

Bates Technical College

Boiler Certification
2201 S. 78th Street
Tacoma, WA 98409
www.BatesTech.edu/Boiler

Appeals Procedure

Written or oral decisions involving the interpretation, application or performance of the express terms of the Steam Certification Board's policies and by-laws as adopted by Bates Technical College shall be settled, determined, adjusted and processed solely and exclusively in accordance with the appeal procedures set forth in this document.

In the event an individual or organization believes that they have a dispute it shall be appealed to the Steam Certification Board Appeals Committee in the following manner:

Step 1: (Where to File Complaint)

Any individual or group having a complaint or appeal shall present the same in writing to the Chairperson of the Appeals Committee by filing it with Bates Technical College, Attention: Boiler Certification, 2201 South 78th Street Tacoma, WA 98409.

Step 2: (Timeline of Complaint)

Appeals or complaints must be filed in writing within 30 calendar days after the individual or organization has been given notice of decisions that give rise to the complaint.

Step 3: (Content of Complaint)

The written complaint shall specifically set forth the nature of the complaint, the facts upon which it is based, the provisions of the policies, procedures and by-laws allegedly violated, and the remedy sought.

Step 4: (Appeal Committee Process)

The Appeals Committee shall rule on the complaint and shall issue a determination in writing within 30 calendar days. If no decision has been issued by the Appeals Committee in writing within 30 days of receipt of the complaint, the complaint is denied. Decisions of the appeals board will be submitted to the Steam Certification Board at the next regular meeting.

Step 5: (Further Appeal)

A denial of the complaint by the Appeals Committee can be appealed to the full Steam Certification Board in writing within 15 calendar days from the denial as set forth in Step 4. Any appeals received pursuant to this procedure will be considered by the full Steam Certification Board at the next regular scheduled meeting. If no appeal is received in writing by the full Steam Certification Board within 15 calendar days, then the decision of the Appeals Board is final and binding.

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Central/Mohler Campus: 2320 S. 19th St., Tacoma WA 98405 - 253.680.7603

Downtown Campus: 1101 S. Yakima Ave., Tacoma WA 98405 - 253.680.7000

South Campus: 2201 S. 78th St., Tacoma WA 98409 - 253.680.7400

Bates Technical College is an equal opportunity and non-discriminatory employer and educational institution.

