

PACCC
PHYSICIAN ASSISTANT
CERTIFICATION COUNCIL
OF CANADA



CCAMC
LE CONSEIL DE CERTIFICATION
DES ADJOINTS AU MÉDECIN
DU CANADA

Appeal process

**Physician Assistant Entry to practice Certification Examination (PA Cert Exam)
and
Maintenance of Certification Designation**

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Appeal process

PA Cert Exam and Maintenance of certification designation

Section 1 – Scope of appeal process

- 1.1 Any candidate subject to an adverse decision will be sent a written notice of the adverse decision within 30 business days. This notice will include the reasons for the decision and a copy of the appeal process.
- 1.2 A failing score on the PACCC PA Cert Exam is NOT subject to appeal.
- 1.3 The following adverse decisions by PACCC (or delegated to its Manager, Certification) are subject to appeal.
 - Disciplinary action based on irregular behaviour of candidates as reported in writing to PACCC before, during or after a PA Cert Exam (see Appendix);
 - Disciplinary action based on fraudulent use of the CCPA credential;
 - Denial of eligibility to sit a PA Cert Exam;
 - Revocation of eligibility to sit a PA Cert Exam;
 - Revocation of certification;
 - Other adverse action regarding the CCPA credential.

Section 2 – Appeal process

- 2.1 Appeal forms must be submitted to the Manager, Certification within 30 business days after the date of the written notice of the adverse decision. The appeal must include relevant supporting documents indicating clearly why the adverse decision is considered unjustified. The Manager, Certification will review the submission and, if complete, will forward to the CAPA Board of Directors (BOD). In exceptional circumstances, an appellant may request an extension of the submission date for an appeal; the request is subject to approval by the BOD.
- 2.2 The CAPA BOD will appoint an Appeal review committee (see Section 3) within 30 business days of receipt of the appeal by the Manager, Certification. The Appeal review committee will consider the appeal and provide a recommendation to the CAPA BOD within 30 business days of the committee's appointment (total of 60 business days from date of receipt of appeal). The Appeal review committee may consult with PACCC, if required, for clarification of certification policy or procedures.
- 2.3 The CAPA BOD will make a final decision on the appeal within 30 business days of receipt of the recommendation from the Appeal review committee (total of 90 business days from receipt of appeal). The BOD has the discretion to extend the time frame for its decision when circumstances

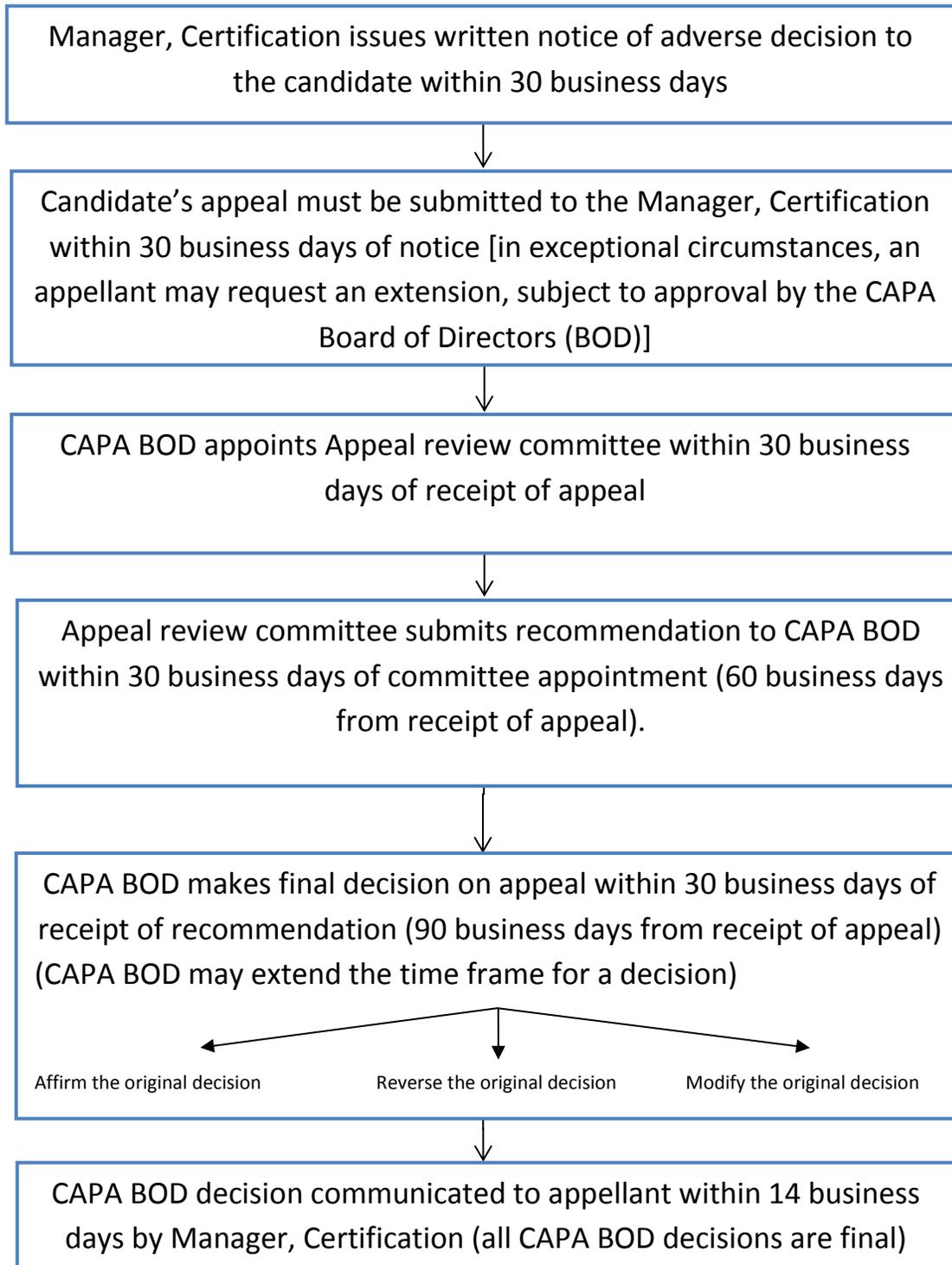
may unduly prejudice the outcome of the appeal, for example, if the time frame involves a holiday period.

- 2.4 The decision on the appeal will be communicated to the appellant in writing by the Manager, Certification within 14 business days of the decision by the CAPA BOD.
- 2.5 The CAPA BOD decision is final and may not be further appealed.

Section 3 – Appeal review committee

- 3.1 The Appeal review committee will be comprised of three members of the CAPA BOD who were not involved in the decision being appealed and who have no other obvious or perceived conflict of interest. A quorum will be considered to be the presence and participation of all three members.
- 3.2 All decisions of the Appeal review committee will be put to a vote and will be recorded with a majority vote required to carry a decision.
- 3.3 Meetings of the Appeal review committee can be conducted face-to-face, via teleconference or by other appropriate electronic means. A summary of the meeting, including discussions and decisions will be recorded. Administrative staff may be present at meetings in a non-voting, support capacity. Appellants will not be present at these proceedings.
- 3.4 Based on its review of the appeal, the Appeal review committee may recommend one of the following actions:
 - affirm the original decision;
 - reverse the original decision;
 - modify the original decision.

Appeal process diagram



Irregular behaviour

(excerpt from Policy and Procedure to Challenge the PACCC PA Entry to Practice Certification Examination)

Any behaviour that threatens the integrity or security of the PA Cert Exam and the certification process is considered by PACCC to be irregular behaviour. Irregular behaviour includes, but is not limited to:

- making false representations on CAPA membership applications or falsifying supporting documentation;
- altering or falsifying CCPA certificates or otherwise misrepresenting a certification status;
- altering or falsifying PA Cert Exam performance reports;
- seeking or having access to the PA Cert Exam materials before the PA Cert Exam is administered;
- impersonating an examinee or engaging someone else to take the PA Cert Exam by proxy;
- copying of the PA Cert Exam answers from someone else or allowing answers to be copied;
- copying, memorizing and/or reproducing PA Cert Exam items for personal use or distribution;
- purchasing or stealing any PA Cert Exam materials;
- possessing unauthorized materials or equipment during the administration of a PA Cert Exam;
- making a false or intentionally misleading report accusing others of irregular behaviour.

To help PACCC maintain the integrity and security of its certification process, anyone acting in good faith that has information or evidence that irregular behaviour has occurred is encouraged to submit a written, signed statement to PACCC detailing the incident and providing copies of any supporting evidence or documentation.

If PACCC determines that irregular behaviour has occurred, it may invalidate scores, suspend or revoke existing certifications, temporarily or permanently bar individuals from the PA Cert Exam, or may impose other sanctions or take other actions, as it deems appropriate, including legal action.