

MODEL LANGUAGE FOR PROCEDURE FOR APPEAL OF ADVERSE DECISIONS

Adverse decisions by (name of recognized veterinary specialty organization [RVSO]) may include, but are not limited to:

Denial of certification of an individual

- Denial of adequacy of credentials
- Denial of approval of a residency program
- Suspension of certification

In the event of adverse decisions, the [RVSO] shall advise the affected person(s) of the procedure for appealing the adverse decision. An affected party desiring to appeal the [RVSO]'s adverse decision must adhere to the following procedure.

1. Grounds for reconsideration or review—The affected party may petition for reconsideration or review of the [RVSO]'s decision on the grounds that the [RVSO] has ruled erroneously by:
 - a. Disregarding the established [RVSO] criteria for certification or approval.
 - b. Failing to follow its stated procedures.
 - c. Failing to consider relevant evidence and documentation presented.
2. Petition for reconsideration:
 - a. An affected party may petition [RVSO] to reconsider its decision by filing with [RVSO] a written petition for reconsideration that shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition.
 - b. Such petition must be received in the [RVSO] office within 30 days of the date [RVSO] announces its adverse decision.
 - c. The affected party may, at the discretion of [RVSO], be invited to participate in the next regular meeting of the appeals committee of [RVSO].
 - d. The appeals committee will meet in executive session to reach its final decision, which may then be forwarded to the governing body of [RVSO] for final action in accordance with the constitution/bylaws and articles of incorporation of [RVSO].
 - e. The [RVSO's] final action pertaining to the appeal will be delivered in writing by certified mail to the affected party not more than [30 to 120] days after the appeal was received by the [RVSO].
 - f. Upon completion of steps (a) through (e), if the affected party is not satisfied with the final decision, he/she may request mediation facilitation by the ABVS.