

**IEMA Appeals Procedure for Refusal of entry to all Membership or  
Specialist Register levels**

**Approved by IEMA Council on the 8<sup>th</sup> June 2004  
Amended January 2010**

1.0 The IEMA Professional Standards Committee (PSC) is responsible for setting the membership criteria and requirements for entry to the membership levels and specialist registers. The Membership and Registration Sub Committee (MRSC), which reports to the PSC, is responsible for appeal decisions. In this procedure Committee refers to the Membership and Registration Sub Committee, Assessment Panel refers to the individual(s) that undertook the assessment of the application for membership or entry onto a specialist register.

2.0 If an applicant is refused entry to a level of membership or entry onto a specialist register the applicant has the right to appeal against the refusal.

This appeal procedure applies to:

- Affiliate Membership
- Associate Membership
- Full Membership
- Fellow Membership
- Chartered Environmentalist
- Associate Environmental Auditor Registration
- Environmental Auditor Registration
- Principal Environmental Auditor Registration
- EMS Auditor Registration
- Lead EMS Auditor Registration
- Associate EIA Practitioner Registration
- Registered EIA Practitioner Registration
- Principal EIA Practitioner Registration

3.0 An appeal against a decision to refuse entry must be made on one or more of the following grounds:

1. *The criteria for admission to the membership level or specialist register applied for have been misinterpreted or incorrectly applied by the Assessment Panel.*
2. *Information relevant to the application was not supplied by the IEMA to the Assessment Panel in order that a reasoned decision could be made.*
3. *An IEMA administrative or procedural error affecting the ability of the Assessment Panel to make a reasoned decision.*
4. *Extenuating circumstances occurred during the assessment that the Assessment Panel were not aware of.*

4.0 Following an assessment, an applicant will be notified of his/her result in writing. The letter informing the applicant of the decision regarding their application will detail the reason(s) why the admission to the membership level or specialist register has been refused. Disagreement with the marks awarded does not constitute grounds for an appeal.

- 5.0 An applicant making an appeal must do so within 25 working days of the date of the letter informing them of their result. All appeal requests must be made in writing enclosing the appeal fee. The letter must detail on what grounds the appeal is being made in accordance with the list in section 3.0. Applicants are permitted to submit supplementary information that they wish the Committee to consider.
- 6.0 On receipt of a request to appeal against a decision, the IEMA will ensure firstly that the appeal letter details the specific reason for the appeal. An appeal will be rejected if one of the above reasons is not specified. Providing that a valid reason(s) is provided, the IEMA will forward the request for appeal to the Committee at their next meeting. Applicants will be notified of the meeting date at which their appeal will be considered. The Committee will be provided with the original application, original marking sheets, letter sent to candidate notifying them of the rejection, the letter requesting appeal and any supplementary information provided by the applicant. The Committee will be asked to review the decision to refuse entry and make a recommendation on the appeal. The recommendation must either be to uphold the appeal or to reject the appeal. *If the appeal is upheld the Committee can either:*
1. *Accept the candidate at the membership level applied for;*  
*or*
  2. *Request the candidate attends an interview and / or submits additional information.*
- 7.0 *Where the Committee recommends a re-interview this will be undertaken with Assessors that did not participate in the original assessment process. Where the Committee recommends the submission of additional information this will be reviewed by the Committee, and not the original Assessors.*
- 8.0 In order that a decision can be made on the application the Committee must be quorate and the decision must be a majority decision. Where the vote is split the Chairperson will have the deciding vote. At the discretion of the Committee the applicant may be asked to appear before the Committee.
- 9.0 If a member of the Committee was on the Assessment Panel or has supported the applicant's application, e.g. provided a reference, they shall not be present at the meeting and shall not be able to vote.
- 10.0 Applicants will be notified in writing within 25 working days of the decision of the Committee. The decision of the Committee is final.
- 11.0 The IEMA will not be responsible for any costs incurred by the applicant in the appeal process. A fee of £58 plus VAT (£68.15) is payable to administer the appeal which will be returned if the appeal is upheld. The appeal fee should be forwarded with your formal appeal letter.