

APPLICATION AND APPROVAL PROCESS

1. Where the Regional C.Med Assessment Committee (RCMAC) unanimously recommends an applicant, the RCMAC will forward the application to the Manager of Designations at ADRIC.
 - a. ADRIC will review the application and forms to ensure the application is complete and the requirements established by ADRIC have been met.
 - b. Where ADRIC considers an application to be complete, the Manager of Designations will inform the applicant and his or her RCMAC that the application has been approved. The RCMAC will notify the Regional Affiliate of the approval. On receipt of the annual fee, ADRIC send the C.Med certificate to the applicant.
 - c. Where ADRIC finds the application incomplete, the Manager of Designations will return the application to the RCMAC to be completed.
2. Where recommendation of an applicant is not unanimous and the lack of unanimity is unrelated to policy or process, the RCMAC's decision will be final. The RCMAC's decision in relation to the skills assessment and demonstration of competencies is not subject to appeal.
3. Where a decision is made to deny or a decision to recommend is not unanimous and is related to or raises policy or procedure issues, the application will be forwarded to National Audit and Appeal Committee (NAAC) which will review the policy or procedure issues and prepare recommendations for the ADRIC Board of Directors. The Board will make final decisions on policy and procedure. Once the policy or procedure has been confirmed by the Board, the application will be sent back to the RCMAC for processing.

Right to Appeal

4. Where the RCMAC does not recommend an applicant, it will so notify the applicant, providing reasons and recommendations, along with information about appeal processes.
5. The decision of the RCMAC is final, but for the right of appeal to the NAAC by a failed applicant based on issues related to application of policy or procedure.

Audit and Quality Control

6. A percentage of applications will be sent by the Manager of Designations to the NAAC for review.
7. The NAAC will review applications sent to it for review to ensure all documentation is in order and the prescribed process has been followed. Concerns of the NAAC will be directed to the Manager of Designations, the ADRIC Board of Directors, and the appropriate RCMAC to ensure future applications are correctly processed and reviewed. The decision of the RCMAC on a particular application will remain final notwithstanding the comments of the NAAC.

VOTING

Any member of an RCMAC or Regional Affiliate Board of Directors who has voted on any application at that level must not vote on that application as a member of the NAAC or the ADRIC Board of Directors.