert and the testing center will review the appeal and determine if the request is possible and if the accommodation will risk the security of the

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exam. Applicants must submit an appeal request by submitting an appeal request with additional documentation as well as a copy of an associated prior accommodation request.

- Appeals must be filed within **fourteen (14) calendar days** from the date of the denial

In fulfilling its responsibility to provide applicants the right to appeal a decision to deny candidacy, the QPPI Certification Board will perform the following tasks:

- a) Review the applicant's statement of appeal and supporting documentation from the diagnosing healthcare professional.
- b) Review the statement from the Certification Program Manager concerning the special accommodations previously offered to the applicant.
- c) Consult with psychometric experts and legal counsel (as required) request and review information concerning the feasibility of providing the requested accommodations.
- d) Render a decision within thirty-(30) calendar days from the appeal submittal.

The QPPI Certification Board Committee may put forth the following recommendation based upon evidence presented:

- Grant the appeal and provide the special accommodations as requested.
- Grant the appeal and offer alternative special accommodations.
- Deny the appeal.

Recertification Application Denial

Certificants who have submitted a completed Recertification application and who are notified that they do not meet the Recertification requirements may appeal this decision.

- Appeals must be filed within **fourteen (14) calendar days** from the date of the denial

In fulfilling its responsibility to provide applicants the right to appeal a decision to deny candidacy, the QPPI Certification Board will perform the following tasks:

- a) Review the statement of appeal.
- b) Review the documents supporting the appeal.
- c) Request and review additional documentation from the appellant to support the appeal as required.

The QPPI Certification Board Committee may put forth the following recommendation based upon evidence presented:

- Grant the appeal and recertify the applicant's Pipeline Integrity Engineer Certification.
- Deny the appeal and refuse to recertify the applicant's certification.

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APPEALS FORM

CERTIVATION is committed to providing a fair appeals process for any applicant, candidate, or certified person with any adverse outcome of a decision. Submission, investigation, and decision on appeals shall not result in any discriminatory actions against the appellant.

Please see the candidate handbook for information on the appeals process and detailed instructions.

Applicant Name

Email

Telephone Number

Certification Applying For

Select Appeal Type

Deadline to File

Denial of Candidate Eligibility

14 days from notification

Denial of Special Testing Accommodations*

14 days from notification

Denial of Recertification Eligibility

14 days from notification

Denial of Certification Award Due to Examination Irregularities

7 days from notification

* A statement from the professional who has diagnosed the disability about why the denial would have negative impact on the applicant's ability to perform successfully on the examination. The documentation must: (a) be printed on the professional's letterhead and (b) be signed and dated by the professional who diagnosed the condition.

Accurately describe in detail the nature of your appeal

By signing below, I understand that the maximum appeals is one and I will abide by the decision granted under this appeal.

Applicant Signature

Date

FORM SUBMISSION

Complete this form in its entirety and save it using the following naming convention: Last_First_AP; then email the completed form with any additional documentation to: feedback@certivation.com

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