

# DECISION REVIEW REQUEST FORM

## Part I | Program Information

Check One:	Professional Development Initiative (PDI)	Remote Nursing Program	Targeted Academic Support Program (TASP)
Fiscal Year:	Application Submission Date:		

## Part II | Applicant Information

Name:	Employee ID #
Mailing Address:	
Email Address:	
Phone Number:	

To be eligible to file a Decision Review Request you must:

- Be eligible for consideration as a current employee of the Department of Health and Social Services, Northwest Territories Health and Social Services Authority, Hay River Health and Social Services Authority and Tłı̨chǫ Community Services Agency under the applicable program guidelines.
- Submit the Decision Review Request Form within 30 days of the issuance of the decision notification email from the Program Administrator.

## Part III | Notification

Indicate the date you were notified of your denial by e-mail.

What was the reason provided to you for the denial? (Attach a copy of the Notification Email)

## Part IV | Reasons for the Decision Review Request:

- Explain what criteria were not assessed in accordance with the applicable program guidelines. Explain why you feel your application should be reassessed.
  - The Guidelines for the applicable programs may be located [here](#).
  - For more information on the Decision Review Guidelines see [here](#).
- If you require more space to provide all necessary details of your request for review, please continue on a blank piece of paper.

Blank space for providing details of the request for review.

Signature:	Date (mm/dd/yyyy):
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Send this appeal to: CEO Administrative Assistant  
Northwest Territories Health and Social Services Authority  
Email: [DecisionReviewRequest@gov.nt.ca](mailto:DecisionReviewRequest@gov.nt.ca)

**Disclaimer:**  
The personal information on this form is being collected for program administration purposes. It is protected by the privacy provisions of the *Access to Information and Protection of Privacy Act* (ATIPPA). If you have any questions about the collection or use of the information, please contact the Manager, Strategic Human Resource Programs at (867) 767-9059 ext. 49152.