

Adverse Action Policy

Introduction

The ACPEinc defines an adverse action as denial or withdrawal of accreditation. If the ACPEinc Board of Trustees takes an adverse action against an institution or program, a written notice of the action will be forwarded to that institution or program. The notification will provide a detailed explanation of the reasons for taking the adverse action.

An institution or program will be offered an opportunity to appeal an adverse action; but the Board of Trustees must be notified of the intent to appeal within 30 days of receipt of the notice of the adverse action by the institution or program. Grounds for requesting an appeal must be explicitly stated by the appellant, and shall be limited to allegations that the ACPEinc incorrectly applied the Standards for Psychoanalytic Education or its relevant policies and procedures.

An institution or program's accreditation will not be affected until the final decision on the appeal is rendered.

The institution's request for an appeal must include:

1. The rationale for the appeal, and
2. Documentation that establishes the institution's claim that they complied with the Standards for Psychoanalytic Education and the relevant policies and procedures of the ACPEinc.

Appeals Process

Once the ACPEinc is notified that the institution or program is lodging an appeal, the following process will be followed:

- a. Appeals Panel:** The Board of Trustees will establish a three member Appeals Panel from a pool of educators who had been trained on the agency's standards and policies. The members of the Appeals Panel cannot be current members of the decision-making body that rendered the initial adverse action. The Board will appoint one of the members to convene the Appeals Panel, which will elect its chair. The Appeals

Panel must be constituted within seven (7) workdays from the date that the Board was notified that the institution or program will appeal the decision.

b. Hearing: The chair of the Appeals Panel will coordinate with the institution or program to schedule a time and place to conduct the appeal. The appeal must be heard within forty-five (45) days from the date that the Panel was established. The chair of the Appeals Panel will forward a letter to the institution or program outlining the date, time, and place of the appeal. The letter will also inform the institution or legal counsel may represent program that it may it during the appeal hearing. The institution or program will have an opportunity to present information regarding why it believes the Board's finding was based upon inaccurate information at the time the decision was made. If the findings are not in dispute, but action has been taken to address the findings after the Board's decision, the institution or program may present new information regarding why it now believes that it is in compliance. The institution or program must present documentation to substantiate the claim that it is now in compliance with findings outlined in the Board's accreditation letter.

Representatives of the ACPEinc will be present at the hearing to clarify how the standards were interpreted, and to answer questions regarding how they reached their decision. The representatives may be members of the Board of Trustees or the chair of the Site Visit Team.

c. Report: The Appeals Panel must render a decision within thirty (30) days of the conclusion of the hearing. The Appeals Panel will also provide a written notification to the institution or program of its decision along with a detailed explanation of how it reached its decision.

d. Board of Trustees: The decision of the Panel will be forwarded to the Board of Trustees, which must render a final decision in accordance the finding of the Appeals Panel within thirty (30) days of receipt of the report. The decision of the Board of Trustees shall be final.

e. Costs: The costs associated with the appeal, other than legal fees, will be divided equally between or among the ACPEinc and the institute(s) or program(s). Each party will assume responsibility for its own legal fees.

Approved by the Board of Trustees 21 July 2015, 8 April 2017