

AHPR Appeals Process

Introduction

This Appeals Process is intended to ensure that appeals received by AHPR are dealt with quickly, fairly and effectively. AHPR aims to resolve appeals promptly. AHPR will aim to reach its final conclusion within 2 calendar months of receiving a written appeal. An appeal will normally be made in writing although, where this is not possible, other agreed means of communicating will be accepted.

This Appeals Process should be used to appeal against a decision, by the AHPR not to approve a course or courses being delivered by a provider.

Procedure

When an appeal is made to AHPR the following process will be followed

Appeals Process Chart

Action	Time Scale
Appeal and all relevant documentation sent to AHPR either by post or email.	Within 5 working days of receiving the AHPR decision not to approve one or more courses.
AHPR acknowledges receipt of appeal	Within 5 working days
AHPR Education Sub-Committee considers appeal and seeks further information if required.	Within 5 working days
AHPR informs provider of decision following review of appeal documentation and provides clear information of why appeal is rejected and what provider must do to ensure future approval is granted.	Within 10 working days
Provider acknowledges receipt of appeal decision	Within 5 working days
AHPR decision is final. Education and Training providers must resubmit course/s for approval taking into account the information provided in the appeal report provided by AHPR Education Sub-Committee.	