



# Guidelines for Submitting an Appeal

Subjects who are issued consequences as a part of Disciplinary Review have thirty days to submit a written request for appeal. All individuals must submit a written appeal document to the BACB Ethics Department a minimum of 2 weeks before the appeal date. In cases involving a sanction (i.e., sanctions published in the registry on the BACB website) the subject is permitted to attend the appeal meeting via video conference, but they must still submit a written appeal document to the BACB Ethics Department 2 weeks prior to the meeting. Please see the [Code-Enforcement Procedures](#) document for more information.

Individuals should always endeavor to uphold the [Professional and Ethical Compliance Code for Behavior Analysts](#) (e.g., 1.04(a) acting with integrity, 10.01(a) providing truthful and accurate information). Below are some guidelines to consider when submitting an appeal document.

- ▶ Include a clear description of why you think the underlying decision was in error;
- ▶ Include a clear description of what you believe should have been the appropriate determination based on all facts presented;
- ▶ Include a clear description of additional relevant evidence you are submitting that you believe might impact the underlying decision. Only new information should be submitted as part of the appeal documentation; the appeal committee will already have access to all of the evidence underlying the original DRC decision;
- ▶ Ensure that any new evidence is properly redacted in compliance with Code 2.06 Maintaining Confidentiality.
- ▶ If there are Code violations or sanctions from the Final Determination to which you admit or agree, clearly indicate these specific code violations or sanctions.
- ▶ If your written appeal was prepared by someone else (e.g., an attorney), please clearly indicate the individual's full name, title, and affiliation.
- ▶ Stick to the facts of the case that are documented and avoid appealing to emotion.
  - The BACB encourages you to limit your appeal documentation to only evidence that is relevant to the underlying case. Great weight is given to appeal evidence that clarifies and illuminates underlying facts of the case or that demonstrates corrective actions you have taken to mitigate the matter. While the BACB will not stop you from providing character references and work histories during your appeal, you are strongly discouraged from doing so. Character references and work histories do not hold the same evidentiary value as direct evidence of the matter/incident.
- ▶ Compile all of the documents into one PDF with page numbers.