



**Certified  
Turf Equipment Manager  
Code of Standards**

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## CHAPTER I DEFINITIONS

### 1. **Certified Turf Equipment Manager**

- 1.1. "Certified Turf Equipment Managers" are those persons having met and maintained all the qualifications set forth by the Association (GCSAA Bylaws)
- 1.2. "CTEM" shall be the designated abbreviation of "Certified Turf Equipment Manager" and may be used as a standard professional designation.
- 1.3. "Retired Certified Turf Equipment Manager" status applies to a member holding the CTEM designation at the time he or she meets the criteria for one of GCSAA's retired classifications and chooses to reclassify to such classification. Said individual shall be designated as "CTEM Retired" and be exempt from all certification renewal requirements.

### 2. **Turf Equipment Manager**

- 2.1. A "Turf Equipment Manager" is the employee of the facility entrusted with the management, operations and maintenance of the equipment and repair facility area. This includes but is not limited to items utilized to maintain the turfgrass, including involvement in safety, adhering to BMPs, inventory, purchasing, budgeting, following OEM recommendations for preventative maintenance and curative maintenance procedures, maintaining a proper repair area and facility and training on equipment used to maintain turfgrass.

### 3. **Confidentiality**

- 3.1. "Confidentiality" of all individual records shall always be maintained. All certification forms, examination results, continuing education records, attestors' evaluations, and all such other related documents may only be disclosed by GCSAA with the written permission of the individual to whom these documents relate. Individuals may have complete access to their own records when requested in writing or in person. All such information shall be handled as privileged. GCSAA officials shall deal with all such related information among themselves on a strict "need to know" basis only and right of access shall be at the discretion of the GCSAA president. The GCSAA Equipment Manager Task Group chairman shall be informed of such disclosures.

### 4. **Education/Service Points**

- 4.1. Education Point - A measurement of the value of continuing nonaccredited education courses. One Education Point is equal to 10 contact hours of classroom study. The GCSAA Director of Professional Development shall be the final determiner of the Education Point value applied to all continuing education offered by GCSAA and other external sources.

4.2. Service Point - Awarded to professional development activities as defined in this code.

CHAPTER II  
ELIGIBILITY FOR CERTIFICATION

**1. Criteria for Eligibility**

- 1.1. Eligibility for application to Certified Turf Equipment Manager status is specifically restricted to those individuals who:
  - a) are currently employed by the facility as a turf equipment manager for at least six months,
  - b) have three or more years of experience as a turf equipment manager in the turf industry, and
  - c) have successfully completed Equipment Management Certificate Program Level 1 and Level 2 certificates.
- 1.2. The applicant for Certified Turf Equipment Manager status must maintain employment as a turf equipment manager through successful completion of the application process. If during the application process the applicant no longer meets this basic requirement, the application shall be frozen until the applicant once again meets these basic criteria. In such cases the applicant shall exhaust the 12-month application period cumulatively. (See Time Limitations, paragraph 3.4.)
- 1.3. Applicants changing facilities during the 12-month eligibility period and prior to completion of attesting shall have their applications frozen until they have six months tenure at their new facility. Completion of the entire certification process must not exceed more than two years from the initial date of application approval.
- 1.4. In situations where there is no equipment manager/technician/mechanic at the facility and the equipment management duties are 100% those of the applicant, verification through a letter from a GM/owner/human resources department must be submitted to GCSAA for consideration of the applicant for certification.
- 1.5. Individuals with direct or indirect responsibilities over multi-facilities must provide GCSAA a list of their facilities. The GCSAA Equipment Manager Task Group Chairperson and the candidate will select the facility to be attested.
- 1.6. In a situation where the facility has multiple maintenance facilities serving multiple golf courses or playing fields, each with their own turf equipment manager who meets the previously stated eligibility criteria, that facility can have a CTEM at each maintenance facility.
- 1.7. In a situation where a golf course has multiple equipment managers, but they are not assigned as previously described, the equipment manager can write a letter to the Equipment Manager Task Group describing their

situations and ask for admittance into CTEM. The Equipment Manager Task Group will review each request and determine admittance into the program based on merit.

## **2. Eligibility for Non-members**

- 2.1. Turf Equipment Managers wanting to pursue certification status through GCSAA, but choose not to be members of the association, must earn the Equipment Management Certificate Program Level 1 and Level 2 certificates. A non-member applicant fee, not less than three times the member fee will be assessed.

## **3. Time Limitations**

- 3.1. Each individual application to Certified Turf Equipment Manager status must be reviewed, dated and signed by the GCSAA Manager of Certification. The applicant thus approved shall have 12 months from such date to successfully complete the certification process.
- 3.2. Once a turf equipment manager's application is approved, additional requirements becoming effective after the application is accepted will not apply to such individual provided he or she successfully completes the certification procedure within 12 months.
- 3.3. Any applicant to Certified Turf Equipment Manager status who fails the application process and exhausts all subsequent appeals to remain in the application process, must enter a 12-month waiting period in order to reapply for Certified Turf Equipment Manager applicant status. Such a waiting period shall commence on the date of application rejection or final appeal decision.
- 3.4. If during the 12-month certification application period, an applicant ceases to be employed as a turf equipment manager, his or her application will be placed on hold until such employment resumes. If within 12 months of the hold date of the application the applicant fails to become employed as a turf equipment manager, the application will be deemed expired and the applicant fee forfeited.

CHAPTER III  
APPLICATION FOR CERTIFICATION

**1. The Application and Fee**

- 1.1. Application to Certified Turf Equipment Manager status must be made on the official GCSAA Certified Turf Equipment Manager Application form.
- 1.2. The appropriate member/nonmember application fee must accompany the submitted application. The fee may be tendered by check, money order or GCSAA designated credit cards. The application will not be processed without receipt of the applicant fee.
- 1.3. The application fee is nonrefundable.
- 1.4. Check or money order should be made payable to "GCSAA" and must be negotiable.

**2. Confidentiality**

- 2.1. The application and all subsequent related forms, reports and records shall be held by GCSAA in strict confidence. Applicants shall have complete access to all information in their file when requested in writing or in person.

**3. Changes of Information**

- 3.1. The applicant has a responsibility and burden to notify GCSAA in writing of any changes of information during the application process. That notification should be sent with a return postal receipt requested.

**4. Timely Compliance**

- 4.1. The burden of timely compliance with all requirements, deadlines and arrangements shall be with the individual applicant.

**5. Improprieties**

- 5.1. If a candidate engages in any form of impropriety during the certification process, the documents in question cannot be scored and the results cannot be accepted. Furthermore, the candidate must appeal to the GCSAA Equipment Manager Task Group for re-entry to the Certified Turf Equipment Manager Program.

CHAPTER IV  
ATTESTOR PROCEDURE

**1. Attesting Criteria**

- 1.1 The applicant must be the head and/or sole individual responsible for the facility being attested.

**2. Selecting Attestors**

- 2.1. The selection of designated attestors for certification applicants will be channeled through the GCSAA Equipment Manager Task Group.
- 2.2. The GCSAA Certification Manager will appoint two qualified attestors for each certification applicant. The two appointed attestors will be required to attest the applicant's facility through video or in-person visit.
- 2.3. A qualified attestor is any currently active Certified Turf Equipment Manager or any Retired Certified Turf Equipment Manager.

**3. Change of Attestors**

- 3.1. It shall be the sole responsibility and burden of the applicant to notify individual attestors of any changes in schedule. The applicant shall additionally inform attestors of any changes in information pertaining to the application process.

**4. When the Attesting Visit Should Be Conducted**

- 4.1 Facility attesting visits are not limited to occurring during the growing season. If an attesting is scheduled outside of the growth season, quality of cut pictures must be taken within a 6-month period of the attesting date. Pictures taken more than 6 months prior will not be accepted.
- 4.2 Facility visitations by attestors shall not be scheduled for an applicant with less than six months tenure as the equipment manager of facility to be visited. Such minimum tenure must be applicable to the immediate six-month period prior to the visitation.

**5. Scheduling the Attesting Visit**

- 5.1. It shall be the responsibility and burden of the applicant for Certified Turf Equipment Manager status to communicate arrangements and set an appointment for the attestors to schedule video attesting or make a visitation to the applicant's facility. All expenses for the attestor visit, if any, shall be borne by the applicant.

**6. Eligibility Period**

- 6.1. The attesting process must be completed within the 12-month application eligibility period. Such period commences on the date the application for



Certified Turf Equipment Manager status is approved by GCSAA.

- 6.2. Applicants re-applying to the program who have previously passed the attesting process, will not be required to complete additional attesting.

## **7. Attestor Evaluation Report**

- 7.1. Each attestor must agree to accept the professional responsibility in serving as an attestor by signing a separate affidavit stating complete professional integrity while conducting the attesting visit and shall complete and mail or email the signed GCSAA Equipment Manager Attestor Evaluation Report to the GCSAA Certification Program within five working days after the attesting.
- 7.2. Attestor evaluation reports received by the GCSAA Certification Program later than this section defines may be deemed incomplete or invalid at the sole discretion of the GCSAA Equipment Manager Task Group.
- 7.3. The attestor's conclusion may be communicated to the GCSAA Manager of Certification verbally. Such verbally communicated conclusion shall be deemed unofficial until confirmed by receipt of the completed attestor evaluation report.
- 7.4. Upon receipt by GCSAA of both completed attestor evaluation reports, staff will tally and combine scores from the two reports to determine an overall final score. A copy of said report withholding attestor identification will be sent to the applicant.

## **8. Attesting Evaluation Rejection**

- 8.1. In cases where the applicant does not receive a passing score, they shall have the opportunity of a second attesting evaluation after correcting the areas indicated as needing improvement on the attestor evaluation report. Only those areas marked as needing improvement will be re-attested. The original attestors must conduct this second evaluation, within the applicant's growing season if quality of cut is being re-attested and the one-year applicant period. If one or both of the original attestors cannot conduct the second attesting, new attestor(s) will be appointed and will be provided copies of the initial attestor reports for referral prior to conducting the second attesting.
- 8.2. If a second attesting evaluation is conducted and the applicant fails a second time, the date said applicant is rejected from the application process shall be the date on which the second attesting evaluation took place, or the later date if conducted on two different days. On such date a one month waiting period shall commence. That one month waiting period must be completed before the rejected applicant can reapply for certification.
- 8.3. In cases where the applicant fails the attesting process and chooses not to have a second evaluation, the date of rejection from the application

process shall be the date on which the attesting visit took place, or the later date if conducted on two different days.

## **9. Appeal Process for Attesting**

- 9.1. The rejected applicant may, within 45 days of the dated notice of rejection, make a formal written appeal through mail or email to the GCSAA Equipment Manager Task Group through GCSAA to have the chairperson of the GCSAA Equipment Manager Task Group appoint two appeal attestors.
- 9.2. If the appeal is accepted, a member of the GCSAA Equipment Manager Task Group and another Certified Turf Equipment Manager shall be appointed as appeal attestors for an appeals evaluation. When an attesting appeal is scheduled, the original attestors will be notified by GCSAA that an appeal evaluation will be made.
- 9.3. In the event that the initial appeal is rejected, or that an appeal attestor's visitation concurs with the original attestor visitation results, the rejected applicant may, within 45 days of the dated rejection of appeal notification, make a final appeal to the GCSAA Board of Directors. The GCSAA Board of Directors may reject the appeal or make any determination it desires. In all cases, the final appeals level shall be the GCSAA Board of Directors.
- 9.4. In cases of appeals to rejection of application outside of the United States of America and Canada, the chairperson of the GCSAA Equipment Manager Task Group shall render a determination of the rejection based upon the best information available. This determination may be appealed to the GCSAA Board of Directors within 45 days of the dated rejection of appeal email notification from the Equipment Manager Task Group chairman.
- 9.5. All appeals regarding attestation shall run concurrently with the one month waiting period required before the rejected applicant can reapply for Certified Turf Equipment Manager status.

## **10. Confidentiality**

- 10.1. The results of all visitations, or subsequent administrative actions, shall be held in the strictest confidence.
- 10.2. In accepting the serious, professional responsibility as an attestor, each attestor agrees not to disclose any information on the visitation, or the results of the visitation, to any party other than the applicant for Certified Turf Equipment Manager status and GCSAA.

CHAPTER V  
ADMISSION TO CERTIFIED STATUS

**1. Duration of Certified Status**

- 1.1. An individual shall be deemed admitted to Certified Turf Equipment Manager status upon the date of notification of admission by the GCSAA Manager of Certification.
- 1.2. An individual shall be admitted to Certified Turf Equipment Manager status for consecutive five-year periods.
- 1.3. An individual is renewed to Certified Turf Equipment Manager status upon approval by the GCSAA Manager of Certification.
- 1.4. Upon admission to or renewal of Certified Turf Equipment Manager status, an individual is entitled to all rights and privileges of a CTEM.
- 1.5. Should a “CTEM Retired” individual become actively employed and abandon retirement, such individual will be allowed the amount of time from the retirement date to what would have been the five-year expiration date to meet renewal requirements applying to active CTEM status. Upon completion of earning the necessary points to meet the outstanding renewal requirements, the individual will then begin a new five-year renewal cycle.
  - 1.5.1. Should a CTEM who is a retired member of GCSAA choose to continue to meet the renewal requirements for the renewal period he or she was in at the time of retirement, then lets the next five-year cycle lapse without meeting requirements, thus becoming “CTEM Retired”, and then chooses to come out of retirement, said individual shall immediately regain active CTEM status on the date he or she regains employment as a equipment manager, and will begin a new five-year renewal cycle on such date.

**2. Use of the CTEM Designation**

- 2.1. Use of the professional designation “CTEM” shall be restricted to those having met the requirements to obtain Certified Turf Equipment Manager status and continue to meet the on-going renewal requirements every five years as defined by this Code. Restrictions shall be strongly enforced.
- 2.2. Use of the professional designation “CTEM Retired” shall be restricted to those qualifying for Retired Certified Turf Equipment Manager status and continue to maintain their membership in GCSAA without interruption. Restrictions shall be strongly enforced.

CHAPTER VI  
RENEWAL OF CERTIFIED STATUS

**1. Renewal Requirements**

- 1.1. Renewal of active Certified Turf Equipment Manager status shall be required every five years.
- 1.2. To meet renewal requirements, the CTEM will accrue a total of 5.0 points (3.0 education points minimum plus 2.0 education or service points).
- 1.3. All points must be earned within the dates of the CTEM's five-year certification period to apply toward completion of the renewal requirements. Any number of points in excess of the amount required for renewal will not be carried over to help meet the requirements for the next five-year period.
- 1.4. Due to the varying dates of the GCSAA Conference and Trade Show, all individuals certifying in the month of February will have the expiration date of their first five-year renewal period extended to the last day of the month (2/28 or 2/29). Subsequent five-year renewal cycles will run from 3/1 through 2/28 or 2/29.

**Education Point Categories**

Education points are those points derived from GCSAA pre-approved education events. One education point (1.0) is equal to 10 contact hours of classroom study. The GCSAA Director of Professional Development shall be the final determiner of the education point value applied to all continuing education evaluation through the official GCSAA Application for Education Points.

1. Chapter meetings with pre-approved education: 0.1 education point will be awarded for each hour of education at chapter meetings; chapters must submit an application to GCSAA before the meeting.
2. Non-GCSAA education programs that are linked to the competencies and have been pre-approved for credit: 0.1 point = one hour (minimum 0.025 point awarded).
3. GCSAA-developed programs: 0.1 point = one hour (minimum 0.025 point awarded).
  - 3.1 Members will receive credit for attending the same on-site seminar more than once within a five-year renewal cycle. Credit will not be awarded for repeating on demand webinars within a five-year renewal cycle unless the course has been revised or updated.
4. Teaching: Members must submit the pre-approval form--a timed lesson plan that is available on the GCSAA website and from GCSAA's professional development department with a maximum of 2.0 points from teaching per

renewal cycle. Repeated courses during the renewal cycle will be counted as education points if the material has been updated from the previous version. If material has not been updated, service points in the same amount will be awarded.

- 4.1. Teaching seminars earn 0.15 point per hour.
- 4.2 Teaching nationally accredited college courses earns 1.5 points per semester credit hour.
5. Attending nationally accredited college courses (turf equipment management related) earns 1.5 points per semester credit hour. Repeated courses will be counted only once during a five-year renewal cycle.
6. GCSAA Conference and Trade Show attendance: 2.5 points per year – only applies to All Access registrants.
7. GCSAA Conference and Trade Show attendance: 1.5 points per year – only applies to Full Pack registrants.
8. GCSAA Conference and Trade Show attendance: 1.0 points per year – only applies to Virtual Conference registrants.
9. Cardiopulmonary Resuscitation (CPR): 0.1 point per hour, with a maximum of 0.7 per renewal cycle.
10. First Aid Certification: 0.1 per hour, with a maximum of 0.7 per renewal cycle.
11. GCSAA/Chapter Board Strategic Planning sessions: 0.1 point per hour.
12. CTEM attestor training: 0.1 point. Points recorded by GCSAA following training.
13. CTEM attestor: 0.25 point per visit with no maximum.
14. Published articles in trade or chapter publications: 0.25 point per educational article (400-word minimum) in a publication other than *Golf Course Management* and 0.5 point per educational article (600-word minimum) in *GCM*, *after consultation with GCM staff*. An article that runs in more than one publication cannot be submitted for credit more than once. Informational articles including president's messages, committee reports, and meeting summaries will not be eligible for service points. – Applied once published.
15. Completion of the Audubon Cooperative Sanctuary Program (ACSP) for Golf Course certification and re-certification: 1.0 points for initial certification per person and 0.25 point for each re-certification of golf course, up to a maximum of 1.5 points per renewal cycle.
16. Completion of the Audubon Signature Program: 2.0 points for initial certification and .5 point for each recertification, up to a maximum of 3.0 per renewal cycle.
17. Completion of a state environmental stewardship certification program: 0.5 point for initial certification and 0.25 point for recertification up to a maximum of 1.0

point per renewal cycle

### **Golf Centric Service Point Categories**

Service points are points awarded for golf-centric activities. The GCSAA Senior Director, Member Programs or designee shall be the final determiner of service point values.

1. Giving an informative speech: 0.25 point per presentation that is a minimum of 15 minutes in length, with no maximum.
2. Participation on a national committee or resource group: 0.5 point per committee per year of service. Applied by GCSAA at the end of each completed year of service.
3. Volunteering to participate on a GCSAA national committee or resource group 0.25 point per annual submission. Applied by GCSAA at the end of each completed year of service.
4. Affiliated Chapter Board Service: 0.5 point per year of service. Applied by GCSAA at the end of each year completed year of service.
5. First Green field trip host: 0.5 point per event, with no maximum. Applied at completion of event.
6. First Green field trip participant: 0.25 point per event, with no maximum. Applied at completion of event.
7. First Green Liaison: 0.50 point per year. Applied at the end of each completed year of service.
8. Initial creation and participation in the state BMP steering committee: 1.0 point per five-year cycle.
9. Updating the state BMP manual: 0.25 point per year.
10. Completion and updating of facility BMPs recorded in the GCSAA BMP tool: 0.5 point per each occurrence, annually.
11. Allied/golf/turf/First Tee/environmental/community board service: 0.5 point per year of service, maximum. Applied at the end of each completed year of service.
12. Chapter/allied/golf/turf/environmental/community committee member (non-board of director member): 0.25 point per committee; not to exceed 0.5 point per year with a maximum of 2.5 points per renewal period for certified members. Applied at end of each completed year of service.
13. Chapter meetings/activities including community outreach efforts without education: 0.1 service point for each meeting/activity.
14. Completion of GCSAA designated survey(s): 0.25 service point per completed survey and 0.5 service point per completed lengthy survey.

15. Completion of pre-approved GCSAA affiliated chapter survey(s): 0.1 – 0.25 service point based on complexity of survey.
16. Submit an approved case study or best management practice for publication/web site: 0.25 service point per case study following submittal and approval.
17. Participation in a media interview: 0.25 point per interview.
18. Provide assistance to another turf facility: 0.25 point per event/activity associated with volunteering at a major golf event or assisting another equipment manager or facility or offering expertise to sports fields and other non-golf facilities during a time of need.
19. Participation in environmental advocacy activities: 0.25 point per event/activity including, but not limited to, attending state or national “Day on the Hill” activities working with lawmakers on legislative or regulatory issues that impact golf course management or involvement with community outreach promoting the value of golf course and other green areas.
20. Participation in GCSAA National Championship and Golf Classic: 0.1 service point per day for participating in the Four-Ball Mixer; the Monday-Only Fun event; the National Championship; and the Golf Classic. Points recorded by GCSAA following the event.
21. Performing research for a manufacturer on equipment or tools: 0.25 points per event/activity associated with the testing and written assessment of a machine or tool for a developer/manufacturer.

## **2. Responsibility**

- 2.1. It shall be the individual Certified Turf Equipment Manager’s responsibility and burden to assure that all requirements and deadlines for renewal of certification are complied with as required by this code.
- 2.2. The CTEM may be required to provide supporting documentation of service point professional development activities at the time of recertification application.
- 2.3. GCSAA will abide with a policy to notify certification holders of upcoming renewal dates through a 13-, three- and one-month notice prior to the certification renewal expiration date.
  - 2.3.1. 13-month renewal notifications and current transcripts will be sent via email from the Manager of Certification. Individuals with a point deficit of 1.0 points or greater will also be contacted by phone. Three-month renewal notifications and current transcripts will be sent via USPS Certified Mail. One-month renewal notifications will be sent via email and USPS.

- 2.4. Certified Turf Equipment Managers who have met all requirements of renewal but have failed to submit the CTEM renewal paperwork 30 days from their certification expiration will be contacted by GCSAA up to four (4) times via telephone to secure the necessary information to process the CGCS renewal. After GCSAA staff has attempted to contact individuals four (4) times with no response, the names will be passed onto the GCSAA Equipment Manager Task Group Chairman and Vice-Chairman for additional contact.

### **3. Failure to Renew**

- 3.1. If an individual Certified Turf Equipment Manager fails to comply fully and completely with the requirements for renewal of certification, such individual shall be deemed officially dropped from Certified Turf Equipment Manager status. Notification will be sent to the individual via certified letter.
- 3.2. Individuals dropped from Certified Turf Equipment Manager status for failure of renewal of certification must reapply under the requirements and eligibility criteria in effect at the time. No waiting period is required.

### **4. Renewal Fee**

- 4.1. Individuals who are within 13 months of the expiration date of their five-year certification period may apply for renewal of certification on the official form accompanied by a check, money order or GCSAA designated credit card in the amount of the renewal application fee.
  - 4.1.1. The renewal application and fee must be received in GCSAA headquarters prior to an individual's expiration date. Renewal applications received after the expiration date will not be processed.

### **5. Employment Outside of the Profession**

- 5.1. An individual who becomes employed in a position other than as a turf equipment manager may retain CTEM status. The individual must continue to fulfill renewal requirements.

### **6. Completion of Renewal Process**

- 6.1. An individual who meets all renewal requirements and submits the completed renewal application and payment prior to their expiration date, shall be renewed for another 5-year cycle. The start date for the new renewal cycle will be the day following the expiration date of the current cycle.
- 6.2. Upon successful completion of their renewal, congratulatory letters will be sent to individuals from GCSAA CEO and GCSAA Manager of



Certification. Letters will be sent via USPS within one week of the renewal being processed.

6.2.1. Employer notification letters may be requested by individuals at any time. Letters are customized to announce newly certified individuals, certification renewals, and general recognition.

CHAPTER VII  
GCSAA UNIVERSAL APPEALS PROCESS

**1. The Written Appeal**

1.1. An individual may appeal the assignment of education points or any action taken during the application for or renewal of Certified Turf Equipment Manager status by the following basic procedures:

1.1.1. An appeal of an action must be in writing, dated and signed. Such appeal must specify what action is being appealed, clearly stating all circumstances and details and supported by photocopies of any evidence cited.

1.1.2. The individual filing the appeal should retain a copy of the written appeal.

1.1.3. An appeal must be filed within 45 days of the date of the GCSAA notification of the action being appealed.

1.1.4. The written appeal must be forwarded to the appropriate GCSAA committee chairman at GCSAA Headquarters, 1421 Research Park Drive, Lawrence, KS 66049-3859, via postal service or by e-mail to the appropriate GCSAA committee liaison.

For appeals regarding turf equipment manager certification, the appeal should be addressed to the GCSAA Equipment Manager Task Group Chairperson.

1.1.5. The postmark on the appeal, or date of the email shall be the determinant of the date of filing.

1.1.6. It is recommended that the individual filing the appeal, request a return receipt from the postal carrier if sending the appeal through the postal service.

1.1.7. A code number will be assigned to the appeal to protect the appellant's anonymity throughout the process.

**2. The Appeal Process**

2.1. The first level of appeal shall be the appropriate GCSAA committee, in care of the GCSAA committee chairperson.

2.1.1. When an appeal is received during the committee appointment process, the appeal will be reviewed by the previous year's committee.

2.1.2. After the GCSAA committee has acted on the appeal, if the applicant still feels aggrieved, he or she may file a notice of appeal with the GCSAA Board of Directors.

- 2.2. Said appeal to the GCSAA Board of Directors shall conform to the requirements previously stated and shall be filed with the President of GCSAA within 45 days of the date of the action taken by the committee that considered the appeal.
- 2.3. The GCSAA Board of Directors may consider said appeal and act upon it at its next regularly scheduled meeting. The GCSAA Board of Directors may deny the appeal, sustain the appeal or take any other such action it deems appropriate under the circumstances. All actions of the GCSAA Board of Directors shall be final in regard to an appeal.
- 2.4. It is deemed the sole responsibility and burden of the individual desiring to file an appeal to properly file such appeals in compliance with this code.
- 2.5. In the case of all appeals, if the appeal is determined in favor of the applicant, the time spent in the process will not be counted against any time restrictions that may apply.
- 2.6. GCSAA will review foreign transcripts based on educational contact hours. If the applicant is unsatisfied with GCSAA's review, he/she may elect to have the transcript reviewed by an outside professional agency at the applicant's expense.

CHAPTER VIII  
REVISIONS AND AMENDMENTS OF THIS CODE

**1. Authority**

- 1.1. The authority to revise or to amend this code shall be vested with the GCSAA Board of Directors.
- 1.2. The GCSAA President may invoke temporary revisions and amendments to this code with immediate effect.
- 1.3. Revisions and amendments to this code shall be deemed to take effect following approval of the GCSAA Board of Directors.