

# Appealing Professional Certification and Student Records Unit (PCSRU) Decisions

---

You may appeal a decision concerning the assessment of your credentials as it relates to certification, salary classification and recognition of experience.

**There are two steps in the Appeal process.**

## **STEP 1: Request for Reconsideration**

This is the initial step in the appeal process and is followed before pursuing a formal appeal as outlined in STEP 2.

1. If you wish to request reconsideration of a decision from PCSRU, you must complete a **Request for Reconsideration** form and send it to the Director of Education Administration Services within 45 days from the date of the PCSRU decision. Mailing information is on the form. This form may be printed from the following web site:

<<[http://www.edu.gov.mb.ca/k12/profcert/reviews\\_appeals.html](http://www.edu.gov.mb.ca/k12/profcert/reviews_appeals.html)>>

There is no fee for this step of the appeal process.

2. Any additional information that you would like to include for consideration must accompany the request. If this information includes credentials documentation from a university or other post-secondary institution, **this documentation must be sent directly by the institution to PCSRU** who will verify the documentation and forward it to the Director.

Note: If the accompanying information cannot be provided within the 45 day timeframe, you must send a written request to the Director of Education Administration Services outlining the reasons why. This request will receive consideration and may result in an extension of an additional 45 days from the date of the written request to the Director.

3. The Director of Education Administration Services will review your **Request for Reconsideration** and any additional information you provide. The Director may also make inquiries with other sources where possible and appropriate.
4. A written notification of the Director's response will be provided within 60 days of the date of the **Request for Reconsideration**. The response will indicate the rationale for the decision made. If you are not satisfied with the decision, the notification will advise that you may appeal the decision to the **Provincial Evaluations Committee**.

## **STEP 2: Formal Appeal to the Provincial Evaluations Committee**

If you are not satisfied with the decision you receive as a result of your **Request for Reconsideration**, you may submit a **Request for Appeal** to the Provincial Evaluations Committee (PEC). The Provincial Evaluations Committee (PEC) is an objective and impartial formal appeal body that provides further assurance that the teaching profession's licensing process is transparent and fair.

The PEC decision is final and has effect in accordance with its terms.

1. If you wish to appeal the Reconsideration decision, you must complete a **Request for Appeal** form and send it to PCSRU within 45 days from the date of the Reconsideration decision. Your appeal request must be accompanied by a fee of \$99.00. Mailing information and information about acceptable payment methods are on the form. This form may be printed from the following web site:

[<<http://www.edu.gov.mb.ca/k12/profcert/reviews\\_appeals.html>>](http://www.edu.gov.mb.ca/k12/profcert/reviews_appeals.html)

If your appeal is successful, the fee will be refunded.

2. All written material and documentation submitted to PCSRU by the applicant is sent to PEC for review against the regulatory requirements.
3. An Appeal hearing will be scheduled. You may make an oral presentation to the Committee and can be assisted or represented by a representative of your choice. If you choose not to attend the hearing or have a representative make a presentation on your behalf, your case will be reviewed based on the written information and documentation submitted to PCSRU.
4. You will be provided with written notification of the date of your appeal hearing at least 15 days before the date of the hearing.
5. PEC must communicate the appeal decision in writing within 15 days following the hearing. The decision will either alter or uphold the previous evaluation of your credentials and qualifications.
6. Best efforts will be made to have PEC hear your appeal within 120 days of the date of your **Request for Appeal**.
7. PEC's decision is final and has effect in accordance with its terms. This does not, however, preclude you from filing an application to the Court of Queen's Bench for judicial review of the Provincial Evaluation Committee's decision.

### **Reasons why Request for Appeal may not be accepted**

PEC may refuse to conduct the appeal requested, if in its opinion, the request for the review of the **Reconsideration** decision is frivolous, vexatious, an abuse of process or deemed outside of its jurisdiction.

### **Before you Appeal**

Please ensure that you understand the policies and regulations used in the evaluation of your credentials. You may consult the Professional Certification and Student Records Unit (PCSRU) for further information in this regard.

If you still do not agree with the Reconsideration decision made by the Director of Education Administration Services, please complete a **Request for Appeal** form as noted above.

Your appeal will be scheduled for the earliest possible opening with the Provincial Evaluations Committee.

The onus is on you to ensure that **all** documents pertinent to your case are submitted prior to your appeal date.

**Do you have questions regarding the appeal process?**

If you have questions regarding the appeal process, please contact:

**Program Coordinator  
Professional Certification and Student Records Unit  
P.O. Box 700  
Russell MB R0J 1W0  
Telephone: 204-773-2998 ext. 223  
In Manitoba: 1-800-667-2378 ext. 223  
Fax: 204-773-2411**