



## CPM Appeal Process

All active enrollees in the Idaho CPM Program reserve the right to appeal any CPM Program decision with regards to issues of *class attendance, class credit, project completion, plagiarism, testing, or certification requirements*.

1. All appeals must be submitted in writing within **30 days** of the action or decision which created the dissatisfaction.
2. The written appeal is to be sent to:  
CPM Program Coordinator  
Division of Professional-Technical Education  
650 W State Street  
Boise, ID 83720-0095
3. The CPM Program Coordinator forwards the appeal to the Appeals Committee. The Appeals Committee is comprised of five (5) members of the Advisory Board which includes one (1) CPM graduate member.
4. The Appeals Committee reviews the appeal and makes a recommended decision within **60 days** of its receipt.
5. The recommended decision is forwarded to the Administrator of the Division of Professional-Technical Education (PTE).
6. The Division Administrator of PTE reviews the recommended decision and, having final authority, makes a final decision within **30 days**.
7. The CPM participant making the appeal is advised of the decision by letter.