



TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

PGMEAC
November 27, 2025

**Appealing an Unsuccessful
Assessment Verification Period (AVP) or
Pre-Entry Assessment Program (PEAP)**

Temerty
Medicine



Assessment Verification Program (AVP) or Pre-Entry Assessment Program (PEAP) candidates may only appeal an unsatisfactory final evaluation based on procedural grounds, including:

Significant process error in the assessment verification process that could reasonably cast doubt on the correctness of the final assessment.

Insufficient assessment and feedback provided during and/or by the end of the AVP or PEAP.



Appeal Process

1. Candidate Notification of Intention to Appeal

- Candidate must provide written notification to PGME Registration via email (pgme.registration@utoronto.ca) within **two (2) business days** of being informed of unsuccessful AVP or PEAP.
 - Candidate must receive clear communication that they cannot have any clinical contact beyond the date of notification of unsuccessful PEAP even if they have put forward an appeal.
- Important Note – PGME will inform the College of Physicians & Surgeons of Ontario (CPSO) of the unsuccessful AVP or PEAP. If a learner submits an intentional to appeal, PGME will inform CPSO of this intention.

Appeal Process

2. Program Notification

- PGME Registration will inform the Program of the learner's intention to appeal.

3. Candidate Appeal Submission of Documentation

- Within **10 business days** of the initial notification of the intention to appeal the unsuccessful AVP or PEAP decision, the candidate must submit the following to pgme.registration@utoronto.ca:
 - Grounds for the appeal
 - Written reasons for the appeal (i.e. a detailed explanation of the process issues from the candidate's perspective)
 - Desired outcome
 - Any supporting evidence

Appeal Process

4. Program Submission of Documentation

- Upon receipt of the candidate's appeal submission to pgme.registration@utoronto.ca, PGME will send the candidate's appeal submission to the Program.
- The Program has ten (10) business days to provide a written response to the candidate's appeal submission. The program must submit the following to pgme.registration@utoronto.ca:
 - Relevant assessments, including:
 - For AVP: signed copy of the final unsuccessful AVP form and all AVP interim detailed assessment forms.
 - All PEAP evaluation forms completed at each stage, including the final PEAP form indicating the unsuccessful completion
 - The Program's detailed response to any issues raised in the candidate's written submission
 - Any other relevant documentation
- This response, along with all documentation, will be provided to the candidate by PGME.

Appeal Process

5. Candidate's Reply (optional)

- The candidate will be given **5 business days** to review and reply in writing to the Program's submission (via email to pgme.registration@utoronto.ca), if they wish to do so.
- Note that any reply must be:
 - no more than 5 pages, typed, double spaced, and must be limited to **new** issues or facts arising from the Program's response, which could not have been anticipated at the time of the candidate's original submission.
 - It is not an opportunity to repeat the same facts or arguments made in the original submission, or to raise issues that could have been included in the original submission.
 - Any pages beyond the maximum of 5 will not be reviewed or considered.

Appeal Process

6. Final Review

- Upon receipt of the candidate's reply, or upon expiry of the 5 business days without a reply being submitted, the Associate Dean and/or designate will review all documentation and responses.
- A final decision will be made within an additional 5 business days.

7. Notification of Decision

- The Associate Dean and/or designate will notify the candidate and the Program of the final decision in writing.

Appeal Outcomes

- **If appeal is upheld:**
 - PGME Registration will provide the details of the appeals outcome to CPSO and request the issuance of a new AVP or PEAP certificate.
 - Note: PGME does not have the authority to reinstate the CPSO certificate directly, this may require additional review/consideration from the CPSO Registration Committee.
- **If appeal is not upheld:**
 - PGME Registration will inform CPSO of the unsuccessful appeal.

Finality of Process

This appeal process is final for the AVP or PEAP at the University of Toronto. No further University-level appeal processes are available.