

# ACCREDITATION COUNCIL FOR PHARMACY EDUCATION

## INTERNATIONAL SERVICES PROGRAM

### GLOSSARY/DEFINITIONS

Updated: November 2022

*The following definitions describe the way the terms are used in ACPE International-Accreditation and International-Preaccreditation documents. The glossary is not intended to provide or imply a globally adopted definition of the term.*

**Academic Staff:** The members of staff who have an academic title and who are involved in teaching, research, scholarly activity, and service for the School. This includes staff personnel who hold an academic rank with titles such as professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. The category includes personnel with other titles, (e.g., dean, director, associate dean, assistant dean, chair or head of department), if their principal activity is instruction or research. It does not include student teachers or teacher aides. Similar term: faculty members. (Source: adapted from OECD<sup>1</sup>.)

**Accreditation/Accredited:** The status of public recognition that ACPE grants to a **Doctor of Pharmacy degree program at a college or school of pharmacy in the United States of America and its territories** that meets ACPE's requirements for such recognition, as distinct from International-Accreditation/Internationally-Accredited, which **only applies to Professional Degree Programs outside of the United States of America and its territories.** **Action and Recommendations Report (A&R):** A report sent to the School and Institution detailing the final Actions taken by the ACPE Board of Directors, the Compliance Status of each Quality Criterion that was evaluated, any recommendations, and requirements for monitoring and reporting, including applicable Terms and timelines.

**ACPE:** The acronym for the Accreditation Council for Pharmacy Education; refers to the organization as a whole.

**Action/Board Action:** (see also Adverse Board Action) An action of the Board, other than an Adverse Board Action, which impacts the International-Accreditation Status or Term of a Program; the types of Action include:

- Affirming an International-Accreditation Term
- Continuing an International-Accreditation Term
- Extending an International-Accreditation Term
- Granting an International-Accreditation Status
- Reducing/shortening an International-Accreditation Term

**Administrative Extension:** An extension granted to the International-Accreditation Term by ACPE. (See paragraph 12.16)

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<sup>1</sup> Organisation for Economic Co-operation and Development  
<http://stats.oecd.org/glossary/detail.asp?ID=10>

**Administrative Warning:** A status assigned to the Professional Degree Program by ACPE Staff when a School does not comply with administrative requirements for maintaining its International-Accreditation Status. (See paragraph 8.7)

**Administrators (of the university):** The senior executives who provide leadership and manage the daily and long-term operations of the university; would include positions such as President, Vice-President of Academic Affairs, Chancellor, Vice-Chancellor, Provost, Rector, Principal.

**Adverse Board Action/Adverse Action:** The awarding of the status of Internationally-Accredited with Probation, denial of International-Accreditation or International-Preaccreditation, or withdrawal of a Program's International-Accreditation Status by ACPE. (See paragraph 16)

**Affirm/Affirmed:** An Action by the Board to "affirm" implies that a previously established International-Accreditation Term has been confirmed.

**Annual Reporting:** Reporting requested by ACPE of specific programmatic outcomes, data, and other quality-linked indicators, provided on an annual basis by the School and/or other agencies. (See paragraph 14.6)

**Appeals Panel:** A committee established by ACPE to consider appeals from an Internationally-Accredited, Internationally-Preaccredited or Provisionally Internationally-Accredited Program. (See paragraph 17)

**Applicant for International-Accreditation or International-Preaccreditation:** Refers to a School or Institution that meets the Eligibility Criteria, has submitted the required application and documents to ACPE, and has paid the applicable application fees.

**Board:** The ACPE Board of Directors.

**Certification:** This term has been replaced by ACPE with "International-Accreditation."

**Chief Executive Officer:** The person with the most important position in the institution; examples of specific titles include: President, Principal, Rector, Chancellor, and Vice-Chancellor.

**Commission (or International Commission):** The ACPE International Commission, a committee of ACPE.

**Commissioner:** A member of the ACPE International Commission.

**Complaints Policy:** ACPE's policy related to complaints that is published on its website <https://www.acpe-accredit.org/complaints/>

**Compliance/Compliant (Compliance Status of a Quality Criterion; International-Accreditation):** No factors exist that compromise current compliance with the Quality Criteria; no factors exist that, if not addressed, may compromise future compliance.

**Compliance with Monitoring/Compliant with Monitoring (Compliance Status of a Quality Criterion; International-Accreditation):** No factors exist that compromise current compliance with the Quality Criteria; factors exist that, if not addressed, may compromise future compliance; **OR** factors exist that compromise current compliance and an appropriate plan exists to address the factors that compromise compliance, the plan has been fully implemented, sufficient evidence already exists that the plan is addressing the factors and will bring the Program into full compliance.

**Compliance Status:**

- The rating assigned by the ACPE Board to a Quality Criterion for a Professional Degree Program with International-Accreditation Status; four statuses are possible: *Compliant*, *Compliant with Monitoring*, *Partially Compliant*, and *Non-Compliant*.
- The rating assigned by the ACPE Board to a Quality Criterion for a Professional Degree Program with International-Preaccreditation Status; four statuses are possible: *Meets Expectations for Stage of Development*, *Focused Attention Required*, *Less than Expected*, and *Much Improvement Needed*.

**Comprehensive Evaluation Visit/Comprehensive Visit:** An evaluation visit conducted by a team of evaluators to assess the compliance of a Program with all Quality Criteria for the purpose of either (a) an application for International-Accreditation or International-Preaccreditation, (b) an application to advance from International-Preaccreditation to International-Accreditation, or (c) continuing International-Accreditation after the expiration of the standard review cycle as defined by ACPE. **Note:** As deemed necessary by the ACPE Board, a comprehensive evaluation will be conducted in person on-site or using a virtual format (see Virtual Site Visits Policy and Guidance; Addendum 7).

**Continue/Continued:** An Action by the Board to “continue” implies that the International-Accreditation Term has been extended.

**Criterion/Criteria:** See Quality Criterion/Criteria.

**Dean:** The person identified as the leader of the School and Professional Degree Program; the term is intended to include terms such as Director, Chair, Head of Pharmacy Program, or Head of School.

**Directory:** The Directory (detailed listing) of Professional Degree Programs with International-Accreditation Status on the ACPE website [www.acpe-accredit.org](http://www.acpe-accredit.org).

**Eligibility Criteria:** The conditions and pre-requisites, as set by ACPE from time to time, which must be met by a Professional Degree Program, School and Institution (if applicable) in order for an application for International-Accreditation or International-Preaccreditation to be submitted to ACPE for consideration, and for International-Accreditation Status to be granted or continued. (See paragraph 7)

**Enrollment:** The number of students enrolled (admitted and currently studying) in the Professional Degree Program of the School.

**Evaluation Team:** The evaluators appointed by ACPE to conduct an evaluation visit.

**Evaluation Team Report (ETR):** The written report generated by the evaluation team that assesses compliance of the Professional Degree Program with the Quality Criteria (as applicable) as observed during the evaluation visit, and makes a recommendation regarding the Compliance Status for the Quality Criteria, and any required monitoring. The ETR does not represent a final Board Action but is an evaluative step in the review process.

**Evaluation Visit:** The conduct of a comprehensive, focused or verification evaluation of a Program either in person on-site or using a virtual format, as determined by the Board (see applicable terms in this Glossary).

**Executive Director:** The chief executive officer of ACPE.

**Fee Schedule:** The listing of fees and charges raised by ACPE for services and activities provided by the International Services Program. The schedule is published on the ACPE website <https://www.acpe-accredit.org/international-services-program/#tab-Fees>.

**Focused Attention Required (Compliance Status of a Quality Criterion; International-Preaccreditation):** Implementation of the plans presented in the School's application has occurred largely as expected, but focused attention is needed to ensure development continues as expected.

**Focused Evaluation Visit/Focused Visit:** An evaluation visit conducted by a team of evaluators for the purpose of either: (a) evaluating compliance of the Program against specific Quality Criteria previously found to be Non-compliant, Partially Compliant, or Compliant with Monitoring, or (b) evaluating continued compliance of the Program two-years after the granting of International-Accreditation, or (c) evaluating continued compliance of a Program that is planning or has undergone a Substantive Change, when deemed necessary by the Board, or (d) evaluating compliance of the Program being considered for advancement from International-Preaccreditation to International-Accreditation, when this format is deemed appropriate by the Board. A Focused Evaluation Visit is not preceded by a comprehensive self-study by the School, but other forms of reporting may be required. (See paragraphs 12.6, 12.7, 14.5, and 14.6) Note: As deemed necessary by the ACPE Board, a Focused Evaluation Visit will be conducted in person on-site or using a virtual format (see Virtual Site Visits Policy and Guidance; Addendum 7).

**Forum for Litigation:** The courts where litigation may be instituted by foreign Programs, Schools, institutions, or ACPE. (See paragraph 17)

**Grant:** An Action of the Board to award an International-Accreditation Status.

**Institution:** The regularly incorporated and legally empowered postsecondary educational institution, such as a university, within which a school of pharmacy (or equivalent) operates. (See also University)

**Interim Monitoring:** Monitoring undertaken between Comprehensive Evaluation Visits for the purpose of evaluating continued compliance or progress toward achievement of compliance when a Program has been found to not be in compliance with a Quality Criterion/Criteria. Monitoring may be conducted with a written report (an interim report) or a Focused Evaluation Visit.

**Interim Report:** A report that provides updates and details of progress in a specific area of concern regarding a Quality Criterion/Criteria that have been identified by ACPE as being Non-compliant, Partially Compliant, or Compliant with Monitoring. (See paragraphs 12.7, 12.8 and 14.6)

**International-Accreditation/Internationally-Accredited:** The International-Accreditation Status that may be granted or continued by ACPE to a Professional Degree Program in a country other than the United States and its territories that demonstrates compliance with all or most Quality Criteria and meets all ACPE's requirements for such recognition. (See also Provisional International-Accreditation (Category 1), Provisional International-Accreditation (Category 2), International-Preaccreditation/Internationally-Preaccredited)

**International-Accreditation Program:** The activity of the International Services Program through which International-Accreditation, Provisional International-Accreditation, and International-Preaccreditation of Professional Degree Programs in pharmacy are offered and managed.

**International-Accreditation Status:** The type of public recognition granted or continued by ACPE; the possible types are:

- International-Accreditation/Internationally-Accredited

- Provisional International-Accreditation (Category 1)/Provisionally Internationally-Accredited (Category 1)
- Provisional International-Accreditation (Category 2)/Provisionally Internationally-Accredited (Category 2)
- International-Preaccreditation/Internationally-Preaccredited
- International-Accreditation with Probation/Internationally-Accredited with Probation

**International-Accreditation Term (or Term):** The number of years of an International-Accreditation Status awarded to a Professional Degree Program by ACPE.

**International-Accreditation with Probation/Internationally-Accredited with Probation:** The International-Accreditation Status granted to a Professional Degree Program that has been identified by ACPE as being partially or non-compliant with one or more of the Quality Criteria and that has not made adequate progress towards bringing the Criterion/Criteria into compliance. A status of Internationally-Accredited with Probation is disclosed to the public and listed as such in the Directory. (See paragraphs 9.7 and 12.14)

**International Commission:** The ACPE International Commission, a committee of ACPE.

**International-Preaccreditation:** The status of public recognition that ACPE grants to a new Professional Degree Program in pharmacy (i.e., one for which there has not yet been a graduating cohort of students) for a limited period of time that signifies that the Program is progressing towards International-Accreditation and is likely to attain International-Accreditation before the expiration of that time period. The Term of International-Preaccreditation of the Program shall be limited to a maximum of twelve (12) months beyond the anticipated date of graduation of the Program's first cohort of students, unless the Board, for good cause and at its sole discretion, grants an extension to the International-Preaccreditation Term.

**International Services Program (ISP):** The program of ACPE through which International-Accreditation and International-Preaccreditation of Professional Degree Programs in pharmacy and other international services and activities are offered and managed.

**International Services Program Advisory Group (ISPAG):** The group of individuals appointed by the International Commission to provide broad geographic and cultural perspectives, input, and advice on ISP programs, services, activities, and documents.

**Invitation to Evaluate:** The official application for International-Accreditation or International-Preaccreditation submitted by an Institution to ACPE.

**Less than Expected (Compliance Status of a Quality Criterion; International-Preaccreditation):** Noticeable gaps in development exist; additional work is needed if the School is to achieve full compliance with the Criterion in the expected timeframe.

**Letter of Intent:** A non-binding (without obligation) expression of interest submitted by a School or Institution indicating a desire to apply for International-Accreditation or International-Preaccreditation. (See paragraphs 11.1 and 12.1)

**Meets Expectations for Stage of Development (Compliance Status of a Quality Criterion; International-Preaccreditation):** Implementation of the plans presented in the School's application has occurred as expected and suggests the Program is on target to achieve full compliance with the Criterion in the expected timeframe.

**Mission (of a School or University):** Primary purpose and objectives; reason for existing.

**Much Improvement Needed (Compliance Status of a Quality Criterion; International-Preaccreditation):** Significant deficiencies in planning and implementation exist that, if left unaddressed, threaten the School's likelihood of achieving full compliance with this Criterion.

**National and state agencies:** Would include equivalent agency terms, such as "federal" and "provincial" based on the country's political structure and governance.

**Non-Compliance/Non-Compliant (Compliance Status of a Quality Criterion; International-Accreditation):** Factors exist that compromise current compliance with the Quality Criteria; an appropriate plan to address the factors that compromise compliance does not exist or has not yet been initiated; **OR** adequate information was not provided to assess compliance.

**Partial Compliance/Partially Compliant (Compliance Status of a Quality Criterion; International-Accreditation):** Factors exist that compromise current compliance with the Quality Criteria; an appropriate plan exists to address the factors that compromise compliance and it has been initiated; the plan has not been fully implemented and/or there is not yet sufficient evidence that the plan is addressing the factors and will bring the Program into compliance.

**Preceptor:** An individual who instructs students in a practice setting. Similar terms include: tutor, practice-based tutor, and practitioner-educator.

**Precertification:** This term has been replaced by ACPE with "International-Preaccreditation."

**Preliminary Review:** A two-stage, initial review of an application for International-Accreditation or International-Preaccreditation and a School's self-study report, prior to review by ACPE's International Commission and Board. (See paragraphs 11.3 and 12.3)

**Preliminary Review Team (PRT):** A team typically comprised of one member of ACPE's International Commission and at least one member of the ACPE Staff or a consultant appointed for the purpose of conducting a Preliminary Review. (See paragraphs 11.3 and 12.3)

**President (of a university):** The Chief Executive Officer of the university. Equivalent terms may include Chancellor, Vice-Chancellor, Principal, or Rector.

**Probation:** (See International-Accreditation/Internationally-Accredited with Probation)

**Professional Degree Program (in pharmacy)/Program:** A postsecondary academic degree program offered at an institution of higher education and designed to prepare graduates to practice as a pharmacist. Professional Degree Programs may be entry-level or postgraduate programs, and must be recognized as a professional qualification or additional professional qualification in the relevant jurisdiction's register for pharmacists.

**Provisional Certification:** This term has been replaced by ACPE with "Provisional International-Accreditation."

**Provisional International-Accreditation/Provisionally Internationally-Accredited:** The International-Accreditation Status of a Program that has been granted either Provisional International-Accreditation (Category 1), Provisional International-Accreditation (Category 2), or Provisional International-Accreditation (Category 1 and 2).

**Provisional International-Accreditation (Category 1)/Provisionally Internationally-Accredited (Category 1):** The International-Accreditation Status that may be granted by ACPE to a Professional

Degree Program in a country other than the United States and its territories that may have factors that compromise compliance with Quality Criteria, but that has initiated appropriate plans to address such factors, and meets all ACPE's requirements for such recognition. (See paragraphs 8.3, 8.5, 9.4, 9.6, 11.10, 12.4 – 12.9, 12.13, 12.15, 14.1, 14.5, and 16.3)

**Provisional International-Accreditation (Category 2):** The International-Accreditation Status that may be granted by ACPE to a Professional Degree Program in a country other than the United States and its territories that demonstrates compliance with all or most Quality Criteria and meets all ACPE's requirements for such recognition. Provisional International-Accreditation (Category 2) may be granted following the conduct of a Virtual Site Visit evaluation when the Board has determined that an on-site evaluation visit is not possible or advisable for reasons of security, health, safety, or other circumstance identified by the Board. Provisional International-Accreditation (Category 2) is envisioned as a temporary International-Accreditation Status, and the Program is expected to advance to International-Accreditation at the earliest opportunity, subject to meeting all requirements and conditions set by ACPE. (See paragraphs 8.4, 8.5, 9.5, 9.6, 11.10, 12.4, 12.5, 12.8 – 12.10, 12.13, 12.15, 14.1, 14.5, and 16.3)

**Remand:** The action of an Appeals Panel to send back an appeal resulting from an Adverse Action to the ACPE Board for further consideration. (See paragraph 17.4)

**Report of Proceedings:** The official report of Actions of the ACPE Board of Directors; reports are published after the regularly scheduled meetings of the Board (typically January and June), and after any meeting of the Board at which Actions are taken.

**Quality Criterion/Criteria:** ACPE's International Quality Criteria for International-Accreditation and International-Preaccreditation of Professional Programs in Pharmacy.

**School of Pharmacy/School:** The academic unit directly responsible for offering the Professional Degree Program in pharmacy; related terms include College of Pharmacy, Faculty of Pharmacy, Department of Pharmacy, and Pharmacy Program.

**Self-Assessment Instrument:** ACPE's required template for the self-study report (SSR).

**Self-Study/Self-Study Report:** A comprehensive, broad-based review and self-assessment process/report of a School's Professional Degree Program in pharmacy to document accomplishments and strengths, self-assess compliance with Quality Criteria, identify areas for improvement, and outline a plan for making those improvements.

**Social Accountability:** The obligation of pharmacy schools to direct their education, research and service activities towards addressing the priority health needs of the community, region, and/or nation they have a mandate to serve. The priority health needs are to be identified jointly by governments, healthcare organizations, health professionals and the public. (Adapted from WHO 1995 and ASPIRE 2012<sup>2</sup>)

**Staff:** The members of the staff of ACPE, unless specifically referring to the staff of the School or Institution.

**Stakeholders:** The individuals, groups, or entities that have an interest or concern in the wellbeing and/or outcomes of the School, Institution, or Program; for example, pharmacies that employ the

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<sup>2</sup> Association for Medical Education in Europe: International Recognition of Excellence in Medical Education; [www.aspire-to-excellence.org](http://www.aspire-to-excellence.org)

graduates of the School, professional organizations, other healthcare providers who work with the graduates.

**Substantive Change:** A notable change in the Professional Degree Program, the School, or the Institution that may impact the quality of the Program or its ability to remain in compliance with all Quality Criteria. (See paragraph 15)

**Threshold Rubric (International-Accreditation):** An instrument used by a Preliminary Review Team, the International Commission and the Board to evaluate the readiness of a School and Program for an evaluation visit for consideration of an application for International-Accreditation.

**Threshold Rubric (International-Preaccreditation):** An instrument used by a Preliminary Review Team, the International Commission and the Board to evaluate the readiness of a School and Program for an evaluation visit for consideration of an application for International-Preaccreditation.

**University:** A postsecondary institution of higher education that is regularly incorporated, legally empowered, and authorized to award degrees in accordance with national laws and regulations, and whose mission encompasses professional education, scholarship, research, and service.

**Verification Visit:** An on-site evaluation visit conducted for the purpose of verifying the findings of a Virtual Site Visit. (See paragraphs 8.4, 11.9, 12.9, 12.10, 12.16 and 14.3 )

**Virtual Site Visit:** A virtual site visit (VSV) is the evaluation of a Professional Degree Program in pharmacy that uses web-based audio and visual connections to facilitate a synchronous virtual face-to-face interaction with and evaluation of the Program using an engaged, interactive format that allows for a visual display of individuals, groups, documents, physical facilities, and other locations, as required. The rigor, quality, and process of the VSV, as well as the opportunity for the Program to provide evidence and verify, clarify, or amplify evidence, must be comparable to an in-person on-site visit. (See Addendum 7)

**Vision (of a School or University):** Aspirations; desired future state.