

Certified Landscape Designer (CLD)

FORMAL APPEAL PROCESS

Judging candidate performance has an element of subjectivity despite all efforts to make guidelines clear and deductions as specific as possible. Reviewing score sheets while the test is in progress is a measure to catch inconsistency in applying the guidelines and correct the judge immediately. But, disagreement with a judge's marks is inevitable and must be dealt with. Candidates take the testing process very seriously and, if they feel strongly that they were not treated fairly, the situation deserves reasonable investigation.

The following rules were established to give the candidates an opportunity to be heard without imposing an unreasonable burden on the licensee's certification committee.

1. The candidate has **30 days from the date of the results letter to appeal**. Sending the letter to the Certification Coordinator/Test Administrator.
2. The **appeal goes to a licensee committee** of at least three reviewers that attempts to settle the matter.
3. The **decision of the licensee appeals committee is final** and needs to be documented.
4. The **appeal process is to be completed within 90-days of the date of the appeal**. During the appeal process, the ICC will only be available to consult with the licensee and will not interface with the candidate.
5. All **appeals correspondence must be submitted to the ICC annually** with the Administration Plan for review by the Authorization Panel.