

APPIC Due Process Policy for Member and Applicant Programs (Effective 8/30/2016)

Programs Subject to Removal or Deemed to have Withdrawn from APPIC Membership

1. When it is determined by the APPIC Board that an APPIC member program is not following APPIC membership policies, that program is subject to removal from APPIC membership.
2. Upon notification of being found non-adherent to one or more membership policies, the program will have the opportunity to provide a response clarifying how it will come into adherence. An acknowledgment of intent to respond must be provided in five (5) business days of notification. At that point, the program may request up to an additional ten (10) business days to provide a formal response to the allegations of non-adherence. The response must include a detailed plan that demonstrates how the program will meet membership requirements with specific timelines.
3. Programs that are non-responsive or have not adequately responded, will be deemed withdrawn from APPIC. Programs may appeal the removal from APPIC membership to the APPIC Standards and Review Committee (ASARC) for additional review. The ASARC will provide the specific timelines for each step of the process.
4. The ASARC will report its findings to the Chair of the APPIC Board. The ASARC may determine that the program is adherent to the membership policies or has a detailed plan to become adherent and therefore recommend continued membership. The ASARC could also determine that the program is non-responsive or has no clear plan to resolve the identified problems and will make that known to the Chair of the APPIC Board.
5. The Chair of the Board will hold a review during a Board meeting to discuss and vote on removal of a program from membership after the previous steps have been taken.
6. Programs may not appeal the final decision but may reapply for membership. The application will be reviewed by the appropriate APPIC membership committee for adherence to the APPIC membership policies.