

AAP Monitoring & Disciplinary Procedure/Policy

(excerpted from Article V, AAP Policies and Procedures)

Section 15 -- AAP Board of Appeals Monitoring Procedures

- a. All AAP sponsored sessions for recertification credit will be monitored by two designated active members to control entrance into and exit from the classroom. The education committee shall instruct the monitors in the proper procedures. Beyond the normal assigned breaks, each student will be allowed ten minutes during the morning session and ten minutes during the afternoon session to be used towards late arrivals and/or unscheduled breaks not to exceed ten minutes per session.
- b. Students will be required to sign out and sign in with the monitor noting the times. The official starting time for class shall be the advertised starting time. An official clock/timepiece for each class will be used to record all individual breaks and assigned breaks.
- c. Failure to comply with this procedure will result in not being issued a certificate for the seminar. (Amended January 13, 2006.)
- d. Requests for Certificates by non-AAP members will require a \$10.00 processing fee, payable to the AAP, either directly to or through the local education chapter. (Amended January 21, 2022)

Section 16 -- AAP Board of Appeals

- a. The Board of Appeals will consist of three (3) active members and one (1) active member alternate to be appointed by the AAP President and approved by the AAP Board..
- b. Appeals from the decision of the designated monitors not to issue a certificate of completion must be submitted with all the facts in writing within ten (10) working days to the AAP Board of Appeals. Written review and final action by the Board of Appeals will be given within thirty (30) days. Copies will be furnished to the student, the President and the Chair(s) of the Education Committee.
- c. In the event that the student is dissatisfied with the decision of the AAP Board of Appeals, the student may petition The President and the Chair(s) of the Education Committee within ten (10) working days. The President and the Chair(s) of the Education Committee may pick an additional Officer, so the total may be three people. This group shall be called the AAP Executive Board of Appeals. Final action by the Executive Board of Appeals will be given within thirty (30) days. (Section added January 13, 2006)

AAP Code of Conduct

Effective February 1, 2018, the AAP Code of Conduct applied to all AAP events, conferences and classes. The code has been published on the AAP website and is included in your Conference materials.

Commitment to Well-Being

AAP considers the safety of all those onsite at the AAP Annual Conference as our top priority. With that in mind, we are committed to hosting a safe event for all participants, and in partnership with Kalahari Resort we will be following best practices designed to mitigate exposure or spread of COVID-19 and other illnesses. However, by choosing to attend the AAP Annual Conference in-person, attendees are acknowledging that they fully and knowingly understand and accept the risk of exposure to COVID-19 or other illnesses. If you are experiencing any symptoms or other circumstances under current public health guidance, we ask that you respect your colleagues by refraining from attending to avoid the spread of illness

ADA Accommodations: If you have any special dietary or physical accommodation needs as defined by The Americans with Disabilities Act (ADA), please notify the AAP staff in advance of the Conference. Please contact Lori Lawyer at (717) 736-4712 or llawyer@pacounties.org or Terry Cochran at (717) 736-4734 or tcochran@pacounties.org.