
APPEALS AND WAIVER PROCESS

Scope

The purpose of this procedure is to define the processes related to appeals and waivers and their resolution.

Responsibility

Executive Director of LIUNA Training

Description

Process 1: Waiver Requests

A waiver is a request to waive a LIUNA Training policy, rule, or deadline. This provision is meant to prevent action from being taken against a certificant. It is intended for use in circumstances that cannot be avoided, even with careful planning, and which will negatively impact the status of a certification. For example, unavoidable/extenuating circumstances that will prevent a certificant from fulfilling credential maintenance requirements such as a severe health issue.

Requests for waiver must be filed in writing, specify the certification activity to be waived, and include a brief description of the circumstances related to the request. Waivers must be received at least 30 days prior to the deadline of the certification requirement in question. The written request should be addressed to the Executive Director at LIUNA Training and emailed to certification@liunatraining.org or mailed to P.O. Box 37, Pomfret Center, CT 06259.

The same decision making process is followed for waiver requests as in the case for appeals, see below.

Process 2: Request for Appeal

An appeal is a request to change or reverse a decision related to a certification. This provision is intended for use after a certification related decision has been rendered and that a candidate or certificant disagrees with.

Any appeal must be filed in writing within 30 days of the issuance of the decision from LIUNA Training and must be postmarked within 30 days of that date. Failure to meet this requirement will result in automatic dismissal of the appeal.

Process 3: Letter of appeal

The Letter of Appeal must state that it is an “Appeal” and identify which LIUNA Training action is being appealed. It should include an explanation of the appeal and include copies of all relevant support documentation.

If there is a decision document involved, the language or text from that decision document should be referenced in the letter, to allow LIUNA Training to more readily understand and respond to the appeal. The letter must include the name, title, organization and telephone number of the appellant.

Submit Letter

Letter should be emailed to **certification@liunatraining.org** or mailed to:

LIUNA Training

P.O. Box 37

Pomfret Center, CT 06259

Process 4: Appeal decisions

The Appeals Committee will review the request for appeal letter and supporting documentation against organizational policy and a decision will be made. Once issued all decisions are final.

Process 5: Notification of Decision

LIUNA Training will notify appellant in writing of the decision reached in their case.

Copies of the communication will be kept in a centralized location.

Process 6: Data Analysis

A yearly review of appeals will be conducted by the Certification Department Manager to identify any trends and process improvements will be made as appropriate.