

RECONSIDERATION REVIEW OF ALBERTA INSTITUTE OF AGROLOGISTS' REGISTRATION OR COMPETENCE COMMITTEE DECISION

An individual who has had a decision rendered by AIA's Registration Committee or Competence Committee (herein referred to as the "Committee"), about their application, designation, or recommended practice area(s), and who does not agree with the decision, may request a 'reconsideration review' within 30 days of the decision. The reconsideration review is an opportunity for the Committee to receive more information about any concerns related to a Committee decision. This review is not binding on any party. All information presented at the meeting will be recorded and filed in the individual's file. As a result of the review, the Committee may offer the individual a modified decision. The modified decision, if accepted by the individual, will be recorded in the individual's file and made available to the individual. Following the meeting, if the individual is not satisfied with the review outcome, they will still be in a position to formally appeal to the AIA Council in accordance to the *Agrology Profession Act*.

The following procedure will occur at the reconsideration review:

1. It is preferred that the meeting be held in person at the AIA office in Edmonton during office hours. If an in-person meeting is not possible, a review may be completed by a conference call.
2. The individual must provide written information and/or documentation to support any changes being requested to the Registrar at least five working days prior to the meeting.
3. The individual may bring another person in support of their information submission. The individual must advise the Registrar of the other person who will be present at the meeting at least five working days prior to the meeting.
4. The meeting will be run as follows:
 - a. The Chair of the Committee will review the decision of the Committee and speak specifically to the individual's concerns.
 - b. The individual may ask any questions of the Registrar or Chair of the Committee in response to the presentation by the Chair of the Committee.
 - c. The individual will present their case and any pertinent information in support of their position
 - d. The Registrar, Chair of the Committee, and present Committee members will ask any questions of the individual to seek clarification of the individual's position.
 - e. A final discussion will occur as required by both parties.
 - f. The Committee members may require additional time to review the information presented by the individual and may excuse the individual from the meeting to review the information.
 - g. The Committee will make all reasonable efforts to convey a decision to the individual within seven working days.
 - h. The individual may then decide to accept the outcome of the reconsideration review or appeal formally to the AIA Council as allowed by the *Agrology Profession Act*.

Should an individual wish to request a 'formal appeal' to the AIA council concerning a Committee decision. A \$250.00 non-refundable appeal fee will be charged. This fee must be paid prior to an appeal hearing being scheduled with Council. The individual must provide a written letter to the Registrar indicating the reasons for the appeal and must provide all written justification needed to support the appeal. Council will determine the date for the appeal. The Registrar will notify the individual within 30 days of the date and time at which the AIA council will conduct the face-to-face appeal hearing. This review must commence no later than 60 days after the Registrar is given the request for a review.

Any questions, or to move forward with a reconsideration review, should be directed to the [Registrar](#), Alberta Institute of Agrologists.