

Standard operating procedures¹ for setting ECVPH Diplomates “non-certified” and deleting members

The following are standard reasons for setting an ECVPH Diplomate non-certified

1. Lack of re-accreditation every 5 years;
2. Lack of attendance at least every 3rd year in the Annual General Meeting (AGM);

A member can be “non-certified” as long as the member pays the annual dues. A standard reason for deleting an ECVPH member is

1. Lack of payment of membership dues for two years.

The standard operating procedure is as follows:

Re-evaluation: Assessment and approval of the credentials is done following a process starting in the Spring every year and ending with approval by the AGM. As such, it is not possible to be re-evaluated after the AGM, and there is no reason to start any re-evaluation process outside the annual re-evaluation cycle. The Documenting Secretary notifies all members due for re-evaluation by mail from late February/ early March with a deadline to submit credentials by 1st April.

- Those not responding by the deadline are asked by the Documenting Secretary if they have received the mail.
- Have they not responded within 10 working days, then we will check if they have updated their information or if people in the Council have knowledge of updated e-mail of these people.
- A third and final reminder is sent, this time from the chair of the Credentials Committee, alternatively the Honorary Secretary. This reminder is sent to ensure that if mails from the Documenting Secretary have ended up in spam-filters, then an alternative sender mail is used;
- If new contact information is identified, or they can reason why mails have been lost, then we will work towards having them re-evaluated before the AGM, granted that they co-operate. If they don't, then the problem rest with the Diplomate.

¹ These SOPs were created and approved by the ECVPH Council on the 30th of January 2017, and amended on 29th of January 2018.

AGM attendance: AGMs are normally held on an annual cycle. Therefore, it is generally not possible to attend an AGM once this has been held in a given year. A notice is sent to all Diplomates annually via the newsletter that they have to attend at least every third AGM, or they will be set “non-certified”.

In both cases, it is therefore possible to identify Diplomates not fulfilling the two requirements already after the AGM, and they should be notified of the decision within 2 months of the AGM.

Only if the College has made mistakes, the decision of reverting a Diplomate’s status from “non-certified” to “certified” can be made.

Payment of dues: Lack of payment is more difficult to manage, because payments can be done throughout the year, and not all payments are identifiable. A warning is sent early in November each year to all those in arrears. It should be clearly specified how to check the payment status in the website, and the annual fees (for both certified and non-certified Diplomates) should be specified in the warnings. The warning should state that the member should either provide proof of payment before 15th December, pay before December 15th, and respond to the communication before 9th December. The warning should also make a note that if more than two years in arrears, the member will be deleted from the membership database.