

PAVE Appeals Policy

Purpose

The PAVE program recognizes the importance of fairness and transparency in its operations. To address the candidate appeals frequently received regarding the current PAVE Standards & Policies, this policy establishes a structured and consistent process for individuals to challenge decisions or procedures. This ensures equitable treatment and upholds the integrity of the program for all participants.

Scope

This policy applies to PAVE candidates seeking to appeal specific requirements of the PAVE program under limited circumstances. Examples may include:

- **Evaluated Clinical Experience (ECE)** Candidates may file an appeal if they believe they have fulfilled the following requirements through alternative methods.
- **Transcripts:** Candidates who are unable to provide transcripts due to geopolitical challenges may file an appeal.

Appeals for requirements outside the above specified conditions may be considered by writing to the PAVE Committee.

Submission of Appeals

To begin the appeal process, candidates must meet the educational requirements of the PAVE program and submit a completed PAVE application. When submitting an appeal, the candidate agrees to a non-refundable appeals fee of \$195.

For appeals related to the Evaluated Clinical Experience (ECE) requirement, candidates must email a letter to pave@aaavsb.org outlining how they meet the ECE requirement and why they believe they should be exempt from completing the program as outlined in the PAVE Standards & Policies. AAVSB staff will confirm the candidate's intention to proceed with the appeal.

Candidates are responsible for providing all required supporting documentation, which may include:

- Veterinary school transcripts and diploma (original and translated copies)
- Proof of English proficiency
- Curriculum Vitae (CV)
- Additional documents supporting the appeal, such as letters from employers or colleagues

Once all required documents have been submitted, candidates must notify AAVSB staff that their appeal is complete and ready for review.

Review Process

1. **Initial Review:** The PAVE Committee conducts the initial review of the candidate's appeal. If additional information is required, candidates will be notified. The initial review process may take up to two weeks.
2. **Final Review:** The committee's recommendation is submitted to the AAVSB Board of Directors for final review. Depending on the timing of the next Board meeting and the agenda schedule, this process may take up to one month.

Decision Communication

Candidates will receive a formal letter from the AAVSB Board of Directors notifying them of the decision regarding their appeal.

Non-Approved Appeals

If an appeal is not approved, candidates must complete the PAVE Program as outlined in the PAVE Standards & Policies. Refunds will not be issued for appeals that are denied.

Approved Appeals

If an appeal is approved, AAVSB staff will contact the candidate with instructions on the next steps.