

Australian Diabetes Educators Association

Application for appeal form - Credentialling

This form is required when lodging a formal appeal about a credentialling decision.

An appeal must be submitted to ADEA national office within 28 days after the decision being appealed was made.

| Your details | | | |
|--|-----------|----------------|------------------|
| ADEA Member no: | | | |
| First name: | | | |
| Last name: | | | |
| Phone number: | Home | | Mobile |
| Email Address: | | | |
| About your appeal? | | | |
| Decision appealing against (please tick) | Mentoring | Credentialling | Recredentialling |
| Date of original decision: | | | |
| Briefly describe why you are lodging this appeal | | | |
| Briefly describe what outcome you are seeking | | | |

Please attach any further documents or evidence that you feel are relevant to your appeal: time line of events, emails, letters of support, etc.

Lodgment

What happens next?

You can lodge your completed form and any supporting documents by:

- Emailing to cde@adea.com.au
- Sending via Post

ADEA Credentialling Appeals
Australian Diabetes Educators Association
PO Box 163
WODEN ACT 2606

An email will be sent to you acknowledging receipt of the appeal within two working days.

All documentation will be de-identified prior to forwarding to the chair of the credentialling committee and/or professional services manager.

You will have an opportunity to present your case via a teleconference that will be arranged following the review of the documentation by the credentialling committee.

Please refer to the appeals process document online which outlines the steps of the review.

Your Privacy

The Australian Diabetes Educators Association (ADEA) is committed to complying with the [Privacy Act 1988](#) and the [Australian Privacy Principles 2014](#) and the privacy provisions of all applicable legislation.

This privacy policy covers all personal information we hold, that is, information, or an opinion about an individual, whose identity is apparent, or can be reasonably ascertained, from that information or opinion. This includes information we have collected from people through our office, over the phone and over the internet.