

	Policy: Appeals Process for Accreditation Decisions	Date Created:	2/23/2010
		Date Last Approved:	06/13/2024
		Date Next Review:	06/16/2027

Purpose: There will be occasions when applicants for accreditation will not agree with, and may want to dispute, CMLA Board decisions concerning accreditation status. Therefore, a policy has been established allowing for decision appeal, and procedures are described to guide the appeal process.

Request for Review: A lab that has received an accreditation decision that does not meet its expectations shall be given prompt attention. CMLA shall furnish the lab director with a copy of the *Appeals Process of Accreditation Decisions (this document)*. The lab director will have been notified of the reason(s) for the Board’s decision in the review notification letter. In that letter, the lab director will be informed about the right to seek review of the decision by filing an electronic request for reconsideration.

Policy:

1. Only electronically submitted appeals will be accepted and must be submitted online at www.cmlainc.org. Appeals should be uploaded to the application forum in the same manner as the original application.
2. Reviewable Decisions: The following decisions affecting accreditation or re-accreditation by CMLA are subject to appeal:
 - a. Refusal to initiate review process
 - b. Accreditation Denial
 - c. Any other action that impedes the attainment of accreditation (or recommendation for notified body status)
3. Reason for Appeal: An applicant may appeal if:
 - a. The CMLA didn’t follow their own policies/procedures during the review process
 - b. New/additional information or extenuating circumstances were available at the time of denial but were not considered in the review process
4. Timeframe: Any applicant or accredited lab may formally request CMLA to reconsider a decision by submitting an appeal electronically within thirty (30) business days of the date of the decision. Appeals submitted after thirty (30) days of the date of the decision will be denied.
5. Appeal Review Committee: The CMLA President will appoint a three-member review committee, one of which must be a Board member.
6. Bias: Members of the Appeal Review Committee (ApRC) must consent to the following:
 - a. They shall not have participated in the most recent review.
 - b. They shall abide by the CMLA Conflict of Interest (COI) Policy.
 - c. Any questions regarding potential conflict of interest shall be resolved by the CMLA President (or designee).

Procedure:

1. The process is initiated by the appealing laboratory by submitting an appeal online by uploading it to the application forum in the same manner as the original application.
2. The request must be submitted to CMLA no more than thirty (30) days after receipt by the lab director of the notice of the accreditation decision.
3. The appeal request must contain a statement regarding the reason(s) the lab director believes that the decision was improper and must include supporting documentation for why re-examination should take place.
4. After uploading the appeal, CMLA will acknowledge receipt in the application forum, and then the CMLA President will be notified of the appeal. The appeal review process will then proceed as follows:
 - a. The CMLA will acknowledge the appeal within five (5) business days.
 - b. The ApRC will be appointed by the CMLA President.
 - c. The appellant will have an opportunity to examine ApRC membership for potential conflict of interest and make one objection.
 - d. The ApRC will consider the documentation and make a recommendation to CMLA Board of Directors within thirty (30) business days of receipt of the request for a review.
 - e. The CMLA Board will vote and require a 2/3 majority to accept recommendation of the ApRC.
 - f. The CMLA President will inform the appellant of the appeal outcome within five (5) business days of receipt of the CMLA Board's vote. A copy of the conclusion and recommendations of the ApRC will be provided to the appellant.
 - g. The appellant may withdraw the appeal at any time during the process. If for any reason an appeal is withdrawn, further reconsideration will not be extended.