

# Registration Appeals Policy

Registrants and applicants to the PACFA Register who are dissatisfied with a decision relating to the PACFA Register have the right to appeal.

To appeal, registrants or applicants to the PACFA Register must follow the appeal process set out below.

## When can you appeal?

Registrants and applicants for PACFA registration may appeal against the following decisions:

1. an unsuccessful application for registration in the Certified Practising or Registered Clinical categories—under the relevant registration standard or registration upgrade standard
2. an unsuccessful application to go on leave from registration, or an application to return from leave—under the Register Leave of Absence Policy
3. a suspension decision resulting from an unsuccessful audit—under the Register Audit Policy.

## The appeal process

1. An appeal is to be lodged within 28 days of the decision with the PACFA CEO via [ceo@pacfa.org.au](mailto:ceo@pacfa.org.au) or by letter to the CEO at the PACFA office.
2. The appeal must clearly state the grounds for appeal in relation to the relevant registration standard or policy.
3. Appeals will be heard by an appropriate appeal panel.
4. The appeal panel's role is to:
  - Consider the decision made in relation to the relevant registration standard or policy, and if required, the panel may request a written response from the person or committee that made the decision; and
  - Decide if the appeal should be upheld, or not, and on what grounds; and
  - Record the decision and the reasons in the Appeals Register
  - Communicate the decision to the PACFA CEO.
5. PACFA will communicate the appeal panel's decision to the registrant or applicant in writing within 28 days of the receipt of the appeal decision.
6. The appeal panel's decision is final.

Appeals relating to PACFA colleges and other certifications such as Mental Health Practitioner or Accredited Supervisor are handled in a similar way under a different policy. For more information, contact the PACFA CEO via [ceo@pacfa.org.au](mailto:ceo@pacfa.org.au) lodging an appeal within 28 days of a decision with which you are dissatisfied.

## **Review**

This policy will be reviewed at least every 3 years.

Next review date: March 2026

This policy is effective from March 2023 and replaces the Membership and Registration Appeals Process, published in 2018.