

## **Endorsement Candidate Appeals Process**

Instructors shall notify participants that criteria have not been met for completion of the PLU activity or endorsement program, and that credit will not be issued. A participant desiring to appeal the recommendation of the instructor or program coordinator for certification credit may appeal the recommendation according to the following procedures.

Within one week of receiving notice for not completing PLU activity requirements, the participant must notify the instructor in writing of his/her desire to appeal. With the notification, the participant must also state in writing the substantial reasons that support the appeal. The instructor and participant will schedule a meeting at which to discuss the appeal. Results of the meeting will be given to the participant in writing within one week of the meeting.

If the result of the process does not resolve the case, the participants may submit a written notification of appeal and reasons to the program coordinator, with a copy sent to the instructor. The instructor will arrange a meeting with the participant and the program coordinator to discuss the appeal. Information will be provided for this meeting by the program coordinator and instructor. The participant will be notified in writing within one week of the meeting. A copy of this appeals process will be posted on Pioneer RESA's website's Professional Learning section.