

Appeals Application Form

Canadian Certified HACCP Professional - CCHP



Appeals Application Form

Candidates who are unsuccessful in the Work Experience Portfolio assessment, the online exam, or in meeting the renewal requirements (where applicable) have the right to register for an appeal. **An appeal must be based on reasonable and compelling grounds, demonstrating that a candidate was unsuccessful as a result of having been disadvantaged or a significant error occurring.**

Candidate Contact Information

| | |
|--|----------------|
| FULL NAME | PHONE NUMBER |
| FULL MAILING ADDRESS | E-MAIL ADDRESS |
| TYPE OF APPEAL: <input type="radio"/> Work Experience Portfolio <input type="radio"/> Exam <input type="radio"/> Renewal | |

Please Note:

Appeals must be submitted using this form within 60 days of completing the online exam. The *Appeals Application* form should be filed with the certifying agent or submitted to: registrar@fphrc.ca. The cost of an appeal is \$50.00 CAD.

Grounds which are extraneous to the fairness of the evaluation itself are not relevant to this process. The following are NOT considered valid reasons for an exam appeal:

- Candidates that have failed the exam and are just short of meeting the pass mark;
- Candidates facing personal or financial hardships that may have affected their ability to do well on the exam;
- The pass mark is not set to the candidate's satisfaction.

For security purposes, the specific content of any exam will not be released.

If the documents submitted contain the personal information of someone other than the appellant, a signed letter from that person must be included in the appeal.

The registrar will report on the results of the appeal within 20 business days of receiving a complete application. If the Certification Governance Committee rules in the candidate's favour, the appeals fee will be reimbursed. The ruling on the appeal is final. Candidates have no opportunity to re-challenge their case.

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Explanation for appeal

Please explain the basis for making this appeal. Provide detailed, factual and complete information. (There is no restriction on the length of your explanation. You can use additional paper and initial those additional pages). **Please type response**

Signature_____Date_____City_____