

## APPEALS POLICY OF THE AMERICAN OSTEOPATHIC BOARD OF PREVENTIVE MEDICINE

The American Osteopathic Board of Preventive Medicine is committed to assuring that aggrieved candidates for certification have access to an appeal process to address concerns regarding all certification and recertification examinations and other decisions of the AOBPM. In accordance with the policies of the American Osteopathic Association (AOA), candidates for certification may appeal decisions of the AOBPM to the AOA Bureau of Osteopathic Specialists (BOS). Thereafter, where necessary, candidates may appeal the decision of the BOS to the Board of Trustees. **BEFORE PURSUING AN APPEAL WITH THE AOA, CANDIDATES FOR CERTIFICATION FROM THE AOBPM SHALL FIRST APPEAL DECISIONS RELATED TO ANY EXAMINATION TO THE AOBPM AS SET FORTH IN THE FOLLOWING POLICY.**

- I. Scope of Appeal
  - A. Appealable Issues. Candidates may appeal to the AOBPM to raise concerns relative to the examination's administration (i.e., alleged bias/prejudice/unfairness of the exam or of a member of an examination team or failure to follow established examination procedures).
  - B. Non-Appealable Issues. The AOBPM will not consider appeals based on examination content, sufficiency or accuracy of answers given to examination questions, scoring of the examination, scoring of answers to individual questions, and/or the determination of the minimum passing score.
- II. Procedure for Appeal.
  - A. Appeal Request Form. In order to appeal concerning the examination, a candidate must set forth the basis for his/her appeal on an Appeal Request Form and submit the form to the chairman of the AOBPM. Appeal Request Forms are available to all certification candidates on the AOBPM website. Additional copies of the Appeal Request Form can be made available upon request at the examination site. The appellant must submit the completed Appeal Request Form to the board within 30 days of receipt of notification of failure in the case of all written and oral exams.
  - B. Late Appeals. All appeals submitted after the thirty (30) day deadline will be denied.
  - C. Evaluation of Appeal. Each appeal submitted on an Appeal Request Form will be considered by the AOBPM. A majority vote of the Board will determine whether the AOBPM accepts or denies the appeal.
  - D. Notification of Candidates. Candidates will be advised by the AOBPM of the decision by certified mail.
- III. Effect of Decision.
  - A. Decision to Accept Appeal.
    1. No Scoring or Recording of Exam. If the Board accepts an appeal, then the candidate's examination will not be recorded in the case of a written exam or scored and recorded in the case of an oral exam. Right to Retake Examination. A candidate whose appeal is accepted shall have the right to a new examination at the next scheduled examination date at no additional application or examination fee. (All other fees incurred are the responsibility of the candidate.) In the case of an oral examination, the examination will be conducted by a different examination team. The candidate's original logs may be utilized and the examination will be conducted in accordance with the format for the current examination.
    2. Failure to Retake Examination. If for any reason the candidate elects NOT to retake the examination at the next scheduled date, his/her appeal shall be considered null and void and the candidate will be required to reapply for the certification examination and his/her application shall be considered in accordance with the criteria in effect at the time he/she submits the new application. Exceptions (for good cause) to this stipulation will be considered on an individual basis by the Board.
    3. Further Appeals.
      - a. Current Examination. The candidate whose initial appeal is accepted by the board shall *not* have the right to further appeal of the current examination results, either within the AOBPM or to the AOA.
      - b. Subsequent Examination. The candidate whose initial appeal is accepted shall *not* have the right to appeal the next scheduled examination to the AOBPM under this Policy. However, the candidate shall have the right to appeal to the AOA.
  - B. Decision to Deny Appeal. If the initial appeal is denied by the AOBPM, the candidate shall have the right to appeal to the AOA. Candidates interested in appealing to the AOA should contact the American Osteopathic Association, Department of Education, Division of Certification, and 142 East Ontario St., Chicago, IL 60611.

## APPEAL REQUEST FORM

All requests for Appeal must be made within 30 days of receipt of notification of failure in the case of all written exam and oral examinations by contacting:

AOBPM  
142 E Ontario St  
Chicago, IL 60611  
Phone: 800-621-1773 ext 8229  
Email: aobpm@osteopathic.org

I, \_\_\_\_\_ do formally request an appeal of  
print name clearly

my AOBPM examination in \_\_\_\_\_,  
which was administered on \_\_\_\_\_.

I have read and understand the terms and conditions for appeal as set forth in the American Osteopathic Board of Preventive Medicine (AOBPM) Appeal Policy.

This appeal is based on upon the following:

Signature:

Date: