

B.14

(June 2022)

## BEFA PROGRAM APPEAL PROCESS

If you are not in agreement with the decision(s) rendered relative to your BEFA application, you can advise the CACB that you wish to appeal the decision(s).

### Right to appeal

You have the right to appeal a decision if:

1. You have been denied eligibility, or
2. Are required to complete remedial actions, or
3. If you have been denied BEFA certification.

The appeal process and potential results are outlined below.

### Denial of Eligibility

You have a period of sixty (60) days from receipt of notification to send the CACB a written request to appeal a decision rejecting your eligibility for the BEFA program. In your request, you must state your reasons for appealing the decision and include payment of the relevant appeal fee (as outlined on CACB's Fee Schedule web page).

You will be required to make a new application, which will be reviewed by an architect assigned by the CACB. At the "Denial of Eligibility" stage, new information can be included with your application to enhance your chances for success.

Following submission of your new application, you will be informed of the decision of the appeal review within four (4) weeks.

The decision rendered on appeal is final. Should your appeal be successful, a refund of the appeal fee will be provided. Should your appeal for eligibility be denied, your file will be closed automatically.

### Assignment of Remedial Actions or Denial of Certification

You have a period of ninety (90) days from receipt of notification to send the CACB a written request to appeal a decision which required you to take remedial action or

rejecting your application for certification. In your request, you must clearly articulate your reasons for appealing the decision.

You will be required to pay the relevant appeal fee (as outlined on CACB's Schedule of Fees web page). The CACB will set up a new assessment panel who will be provided with the same documents submitted previously.

If the decision which you are appealing occurred during the stage of your on-line submission of documentation, a new panel will review the documentation on file. If the decision which you are appealing followed an interview process, you will be invited to attend another interview. This interview will be an opportunity for you to better express yourself using the same information; no new documents will be accepted for this review. You will be called to an interview with a new assessment panel, to be conducted at the next scheduled interview sessions. You will be notified three (3) weeks in advance of the time and place of the interview.

The decision of the assessment panel established for the appeal will be issued to you within 4 weeks following the review of your on-line submission or interview, as applicable. The decision rendered on appeal is final. Whether the appeal is successful or not, a refund of the appeal fee will not be issued. The possible appeal outcomes and impacts are as follows:

- The appeal is successful. It is confirmed that you have either:
  - (a) sufficiently demonstrated competency to move forward to an interview process and will be permitted to proceed to that step (upon payment of the required interview fee); or
  - (b) have demonstrated competency to practise in the profession in Canada, following the new interview,
- and you will be issued a BEFA certificate.
  
- The appeal result requires you to take remedial actions. You must comply with this decision, if you wish to continue to move forward with the BEFA process.
  
- Your appeal, seeking to reverse the denial of certification, is denied. Your file will automatically be closed. You may reapply for BEFA certification twenty-four months (24) after the final decision is issued, provided that your eligibility is still valid.