

Standard operating procedures¹ for the re-certification of ECVPH Diplomates

The reasons for an ECVPH Diplomate receiving a “non-certified” status are outlined in the “*Standard operating procedures for setting ECVPH Diplomates “non-certified” and deleting members*” and these reasons may influence the subsequent procedures as well as the sequence of mandatory steps regarding re-certification.

The standard operating procedures are subsequently as follows:

In the below mentioned cases the following steps for Re-activation must be followed in the indicated order:

- 1) A Diplomate who has been set “non-certified” due to the lack of re-accreditation must:
 - a) verify the according financial status including:
 - i) proper payment of all membership fees – (good standing!)
 - ii) pay outstanding fees (if applicable) and
 - iii) pay the according re-activation fee
 - b) submit a specific written request to the ECVPH Council (via. the Documenting Secretary) applying for re-certification, indicating the reason/s for having been set to “non-certified” and mentioning when the Diplomate expects to meet all necessary requirements to be re-certified (i.e. by submission of credentials for Re-evaluation).
 - c) fulfil the requirements for re-evaluation of credentials by submitting the necessary documentation to the next possible date (deadline is usually around 1st April each year).
- 2) A Diplomate who has been set “non-certified” due to the lack of attendance of at least every 3rd year in the Annual General Meeting (AGM) must:
 - a) verify their financial status including
 - i) proper payment of all membership fees – (good standing!)
 - ii) payment of outstanding fees (if applicable) and

¹ These SOPs were created and approved by the ECVPH Council on the 4th of July 2017, with amendment approved on 29 January 2018

- iii) payment of the according re-certification fee.

- b) make sure that the last Re-evaluation of Credentials was not approved longer than 4 years ago and submit a specific written request to the ECVPH Council (via. the Documenting Secretary) applying for re-certification indicating the reason/s for having been set to “non-certified” and mentioning when the Diplomate expects to meet all necessary requirements to be re-certified (i.e. by attending the upcoming AGM).

- c) fulfil the requirement/s by attending the upcoming (next possible) AGM.

These requirements will be verified and reconfirmed by the Council at its first meeting following the Annual General Meeting. Subsequently, the Council decision will be communicated to the member.

- 3) In case of a Diplomate who has been deleted from the membership, mainly due to the lack of payment of membership dues for two years, a full **reinstatement** may only be possible in exceptional cases **upon prior submission of a specific written request to the ECVPH Council** (via. the Documenting Secretary) applying for the reinstatement of membership.
- Upon receipt of the according application for reinstatement, the Council may take an individual decision and specify further detailed requirements to be met including the payment of all outstanding and unpaid Membership Fees, and documentation of factual payments and certificates from the time before deletion.