



## Accreditation Council for Pharmacy Education International Services Program

### Fee Schedule

January 1, 2018 – December 31, 2018

The Accreditation Council for Pharmacy Education (ACPE) is a not-for-profit organization. Fees for evaluation, consultation, training, certification, and other services provided by ACPE's International Services Program (ISP) are set at a level intended to defray the actual cost to provide the service(s) and assist in the support and continued improvement of the services. An annual fee is charged for maintenance of Certification Status. ACPE may adjust the fees and set effective dates for such adjustments at any regular or special meeting of the ACPE Board. Information regarding the current fee policy is available upon request. For more information, please send an email to [international@acpe-accredit.org](mailto:international@acpe-accredit.org).

In 2016, ACPE adopted a tiered fee structure which takes into consideration the economic status of a country. For this purpose, ACPE uses World Bank data (gross national income per capita) and country classifications; see <http://data.worldbank.org/country>. The ACPE Board has adopted the following tiers:

- Tier A: High Income Countries
- Tier B: Upper Middle Income Countries
- Tier C: Lower Middle and Low Income Countries

In determining what fees will apply to an institution or organization applying for a service(s), ACPE will refer to World Bank data for the year in which the service is provided, or if such data are not yet available, the latest available data. For additional details relating to fees, please refer to Paragraph 18 of ACPE's *Policies and Procedures for Certification of Professional Degree Programs in Pharmacy in Countries other than the United States and its Territories* (<https://www.acpe-accredit.org/international-services-program/>). Terms used in the Fee Schedule are defined in the *Policies and Procedures* document.

## Fees for Calendar Year 2018

(SQ = subject to quotation; please also refer to notes below)

<b>Fees Related to an Application for Certification:</b>	<b>Tier A</b>	<b>Tier B</b>	<b>Tier C</b>
<b>Pre-Application Consultation:</b> (options below; selected by applicant)			
Teleconference, live webinar (or similar) (maximum 4 hours)	\$1,080	\$920	\$700
In person at ACPE Office (maximum 4 hours)	\$1,080	\$920	\$700
In person at ACPE Office (between 4 and 8 hours)	\$1,700	\$1,445	\$1,100
ACPE staff on-site at the institution: the fee for a one day consultation (maximum 8 hours) is set on a case-by-case basis to account for differences in travel time)	SQ	SQ	SQ
<b>Application for Certification:</b>			
Includes: review document review for compliance with Eligibility Criteria; staff review for completeness of application and self-study report; preliminary paper-based review by three-member Preliminary Review Team; review by International Commission; and review by ACPE Board. The fee is non-refundable and expires twelve months after date of submission.	\$13,800	\$11,730	\$8,975
<b>Comprehensive On-Site Visit for an Application for Certification (exclusive of travel costs):</b>			
Includes pre-visit planning, review of documentation, on-site evaluation, and report generation.	\$21,125	\$17,950	\$13,730
Surcharge for programs delivered on multiple campuses; per additional campus	\$2,115	\$1,800	\$1,375
<b>Re-Submission of Application after Twelve Months:</b>			
(Only applicable if an application has to be revised and re-submitted; no charge if an application is re-submitted within twelve months)	\$7,930	\$6,740	\$5,155

<b>Fees Related to Maintenance of Certification Status:</b>	<b>Tier A</b>	<b>Tier B</b>	<b>Tier C</b>
<b>Annual Fee:</b>			
Includes review of interim monitoring, annual monitoring, and/or annual reporting required by ACPE.	\$6,400	\$5,440	\$4,160
<b>Focused Visit (mandatory two-year visit after granting of Certification) (exclusive of travel costs):</b>			
Includes pre-visit planning, review of documentation, on-site evaluation, and report generation.	\$15,915	\$13,530	\$10,345
Surcharge for programs delivered on multiple campuses; per additional campus.	\$1,590	\$1,350	\$1,035
<b>Focused Visit (only when required by the ACPE Board for interim monitoring) (exclusive of travel costs):</b>			
Includes pre-visit planning, review of documentation, on-site evaluation, and report generation.	\$15,915	\$13,530	\$10,345
Surcharge for programs delivered on multiple campuses; per additional campus.	\$1,590	\$1,350	\$1,035
<b>Comprehensive On-Site Visit for Continuation of Certification (exclusive of travel costs):</b>			
(includes pre-visit planning, review of documentation, on-site evaluation, and report generation)	\$21,200	\$18,000	\$13,800
Surcharge for programs delivered on multiple campuses; per campus	\$2,120	\$1,800	\$1,380

<b>Other Fees:</b>	<b>Tier A</b>	<b>Tier B</b>	<b>Tier C</b>
<b>Self-Study Workshop:</b> (options below selected by applicant)			
Teleconference, live webinar (or similar) (maximum 4 hours)	\$1,080	\$920	\$700
In person at ACPE Office (maximum 4 hours)	\$1,080	\$920	\$700
In person at ACPE Office (between 4 and 8 hours)	\$1,700	\$1,445	\$1,100
ACPE staff on-site at the institution: the fee for a one day consultation (maximum 8 hours) is set on a case-by-case basis to account for differences in travel time)	SQ	SQ	SQ
<b>Other Workshops, Training, and General Consultation:</b>			
Due to the variability of scope of activity, required preparation time, required deliverables, etc., all workshops, training, and general consultation will be quoted based on the Request for Proposal (RFP) submitted by the applicant.	SQ	SQ	SQ

Notes: SQ = subject to quotation

1. All fees are quoted and payable to ACPE in United States Dollars (USD).
2. Fees will be charged in accordance with the Fee Schedule applicable at the time of provision of service. If provision of service extends over a period of time covered by more than one fee schedule, the schedule applicable to the majority of the service provision will apply for the whole service.

3. The Annual Fee for programs with Certification Status will be charged on a **calendar year basis**. Invoices for the Annual Fee will be issued in January every year. Programs granted Certification Status at a January meeting of the ACPE Board will be invoiced after the board meeting for the full fee for the year of Certification Status, and annually thereafter. Programs granted Certification Status at a June meeting of the Board will be invoiced after the board meeting for 50% of the fee for the half-year of Certification Status, and for the full fee annually thereafter.
4. All fees are charged in accordance with current ACPE Policies and Procedures, including Global Travel Policies; please refer to the ACPE web site for more details: [www.acpe-accredit.org](http://www.acpe-accredit.org).
5. The above figures allow for two international travel days per on-site visitor per event; services/destinations that require travel time well in excess of two days may be adjusted by ACPE.
6. The above figures are based on a single professional degree program or two degree programs included in a single application and self-study report. If more than two professional degree programs are evaluated at the same time and/or if separate applications are submitted, a negotiated surcharge will apply.
7. The above fees for on-site visits (such as, comprehensive and focused visits) are for programs at a single location/campus. A surcharge will be applied to programs that operate on multiple locations, which have to be visited by the members of the evaluation team. The surcharge is charged in addition to the direct costs associated with visiting the multiple locations, such as transportation and accommodation.
8. For all services, including on-site evaluations and consultations, **in addition to the appropriate fee(s)**, the actual travel-related costs for all ACPE representatives will be the responsibility of the institution or organization. In accordance with ACPE Travel Policies, the following services either have to be provided and paid for by the institution or organization, or reimbursed to ACPE if ACPE makes the arrangements and pays for the services:
  - Roundtrip airfare, including airport fees and travel-related taxes
  - Hotel accommodation
  - Airport transfers and local transport
  - Meals and refreshments
  - Visa and other documentation fees
  - Travel-related insurance or health requirements (e.g. required immunizations)
  - Other costs directly related to the provision of the services, such as, translation, including translation of documents
9. Under certain circumstances, and with the agreement of all parties, ISP may be willing to coordinate activities for more than one institution or organization in order to reduce the cost to the institutions or organizations. For details, please contact ISP.
10. ACPE reserves the right to adjust fees should circumstances dictate.