

**[EXCERPT]**  
**ACADEMY OF VETERINARY ZOOLOGICAL MEDICINE TECHNICIANS**  
**BYLAWS**

Section 5. Appeals

a. Candidates denied eligibility to sit for the VTS (Zoo)

Certification Examination may appeal this decision within thirty (30) calendar days from their receipt of the letter of notification. The appeal must be made by written petition to the Secretary and shall include a statement of the grounds for reconsideration. The appeals committee may request additional information as needed.

- i. Upon receipt of an appeal, the Secretary shall notify the President and the Chair of the Credentials Approval Committee. The President will appoint a committee of three (3) VTS (Zoo)s to serve as an *ad hoc* Appeal Committee within fifteen (15) calendar days of receiving notification of the appeal.
  - ii. The Chair of the Credentials Approval Committee shall submit to the Appeal Committee a written statement indicating the reasons for rejecting the candidate. The complete application file of the candidate will be provided for the Appeal Committee to review.
  - iii. The Appeal Committee shall review the appeal(s) and render the recommendation(s) to the Regents within thirty (30) calendar days from the date the committee was appointed. The Regents will render a decision on the appeal upon the recommendation of the Appeal Committee and notify the petitioner of the decision within sixteen (16) calendar days after receipt of the report of the Appeal Committee. The decision of the Regents shall be final.
- b. Failure of the examination.
- i. Failure of the examination is not appealable.
  - ii. The credentials committee will determine what documentation will be required for reexamination. The examination may be taken up to two times before a complete application packet is required. The full certification examination fee must be paid for each repeated examination.