



PCC Appeals Committee Member Position Description

Updated on 05 Jan 2012

Professional Certification Commission Appeals Committee (PCC-AC):

The Appeals Committee (**AC**) is charged with assisting the Professional Certification Commission (**PCC**) in its responsibilities by conducting reviews of appeals submitted by CPIP™ candidates in matter of CPIP eligibility determinations, CPIP examination results or credential Recertification issues.

Responsibilities of this Position:

- The AC advises the PCC about any revisions to be made to the Appeals Policy and Procedures, appeals' requirements and the process of conducting appeals and provide the rationale for these revisions.
- When CPIP's or CPIP Candidates file appeals, the Appeals Committee makes a determinations regarding the validity of the Candidate's Appeal and recommends action to be taken to the PCC.

Skills/Experience Requirements for this Position:

Committee Members must have a basic understanding of the CPIP™ Credential (visit: www.ispe-pcc.org), and be a seasoned Industry professionals (> 10 years industry experience). CPIP certified individuals are particularly encouraged to apply.

To Join: Submit a current CV (WORD document) to Michael Phelan, Director Professional Certification mphelan@ispe.org . Request to serve will be submitted to Committee Chair for Review and approval.

Length of Service: May serve 2 TERMS OF 2 YEARS each.

Resource Requirements

Provided by ISPE staff or volunteers: Staff project Manager

Expected from the volunteer (or his/her employer): Funding for travel expenses to attend meetings; time to participate in conference calls and Committee projects during regular business hours.

Meeting Schedule:

Meets in person two times per year in the U.S.A. during a June ISPE meeting and at the ISPE Annual Meeting. **Quarterly conference** calls are held throughout the year, with occaissional additional conference calls or project assignments.

Attendance Requirement:

Must attend a minimum of 75% of the meetings and conference calls throughout the year.

Volunteer Expectations

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| <ul style="list-style-type: none"> ✓ <i>Actively participate in meetings</i> ✓ <i>Read materials and come prepared to each meeting</i> ✓ <i>Listen to people and ideas</i> ✓ <i>Become knowledgeable of the Society's policies and procedures</i> ✓ <i>Complete assignments on time</i> | <ul style="list-style-type: none"> ✓ <i>Respond to communications in a timely manner</i> ✓ <i>Develop a good relationship with Staff</i> ✓ <i>Respect confidentiality</i> ✓ <i>Fully support all decisions of the Board and Committee</i> ✓ <i>Always act in the best interests of ISPE</i> |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>