



Accreditation Council for Pharmacy Education International Services Program

Fee Schedule

January 1, 2022 – December 31, 2022

The Accreditation Council for Pharmacy Education (ACPE) is a not-for-profit organization. Fees for evaluation, consultation, training, Precertification, 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 any 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.

In 2016, ACPE adopted a tiered fee structure that 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:

<https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>

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 latest data published by the World Bank in 2021. The World Bank typically updates the data annually in June/July. For additional details relating to fees, please refer to Paragraph 19 of ACPE's *Policies and Procedures for Certification and Precertification 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 2022

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

Fees Related to an Application for Precertification:	Tier A	Tier B	Tier C
Pre-Application Consultation: (options below; selected by applicant)			
Teleconference, live webinar (or similar) (maximum 4 hours)	\$1,410	\$1,200	\$920
Teleconference, live webinar (or similar) (between 4 and 8 hours)	\$2,215	\$1,930	\$1,445
In person at ACPE Office (maximum 4 hours)	\$1,410	\$1,200	\$920
In person at ACPE Office (between 4 and 8 hours)	\$2,215	\$1,930	\$1,445
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 and costs)	SQ	SQ	SQ
Application for Precertification:			
Includes: review of documents 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 of the application.	\$15,080	\$12,815	\$9,800
Comprehensive Evaluation Visit for an Application for Precertification (exclusive of travel costs):			
Includes pre-visit planning, review of documentation, evaluation visit, and report generation.	\$23,165	\$19,690	\$15,055
Surcharge for programs delivered on multiple campuses; per additional campus visited	\$2,320	\$1,965	\$1,510
Re-Submission of Application after Twelve Months:			
(Only applicable if an application has to be revised and re-submitted; no charge if an application is re-submitted within twelve months)	\$8,670	\$7,365	\$5,635

Fees Related to an Application for Certification:	Tier A	Tier B	Tier C
Pre-Application Consultation: (options below; selected by applicant)			
Teleconference, live webinar (or similar) (maximum 4 hours)	\$1,410	\$1,200	\$920
Teleconference, live webinar (or similar) (between 4 and 8 hours)	\$2,215	\$1,930	\$1,445
In person at ACPE Office (maximum 4 hours)	\$1,410	\$1,200	\$920
In person at ACPE Office (between 4 and 8 hours)	\$2,215	\$1,930	\$1,445
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 and costs)	SQ	SQ	SQ

Application for Certification:			
For a program that has not previously had Certification Status: Includes review of documents 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 of the application.	\$15,080	\$12,815	\$9,800
For a program that has been granted Precertification and is advancing to Certification: Includes staff review for completeness of application; paper-based review by a Preliminary Review Team; review by International Commission; and review by ACPE Board. (Please refer to Policies and Procedures Paragraph 10.7.)	No Application Fee <i>(refer to on-site evaluation fees for Advancement of Certification Status)</i>		

Comprehensive Evaluation Visit for an Application for Certification (exclusive of travel costs if applicable):			
Includes pre-visit planning, review of documentation, evaluation visit (on-site or virtual), and report generation.	\$23,165	\$19,690	\$15,055
Surcharge for programs delivered on multiple campuses; per additional campus (if separate evaluations required)	\$2,320	\$1,965	\$1,510
Re-Submission of Application after Twelve Months:			
(Only applicable if an application has to be revised and re-submitted; no charge if an application is re-submitted within twelve months)	\$8,670	\$7,365	\$5,635

Fees Related to Maintenance, Continuation or Advancement of Certification Status:	Tier A	Tier B	Tier C
Annual Fee:			
Includes review of interim monitoring and/or annual reporting as required by ACPE.	\$7,005	\$5,945	\$4,565
Focused Evaluation Visit (exclusive of travel costs, if applicable):			
<ul style="list-style-type: none"> • Mandatory two-year visit after granting of Certification • To advance from Precertification to Certification (as determined by the Board) • When required by the ACPE Board for interim monitoring 			
Includes pre-visit planning, review of documentation, evaluation visit, and report generation.	\$17,395	\$14,790	\$11,310
Surcharge for programs delivered on multiple campuses, per additional campus (if separate evaluations required).	\$1,740	\$1,480	\$1,130
Comprehensive Evaluation Visit (exclusive of travel costs, if applicable):			
<ul style="list-style-type: none"> • For Continuation of Certification • To advance from Precertification to Certification (as determined by the Board) 			
Includes pre-visit planning, review of documentation, evaluation visit, and report generation.	\$23,165	\$19,690	\$15,055
Surcharge for programs delivered on multiple campuses; per campus (if separate evaluations required)	\$2,320	\$1,965	\$1,510

On-Site Verification Visit (exclusive of travel costs):			
<ul style="list-style-type: none"> To advance from Provisional Certification (Category 2) to Certification or To advance from Provisional Certification (Category 1 and 2) to Provisional Certification (Category 1) 			
Includes pre-visit planning, review of documentation, evaluation visit, and report generation.	\$8,000	\$6,800	\$5,200
Surcharge for programs delivered on multiple campuses; per campus (if separate evaluations required)	\$800	\$680	\$520

Other Fees:	Tier A	Tier B	Tier C
General Consultation or Self-Study Workshop: (options below selected by applicant)			
Teleconference, live webinar (or similar) (up to 4 hours)	\$1,180	\$1,005	\$765
Teleconference, live webinar (or similar) (4 to 8 hours)	\$1,855	\$1,580	\$1,210
In person at ACPE Office (up to 4 hours)	\$1,180	\$1,005	\$765
In person at ACPE Office (4 to 8 hours)	\$1,855	\$1,580	\$1,210
ACPE staff/consultant 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

Other Workshops, Training, and General Consultation:			
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

- All fees are quoted and payable to ACPE in United States Dollars (USD).
- The ACPE Board of Directors kept the 2022 fees at the same level as the 2021 fees.
- 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.
- The Annual Fee for programs with any Certification Status (Certification, Precertification, Provisional Certification, or Certification with Probation) will be charged on a **calendar year basis**. Invoices for the Annual Fee are typically 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.
- 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.

6. The fee for services/destinations that require travel time well in excess of two days may be adjusted by ACPE.
7. The above figures are based on a single professional degree program or two degree programs included in a single application and self-study report for the same type of Certification Status. If more than two professional degree programs are evaluated at the same time and/or if separate applications are submitted, or the applications are for different types of Certification Status, a negotiated surcharge will apply.
8. The above fees for evaluation 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, and for which a separate evaluation must be conducted by the evaluation team. The surcharge is charged in addition to the direct costs associated with visiting the multiple locations, such as transportation and accommodation, if applicable.
9. For all services, including evaluation visits and consultations, **in addition to the appropriate fee(s)**, any applicable 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 (refer to ACPE travel policy)
 - Hotel accommodation, including any transit hotel accommodation needed
 - 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
10. If the ACPE Board determines that an in-person on-site evaluation visit is not possible (for example, as determined by ACPE's Global Travel Policy), and a virtual site visit is undertaken, the same fee as for an in-person on-site evaluation visit will apply. At its sole discretion, however, ACPE may waive additional fees related to the evaluation, such as the additional campus surcharge.
11. 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 total cost to the institutions or organizations, for example by splitting the cost of travel. For details, please contact ISP.
12. ACPE reserves the right to adjust fees should circumstances dictate.