

Denial, Suspension, or Revocation of Certifications

Policy

SpaceTEC Partners, Inc. considers misrepresentation and/or noncompliance with eligibility criteria, the rules and guidelines of SpaceTEC Partners, Inc.'s certification, and/or misuse of the credential serious ethical issues that require investigation and possible disciplinary action.

Cause for denial, suspension, or revocation of certification includes but is not limited to:

- Falsification of information on SpaceTEC Partners, Inc. examination applications
- Misrepresentation of continuing education credits required for recertification;
- Falsification of any material information requested by SpaceTEC Partners, Inc.;
- Misrepresentation of SpaceTEC Partners, Inc. certification status;
- Suspected individual pre-knowledge of test content, impersonation, cheating on SpaceTEC Partners, Inc. examinations, or other evidence of possible examination compromise.
- Serious violation of a provision within SpaceTEC Partners, Inc.'s Code of Conduct.

SpaceTEC Partners, Inc. investigates alleged misconduct, misrepresentation, and/or noncompliance, beginning with an objective review process in which evidence substantiating the allegations is collected to ensure due process and to protect the rights of candidates/certified technicians.

The process is initiated upon notification of noncompliance or misrepresentation and is conducted in an expedited manner to avoid creating an undue burden on the candidate/certificant. Upon completion of the review process, SpaceTEC Partners, Inc. reserves the right to take disciplinary action, for valid cause, against its certification holders, individuals seeking SpaceTEC Partners, Inc. certification, or individuals misrepresenting their SpaceTEC Partners, Inc. certification status.

Procedure

1. SpaceTEC Partners, Inc. will notify the individual in writing that it has received evidence of cause for denial, suspension, or revocation of certification. This notice will describe the purported cause. The notice also shall request the individual to submit in writing, within 30 days of notification, any evidence or argument concerning the proposed denial, suspension, or revocation of certification.
2. A Discipline Subcommittee will be appointed by the SpaceTEC Partners, Inc. Board Chairperson and/or designee and sent information describing the details of the situation and the individual in question, including evidence or argument supplied by the individual (if submitted). This subcommittee is empowered by the SpaceTEC Partners, Inc. Board to make discipline decisions.
3. If the Discipline Subcommittee reaches a unanimous decision, its decision will be carried out with the approval of the SpaceTEC Partners, Inc. Board.
4. If the decision is not unanimous, or if the Discipline Subcommittee decides that the case is unusual, the case will be presented to the full SpaceTEC Partners, Inc. Board for consideration and action.
5. SpaceTEC Partners, Inc. will notify the individual by certified mail regarding the decision. This notice shall include a brief statement setting forth the reason for SpaceTEC Partners, Inc.'s decision.

6. The individual's records within SpaceTEC Partners, Inc.'s database will be modified to indicate that the certification has been suspended or revoked. Inquires will simply be told that the individual is not currently certified by SpaceTEC Partners, Inc.
7. If SpaceTEC Partners, Inc. determined the need to deny, suspend, or revoke the individual's certification, then SpaceTEC Partners, Inc. will forward to the individual information regarding its Review and Appeals Process.
8. Any individual who wishes to appeal the decision of SpaceTEC Partners, Inc. which denied, suspended or revoked their certification status must do so according to the process outlined in SpaceTEC Partners, Inc.'s Review and Appeals Process.
9. In the event that the individual does not appeal the decision of SpaceTEC Partners, Inc. which denied, suspended, or revoked certification, SpaceTEC Partners, Inc. will request from the individual the name and address of the individual's current employer and will send notification of SpaceTEC Partners, Inc.'s decision to same.
10. The SpaceTEC Partners, Inc. certificate technically remains the property of SpaceTEC Partners, Inc. and must be returned if the certification is withdrawn for cause.
11. Written materials considered in the Disciplinary Process and written decisions of the Discipline Subcommittee will be securely stored and retained at SpaceTEC Partners, Inc.'s HQ within the candidate's/certified technician's file for a period of 3 years.