State 911 Committee
911 Training Procedures for Appeals

Purpose
The State 911 Committee (SNC) establishes the following procedures for submitting questions, challenges, or appeals related to decisions made by the 911 Training Subcommittee (NTS). These procedures apply to:

- Dispatcher training fund Allowable/Disallowable expenditure list
- Dispatcher training fund application
- Course/Instructor denial decisions for training providers

Initial Inquiry Regarding Dispatcher Training Fund Allowable/Disallowable Expenditure List
Public Safety Answering Points (PSAPs) with questions about the dispatcher training fund allowable/disallowable expenditure list or the dispatcher training fund application distribution must first contact the State 911 Office.

If the Administrator's Office cannot resolve or answer the inquiry, the matter will be forwarded to the NTS for review at its next scheduled meeting. The NTS will issue a response within 90 days of the meeting.

Appeals to the NTS
Challenges to the Allowable/Disallowable Expenditure List
PSAPs wishing to challenge items on the expenditure list may present their appeal to the NTS at its next regularly scheduled meeting.

- Advance notice and all supporting documentation must be submitted to the State 911 Office at least ten (10) business days prior to the meeting.
- PSAP representatives must appear before the NTS in person.

Challenges to Course or Instructor Denials (Training Providers)
Training providers may challenge course or instructor denial decisions before the NTS.

- Advance notice and supporting documentation must be submitted to the State 911 Office at least ten (10) business days prior to the meeting.
- The training provider must appear before the NTS in person.

Challenges to Dispatcher Training Fund Application Decisions
Challenges to annual training fund application decisions may be brought to the NTS during the annual application appeals meeting.

- Advance notice and all supporting documentation must be submitted to the State 911 Office at least seven (7) business days prior to the formal appeals hearing.
- PSAP representatives must appear in person at the hearing.

Note:
PSAPs that fail to submit their annual application by the deadline are not eligible to appeal.
PSAPs that submit applications containing inaccurate information are not eligible to appeal.

Appeals to the SNC
If the appealing party wishes to contest an NTS decision, the matter may be brought before the SNC at its next regularly scheduled meeting.

- Advance notice and all supporting documentation must be submitted to the State 911 Office.
- The appealing party must appear before the SNC in person.

Advance Notice Requirements

- For appeals related to the Allowable/Disallowable Expenditure List: submit documentation at least ten (10) business days prior to the SNC meeting.

- For appeals related to course or instructor denial: submit documentation at least ten (10) business days prior to the SNC meeting.
- For appeals related to dispatcher training fund applications: submit documentation at least seven (7) business days prior to the SNC meeting.

The SNC will review the appeal and issue a decision by its next regular meeting. All SNC decisions are final.

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