



## Accreditation Grievance Process

The National Alliance for Direct Support Professionals (NADSP) is committed to assuring a fair, valid and reliable accreditation process. To fulfill this commitment NADSP has established an Accreditation Grievance Process to assure that all applicants have an opportunity to obtain a fair and impartial review of the decisions rendered to applicants in the NADSP Accreditation process. The NADSP Special Review Commission (SRC) is chaired by an NADSP Board member and includes a minimum of two members of the NADSP Education, Training & Professional Development Committee. The SRC Chair will oversee all requests for Special Review.

An accreditation applicant can request a Special Review if they believe that the review team neglected to consider or misinterpreted relevant materials or information available as part of the accreditation application, self study, or site visit process leading to an unfavorable decision.

To request a Special Review the accreditation applicant's authorized leader must submit a Request for Review to the SRC Chair. The Request for Review can be found online at [www.nadsp.org/accreditation](http://www.nadsp.org/accreditation). The Request for Review must be electronically submitted within 30 calendar days of the accreditation decision notification specifying the reason(s) the review is sought and an explanation of the materials or circumstances that are the basis for the review request. Upon receipt of this request, the SRC Chair will review the Request for Review and all accompanying documentation. The Chair will determine if the request meets the ground for grievance. The SRC Chair will notify the applicant by mail within 14 days of their decision to undertake a Special Review. If the full SRC is convened by the Chair, the applicant's Special Review Request and complete application file will be reviewed and thoroughly discussed by the three person commission. Applicants will be notified of the SRC's decision within 30 days of the Chair's notification of decision to undertake a Special Review.

A Special Review Commission has three possible outcomes including:

- **Reject the accreditation decision with a call for re-examination of accreditation.** In this case, NADSP will assign a new reviewer to the application resulting in a new assessment of the accreditation application. The new reviewer may call for additional information to be provided by the applicant.

- **Reject the accreditation decision with a call for immediate award of accreditation.** The Commission Chair has the authority to award the accreditation based upon the information provided in the grievance process and/or upon review of previously submitted documentation and Site Reports.
- **Accept the accreditation decision without further recourse for the applicant.** Based upon the materials presented to the Special Review Commission and review of the applicant’s accreditation file, the applicant’s denial will be upheld. Applicants must wait 1 year from the date of their denial letter before resubmitting their application.

