

Accreditation Appeal Policy

DOMAC is committed to maintaining a fair, transparent, and consistent accreditation process. Institutions that receive a decision denying accreditation may request a formal appeal in accordance with this policy.

1. Grounds for Appeal

Appeals must be based on one or more of the following:

- Evidence that required documentation was not fully considered
- Submission of additional information relevant to accreditation standards
- Identification of a procedural error in the review process

Appeals may not be submitted solely on the basis of disagreement with the committee's professional judgment.

2. Appeal Submission

A written request for appeal must be submitted to the Executive Director within 30 days of the date of the decision letter.

The request must clearly outline:

- The basis for the appeal
- Any new supporting documentation
- The specific standards or criteria in question

Appeals and supporting documents should be submitted to: info@officemanagers.ca

3. Appeal Fee

Appeal Fee (non-refundable)	\$650
<i>This fee covers administrative handling and reassessment by the accreditation committee. If an appeal results in accreditation being granted, DOMAC may, at its discretion, credit the appeal fee toward the first year of the accreditation term.</i>	

An invoice for the Appeal Fee will be issued upon receipt of the written appeal request. Appeal processing will begin once payment is confirmed.

4. Appeal Review Process

Appeals are reviewed by members of the accreditation committee not directly involved in the original decision, where possible. The committee's determination following appeal review is final.

5. Resubmission Option

Programs that do not pursue an appeal, or that are unsuccessful on appeal, may submit a new application at any time once identified deficiencies have been addressed. A new Application and Assessment Fee of \$1,250 will apply.

If a program's accreditation lapses and renewal is not received within 60 days of the renewal due date, a full new application and current Application and Assessment Fee will also be required before accreditation can be reinstated.

Questions regarding the appeal process may be directed to the Executive Director at info@officemanagers.ca.