



APPEALS POLICY OF THE AMERICAN OSTEOPATHIC CONJOINT PAIN MEDICINE EXAMINATION COMMITTEE

The American Osteopathic Conjoint Pain Medicine Examination Committee (AOCPMEC) is committed to assuring that aggrieved candidates for certification have access to an appeal process to address concerns regarding all certification and osteopathic continuous certification (OCC) examinations and other decisions of the AOCPMEC. In accordance with the policies of the American Osteopathic Association (AOA), candidates for certification may appeal decisions of the AOCPMEC 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/OCC FROM THE AOCPMEC SHALL FIRST APPEAL DECISIONS RELATED TO ANY EXAMINATION TO THE AOCPMEC AS SET FORTH IN THE FOLLOWING POLICY.

I. Scope of Appeal

- A. Appealable Issues. Candidates may appeal to the AOCPMEC to raise concerns relative to the examination's administration (i.e., alleged bias/prejudice/unfairness of the exam or of a member of the proctor team or failure to follow established examination procedures).
- B. Non-Appealable Issues. The AOCPMEC 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 Examination Proctor. Appeal Request Forms will be provided to all candidates prior to the commencement of the examination. Additional copies of the Appeal Request Form will be available upon request to the Examination Proctor. The appellant must submit the completed Appeal Request Form to the Examination Proctor within two hours after he/she has completed the examination.
- B. Late Appeals. All appeals submitted after the two hour deadline for submission of the Appeal Request Form will be denied.
- C. Evaluation of Appeal. Each appeal submitted on an Appeal Request Form within two hours of completion of the examination will be considered by the AOCPMEC. A majority vote of the Committee will determine whether the AOCPMEC accepts or denies the appeal.
- D. Notification of Candidates. Candidates will be advised by the AOCPMEC of the decision within 10 working days by certified mail.

III. Effect of Decision

- A. Decision to Accept Appeal.
 1. No Scoring or Recording of Exam. If the Committee accepts an appeal, then the candidate's examination will not be scored and recorded.
 2. 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.) At that time, the examination will be conducted by a different examination team.
3. 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/OCC 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 Committee.
 4. Further Appeals.
 - a. Current Examination. The candidate whose initial appeal is accepted by the committee shall not have the right to further appeal of the current examination results, either within the AOCPMEC 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 AOCPMEC 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 AOCPMEC, the candidate shall have the right to appeal (within 30 days) to the AOA. Candidates interested in appealing to the AOA should contact the BOS Secretary at the American Osteopathic Association, Department of Certifying Board Services, Division of Certification, at 142 East Ontario St., Chicago, IL 60611.