



Appeal Procedure Following Denial of Qualifications To Take the Certifying Examination

An applicant to the American Board of Forensic Odontology, Inc. (ABFO) who has not met the qualifications to take the examination (an *unsuccessful applicant*), as determined by the Certifying and Examining Committee, may file a written notice of appeal to the President of the ABFO. The written notice shall be addressed to the President of the ABFO and shall state why, as an applicant, he or she thinks that he or she is qualified, within twenty (20) days of notification. Sending the notice of appeal by certified mail with return receipt requested is recommended.

1. The ABFO President shall send a copy of this notice of appeal to each member of the ABFO Board of Directors. Each Board member will reply in writing within twenty (20) days of receipt of the copy of the notice of appeal from the President.
2. Each Board member shall indicate his or her approval or disapproval of the grounds cited in the appeal.
3. A favorable simple majority vote by the Board of Directors on the applicant's appeal shall constitute a reversal of the Exam Committee's decision.
4. In the event a simple majority of the Board of Directors upholds the decision of the Certification and Examination Committee and denies the appeal, the applicant may ask for a formal hearing at the next annual meeting of the Board of Directors. The decision of a simple majority of the Board of Directors at that meeting will be final.