



ACCREDITATION COUNCIL FOR PHARMACY EDUCATION
INTERNATIONAL SERVICES PROGRAM



**ACPE POLICIES AND PROCEDURES
FOR INTERNATIONAL-ACCREDITATION OF
PROFESSIONAL DEGREE PROGRAMS IN PHARMACY
IN COUNTRIES OTHER THAN
THE UNITED STATES AND ITS TERRITORIES**

**Adopted: January 31, 2025
Effective: January 31, 2025**



Accreditation Council for Pharmacy Education International Services Program

Policies and Procedures for International-Accreditation of Professional Degree Programs in Pharmacy in Countries other than the United States and its Territories

Adopted: January 31, 2025

Effective: January 31, 2025

The purpose of the Accreditation Council for Pharmacy Education's (ACPE's) Policies and Procedures for International-Accreditation of Professional Degree Programs in Pharmacy in Countries other than the United States and its Territories is to provide interested parties such as, colleges of pharmacy, universities, other educational institutions, and national bodies, with a guide to ACPE's policies and practices as they apply to International-Accreditation of Professional Degree Programs in pharmacy that are based outside the United States of America (USA) and its territories (Puerto Rico, Guam, American Samoa, and the Virgin Islands).

The current edition supersedes all previous versions of ACPE's policies and procedures related to international services and activities of ACPE. These policies and procedures constitute a living document and are subject to change by ACPE. Changes will be announced and published on ACPE's website and communicated electronically to programs with International-Accreditation Status and those which have initiated an application for International-Accreditation.

Following the establishment of its International Services Program, ACPE offered and granted Certification to Professional Degree Programs based outside the United States of America (USA) and its territories. Effective January 1, 2023, ACPE replaced "Certification" with "International-Accreditation".

Questions about the policies and procedures should be directed to ACPE's International Services Program Staff at international@acpe-accredit.org.

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PREAMBLE

International Services Program Mission:

ACPE's International Services Program improves the quality of global pharmacy education and training programs to promote a healthier society by advancing the pharmacy profession through its accreditation services and professional development activities.

International Services Program Vision Statement:

ACPE's International Services Program will be the leader in exemplary accreditation services that advances pharmacy education and the pharmacy profession throughout the world.

Established in 2011, the mission of the International Services Program (ISP) of the Accreditation Council for Pharmacy Education (ACPE) is to provide assistance to colleges of pharmacy and other institutions to advance the professional and continuing education of pharmacists and to provide a mechanism for the International-Accreditation of eligible Programs. **International-Accreditation is limited to Professional Degree Programs in pharmacy outside the United States and its territories** (Puerto Rico, Guam, American Samoa, and the Virgin Islands).

The primary purpose of ACPE's International-Accreditation program is to assist colleges of pharmacy in their quality assurance and improvement efforts. International-Accreditation provides an external, peer-review system of evaluation using quality criteria that have been developed and validated through a broad-based, transnational process. Further details regarding the development of the quality criteria can be found in ISP's Quality Criteria for International-Accreditation of Professional Degree Programs in Pharmacy ("Quality Criteria").

The Quality Criteria are designed to be applicable to a range of Professional Degree Programs (such as, bachelors, masters, and professional doctorate degrees) and to assure that the Program is relevant, contemporary, and appropriate to the health needs and health care systems of the country in question. ACPE's International-Accreditation program is not intended to impose US-systems and models for pharmacy education and quality assurance on other countries, but to assure that Professional Degree Programs are designed and implemented in accordance with quality principles and criteria that have been identified and validated through broad-based, transnational consensus. Compliance with the Quality Criteria will be evaluated in the context of the health and education systems, government structures and policies, regulation, and culture of the institution's country.

International-Accreditation is not intended to obviate the need for the National Association of Boards of Pharmacy's (NABP) Foreign Pharmacy Graduate Examination Committee (FPGEC®)

Certification Program or assure that the Professional Degree Program would adequately prepare a graduate to be licensed to practice as a pharmacist in any of the states or territories of the United States.

GLOSSARY OF TERMS/DEFINITIONS

The following definitions describe the way the term is used in this document. 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 pharmacy program. 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.

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 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 college 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, related to the International-Accreditation Status or Term of a program.

Administrative Extension: An extension granted to the International Accreditation term by ACPE.

Administrative Warning: A status assigned to a program when the college does not comply with administrative requirements for maintaining the program's International-Accreditation Status.

Advance: An Action of the Board to change the status of a program to another more advanced status (by contrast, see Redesignate/Redesignation).

Adverse Board Action/Adverse Action: The denial of International-Accreditation or International-Preaccreditation, or withdrawal of a program's International-Accreditation Status by ACPE.

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

Annual Reporting: Reporting requested by ACPE of specific programmatic outcomes, data, and other quality-linked indicators, provided on an annual basis by the college and/or other agencies.

Appeals Panel: A committee established by ACPE to consider appeals from an Internationally-Accredited, Internationally-Preaccredited, or Provisionally Internationally-Accredited program.

Applicant: Refers to a college 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 was replaced by ACPE with “International-Accreditation” on January 1, 2023. It is only used when referring to the historical status of a Program that held status with ACPE prior to the change in terminology.

Chief Executive Officer (CEO): The highest ranking individual in the institution; examples of specific titles include: President, Principal, Rector, Chancellor, and Vice-Chancellor.

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

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.

Compliance/Compliant (Compliance Status of a Quality Criterion): 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): The program is in a period of transition regarding a key element or elements, the nature of which warrants further observation to evaluate the impact on future compliance with the expectation outlined in the Criterion; **OR** 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/Rating:

- The rating assigned by the ACPE Board to a Quality Criterion for a Professional Degree Program with International-Accreditation Status; four ratings 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 ratings 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 (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 an online format (see Online Evaluation Visit Policy and Guidance; Addendum 4).

Continue: 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 college and Professional Degree Program; the term is intended to include terms such as Director, Chair, Head of Pharmacy Program, or Head of College.

Directory: The detailed listing of Professional Degree Programs with International-Accreditation Status on the ACPE website.

Eligibility Criteria: The conditions and prerequisites, as set by ACPE from time to time, which must be met by a Professional Degree Program, college, and institution (if applicable) in order for an application for International-Accreditation submitted to ACPE for consideration, and for International-Accreditation to be granted or continued.

Enrollment: The number of students enrolled (admitted and currently completing course requirements) in the Professional Degree Program of the college.

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 includes recommendations regarding the Compliance Status for the Quality Criteria and any 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 an online format (online evaluation), as determined by the Board.

Executive Director: The chief executive officer of ACPE.

Fee Schedule: The listing of fees and charges invoiced by ACPE for services and activities provided by the International Services Program. The schedule is published on the ACPE website.

Focused Attention Required (Compliance Status of a Quality Criterion): Implementation of the plans presented in the college'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 a specific purpose, including, but not limited to: (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. Focused evaluations/visits occur between comprehensive evaluations. Note: As deemed necessary by the ACPE Board, a Focused Evaluation Visit will be conducted in person on-site or using an online evaluation format (see Online Evaluation Visit Policy and Guidance; Addendum 4).

Forum for Litigation: The courts where litigation may be instituted by foreign programs, colleges, institutions, or ACPE.

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 college 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. Monitoring may be conducted with a written report (an interim report) and/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.

International-Accreditation Status: The type of public recognition granted, affirmed, or continued by ACPE. This term encompasses the statuses International-Accreditation, International-Preaccreditation, Provisional International-Accreditation, any iteration of the above followed by “with Probation” or “with Administrative Warning”, and any iteration of the above followed by “(online evaluation)”.

Internationally-Accredited/Internationally-Accredited (online evaluation): The International-Accreditation Status that may be granted following an initial evaluation visit, or thereafter continued by ACPE for a Professional Degree Program in a country other than the United States and its territories, which demonstrates compliance with all or most Quality Criteria and meets all ACPE’s requirements for such recognition. The designation “(online evaluation)” is included when the initial evaluation visit is conducted online.

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

International-Preaccreditation/International-Preaccreditation (online evaluation): 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. The designation “(online evaluation)” is included when the initial evaluation visit is conducted online.

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

International Services Program (ISP): The division 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): A 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 request for an evaluation visit for International-Accreditation or International-Preaccreditation submitted by an Institution to ACPE.

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

Letter of Intent (LOI): A non-binding (without obligation) expression of interest submitted by a college or Institution indicating a desire to apply for International-Accreditation or International-Preaccreditation.

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

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

Non-Compliance/Non-Compliant (Compliance Status of a Quality Criterion): 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.

Online Evaluation: An evaluation of a Professional Degree Program in pharmacy that uses web-based audio and visual connections to facilitate a synchronous online 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 online evaluation, as well as the opportunity for the program to provide evidence and verify, clarify, or amplify evidence, are intended to be comparable to an in-person on-site visit.

Partial Compliance/Partially Compliant (Compliance Status of a Quality Criterion): 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.

Pre-Application Consultation (PAC): A consultation provided by ACPE to colleges that have applied to ACPE for International-Accreditation or International-Preaccreditation of their pharmacy degree program(s). The PAC is a highly recommended component of the application process and a fee is charged in accordance with the Fee Schedule.

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." It is only used when referring to the historical status of a program that held status with ACPE prior to the change in terminology.

Preliminary Review: An initial review of an application for International-Accreditation or International-Preaccreditation and a college's self-study report, prior to review by ACPE's International Commission and Board.

Preliminary Review Team (PRT): A team appointed for the purpose of conducting a Preliminary Review.

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

Probation: The International-Accreditation Status that may be 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. Programs with International-Accreditation and International-Preaccreditation, including those programs with the designation (online evaluation) may be placed on probation. The status of Probation is disclosed to the public and listed as such in the Directory.

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.

Provisionally Internationally-Accredited/Provisionally Internationally-Accredited (online evaluation): The International-Accreditation Status that may be granted by ACPE to a 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. The designation "(online evaluation)" is included when the initial evaluation visit is conducted online.

Provisional International-Accreditation (Category 1) and/or (Category 2): These terms were discontinued effective September 1, 2023. They are only used when referring to the historical status of a program that held status with ACPE prior to the change in terminology (see Provisional Internationally-Accredited).

Redesignate/Redesignation: An Action of the Board to change the status of a program to another comparable status (by contrast, see Advance/Advancement). Examples of Redesignation may include:

- Certification to International-Accreditation
- International-Accreditation (online evaluation) to International-Accreditation
- Precertification to International-Preaccreditation
- Provisional Certification to Provisional International-Accreditation
- Provisional International-Accreditation (online evaluation) to Provisional International-Accreditation

Remand: The action of an Appeals Panel to send back an appeal resulting from an Adverse Action to the ACPE Board for further consideration.

Report of Proceedings (ROP): The official Report of Actions of the ACPE Board of Directors; reports are published after the regularly scheduled meetings of the Board, 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.

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

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

Substantive Change: A notable change in the Professional Degree Program, the college, or the institution that may impact the quality of the program or its ability to remain in compliance with all Quality Criteria.

Threshold Rubric An instrument used by a Preliminary Review Team, the International Commission, and the Board to evaluate the readiness of a college and program for an evaluation visit for consideration of an application for International-Accreditation or 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 prior evaluation visit which was conducted online.

ACPE Policies and Procedures for International-Accreditation of Professional Degree Programs in Pharmacy in Countries other than the United States and its Territories

1. Scope of International-Accreditation

The Accreditation Council for Pharmacy Education (ACPE), through its International Services Program (ISP), offers voluntary International-Accreditation to Professional Degree Programs in pharmacy in countries other than the United States of America and its territories. Evaluation and International-Accreditation of Professional Degree Programs in pharmacy (*hereinafter "Programs"*) are in accordance with ACPE's *International Quality Criteria for International-Accreditation of Professional Degree Programs in Pharmacy* (*hereinafter "Quality Criteria"*). Information concerning specific programs may be obtained by corresponding directly with the college or institution for programs listed in the ACPE Directory of Professional Degree Programs with International-Accreditation Status, available on the ACPE International Services Program website.

2. Redesignation of Status of Programs following Changes in Terminology

2.1 Programs with Certification Status Redesignated with International-Accreditation Status: On January 1, 2023 (the "effective date"), all programs with a Certification Status were automatically redesignated with the equivalent status nomenclature of International-Accreditation, provided that prior to the effective date a duly authorized representative of the college or institution had signed and submitted to ACPE the following agreement:

Agreement: On behalf of _____ [Name of college or Institution], I acknowledge that ACPE has updated its terminology from "Certification" to "International-Accreditation." ACPE International-Accreditation, International-Preaccreditation and Provisional International-Accreditation do not qualify graduates of a Program with this status to be eligible to apply directly to sit for the North American Pharmacist Licensure Examination (NAPLEX) for licensure in the United States. ACPE International-Accreditation, International-Preaccreditation or Provisional International-Accreditation do not waive the requirement for pharmacists educated outside the United States to achieve the National Association of Boards of Pharmacy's (NABP) Foreign Pharmacy Graduate Examination Committee (FPGEC) Certification before applying for a pharmacy licensure exam or state board of pharmacy license in the United States. ACPE International-Accreditation Status does not assure that the professional degree program would adequately prepare a graduate to be licensed to practice as a pharmacist in any of the states or territories of the United States. I further acknowledge that the Program must comply with the new policies and procedures and required public disclosures in order to change status to ACPE "International-Accreditation," "International-Preaccreditation" or "Provisional International-Accreditation," as applicable.

A college or institution that had not submitted the above agreement before the effective date was not allowed to use the new terminology in connection with its program(s) and the program(s) was(were) subject to the imposition of an Administrative Warning(s).

2.2 Redesignation of Programs following Discontinuation of Statuses and Introduction of a New Status: Effective September 1, 2023, ACPE discontinued the statuses of Provisional International-Accreditation (Category 1), Provisional International-Accreditation (Category 2), and Provisional International-Accreditation (Category 1 and 2), and introduced the statuses of International-Accreditation (online evaluation) and International-Preaccreditation (online evaluation). The (online evaluation) qualifier was introduced to indicate, when applicable, that a program's initial comprehensive evaluation for an application for International-Accreditation was conducted online. The status of programs impacted by these changes was automatically redesignated on September 1, 2023, as follows:

- Provisional International-Accreditation (Category 1) was redesignated Provisional International-Accreditation;
- Provisional International-Accreditation (Category 2) was redesignated International-Accreditation (online evaluation);
- Provisional International-Accreditation (Category 1 and 2) was redesignated Provisional International-Accreditation (online evaluation);
- International-Preaccreditation was redesignated International-Preaccreditation (online evaluation) only if the initial evaluation was conducted online.

3. Purpose, Benefits, and Limitations of International-Accreditation

The essential purpose of the International-Accreditation process is to provide a professional peer judgment of the quality of the Professional Degree Program(s) of a college and to encourage and facilitate continued improvement thereof. International-Accreditation provides a process for *quality assurance* and *quality improvement*. The responsibilities of ACPE's International-Accreditation program are:

- To formulate the educational, scientific, and professional principles and Quality Criteria (standards) for Professional Degree Programs in pharmacy which a college is expected to meet and maintain for International-Accreditation or International-Preaccreditation of its Program(s), and to revise these principles and Quality Criteria when deemed necessary or advisable.
- To formulate policies and procedures for the International-Accreditation and International-Preaccreditation processes and requirements.

- To evaluate the Professional Degree Program(s) of Colleges outside the United States of America and its territories that applies for International-Accreditation or International-Preaccreditation of its Program(s).
- To provide a list (“Directory”) of Professional Degree Programs of colleges with International-Accreditation status for the use of interested agencies and the public, and to keep such directory current.
- To provide assurances to stakeholders that the Professional Degree Programs which have been Internationally-Accredited continue to comply with ACPE’s Quality Criteria, and, therefore, to conduct periodic evaluations in a manner similar to that for an application for International-Accreditation.

International-Accreditation of Professional Degree Programs in pharmacy provide a basis for quality assurance. In so doing, they serve multiple stakeholders:

For the **public and the protection of public health**, International-Accreditation assures conformity or anticipated conformity to general expectations of the pharmacy profession that have been developed and validated through a broad-based, transnational consensus process, and facilitate the identification of colleges that have explicitly undertaken activities directed at establishing and improving the quality of their Professional Degree Programs, and are carrying them out successfully. International-Accreditation supports improvement of the professional services available to the general public in that colleges and universities offering Internationally-Accredited Programs are expected to modify and update their requirements to reflect contemporary national and societal needs, as well as advances in knowledge, technology, and practice.

For **students and prospective students**, International-Accreditation provides assurance that a program has been found to provide - or be advancing in its development to provide - satisfactory educational preparation for practice.

For **institutions of higher education**, International-Accreditation provides a framework for self-assessment and improvement as well as the opportunity for external peer review and counsel, and the exchanging of experience with other institutions. International-Accreditation can also provide a basis for evaluation and decision-making by private and public agencies, including national, state and local governments, and universities evaluating the academic qualifications of candidates applying to graduate programs.

ACPE International-Accreditation/(online evaluation), International-Preaccreditation/(online evaluation), and Provisional International-Accreditation/(online evaluation) (hereafter referred to as International-Accreditation Status) *are not intended to and do not qualify* graduates of a program with this status to be eligible to apply directly to sit for the North American Pharmacist Licensure Examination (NAPLEX) for licensure in the United States. ACPE International-Accreditation Status does not change or modify the requirement for pharmacists educated outside of the United States to achieve the National Association of Boards of Pharmacy’s (NABP) Foreign Pharmacy Graduate

Examination Committee (FPGEC®) Certification before applying for a pharmacy licensure exam or state board of pharmacy license in the United States.

All Professional Degree Programs achieving ACPE International-Accreditation Status must include on their website the below disclaimer and, in all marketing materials and admissions applications/documents, a statement that states that no ACPE International-Accreditation status confers on graduates eligibility to apply directly to sit for the North American Pharmacist Licensure Examination (NAPLEX) for licensure in the United States.

Required Disclosure Statement: *“An ACPE Internationally-Accredited, Internationally-Preaccredited or Provisionally Internationally-Accredited pharmacy degree program does not qualify graduates to be eligible to apply directly to sit for the North American Pharmacist Licensure Examination (NAPLEX) for licensure as a pharmacist in the United States. In order to apply for a licensure exam or state board of pharmacy license in the United States, National Association of Boards of Pharmacy’s (NABP) Foreign Pharmacy Graduate Examination Committee (FPGEC®) Certification is required.”*

A college or institution with a program(s) with any International-Accreditation Status that provides false or misleading information about the benefits of International-Accreditation Status and/or fails to make any disclosure required by ACPE will be requested to remove or correct the false or misleading information and/or make the required disclosure and will be given a maximum of 30 days to remedy the delinquency. If the issue is not remedied within the 30-day period, the program may be given an Administrative Warning. If the college continues to fail to remedy the issue to ACPE’s satisfaction, the program risks being placed on Probation or subjected to an Adverse Action, including having its International-Accreditation Status withdrawn.

4. Governance

ACPE established a committee in January 2011, designated the ACPE International Commission (IC), to support the achievement of ACPE’s mission to assure and advance the quality of pharmacy education, and to better serve ACPE’s international activities and services.

The functions of the IC include:

- reviewing applications for all International-Accreditation statuses and evaluations of Professional Degree Programs in countries other than the United States and its territories, and recommending Actions to the ACPE Board;
- making recommendations to the ACPE Board of Directors (the “ACPE Board”) regarding Quality Criteria, policies and procedures, and other matters related to ACPE’s international activities and services;
- assisting in strategic planning from a global perspective;
- identifying potential activities and collaborative opportunities;
- advising the Board on entering into memorandums of understanding (MOUs) and other collaborations, and the terms thereof;

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- soliciting and receiving input and advice from stakeholders to obtain broad global perspectives and wisdom to assure the quality, validity, and improvement of ACPE's international activities and services; and
- advising the ACPE Board and Staff, when requested, on matters related to complaints received by ACPE.

The membership, terms of office, meetings, expenses, and responsibilities of members of the IC are determined by Terms of Reference, which are adopted and may be revised from time to time by the Board. The current Terms of Reference of the IC are appended to these Policies and Procedures (see Addendum 1).

The regularly scheduled meetings of the IC are held twice annually, approximately one or two months prior to each regularly scheduled meeting of the ACPE Board of Directors. Additional meetings of the IC may be convened periodically. The meetings of the IC may be conducted in person, by teleconference, online, or by other means approved, from time to time, by the Commission or Board.

Prior to evaluation and Action by the Board, the Commission shall review applications for all International-Accreditation statuses, potential changes in or withdrawal of a Program's International-Accreditation Status, and any other International-Accreditation-related matter as determined by the Board. Based on their review, the members of the Commission shall recommend an Action to the Board. Recommendations of the IC will be considered by the Board at its next regularly scheduled meeting or at such other meetings as the Board shall determine. All Actions and Adverse Actions will be taken solely by the Board.

5. Quality Criteria

ACPE's Quality Criteria (*Quality Criteria for International-Accreditation of Professional Degree Programs in Pharmacy*) reflect professional and educational qualities identified by ACPE through international dialogue, consensus, and feedback as essential to programs leading to a Professional Degree Program in pharmacy. Based upon the several evaluative steps in the International-Accreditation process, the Board determines the eligibility of the program to be Internationally-Accredited, compliance with the Quality Criteria, and the likelihood of continued compliance. Specific examples of documentation, data, and descriptive text have been identified by ACPE for each Criterion to illustrate ways for a college to provide evidence of the program's compliance with the Criterion. Moreover, such elements assist evaluation teams in the application of the Quality Criteria to such programs.

6. Establishment, Review, and Revision of Quality Criteria

The first set of Quality Criteria was adopted and published in 2012. Quality Criteria are revised periodically in keeping with changes in pharmacy education and pharmacy practice globally.

ACPE maintains a systematic program of review that assures that its Quality Criteria are appropriate to the educational preparedness of the students and graduates and are adequate to evaluate the quality of professional education provided by the program. The systematic program of establishment, review, and revision is comprehensive and involves the international community of interest, allows for input by relevant communities of interest, and includes examination of each Criterion as well as the Quality Criteria as a whole. The review and revision process for the examples of evidence of compliance (such as documentation and data) may be separate from that of the Quality Criteria themselves. The Quality Criteria will be reviewed approximately every eight to ten years, or more frequently if required based on specific need, while the requirements for documentation, data, and descriptive text to provide evidence of compliance can be refined and improved as needed based on experience and feedback from communities of interest. If at any point it is determined by ACPE that a substantive change needs to be made to a Criterion/Criteria, action for change is initiated within 12 months. Completion of the revision process will occur within a reasonable period of time and as soon as feasible, based upon the magnitude of the change necessitated.

Action for establishing or revising Criteria requires that advance public notice of the revisions proposed by ACPE be provided to relevant communities of interest. A draft of the proposed revisions is posted on the ACPE website and is made available to the general public and to relevant stakeholders with an invitation to comment. Relevant communities of interest include: the deans (or equivalent), institutional administrative and executive officers, academic staff, and students of Programs with International-Accreditation Status; educational and professional organizations and other bodies interested in or affected by the International-Accreditation process. Comments on the proposed revisions received within the published timeframe for the comment period are considered in the revision process. Subsequently, proposed revisions are reviewed by the members of the IC, and the recommendations made by the IC are submitted and considered by the Board. The revised Quality Criteria become effective on a date designated by the Board.

7. Eligibility for ACPE International-Accreditation

In order for an International-Accreditation Status to be granted or continued, the Professional Degree Program must be part of an independent college, a college within a university, or other structure approved by the Board. The college or university must be a postsecondary educational institution that is regularly incorporated, legally empowered, and authorized to award such a degree in accordance with national and/or regional laws and regulations. The institutional environment or setting for the Professional Degree Program must be equivalent to a university and include a mission that encompasses professional education, scholarship, research, and service. Before International-Accreditation status can be awarded by the Board, the college must have graduated at least one cohort of students from the Professional Degree Program in pharmacy for which International-Accreditation is being applied. Evaluation for purposes of applying for International-Accreditation requires an invitation by the Chief Executive Officer or designate of the institution.

If national, state, or provincial systems for institutional and/or programmatic accreditation are available to the college and institution at the time of application for International-Accreditation, ACPE requires that the college, institution, and/or program be accredited or actively pursuing such accreditation; provided that ACPE may exempt the Program from the requirement to achieve national programmatic accreditation if national regulations exist that permit a Program to achieve either international or national programmatic accreditation. Accreditation or certification by another accrediting or certifying body may impact the application for International-Accreditation but it does not guarantee the granting of International-Accreditation or International-Preaccreditation by ACPE. If a college and/or Institution is actively pursuing national/state/provincial accreditation at the time of application for International-Accreditation and the Program is subsequently Internationally-Accredited by ACPE but is unsuccessful in achieving national/state/provincial accreditation, unless the Institution can provide evidence that the reasons for the failure in achieving national/state/provincial accreditation were not within the control of the Institution, failure to achieve such accreditation within three (3) years of being granted International-Accreditation will constitute grounds for additional monitoring by ACPE and may result in an adverse action by ACPE including, but not limited to one of the following: a) the Program being placed on Administrative Warning; b) the Program being given the status of International-Accreditation with Probation; or c) the International-Accreditation Status of the Program being withdrawn.

If national, state, or provincial systems for institutional and/or programmatic accreditation become available to the college and institution after the time of application for International-Accreditation, ACPE requires that the college, institution, and/or program actively pursue such accreditation and becomes accredited within a period of time deemed acceptable by the Board; provided that ACPE may exempt the Program from the requirement to achieve national programmatic accreditation if the Program has the option to obtain either international or national programmatic accreditation pursuant to relevant law. Unless the Institution can provide evidence that the reasons for the failure were not within the control of the Institution, failure to apply for and achieve such accreditation in the time deemed acceptable by the Board will constitute grounds for additional monitoring by ACPE and may result in an action by ACPE including, but not limited to one of the following: a) the Program being placed on Administrative Warning; b) the Program being given the status of International-Accreditation with Probation; or c) the International-Accreditation Status of the Program being withdrawn.

ACPE reserves the right to refuse to accept an application for International-Accreditation of a Professional Degree Program that otherwise meets the Eligibility Criteria or to consider continuation of International-Accreditation Status under circumstances that include but are not limited to the following:

- ACPE determines that it is unable to undertake a comprehensive and accurate evaluation of the Professional Degree Program in accordance with these policies and procedures and ongoing compliance of the Program with the Quality Criteria and Policies and Procedures

- The diplomatic or trade relationship between the applicant's country and the United States prevents ACPE from providing services in the country
- A US-imposed embargo (temporary or permanent) precludes or discourages the provision of services by ACPE in the applicant's country.

The Board may, from time to time, apply additional criteria for the acceptance of applications for International-Accreditation. Such criteria will be posted on the ACPE website.

ACPE will disclose to the applicant the reasons for its refusal to accept an application for International-Accreditation. Under such circumstances, any application fees paid to ACPE shall be refundable, less any direct costs that ACPE has incurred in its review of the application for International-Accreditation.

8. Types of International-Accreditation and International-Preaccreditation Status

Any reference by the college or institution to the International-Accreditation Status of its Program(s), for example, on a website or other appropriate media, must fully disclose the meaning and implications of the International-Accreditation Status. It should be noted that the designation of "(online evaluation)" is meant to clarify method of evaluation (on-site and in person vs via online) only and is not an indicator of a "lesser" status.

8.1 International-Preaccreditation and International-Preaccreditation (online evaluation): A Professional Degree Program may be granted International-Preaccreditation during any stage of its development prior to the graduation of its first cohort; i.e., either before or after the admission of students. The Quality Criteria are the same as those employed for International-Accreditation; however, International-Preaccreditation involves evaluation of planning in accord with the Quality Criteria and provision by the college and institution of reasonable assurances for a quality outcome. If the evaluation is conducted online, the designation of "(online evaluation)" will be included in the program's status. Public disclosure by the college of the terms, conditions, and implications of International-Preaccreditation is required (see paragraph 9.2).

8.2 International-Accreditation and International-Accreditation (online evaluation): A Program is granted International-Accreditation if, as a result of an initial evaluation visit conducted on-site, it has demonstrated to the satisfaction of the Board that the Program complies with the Eligibility Criteria and Quality Criteria, and there is reasonable assurance of continued compliance. If the initial evaluation is conducted online, the designation of "(online evaluation)" will be included in the program's status. Internationally-Accredited Programs have the ongoing obligation to continually demonstrate compliance with the Quality Criteria.

8.3 Provisional International-Accreditation and Provisional International-Accreditation (online evaluation): A Program is granted Provisional International-Accreditation if, as a result of an initial evaluation visit conducted on-

site, it has been demonstrated that the Program complies with the Eligibility Criteria but has been found to have factors that compromise compliance with Quality Criteria. If the evaluation is conducted online, the designation of “(online evaluation)” will be included in the program’s status. The college must have demonstrated, to the satisfaction of the Board, its preparedness to comply with all Quality Criteria and initiated appropriate plans to address the factors that compromise compliance. Provisional International-Accreditation may only be granted following a program’s initial application for International-Accreditation. The standard Term for Provisional International-Accreditation is two years, during which Term the Board will monitor progress toward full compliance with Quality Criteria. If the Program is not Advanced to International-Accreditation or International-Accreditation (online evaluation) within the two-year Term, Provisional International-Accreditation or Provisional International-Accreditation (online evaluation) may be withdrawn at the end of the two-year Term. A Program with this status is otherwise subject to the same policies and procedures as a Program with International-Accreditation.

- 8.4 International-Accreditation with Probation and International-Accreditation (online evaluation) with Probation:** A Program with the status of International-Accreditation or International-Accreditation (online evaluation) that has been determined by the Board to be partially or non-compliant with a Quality Criterion/Criteria may be given the status of International-Accreditation with Probation or International-Accreditation (online evaluation) with Probation (as applicable) at any time during the period of the program’s Partial or Non-compliance. Graduates of a program with a status of International-Accreditation with Probation or International-Accreditation (online evaluation) with Probation will be deemed to have graduated from an Internationally-Accredited Program. Public disclosure by the college of the terms, conditions, and implications of International-Accreditation with Probation is required.
- 8.5 Administrative Warning:** Administrative warning is assigned by ACPE Staff to a Program when a college does not comply with administrative requirements for maintaining the Program’s previously awarded International-Accreditation Status. These requirements include, but are not limited to: (1) failure to pay ACPE any invoiced fees or expenses within the time limitation indicated on the invoice; (2) failure to submit interim or annual reporting requirements by the established deadline; (3) failure to submit a self-study report by the established deadline; (4) failure to schedule and/or conduct an evaluation visit at or near the time established by ACPE; (5) failure to submit timely notification of a Substantive Change (see paragraph 20, “Substantive Change”); (6) inappropriate use of an ACPE logo; (7) failure to clearly or accurately make any disclosure required by ACPE; and (8) providing false or misleading information about the benefits of International-Accreditation Status for graduates of a program with International-Accreditation Status.

If Staff determine that a college has failed to meet its administrative obligations as listed above, the college will be notified in writing of each delinquency and given thirty (30) days to fulfill all outstanding requirements, after which continued failure to comply may result in the imposition of Administrative Warning. Administrative Warning will be removed once all administrative requirements have been met. Failure to remedy any such delinquency within the designated time period will result in a review for Board Action at the next regularly scheduled Board meeting and may result in the Program being placed on Probation or subjected to an Adverse Board Action.

Administrative Warning is a classification not subject to reconsideration or appeal. During a period of Administrative Warning, a program continues to be recognized according to its most recent International-Accreditation Status and is maintained in the Directory. In addition, the program will be listed as being on Administrative Warning in all documents and media published by ACPE that specify International-Accreditation Status.

9. **Reference to International-Accreditation Status and Required Disclaimers**

The International-Accreditation Status of a program and other information as specified below may be disclosed by the college and institution in its promotional and descriptive materials, such as its website, catalog, or bulletin. All references must accurately reflect the designation indicated in the current Directory, comply with the applicable wording below, and not provide false or misleading information about the meaning and implications of the International-Accreditation Status. The International-Accreditation Status of a program may be included on the diploma or certificate awarded to a graduate.

References to International-Accreditation Status are regularly monitored by ACPE to ensure accuracy; any inaccurate or misleading statements concerning the status of a program must be corrected promptly upon notice from ACPE. Any time a program's International-Accreditation Status changes, the change shall be reflected within 30 days on the ACPE website; likewise, the change must be reflected within 30 days if the program's status is published on the institution and/or college's website or in other digital media. The college and institution should make any needed changes in printed media as soon as possible.

ACPE's official logo and trademark for its International Services Program (see below) must be used in close conjunction with any reference to an International-Accreditation Status described in this section. Additional details regarding the use of ACPE logos and marks are provided in the document *Guidelines for Using ACPE Logos and Marks* (see Addendum 3).



ACPE Policies and Procedures for International-Accreditation of Professional Degree Programs in Pharmacy in Countries other than the United States and its Territories; effective January 31, 2025

9.1 Application/Applicant: References to the effect that a college or institution has applied or is in the process of applying to ACPE for International-Accreditation or International-Preaccreditation of an eligible program may only be made once a complete application has been formally submitted, fees paid, and receipt of the application acknowledged by ACPE. Applicants may state only the following in reference to the program's status: "[Name of College and Institution] has applied for [International-Accreditation/International-Preaccreditation] (as applicable) of its [Name of Professional Degree Program] by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, Illinois 60603-3446, United States of America, TEL +1 (312) 664-3575; FAX +1 (866) 228-2631, website www.acpe-accredit.org. For an explanation of the ACPE International-Accreditation process, consult the Office of the Dean (or equivalent) or ACPE."

9.2 Internationally-Preaccredited or Internationally-Preaccredited (online evaluation): References to a program that has been granted International-Preaccreditation or International-Preaccreditation (online evaluation) must state only the following in reference to the program's status (as applicable): "The [Name of Pharmacy Degree Program] of [Name of College and Institution] has been granted [International-Preaccreditation/International-Preaccreditation (online evaluation)] (as applicable) by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, IL 60603-3446, +1 (312) 644-3575; FAX +1 (866) 228-2631, website www.acpe-accredit.org. For an explanation of International-Preaccreditation and the implications thereof, please contact the Office of the Dean (or equivalent) or ACPE."

If the Term of a program's International-Preaccreditation or International-Preaccreditation (online evaluation) expires and is not extended by the Board, the college will be required to promptly discontinue and remove any references to the International-Preaccreditation of its program.

9.3 International-Accreditation or International-Accreditation (online evaluation): References to a Program that is Internationally-Accredited must state only the following: "The [Name of Professional Degree Program] of [Name of College and Institution] has been granted [International-Accreditation/International-Accreditation (online evaluation)] (as applicable) by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, Illinois, 60603-3446, United States of America, TEL +1 (312) 664-3575; FAX +1 (866) 228-2631, website www.acpe-accredit.org."

9.4 Provisional International-Accreditation or Provisional International-Accreditation (online evaluation): References to a Program that is Provisionally Internationally-Accredited must state only the following: "The [Name of Professional Degree Program] of [Name of College and Institution] has been granted Provisional International-Accreditation/Provisional International-Accreditation (online evaluation)] (as applicable) by the Accreditation Council

for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, Illinois, 60603-3446, United States of America, TEL +1 (312) 664-3575; FAX +1 (866) 228-2631, website www.acpe-accredit.org.”

9.5 Internationally-Accredited with Probation or Internationally-Accredited with Probation (online evaluation): References to a Program that has been given the status of International-Accreditation with Probation or International-Accreditation (online evaluation) with Probation must state the following: “**The [Name of Professional Degree Program] of [Name of College and Institution]** has been given the status of **[Internationally-Accredited with Probation/Internationally Accredited with Probation (online evaluation)]** *(as applicable)* by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, Illinois 60603-3446, United States of America, TEL +1 (312) 664-3575; FAX +1 (866) 228-2631, website www.acpe-accredit.org, for partial or non-compliance with Quality Criterion/Criteria: [specify Quality Criterion/Criteria]. For an explanation of the Program’s Internationally-Accredited with Probation status, consult the Office of the Dean *(or equivalent)* or ACPE.”

9.6 Additional Disclaimer by a College: In addition to the statements made about the status of the Program (sections 9.1 – 9.5), the following statement must be included by the college in its promotional and descriptive materials:

Additional Disclaimer: *“ACPE International-Accreditation, International-Accreditation (online evaluation), International-Preaccreditation, International-Preaccreditation (online evaluation), Provisional International-Accreditation, and Provisional International-Accreditation (online evaluation) (hereafter referred to as International-Accreditation Status) do not qualify graduates of a Program with this status to be eligible to apply directly to sit for the North American Pharmacist Licensure Examination (NAPLEX) for licensure in the United States. ACPE International-Accreditation Status does not change or modify the requirement for pharmacists educated outside of the United States to achieve the National Association of Boards of Pharmacy’s (NABP) Foreign Pharmacy Graduate Examination Committee (FPGEC) Certification before applying for a pharmacy licensure exam or state board of pharmacy license in the United States.”*

9.7 Required Acknowledgment by Students: A college or institution with a program with International-Accreditation or International-Preaccreditation Status is required to have all incoming and enrolled students in the program sign an acknowledgement in which the student certifies that they acknowledge and understand that: 1) ACPE International-Accreditation Status does not imply qualification for eligibility to apply directly to sit for the North American Pharmacist Licensure Examination (NAPLEX) for licensure as a pharmacist in the United States; and 2) pharmacists educated outside of the United States are required to achieve Foreign Pharmacy Graduate Examination Committee (FPGEC) Certification before applying for a pharmacy licensure exam or state board of pharmacy license.

Sample Acknowledgement: “I acknowledge that enrolling in this ACPE Internationally-Accredited, Internationally-Accredited (online evaluation), Internationally-Preaccredited, Provisionally Internationally-Accredited, or Provisionally Internationally-Accredited (online evaluation) (delete as inapplicable) pharmacy degree program does not qualify me to be eligible to apply directly to sit for the North American Pharmacist Licensure Examination (NAPLEX) for licensure as a pharmacist in the United States. I acknowledge that in order to apply for a licensure exam or state board of pharmacy license in the United States, I must achieve the National Association of Boards of Pharmacy’s (NABP) Foreign Pharmacy Graduate Examination Committee (FPGEC) Certification.”

10. Disclosure of Program Information

10.1 Directory of Professional Degree Programs with International-Accreditation:

ACPE publishes the *Directory of Professional Degree Programs with International-Accreditation Status* (“Directory”) on its website. The current International-Accreditation Status and Term, and International-Accreditation history are indicated for each Program. For any Program with the status that includes probation the Quality Criterion/Criteria found to be Partially or Non-compliant are presented. The Directory presents the name, address (mail, email, and website), telephone, and fax numbers of the Dean of the college (or equivalent) offering the Professional Degree Program(s). The International-Accreditation history and reason for discontinuation will be included in the Directory for Programs for which International-Accreditation Status has been voluntarily discontinued or withdrawn (see paragraph 30).

10.2 Report of the Proceedings: Within thirty (30) days following each meeting of the Board at which Actions are taken, ACPE will publish on its website the Report of the Proceedings (“Report”), which will provide information regarding the Actions taken by the Board, as well as a list of programs with upcoming scheduled Evaluation Visits.

11. Application for International-Preaccreditation and International-Accreditation

11.1 Letter of Intent: Prior to the formal submission of an application for International-Preaccreditation or International-Accreditation, a college or institution must submit a Letter of Intent (LOI) in the format required by ACPE. The LOI initiates the process of applying for International-Preaccreditation or International-Accreditation. While the LOI is a formal indication of the college or institution’s intent to apply for International-Preaccreditation or International-Accreditation, it is not a binding contract; i.e., the college or institution is not obligated to submit an application for International-Preaccreditation or International-Accreditation in the future. The LOI must state that the college or institution acknowledges that: (1) any ACPE International-Preaccreditation or International-Accreditation status does not

qualify graduates of a Program to be eligible to apply directly to sit for the North American Pharmacist Licensure Examination (NAPLEX) for licensure in the United States; and (2) the ACPE International-Accreditation process does not change or modify the requirement for pharmacists educated outside the United States to achieve the National Association of Boards of Pharmacy's (NABP) Foreign Pharmacy Graduate Examination Committee (FPGEC) Certification before applying for a pharmacy licensure exam or state board of pharmacy license in the United States.

The LOI must be signed by representatives of the college and institution who are duly authorized to sign such documents.

Documentation specified by ACPE must be submitted with the LOI, primarily to provide evidence that the college, institution, and program meet the Eligibility Criteria (see paragraph 7, "Eligibility for ACPE International-Accreditation").

ACPE Staff will review the documentation provided by the college or institution and advise whether or not the college or institution is eligible to apply to ACPE for International-Preaccreditation or International-Accreditation. During the evaluation visit, members of the evaluation team may further evaluate the documentation to confirm that the programs meet the Eligibility Criteria.

11.2 Pre-Application Consultation: Prior to the formal submission of an application, a college or institution that is interested in applying for International-Preaccreditation or International-Accreditation may consult with ACPE Staff to enhance its knowledge and understanding of ACPE's International-Accreditation program including the following

- the purpose and benefits of ACPE's International-Accreditation Program
- the policies, procedures, and fees for International-Preaccreditation
- the different International-Accreditation statuses that may be granted by ACPE, and the implications and benefits thereof, including for graduates of the Program
- the expectations of the Quality Criteria
- the requirements for and format of the self-study report that must be submitted with the application for International-Preaccreditation
- the short and long-term responsibilities of the college and Program for achieving and maintaining International-Preaccreditation, advancing to International-Accreditation, and thereafter continuing International-Accreditation, including the financial commitments.

Such consultation should ideally occur sufficiently in advance of the submission of the application for International-Preaccreditation or International-Accreditation (e.g., 6-8 months prior to the anticipated date of submission of the application) to ensure that the college and institution have adequate time to comply with all the requirements of the application, primarily the conduct of a comprehensive self-study of the pharmacy degree program based on the Quality Criteria. ACPE

recommends that the Pre-Application Consultation occur a minimum of four to six (4 - 6) months ahead of the anticipated date of submission of an application for International-Preaccreditation unless the college has already completed a self-study/self-assessment exercise, the results of which can be used to prepare a self-study report in the format and detail required by ACPE.

The Pre-Application Consultation is offered by ACPE in a number of formats, including:

- teleconference
- online webinar (a portion may be pre-recorded)
- consultation at the ACPE office in Chicago, Illinois, USA
- on-site consultation at the college or Institution

The college may request which format will be used; however, under circumstances that warrant such a requirement, ACPE may require that the consultation be conducted on-site. On-site consultations must be scheduled at a mutually acceptable time; a minimum advance notice of three to six months is generally required. The fee associated with each consultation format is provided in ACPE's International Services Program Fee Schedule on the ACPE website <https://www.acpe-accredit.org/international-services-program/#tab-Fees>).

11.3 Application for International-Preaccreditation or International-Accreditation:

An institution or college seeking International-Preaccreditation or International-Accreditation for a program must submit a written application to ACPE. Instructions regarding the format, content, and timeline for the application shall be made available by ACPE. It is the college's and/or Institution's responsibility to advise all necessary National or Regional agencies or authorities about their intention to apply to ACPE for International-Preaccreditation or International-Accreditation, and to obtain any applicable permission.

If the institution, college, and program meet the Eligibility Criteria (see paragraph 7, "Eligibility for ACPE International-Accreditation"), the institution or college may apply for International-Preaccreditation or International-Accreditation for the program by submitting an application with an "Invitation to Evaluate", a self-study report of the program, and any additional materials requested by ACPE in the required format, and paying the required application fee.

The application should be organized by Quality Criterion and present plans and timelines by which compliance with the Quality Criteria will be assured (for International-Preaccreditation) or present evidence of compliance with the Quality Criteria (for International-Accreditation). An invitation to evaluate the program for purposes of granting International-Preaccreditation or International-Accreditation, in the format specified by ACPE, is required from the Chief Executive Officer of the institution or his/her designee. The Invitation to Evaluate must be in the format

established by ACPE, and include any statements and disclosures required by ACPE.

At any time after submission of an application for International-Preaccreditation or International-Accreditation, the college or institution may voluntarily withdraw their application, request an extension in the provisionally agreed timeline, or request the Board to postpone taking Action on the application. If the college or institution subsequently re-submits the application (in its original or an amended form) or requests the Board to take Action on the application (in its original or an amended form), the provisions of this paragraph or paragraph 17.7, as applicable, with respect to the payment of a resubmission fee, shall apply.

After receipt of the application, self-study report, other required materials and supporting documentation, and payment of the fee, the application documents will undergo a preliminary review, as follows:

- i. The first stage of the preliminary review will be undertaken by a member of the ACPE Staff. The review will evaluate the completeness of the required documentation and data. If the self-study report and/or supporting documentation are deemed to be inadequate to allow evaluation by the Preliminary Review Team, International Commission (Commission), and Board, ACPE will provide details of the deficiencies and request the college to resubmit a revised version of the report and/or documentation within a specified period of time. An application for International-Preaccreditation or International-Accreditation will not progress to the second stage of preliminary review until it is determined by Staff that the report and/or supporting documentation are complete.
- ii. The second stage of the preliminary review will be undertaken by a Preliminary Review Team (PRT) appointed for this purpose. The PRT will review the application, self-study report, and supporting documents to evaluate the college and program's readiness for an evaluation visit. The review will be conducted using an instrument (International Threshold Rubric) adopted by ACPE for this purpose. The instrument used will also be made available to the college or institution applying for International-Preaccreditation or International-Accreditation of its Program.

Findings, conclusions, and recommendations from the PRT will be presented to the Commission. If the preliminary review of the application, self-study report, and other materials submitted suggests that the Program is ready for an evaluation visit, i.e., has a reasonable likelihood of being granted International-Preaccreditation or International-Accreditation, the Commission will recommend to the Board that an evaluation visit be authorized by the Board. If, based on review of the PRT and the program's self-study report, the Commission does not recommend that the Board authorize an initial evaluation, the Commission will recommend that the program revise and resubmit the application. No additional

applications fees will be charged should the program opt to revise its application and the revised application is received within 12 months. The college may opt to proceed with submission of the original application and request that the application and the corresponding PRT be forwarded to the ACPE Board for consideration, along with the recommendations from the International-Commission.

If the Board's review of the application, self-study report, and other materials finds that they are incomplete or do not otherwise provide sufficient evidence that suggests that planning has taken into account the International-Accreditation Quality Criteria, the Board will not authorize an evaluation visit and will advise the college to revise its application and to resubmit an appropriately revised application. In such instances, the findings from the preliminary review will be provided to the college to further inform the Program on the Quality Criteria that need to be addressed in the revised application. If the Board's review of the application, self-study report, and other materials submitted suggests that planning has adequately considered the Quality Criteria, the Board will act to authorize an evaluation visit in accord with standard evaluation and operational procedures (refer to paragraph 17).

The Board's authorization of the conduct of an initial evaluation visit is valid for twelve (12) months; i.e., the evaluation visit must be conducted during one of the next two regular evaluation cycles following the Board's Action. If, for any reason, the evaluation visit is not conducted within the twelve-month period, the college will be requested to submit an updated application for the program, and authorization of the conduct of the evaluation visit will be subject to further review by the Commission and reconsideration by the Board. ACPE will provide guidance to the college regarding the content, format, and deadline for submission of the updated application. An updated application submitted under these circumstances (after the initial 12-month period) shall incur an application re-submission fee in accordance with the Fee Schedule.

ACPE will include details of forthcoming evaluation visits for the purpose of an application for International-Preaccreditation or International Accreditation in the Report of Proceedings following the regularly scheduled meetings of the Board.

11.4 Exemption from Elements of the Application Process:

At the discretion of the Board, a Program for which International-Preaccreditation was granted may be exempted from elements of the application process and requirements, including submission of a Letter of Intent and the Pre-Application Consultation.

12. Advancement from International-Preaccreditation to International-Accreditation

Subject to the timeline requirements detailed herein, a college or Institution with an Internationally-Preaccredited Program can be considered for and may initiate an application to advance from International-Preaccreditation to International-Accreditation at any time, provided that International-Accreditation can be granted only after the date of graduation of the first class. The application must include a self-study report from the college detailing how it assesses that its Program is in compliance with all International-Accreditation Quality Criteria, and any other data or documentation requested by ACPE. The report and other documentation and data must be in the format required by ACPE. ACPE will not charge an application fee for a program to Advance from International-Preaccreditation to International-Accreditation, provided that the program has been maintained in all aspects of its International-Accreditation Status to the satisfaction of the Board. All other applicable fees and expenses, such as those related to the evaluation visit, will apply. The college must inform ACPE of their intent to proceed with applying for advancement from International-Preaccreditation to International-Accreditation on or before April 1 for consideration of advancement by the Board at its meeting the following January, or October 1 for consideration of advancement by the Board at its meeting the following June. A comprehensive evaluation will be scheduled to evaluate the program's compliance with the Quality Criteria. The college's self-study must be submitted at least six weeks in advance of the comprehensive evaluation. The ETR from the evaluation visit, the college's self-study report, and any updated/supplementary information provided by the college will be reviewed by the members of the Commission, who will make a recommendation to the Board regarding the granting of International-Accreditation. The Board will consider the college's self-study report, the ETR, and recommendations of the Commission as the basis for the Board's action.

The Board may grant International-Accreditation, grant Provisional International Accreditation, maintain International-Preaccreditation status and advise the college or Institution to defer its application and resubmit a revised application addressing issues identified by the Commission and Board, deny International-Accreditation, or take such Action as it may deem to be appropriate. In the event of a recommended deferral, the School or Institution applying for International-Accreditation will be provided with a list of issues that must be addressed before advancement to International-Accreditation can be considered. In the event of a denial, the School or Institution applying for International-Accreditation will be provided with a detailed explanation of the reasons, citing the applicable Quality Criterion/Criteria. The Board's action to defer and request that the college resubmit an application is not an Adverse Action and is not appealable.

Following an evaluation visit, a request by the Board to defer, revise and re-submit, a revised application submitted within twelve (12) months of the date of receipt by ACPE of the original application to Advance to International Accreditation shall not incur an application re-submission fee. Following a recommendation to defer, revise and re-submit, a revised application submitted later than twelve (12) months after the date of receipt by ACPE of the original application to Advance to International-Accreditation shall incur an application resubmission fee in accordance with the Fee Schedule.

13. Maintenance of International-Accreditation Status

The procedures for evaluation for purposes of continuing International-Accreditation or International-Accreditation (online evaluation) are determined by the Board.

13.1 Initial Term following Granting of Initial International-Accreditation: Programs granted International-Accreditation, including those with the (online evaluation designation) will have an initial term of two (2) years. Requirements for interim reporting during the initial two-year term will be outlined in the Board's Action and Recommendations. Prior to the expiration of the two-year term, ACPE will communicate with the college to schedule a Focused Evaluation Visit for the purpose of evaluating compliance with all Quality Criteria. No fewer than eight (8) weeks prior to the evaluation visit, the college must submit a written report to ACPE, in the required format, which summarizes progress and achievements made by the college and program and provides evidence of continued compliance with all Quality Criteria. The college or institution shall pay ACPE the applicable fee and cover all expenses related to the evaluation visit in accordance with these policies and procedures.

Based on the ETR following the Focused Evaluation Visit, any additional data or documentation provided by the college, and the recommendations of the International Commission, the Board shall take an Action in accordance with paragraph 17.5. Following the initial two-year term, the standard term for a Program that is in compliance with the Quality Criteria, is four (4) years, to bring the Program onto the standard review cycle of six (6) years.

13.2 Continuation of International-Accreditation: The standard review cycle between Comprehensive Evaluation Visits is six (6) years. The exact dates of the evaluation visit are established in consultation with the Dean. Instructions concerning the details of the evaluation visit, the materials required (e.g., Invitation to Evaluate, self-study report, and supporting documents), the evaluative procedures employed, and the fees will be made available by ACPE.

ACPE may review programs for purposes of continued International-Accreditation Status, including those programs with the (online evaluation) designation, at any time within the six (6) year cycle. Shorter review cycles are designed to monitor progress on specified issues. Such reviews may be based upon a written report of progress (interim report) from the college, an evaluation visit (Focused Visit), or another method of review as deemed appropriate. A Focused Evaluation Visit requires a written report to be submitted in accordance with standard evaluation and operational procedures. Modifications to the review cycle, including extensions, may be made by ACPE for administrative or other valid reasons, and ACPE will also consider requests from a college for an alteration in the review cycle; however, the review cycle will not extend beyond six (6) years without due cause.

Failure of a college to cooperate in any part of the International-Accreditation review process after due notice of the scheduled review has been given may constitute grounds for an Administrative Warning or an Adverse Action by the Board.

14. **Provisional International-Accreditation:** Programs granted Provisional International-Accreditation, including those with the “(online evaluation)” designation, will be awarded a Term of two (2) years. Requirements for any interim reporting during the two-year term will be outlined in the Board’s Action and Recommendations. Prior to the expiration of the two-year term, ACPE will communicate with the college to schedule a Focused Evaluation Visit for the purpose of evaluating compliance with all Quality Criteria. No fewer than eight (8) weeks prior to the evaluation visit, the college must submit a written report to ACPE, in the required format, which summarizes progress and achievements made by the college and program and provides evidence of compliance with all Quality Criteria. The college or institution shall pay the applicable fee and cover all expenses related to the evaluation visit in accordance with these policies and procedures. Based on the ETR following the Focused Evaluation Visit, any additional data or documentation provided by the college, and the recommendations of the International Commission, the Board shall take an Action.

At any regularly scheduled meeting of the Board within the awarded two-year Provisional International-Accreditation term, the Board may re-evaluate the program to consider advancing the program to International-Accreditation. The Board may advance the program to the status of International-Accreditation or International-Accreditation (online evaluation) (as applicable) provided the issues identified in the Actions and Recommendations Report have been addressed to the satisfaction of the Board.

In the event that the Board determines that a Program with the status of Provisional International-Accreditation or Provisional International-Accreditation (online evaluation) remains in Partial or Non-compliance with a Quality Criterion/Criteria and has not made adequate progress toward bringing the Criterion/Criteria into compliance, the program will be invited to show cause as to why International-Accreditation Status should not be withdrawn. Any response from the college must be presented in advance of the next meeting at which the program is scheduled for consideration. The Chief Executive Officer of the Institution or a designate, and the Dean may be invited to present comments at a meeting(s) of the International Commission and/or Board, either in person or via an appropriate form of telecommunication. Failure by the college to adequately address the deficiencies or provide a plan that is acceptable to the Board to address the deficiencies may result in an Adverse Action, including withdrawal of International-Accreditation Status (see paragraph 21).

A college with a Provisionally Internationally-Accredited Program (with or without the online evaluation designation) may submit to ACPE a petition to be granted an extension of the two-year Term. The Board may grant an extension of the term if the college can demonstrate good cause as to why such an extension may be warranted. Examples of potential circumstances that may warrant an extension of the term include natural or man-

made disasters, such as flood, hurricane, and war, as well as major programmatic factors affecting a college's ability to achieve International-Accreditation, such as a sudden change in leadership or major national change in direction for education or the profession of pharmacy. The college's petition must be submitted to ACPE **no later than seventy-five (75) days** before the expiration of the term. The petition must include a detailed description and timeline of the college's plan to address the area(s) of Partial and/or Non-compliance and evidence of adequate support from the college and/or Institution to ensure effective and timely implementation of the plan. Monitoring in accordance with the Board's direction will be scheduled and conducted to ensure that the plan is being effectively implemented.

15. Redesignation from “(online evaluation)”

For a program with the designation of “(online evaluation)”, the next evaluation visit will be scheduled on-site in the event that travel to the country or region in question is possible in accordance with ACPE's Travel Policy. For a program in the initial two-year term, the focused evaluation visit conducted at the end of the term will serve to evaluate the program for redesignation if travel is permissible. Following the initial two-year term, for programs that continue to maintain the (online evaluation) designation, if the conduct of an on-site visit subsequently becomes possible in accordance with the ACPE Travel Policy, the institution or college may request ACPE to conduct an on-site Verification Visit so that the program can be considered for redesignation to remove the (online evaluation) designation. The verification visit will be scheduled and conducted as soon as deemed possible by ACPE and may occur in conjunction with the standard Focused Evaluation conducted for consideration of continuation of the program's International-Accreditation Status. The verification visit must, at a minimum with regard to compliance, affirm the findings and conclusions from the evaluation online. If the verification visit does not, at a minimum with regard to compliance, affirm the findings and conclusions from the online evaluation or the Verification Visit evaluation team identifies new concerns or issues of compliance, the Board will take an Action in accordance with its established decision-making process, which may include the Withdrawal of the International-Accreditation status.

The Institution may, however, elect to maintain the (online evaluation) designation **until such time** as the Board requests an **on-site** evaluation visit to consider continuation of the program's international-accreditation recognition. If, at this time, travel to the country or region in question is possible, the next evaluation visit must be conducted **on-site**.

16. International-Accreditation with Probation

In the event that the Board determines that a program is in Partial or Non-compliance with a Quality Criterion/Criteria and has not made adequate progress toward bringing the Criterion/Criteria into compliance, the program may be placed on probation.

For any program placed on probation, the status and the Quality Criterion/Criteria found to be Partially or Non-compliant will be published in the Directory on the ACPE website. Any

response of the college to the Action should be presented in advance of the next meeting at which the program is scheduled for consideration. The Chief Executive Officer of the Institution or a designate, and the Dean are invited to present comments at this Board meeting, either in person or via an appropriate form of telecommunication.

Failure by the college to address the deficiencies that were the basis for placing the program on Probation within the timeframe designated by ACPE may result in an Adverse Action (see paragraph 21).

17. Evaluation and Operational Procedures

17.1 Expectations for Materials, Documentation, and Communication: The operational language of ACPE is English and ACPE reserves the right to require that all communications with ACPE and its representatives be conducted in English. This includes new and continuing applications for International-Accreditation and International-Preaccreditation, all requested materials and reports, consultation and evaluation activities, and any hearings. Translations must facilitate accurate and efficient evaluation of materials and data. All costs for translation must be covered by the college or institution. When it is not feasible for a college or institution to provide documents in English (such as historic and/or lengthy documents), a summary in English of the key elements should be provided.

17.2 Self-Study and Self-Study Report: For the purposes of conducting an accreditation evaluation for consideration of International-Preaccreditation or International-Accreditation, including instances in which the evaluation will be conducted online, submission of a self-study report and other administrative details as specified by ACPE are required. The self-study process for International-Preaccreditation and International-Accreditation should be in-depth and broad-based, involving a representative portion of the college's administrative leaders, academic staff, professional, technical, and administrative staff, students, graduates of the program (not applicable for International-Preaccreditation), preceptors, practitioners, governing body, and other appropriate stakeholders.

The self-study report must use the template or format required by ACPE and should include required documentation and data as specified by ACPE. The self-study report should:

- provide a description and analysis of the Professional Degree Program, including the strengths and limitations of the program, and where deficiencies exist:
 - outline plans for improvement, with appropriate implementation strategies, resource implications, and timelines; and
 - describe progress with implementation of the plan and provide evidence of success towards achieving full compliance of the Program with the Quality Criterion/Criteria.
- provide the college's self-assessment of compliance with the Quality Criteria; and

- describe the institution's future planning.

For International-Preaccreditation, where elements are not yet in place, the self-study should provide full details of its plans and timelines.

As an integral component of its International-Accreditation review, ACPE conducts its own analyses and evaluations of the self-study process, self-study report, and other data and documentation provided.

To ensure adequate evaluation of educational quality and to effectively present efforts to improve quality, ACPE requires colleges to submit a printed or electronic self-study report directly to ACPE using the *Self-Assessment Instrument for International-Accreditation of Professional Degree Programs in Pharmacy* or the *Self-Assessment Instrument for International-Preaccreditation of Professional Degree Programs in Pharmacy* as a template. Similar instruments, *Evaluation Instrument for International-Accreditation of Professional Degree Program of Colleges of Pharmacy* and *Evaluation Instrument for International-Preaccreditation of Professional Degree Program of Colleges of Pharmacy* (the “Rubrics”) are used by evaluation teams during evaluation visits to facilitate the team’s evaluation of the Program’s compliance with the Quality Criteria or progress towards compliance, as applicable. The final determination of a program’s compliance with Quality Criteria or progress towards compliance is made by the Board.

17.3 Evaluation Visits: Prior to the evaluation visit, the college’s self-study or interim report (as applicable) and other pertinent materials are distributed by Staff to members of the evaluation team for their independent analysis. Evaluation teams include a commensurate number of evaluation team members for the scope of the visit. Evaluators must be qualified by experience and training and may include members of the Board and International Commission. An ACPE Staff member participates in an administrative capacity. The composition of the evaluation team is determined by ACPE based on the nature and needs of the evaluation visit. In order to be trained as an evaluator, an individual must have held an academic appointment in a college of pharmacy or have been employed as a pharmacy practitioner for a minimum of five years. ACPE establishes and periodically reviews and updates the criteria for identification, selection, and retention of members of evaluation teams; such criteria include qualifications, experience, understanding of contemporary and needs-based pharmacy practice and education, cultural competence, ethics, professionalism, consistency, impartiality, and adherence to ACPE guidelines, and policies and procedures. Prior to deployment, all members of evaluation teams and persons otherwise involved in the evaluation of programs must complete initial training on the Quality Criteria, policies and procedures, evaluation techniques, and respective roles in the evaluation process. Periodic refresher training, especially following significant revisions of the Quality Criteria, must be completed by all persons involved in the evaluation process.

The Dean of the college to be visited is given the opportunity to review the proposed team for perceived or real conflicts of interest. With the agreement of the Institution and ACPE, other individuals may be invited to observe the evaluation visit to facilitate a better understanding of ACPE's International-Accreditation policies and procedures. The size of the evaluation team, the specific dates of the evaluation visit, and the number of days necessary for completion of the evaluation visit are established in consultation with the Dean.

Ordinarily, the evaluation visit involves two to four days and includes interviews with the Dean and other administrative leaders of the college, members of the academic staff, students, graduates of the Program, preceptors, and University staff and administrators. Evaluation visits related to an application for International-Preaccreditation will be structured appropriately commensurate with the stage of development of the Program.

During the evaluation visit, the members of the evaluation team may confirm that the college, institution, and program meet the Eligibility Criteria. An inspection is made of physical facilities educational resources, and the facilities utilized for pharmacy practice experiences. Evaluation team members are provided with guidelines for the conduct of meetings and interviews and a Criterion-by-Criterion evaluation instrument (the "Rubric") to conduct their review. At the conclusion of the evaluation visit, the evaluation team presents findings verbally to the Dean of the college and to the Chief Executive Officer of the Institution, generally the President (or equivalent) or a designate. These findings serve as the framework for the written ETR, which is first provided to the members of the evaluation team for their review and comment, then to the Dean for correction of any factual errors, and subsequently (in final version) to the Institution, Commission, and Board for Action.

The college is expected to demonstrate that it systematically obtains outcome information, and that it applies this information to foster programmatic improvements and to enhance student learning and achievement of the required competencies. Other activities of the college may markedly influence the instruction given in the Professional Degree Program; accordingly, if applicable, the evaluation for purposes of International-Accreditation or International-Preaccreditation will include a review of other activities that may be sponsored by the college, such as, non-practice undergraduate degree programs in pharmacy-related disciplines, graduate offerings including master and doctor of philosophy degree programs in pharmacy-related disciplines, other health sciences programs offered at the college, continuing education activities, certificates or other non-degree programs, research and scholarly activities, and professional and public service programs.

ACPE may rely upon the assessments made by any applicable accrediting/quality assurance agencies concerning the basic science and general education components of the Programs. Additionally, the evaluations of the national or

regional accrediting/quality assurance agency concerning general institutional policies and central administrative support may be used in the evaluation/assessment process. However, ACPE is not obliged to consider the evaluations of any other agency.

17.3.1 Inability to Conduct an On-Site Evaluation: When it is **determined by ACPE**, in accordance with its Travel Policy (see Addendum 2), that an on-site evaluation cannot be conducted, the institution will be informed that an online evaluation can be offered.

In the instance of the initial evaluation visit for consideration of International-Accreditation or International-Preaccreditation, the Institution will be given the option to either postpone the evaluation visit or agree to complete an online evaluation. A program for which the evaluation visit is conducted online will have the status identified with the (online evaluation) designation.

As provided in paragraph 11.3, the Board's authorization of the conduct of an initial evaluation visit is valid for twelve (12) months; i.e., the evaluation visit (on-site or online) must be conducted during one of the next two regular evaluation cycles following the Board's Action.

An Institution may request ACPE to conduct the evaluation visit online if it is aware of factors that would make an on-site evaluation visit unsafe or unadvisable for any reason, but the **final decision** as to whether or not an on-site evaluation visit is possible or desirable will be **made by ACPE**. An institution is not permitted to request an online evaluation purely for reasons of convenience or cost.

The online evaluation will be conducted in accordance with ACPE's Online Evaluation Policy and Guidance (see Addendum 4).

17.3.2 Conduct of Verification Visits: In instances where the initial evaluation visit was conducted online, an on-site verification visit may be requested once travel to the country is feasible, in accordance with ACPE's Travel Policy. Dates for the verification visit will be mutually agreed by the college and ACPE.

A fee will be charged for the verification visit, in accordance with the Fee Schedule. ACPE will try to ensure that the total cost (fees and expenses) to the Institution for the conduct of the original online evaluation and the subsequent verification visit will not be greater than the fees and estimated expenses would have been for a typical comprehensive on-site evaluation with the standard four-member team.

Depending on the type and complexity of the evaluation visit, the Verification Visit will be conducted by an evaluation team with one or two members, at least one of which will be a member of the ACPE Staff. Based on the number of different locations/campuses to be visited, the verification visit should typically take no more than one to one-and-a-half days to complete. The conduct of the sessions, interviews, etc., during the Verification Visit will follow a similar – but abbreviated – format to sessions in a typical on-site evaluation visit. The evaluation team members will verify the findings from the online evaluation regarding each Quality Criteria, paying particular attention to the evaluation of aspects of the Program that are more challenging to evaluate in an online environment, such as physical facilities, practice sites, etc.

The evaluation team will produce an Evaluation Team Report (ETR) following the Verification Visit and either: (a) affirm the findings and conclusions of the ETR, or (b) note any differences or updates in findings and conclusions (either “positive” or “negative”) and make appropriate recommendations to the ACPE Board. The procedure for the finalization of the Verification Visit ETR will be the same as for a typical ETR, including the opportunity for the College to review a draft and correct any errors of fact and to submit a response to ACPE after the Verification Visit-ETR is finalized.

- 17.4 Evaluation Team Report:** The evaluation team provides the perspective of an independent external peer review. As a result of the evaluation visit, a written ETR that describes the evaluation team’s findings and conclusions regarding compliance of the Program with each of the Quality Criteria is provided to the Dean of the college and the Chief Executive Officer (or designated representative) of the institution within a reasonable time after the evaluation visit. The ETR also comments on the Program's areas of strength and areas needing improvement; mentions specific areas, if any, where the evaluation team believes that the program is Partially or Non-compliant with the Quality Criteria; and may offer suggestions concerning means of improvement for the college to consider. The Dean of the college is given the opportunity to correct factual errors in the draft ETR prior to finalization and distribution of the ETR to the college, institution, Commission, and Board. The Chief Executive Officer (or designated representative) of the Institution and the Dean of the college may also provide comments and supplemental materials related to the facts and conclusions presented in the ETR for any Criteria found to be partially or non-compliant prior to the time the ETR is reviewed by the Commission, and the Board for Action. Any such materials must be received by ACPE no later than the submission date(s) communicated to the college. The ETR is not a Board Action but is an evaluative step in the International-Accreditation process.

17.5 Accreditation Actions: Based on the ETR, the self-study report, communications received from the Institution, a presentation by the Chief Executive Officer of the Institution or a designated representative and/or the Dean of the college (if invited), and the recommendation of the Commission, the Board determines the Program's compliance with the Quality Criteria, takes an Action (type of International-Accreditation Status, International-Accreditation Term, and any conditions associated with the International-Accreditation Status), and presents comments and recommendations. A copy of the Action and Recommendations (A&R) indicating the International-Accreditation Status granted by the Board, along with International-Accreditation Term and conditions, comments, required interim monitoring, and the timeframe within which ACPE will conduct its next evaluation of the Program is sent to the Chief Executive Officer of the Institution and the Dean of the college.

The ETR and the A&R are confidential documents and are considered to be the property of the Institution. Except in the instance of exercise of the appeal procedure as provided in these policies and procedures, or as otherwise indicated in this paragraph, these documents will not be released by ACPE to third parties without the authorization of the Chief Executive Officer of the Institution. Without such authorization, the sole information available to the public consists of that information contained in the Directory and in the Report of Proceedings from the meeting at which the Action was taken. If the Institution publishes or releases any portion of the ETR or the A&R, or releases any statement concerning such documents and/or the International-Accreditation Status of the Program, that ACPE determines requires public clarification or presents a misleading impression, ACPE may publish an appropriate response or require the release of such documents in their entirety.

Accreditation Actions shall be taken by the Board only during a regularly scheduled meeting of the Board.

17.5.1 Findings of Partial or Non-Compliance: In the event that the Board determines a program is in Partial or Non-compliance with a Quality Criterion/Criteria, the A&R will include notification of the finding of Partial or Non-compliance and outline the requirements for bringing the Criterion/Criteria into compliance. Failure to bring any Criterion found to be Partially Compliant or Non-compliant into compliance in a timely manner may result in the program being placed on probation or an Adverse Action (see Paragraph 21).

The ACPE Board may grant an extension of time to bring a Criterion into compliance if the college can demonstrate good cause as to why such an extension may be warranted. Examples of potential circumstances that may warrant an extension of time include natural or man-made disasters, such as flood, hurricane, and war. Demonstration of good cause must include a detailed description of the college's plan to address the area(s) of

Partial and/or Non-compliance, the provision of adequate support from the College and/or Institution to ensure effective implementation of the plan, and evidence that the plan will be effectively implemented within a period of time acceptable to and specified by the Board. Monitoring in accordance with the Board's direction will be conducted to ensure that the plan is being effectively implemented.

17.6 Voluntary Withdrawal of an Application: At any time after submission of an application for International-Preaccreditation or International-Accreditation, the college or Institution may voluntarily withdraw its application or request that the Board postpone taking action on the application. If the college or institution subsequently resubmits the application (in its original or an amended form) or requests that the Board takes action on the application (in its original or an amended form), the provisions of paragraph 17.7, with respect to the payment of a re-submission fee, shall apply.

17.7 Re-Submission of an Application for International-Preaccreditation or International-Accreditation: Following voluntary withdrawal of an application for International-Preaccreditation or International-Accreditation by a college, a revised application submitted within twelve (12) months of the date of receipt by ACPE of the original application shall not incur an application resubmission fee. A revised application submitted later than twelve (12) months after the date of receipt by ACPE of the original application shall incur an application resubmission fee in accordance with the Fee Schedule.

Following a recommendation by the Commission or Board to defer, revise, and re-submit, a revised application submitted by the college within twelve (12) months of the date of the original application shall not incur an application re-submission fee. Fees associated with the evaluation visit will still be the responsibility of the college. Following a recommendation to defer, revise, and re-submit, a revised application submitted by the college later than twelve (12) months after the date of the original application shall incur an application re-submission fee in accordance with the Fee Schedule.

A revised application for International-Preaccreditation or International-Accreditation shall first be reviewed by a member of the Staff appointed for the purpose to ensure that all required issues have been addressed. Incomplete re-submissions will be returned to the college or institution with an appropriate explanation. Complete re-submissions will be sent to the Commission for its consideration and recommended Action by the Board.

Following review by the Commission, the resubmitted application will be forwarded to the Board with the Commission's findings for the Board's consideration and Action. If the Board does not authorize an evaluation visit, the college or institution may be invited to submit a new application and self-study report.

17.8 Alterations to the Established International-Accreditation Review Procedures or Term: ACPE Staff will schedule evaluation visits within the designated timeframe as specified in the A&R.

Under circumstances, as **determined by ACPE**, that prevent ACPE from conducting a scheduled **on-site** evaluation visit of a program for purposes of Affirmation of International-Preaccreditation Status or Advancement from International-Preaccreditation to International-Accreditation, ACPE, in cooperation with the Institution, shall endeavor to identify and agree on an alternative venue or format for conducting the evaluation visit in a timely manner. If an evaluation to consider Advancement to International-Accreditation Status is conducted **online**, the Board will consider the Program for the granting of the status of International-Accreditation (online evaluation).

If an evaluation visit cannot be scheduled during the timeframe specified in an A&R, ACPE in conjunction with the college shall determine when such an evaluation visit can be scheduled for a date falling outside the timeframe specified in the A&R. The decision to postpone or cancel a scheduled on-site evaluation visit will be made in compliance with the ACPE Travel Policy and with deference being given, if possible, to governmental or institutional policies in effect. Notice of such a postponement or cancellation shall be made as soon as is feasible following identification of the causative issue(s). Any costs/fees incurred prior to a postponement or cancellation shall, whenever possible, be credited toward the conduct of the next evaluation visit, preferably as soon as is possible.

Under extenuating circumstances, at the request of ACPE and/or the Institution, the Board may grant an Administrative Extension of the International-Accreditation Term. The length of the extension and the reasons, as well as any other conditions or requirements, shall be determined by the Board and communicated to the Institution in a timely fashion.

18. Confidentiality and Conflict of Interest Policy

18.1 Access to College and Program Information: All information pertaining to the applicant/college and the program is accessible only to those authorized to have access and is protected throughout the International-Accreditation process.

18.2 Conflict of Interest Policy: ACPE maintains internal policies and procedures to avoid conflicts or appearances of conflict of interest, which are applicable to and enforced in respect to all aspects of International-Accreditation.

18.3 Avoidance of Conflict of Interest: To avoid any perception of conflict of interest, it is standard policy that neither ACPE, its Staff, nor any other representative acting on behalf of ACPE, may accept from an individual, college, Institution, or organization any gift, payment, payment-in-kind, or any other consideration of material value, other than the agreed fees for International-Accreditation,

evaluation, training, or consultation. ACPE's Executive Director shall determine whether or not a gift is deemed to have "material value."

19. Annual and other Reporting during the International-Accreditation Term

Program evaluation between Comprehensive Evaluation Visits is achieved by means of annual reporting, correspondence, written interim reports, and Focused Evaluation Visits as may be requested by the Board. As determined by ACPE, colleges with Internationally-Accredited programs are required to annually report requested program information, which may include enrollment trends and academic staff resources, and performance of graduates on standardized licensure examinations (where applicable). Colleges must submit the required data in the format and timeframe specified by ACPE.

19.1 Changes and Trends in Enrollment: At least once per year, the Commission and Board will review data relating to enrollment of students in the Internationally-Accredited program for the purpose of identifying changes and trends in enrollment that may impact the ability of a program to remain in compliance with the Quality Criteria. ACPE will follow-up with applicable colleges via written correspondence requesting that they identify the cause of the change or trend and provide an action plan for correcting any changes or trends that may negatively impact programmatic quality including:

19.1.1 A letter will be sent to a college having a change in enrollment in the first professional year larger than 20 percent over a five-year period or less. Situations in which a Program is deemed to be in a period of transition between Professional Degree Programs will be taken into account in a review of a Program's ability to remain in compliance with the Quality Criteria, particularly those addressing curricular effectiveness.

19.1.2 A letter will be sent to a college based on any other analysis indicating a substantial trend affecting a program's ability to remain in compliance with the Quality Criteria, particularly those Quality Criteria addressing curricular effectiveness.

19.2 Academic Staff Resources: At least once per year, the Commission and Board will review data provided by the college relating to the academic staff resources available to the Internationally-Accredited program for the purpose of identifying changes and trends that may impact the ability of a program to remain in compliance with the Quality Criteria.

ACPE will follow-up with applicable colleges via written correspondence requesting that they identify the cause of the change or trend and provide an action plan for correcting any changes or trends indicating a substantial negative trend in staff resources affecting a program's ability to remain in compliance with the

Quality Criteria, particularly those Quality Criteria addressing curricular effectiveness.

19.3 Non-Compliance with Requirements for Annual Reporting: ACPE reserves the right to reasonably request, on an annual basis, data and/or other relevant information from college with Programs with International-Accreditation Status, which allows ACPE to evaluate ongoing compliance of the Program with the Quality Criteria. The Program of any college that does not provide data and/or information in accordance with the above policies and procedures and within the timelines specified in communications from ACPE may be placed on Administrative Warning (see paragraph 8.5).

19.4 Repeated Annual Reporting Concerns: Programs with International-Accreditation Status that repeatedly raise the concerns of the Board in one or more of ACPE's annual reporting areas will be subject to further Action by the Board.

20. Substantive Change

ACPE is responsible for reviewing all Substantive Changes that occur between regularly scheduled Comprehensive Evaluation Visits to determine whether or not the change has affected the quality of the program and to assure the public that all aspects of the Professional Degree Program continue to comply with the Quality Criteria. While the decision to implement a Substantive Change is the prerogative and responsibility of the college and Institution, ACPE is obligated to determine the effect of any Substantive Change on the program's ability to comply with the Quality Criteria.

It is the responsibility of the Dean of a program with International-Accreditation Status that proposes to implement a Substantive Change to provide written notification of the proposed change to ACPE in advance of the implementation of the change. If a college is unclear as to whether a change is substantive in nature, the Dean should consult with ACPE Staff.

ACPE's definition of Substantive Change includes, but is not limited to:

- A substantial change in the established mission or goals of the institution or college;
- Curricular changes that represent a significant departure in either content or method of delivery, from those that were offered during the Program's previous International-Accreditation review including:
 - development of an agreement for joint delivery of a program
 - use of distance learning technologies or other unique methodologies to deliver a substantial portion of the curriculum, e.g., 25% or higher (see also Addendum 5);
- A substantial change in enrollment in the program (defined as 20% or more in one year or cumulatively over two consecutive years);
- A substantial change in the number of clock or credit hours required for successful completion of the Program;
- A significant change in the length of the program;

- The establishment of an additional geographic location at or from which substantial portions of the program are delivered;
- A substantial change in academic staff composition or capacity;
- Change in the legal status, governance, or ownership of the college or institution;
- Changes in financial resources that could affect the quality of the program;
- Changes in leadership;
- Changes in organizational structure;
- Change in status with another accrediting or quality assurance agency; and/or
- Any other changes that the Dean feels require notification to ACPE.

Documentation that the program will continue to comply with the Quality Criteria must be provided. The notification must allow sufficient time for evaluation of continued compliance with the Quality Criteria by ACPE. ACPE reserves the right to review and reconsider the terms of the Program's International-Accreditation Status in accord with standard evaluation and operational procedures or appropriate monitoring, such as an evaluation visit (see Addendum 5 *Guidelines to Substantive Change Policies and Procedures* for additional information regarding Substantive Change reporting procedures). Substantive change notifications are evaluated at the next regularly scheduled Board meeting. A communication is sent to the college following the Board's review of the change and will outline any additional monitoring required, any change in a Criterion's Compliance Rating, and notification of an evaluation visit, if warranted by the Board.

If a college fails to follow this Substantive Change policy and its procedures, the International-Accreditation Status of the Program may be placed in jeopardy.

21. Adverse Actions: Denial of International-Accreditation or International-Preaccreditation, or Withdrawal of International-Accreditation Status

21.1 Denial of International-Accreditation or International-Preaccreditation: Denial of International-Accreditation or International-Preaccreditation will occur when there is evidence that the program applying for International-Accreditation or International-Preaccreditation exhibits substantial deficiencies that prevent compliance with the Quality Criteria. Denial of International-Preaccreditation or International-Accreditation by the Board is an Adverse Action and is subject to appeal.

Programs denied International-Preaccreditation or International-Accreditation may not reapply for International-Preaccreditation or International-Accreditation until twelve (12) months from the date of the International-Preaccreditation or International-Accreditation denial by the Board. Reapplication shall include at a minimum an updated application and self-study report, preliminary paper-based review of the application, a Comprehensive Evaluation Visit (if authorized), and the payment of all applicable fees.

- 21.2 Withdrawal of International-Preaccreditation or International-Accreditation:** Withdrawal of International-Preaccreditation or International-Accreditation Status by ACPE will occur when there is documented evidence that a program exhibits ongoing deficiencies in achieving or maintaining compliance with a Quality Criterion/Criteria and that the deficiencies are sufficiently serious to raise concerns regarding overall programmatic quality, or fails to comply with other requirements to maintain International-Preaccreditation or International-Accreditation Status, as determined by the Board. Such action is taken by the Board after written notification to the program of the specific issues of inadequate progress or non-compliance and the Board's finding that the college has failed to remedy issues cited within the time frame indicated in the notification. The time period may be extended only for good cause as determined by the Board.

Regardless of the International-Accreditation or International-Preaccreditation Status of a Program, rapid and precipitous deterioration of the quality of the Program may be sufficient grounds for the immediate withdrawal of International-Accreditation or International-Preaccreditation Status, whether or not a period of status with Probation or other opportunity to remedy issues of Partial or Non-compliance with the Quality Criteria has been provided.

- 21.3 Notification of Adverse Action:** Notification of an Adverse Action by the Board shall be in writing and delivered (with proof of delivery required) to the Chief Executive Officer of the Institution and to the Dean of the college affected. Such notification shall provide a statement of the reasons for the Adverse Action, along with notice of the right to appeal and the time constraints for initiating such an appeal as detailed under paragraph 21 of these Policies and Procedures.

Within thirty (30) days of a final decision (after appeal or expiration of the opportunity to appeal) of an Adverse Action, written notification shall be made to the Institution, any applicable agency, and published on the ACPE website within 72 hours of its notice to the College. A brief statement summarizing the reasons for the Adverse Action and any comments from the affected Institution shall be made available to any applicable agency and to the public via presentation on the ACPE website not later than 60 days after such final Action.

In the event of withdrawal of International-Accreditation or International-Preaccreditation Status, within thirty (30) days of such notification, or in the case of enduring materials, as soon as practically possible, the College or Institution must discontinue and remove all references to International-Accreditation or International-Preaccreditation Status of the Program by ACPE. Any outstanding fees or expense reimbursements for services provided by ACPE become payable immediately.

- 21.4 Reapplication:** No fewer than twelve (12) months after the effective date of denial of International-Accreditation or International-Preaccreditation or withdrawal of International-Accreditation or International-Preaccreditation Status, but at any time

thereafter, the Chief Executive Officer of the Institution or the Dean of the college may reapply for International-Accreditation or International-Preaccreditation.

22. Appeals Panel and Appeal Procedure for an Adverse Action

22.1 Right to Appeal and Retention of International-Accreditation Status: An Institution may appeal only the following negative decisions: (1) denial of International-Accreditation or International-Preaccreditation as a result of a decision by the Board, or (2) withdrawal of International-Accreditation Status as a result of a decision by the Board. The appeal procedure specified herein is the exclusive remedy for an Institution that believes a negative decision was unwarranted.

After receipt of notice of an Adverse Action, the Chief Executive Officer of the Institution involved may appeal the decision of the Board to an Appeals Panel on the grounds that: (a) the decision of the Board was arbitrary, capricious, or not supported by substantial evidence in the record on which the Board took the Action; or b) the procedures used by the Board to reach its decision were contrary to the Board's bylaws, International-Accreditation procedures or other established policies and practices, and that procedural error prejudiced the Board's consideration. The International-Accreditation Status of the Program existing prior to the Adverse Action shall continue, pending the disposition of the appeal, and such status shall continue to be reflected in the Directory until the appeal procedure is finalized. **Notice of appeal by the Institution shall be in writing and delivered to ACPE within 30 days after receipt of notification of the Adverse Action either: by certified mail, postage prepaid, with return receipt requested; or by email; or by facsimile to the offices of ACPE.** The appealing Institution shall affirm its responsibility to undertake the costs of the appeal and enclose or remit a deposit as specified in the Fee Schedule to be applied against expenses. Such notice of appeal shall summarize the facts supporting the grounds on which the appeal is based. ACPE shall promptly notify the appealing Institution of the date the notice of appeal was received.

ANY NOTICE OF APPEAL NOT FILED WITHIN THE 30-DAY PERIOD SHALL RESULT IN A DISMISSAL OF THE APPEAL.

Both parties of the appeal have the right to representation by counsel throughout the appeals procedure.

22.2 Members of the Appeals Panel

22.2.1 The Appeals Panel shall consist of no more than five (5) members. One (1) member shall be selected by the current chief elected officer (CEO) of the American Association of Colleges of Pharmacy; one (1) member shall be selected by the CEO of the American Pharmacists Association; one (1) member shall be selected by the CEO of the National Association of Boards

of Pharmacy; and two (2) members shall be selected by ACPE from former members of the ACPE Board of Directors or former members of the Commission. Members selected pursuant to the foregoing sentence shall be appointed for this purpose by ACPE's Executive Director. The Appeals Panel must include individuals with experience in quality assurance of pharmacy education and international pharmacy education and practice, and additional members may be added to the panel if the individuals appointed to the panel under the guidelines outlined above do not provide such representation. ACPE will ensure that all members of the Appeals Panel are well informed about ACPE's Quality Criteria and Policies and Procedures, and their application. In order to ensure currency, a special training session will be held for all Appeals Panel members prior to the convening of the Panel.

- 22.2.2** No former Board or Commission member shall be appointed to the Appeals Panel if that member participated in any manner while a Board or Commission member with respect to the Adverse Action taken by the Board against the appealing party or who, under the policies of ACPE, has an apparent or real conflict of interest with the appealing party.
- 22.2.3** No member of the Appeals Panel shall be a current member of the Board, Commission, or ACPE Staff, nor shall any member have an affiliation with the Institution involved that would create an apparent or real conflict of interest (e.g., graduate, present or former member of the Academic Staff).
- 22.2.4** Each member of the Appeals Panel will execute an agreement attesting to the fact that he or she has no conflict of interest with the appealing Institution or the Professional Degree Program of that Institution and agrees to hold confidential all matters pertaining to the appeal procedure, including but not limited to, all documents, all information and testimony received prior to and at the hearing, and the Appeals Panel's deliberations, unless a release of all or any part of such information is mutually agreed to by the parties.

22.3 Convening of the Appeals Panel

- 22.3.1** Promptly after receipt of the notice of appeal, ACPE shall contact the members and notify them of their appointment to the Appeals Panel as set forth in paragraph 22.2. ACPE shall notify the institution that initiated the appeal that the Appeals Panel has been created and inform it of the names of the members of the Appeals Panel. The Appeals Panel can be convened only on notice of appeal as described above. Meetings of the Appeals Panel may take place in person or by other means approved by the Board.

All reasonable expenses incurred by the Appeals Panel, including, but not limited to, travel expenses (e.g., transportation, accommodations, and

meals) and telecommunications expenses, shall be paid by the Institution that initiated the appeal. Notice of appeal shall be accompanied by a deposit as specified in the Fee Schedule to be used against expenses. If the total costs for the appeals process exceed the amount of the deposit paid, the additional amount shall be communicated to the Institution and must be promptly paid. Any surplus from the deposit paid that remains after the conclusion of the appeals process shall be promptly returned to the Institution. The institution shall be provided with an itemized list of the expenses of the Appeals Panel.

22.3.2 ACPE shall advise the members of the Appeals Panel of their responsibilities promptly upon identification of the members. Once convened, the Appeals Panel shall designate a chairperson who shall conduct the meetings of the Appeals Panel and shall function as the presiding officer at any hearings.

22.4 Appeals Procedure: Within thirty (30) days of the receipt by ACPE of the notice of the appeal, the Institution shall present a written statement of its position to the Appeals Panel. Within thirty (30) days after the Institution submits its written statement, the ACPE Board may submit a written response to the Appeals Panel. A hearing shall be held at a date mutually agreed upon by the parties and the Appeals Panel but not more than ninety (90) days after receipt of the notice of appeal by ACPE, at which time the appealing Institution shall have the opportunity to make a verbal presentation for no more than forty-five (45) minutes, followed by representatives of the ACPE Board which shall also have the opportunity to present for no more than forty-five (45) minutes. Thereafter, the Appeals Panel shall have the opportunity to direct questions to and hear responses from the Program and ACPE. The written statements and presentations must be relevant to the conditions existing at the Program during the dates on which the evaluation visit or other evaluation activity was made and on which the Adverse Action was taken. New evidence that was not considered by the ACPE Board at the time of its decision, including improvement in conditions and corrections of deficiencies made subsequent to the Adverse Action shall not be considered. The hearing shall be conducted in English and recorded. Either party may, at its expense, request such recording be transcribed. If translation services are required, the expense of such services shall be covered by the Institution that initiated the appeal.

Within thirty (30) days after the hearing, the Appeals Panel shall render a decision. The Appeals Panel may (i) affirm, (ii) remand, or (iii) amend the Adverse Action taken by the Board. In a decision to remand the Adverse Action to the Board for further consideration, or to amend the decision, the Appeals Panel must identify specific issues that the Board must address by providing an explanation and basis for remanding or amending the Board's decision. If the Appeals Panel affirms the Board's decision, the decision becomes final at that time. The Appeals Panel shall provide a written report of its findings, which shall be submitted to the Board, the

Executive Director of ACPE, the Chief Executive Officer of the Institution, and the Dean of the college concerned.

A decision by the Appeals Panel to remand or amend the Board's decision shall be considered by the Board at its next special or regular meeting. The Board shall take final Action consistent with the decision and/or instructions of the Appeals Panel. A report of the final decision shall be forwarded to the Chief Executive Officer of the appealing Institution, the Dean of the college, and members of the Appeals Panel.

The Appeals Panel shall be discharged by the Board at the adjournment of the regular or special Board meeting following the final Action by the Board.

23. Forum for Litigation

23.1 Court: Any litigation instituted by (i) any college against ACPE concerning any Action taken by ACPE involving the International-Accreditation process or (ii) any litigation instituted by ACPE against any college involving the International-Accreditation process shall be brought in Cook County, Illinois, USA, in the Circuit Court of Cook County or in the Federal District Court for the Northern District of Illinois.

23.2 Personal Jurisdiction, Right of Removal, and Applicable Law: Each such college and ACPE consent to personal jurisdiction by these courts. Nothing herein shall restrict the right of a college or ACPE to remove such litigation from state court to federal court in the USA, where permitted by law. The laws of the State of Illinois shall be applicable to all matters to come before the court provided that U.S. federal law will be applicable to federal questions that may arise during any litigation.

23.3 Prerequisite to Litigation: No litigation shall be instituted by a college involving an Adverse Action taken by ACPE until after the appeal procedure shall be instituted by such college and concluded in accordance with paragraph 22 of these Policies and Procedures.

24. Record Keeping Procedure for Professional Degree Programs with Current or Former International-Accreditation Status

ACPE will maintain complete and accurate records for each Professional Degree Program with current or former International-Accreditation Status in accordance with its Documentation Retention Policy ("Policy"), as updated from time to time. As required by the Policy, records will include ETRs, reports of periodic or special reviews conducted during the period with International-Accreditation Status, data, A&Rs (including Adverse Actions), a copy of the most recent application/self-study report, communications regarding substantive changes, and correspondence regarding the ETR or ACPE decisions. Documentation, data, and correspondence will be retained by ACPE for the period of time specified in the Policy and then destroyed.

25. Fees and Expenses

Fees for evaluation by ACPE for the purpose of International-Accreditation or International-Preaccreditation and consultation are set at a level intended to assist in the support and continued improvement of International-Accreditation and consultation services and to defray actual costs involved in the evaluation of Professional Degree Programs and provision of consultation. In addition, an annual fee is charged to Programs with an International-Accreditation Status. ACPE reserves the right to adjust the fees and set effective dates for such adjustments at any regular or special meeting of the Board. Due to the variability of travel arrangements and requirements to different countries, certain fees have to be set on a case-by-case basis. Direct expenses incurred by ACPE and its representatives that may be billed to the college or institution include the following (see also Addendum 2):

- Air travel, including airport taxes;
- Additional time for evaluation visits and consultation, which ACPE assesses to be over-and-above the standard evaluation or consultation time that is provided for in the relevant fee; such assessment will be made in advance of the evaluation visit or consultation and declared to the college or Institution;
- Additional reporting requirements by ACPE, which ACPE assesses to be over-and-above the standard reporting that is provided for in the relevant fee; such assessment will be made in advance of the evaluation visit or consultation and declared to the College or Institution;
- Visa or other documentation fees;
- Local (in the country of the college or Institution and/or any required transit country) transport, accommodation, and meals, when not agreed in advance to be provided and paid for by the college or institution;
- Bank charges; and
- Insurance or medical expenses (over and above the cost of ACPE's pre-existing health and other insurance policies).

ACPE reserves the right to require that certain fees and expenses be paid in advance and/or are non-refundable in the event that an international activity cannot be completed in accordance with an agreement or contract. In the event that an international activity cannot be completed as agreed or contracted, ACPE reserves the right to levy a pro-rated charge for time spent on the activity, and/or any other expenses incurred by ACPE directly related to the activity.

ACPE will not accept any liability for expenses incurred by the college or Institution that cannot be recovered in the event that an international activity cannot be completed as agreed or contracted.

All possible fees and expenses associated with a service are transparently presented in advance of the provision of the service. Information regarding the current ISP fees and assessment policy is available upon request and is published on the ACPE website .Failure

to pay fees and costs within the time limit indicated on the invoice issued by ACPE may result in the assessment of late fees and an Administrative Warning.

26. Assistance in International-Accreditation Matters

Members of the ACPE Staff provide guidance, upon request, on matters pertaining to pharmacy education, especially as related to the International-Accreditation process and Quality Criteria. Staff guidance is available through various formats, including discussions at the ACPE office, at the site of the college or institution, or using an online format. The Board, Commission, and Staff also provide assistance in the advancement and improvement of pharmacy education through active cooperation with professional organizations and societies in support of sound educational policies and procedures. ACPE reserves the right to charge a fee and to recover its reasonable expenses for services rendered under this paragraph.

27. Complaints Regarding a Program with International-Accreditation Status

27.1 ACPE has an obligation to assure that any program that holds an International-Accreditation Status remains compliant with the Quality Criteria or is making progress towards achieving compliance at an appropriate pace, and that the college conducts its affairs with impartiality, non-discrimination, honesty, and frankness.

Any complaints from institutions, students, academic staff, or the public against a Professional Degree Program with International-Accreditation Status or Institution housing a Professional Degree program with International-Accreditation Status must be based upon the fact that such Program or Institution is not in compliance with Quality Criterion/Criteria or is not making progress towards achieving compliance at the appropriate pace, or is not in compliance with the International-Accreditation and International-Preaccreditation Policies and Procedures, as established, from time to time, by ACPE.

27.2 Any complaint must be submitted to ACPE within one hundred and eighty (**180**) days from the date the complainant knew or should have known of the occurrence of facts on which the complaint arose. Any complaint not filed with ACPE within the time limitations set forth above shall not be considered by ACPE; provided however, any complaint held in abeyance by ACPE by reason of threatened or existing legal challenge before a court of law or governmental agency as provided in paragraph 23 may be reinstated by the complainant by written notice to ACPE within thirty (30) days after the later of a final judgment by the court of law or governmental agency or finalization of any appeal of such judgment.

27.3 Complaints must be submitted in writing to the ACPE office, must provide a detailed description of the complaint and its relation to Quality Criteria or the International-Accreditation Policies and Procedures, and must provide direct contact information of the complainant(s). Requests for confidentiality by the complainant shall be respected to the extent that any identifying information is not necessary for the

resolution of the complaint. Any complaint submitted anonymously to ACPE will receive the following response, when it is possible to contact the complainant:

To Whom It May Concern:

Please be advised that we have received the information which you forwarded for the attention of ACPE.

In accordance with ACPE's Complaint Policy, a complaint against a college of pharmacy, as related to ACPE's Quality Criteria or International-Accreditation Policies and Procedures, must be placed in writing and signed by the complainant. Any such complaint must provide direct contact information of the complainant(s) and should contain specific evidence of non-compliance with ACPE's Quality Criteria or International-Accreditation Policies and Procedures to ensure that the matter can be resolved in a timely manner. ACPE will respond to such a complaint in accordance with its Complaint Policy. The complaint you have submitted does not contain contact information and, therefore, cannot be processed. If you would like ACPE to move forward with your complaint, please provide your contact information to ACPE within thirty (30) days. If this information is not received within thirty (30) days, your complaint will be considered to be closed. Requests for confidentiality will be respected to the extent that any identifying information is not necessary for the resolution of the complaint.

For further information regarding the Quality Criteria, International-Accreditation Policies and Procedures, and ACPE's Complaint Policy, please refer to our website at www.acpe-accredit.org.

*Sincerely,
ACPE Staff*

- 27.4** Anonymous complaints pertaining to International-Accreditation matters are retained and, depending on circumstances and the severity of the complaint as determined by the ACPE Executive Director, may be forwarded to the Dean of the affected program for a response.
- 27.5** ACPE will proceed expeditiously in the investigation and resolution of complaints in a manner that is fair and equitable to all parties. The Executive Director, or his/her designate, shall have the authority to: (i) review the complaint in order to determine relevance to the Quality Criteria, policies, or procedures; (ii) dismiss a complaint if it is determined that such complaint has no merit or is outside the scope of ACPE International-Accreditation activities; (iii) forward relevant complaints to the Dean of the college for a response to ACPE; and (iv) conduct any further investigation deemed necessary to promptly determine the facts surrounding the issue and the validity of the complaint. ACPE shall diligently investigate and resolve complaints in a timely manner, taking into consideration all parties involved, the severity and complexity of the allegations, and pursuant to any legal obligations.

27.6 If, on the basis of such investigation, after notice to the college and opportunity for response from the college, the Executive Director finds a complaint to be extremely serious in nature, charging egregious conduct that may warrant an Adverse Action by ACPE, or involve an interpretation that the Executive Director believes should be made by the Board, the complaint will be submitted to the Board for consideration at the next regularly scheduled meeting. Where the Board finds that a Program or college has violated the Quality Criteria, engaged in unethical conduct, or that its integrity has been seriously undermined, the Board will either:

(a) request that the college show cause, within a stated time period, as to why an Adverse Action should not be taken; or

(b) in extreme cases, immediately discontinue its relationship with the program by denying International-Accreditation or International-Preaccreditation or withdrawing the offending Program's International-Accreditation Status.

27.7 A record of complaints regarding a specific college or program is maintained *in perpetuity* at the ACPE office for future consideration. The complaint file will be reviewed by Staff members as a component of the evaluation visit process. Evaluation teams will be informed regarding any open complaints against the program under review. Information provided to the evaluation team will include the following for any open complaint: (1) the nature of each complaint; (2) the process used to review the complaint; and (3) the status of the complaint. Any complaints received since the prior evaluation visit and the related investigative materials will be provided to the members of the International Commission and Board as a component of the review process.

27.8 Where a complainant has threatened or filed legal action in a court of law or before a governmental agency against a college or institution housing said program, ACPE reserves the right to hold such complaint in abeyance until after the later of a final judgment by a court of law or governmental agency or finalization of any appeal of such judgment.

28. Complaints Regarding ACPE

In accordance with its Complaints Policy, published on its website, ACPE has an obligation to respond to any written complaints that may be lodged against ACPE by any party regarding the application of the Quality Criteria and/or International-Accreditation and International-Preaccreditation Policies and Procedures where the complaining party is directly affected thereby. However, this complaint procedure shall not be available to any college concerning International-Accreditation decisions taken with regard to its program. The ACPE Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter. Complaints that cannot be resolved by the ACPE Executive Director shall be considered at the next meeting of the Board.

29. Decisions of Other Accrediting, Quality Assurance, National and State Agencies and Relationship to ACPE International-Accreditation

In making International-Accreditation decisions, the Board has the right to take into account all actions by recognized accrediting and quality assurance agencies, including but not limited to: (i) denial of accreditation to the parent Institution offering the Program; (ii) denial of accreditation to the program; (iii) placement of the parent Institution or program on public probationary status (or equivalent); (iv) revoked accreditation of the parent institution or program; and (v) actions taken by a national or state/provincial agency that has suspended, revoked, or terminated the parent Institution's legal authority to provide postsecondary education. Upon discovery of any decision referenced above by another accrediting, quality assurance, national or state/provincial agency, ACPE will initiate a request for information regarding the action of the other agency and the effect of the cited issues on the ability of the program to maintain compliance with the Quality Criteria and these Policies and Procedures.

The college will be given thirty (30) days to respond to such a request. Upon receiving the college's response, Staff will review the information provided to determine whether the circumstances leading to the other agency's decision impact the Program's ability to maintain compliance with the Quality Criteria and/or these Policies and Procedures. If it is determined that the Program may be impacted, all relevant information will be presented to the Commission and Board for review and consideration as to whether Action, including a possible Adverse Action, is warranted.

30. Voluntary Discontinuation of International-Accreditation Status

A college or institution with a program with International-Accreditation Status may at any time elect to discontinue its International-Accreditation Status by providing written notice to ACPE. Discontinuation of International-Accreditation Status will be effective from the date of acknowledgement of receipt of such notice by ACPE. The details of the International-Accreditation history of the program will continue to be displayed in the Directory, along with the reason for discontinuation. The discontinuation of International-Accreditation Status will be reflected in the Directory within thirty (30) days of receipt of the notice by ACPE. Within thirty (30) days of such notification, or in the case of enduring materials, as soon as practically possible, the college or Institution must discontinue and remove all references to International-Accreditation Status of the Program in question by ACPE. Any outstanding fees or expense reimbursements for services provided by ACPE become payable immediately.

A college or institution that has voluntarily discontinued the International-Accreditation Status of its Professional Degree Program may submit a new application for International-Accreditation or International-Preaccreditation at any time, but the college or institution will be required to provide evidence that the program still satisfies the Eligibility Criteria and follow the process and meet the requirements for a new application for International-Preaccreditation or International-Accreditation, as applicable.

ACCREDITATION COUNCIL FOR PHARMACY EDUCATION

INTERNATIONAL SERVICES PROGRAM

POLICIES AND PROCEDURES FOR INTERNATIONAL-ACCREDITATION OF PROFESSIONAL DEGREE PROGRAMS IN PHARMACY IN COUNTRIES OTHER THAN THE UNITED STATES AND ITS TERRITORIES

ADDENDUM 1

ACPE INTERNATIONAL COMMISSION (IC) TERMS OF REFERENCE AMENDED JANUARY 2025

The Accreditation Council for Pharmacy Education (ACPE) established a committee in January 2011 designated the ACPE International Commission (IC) to support the achievement of ACPE's Mission to assure and advance the quality of pharmacy education and to better serve ACPE's international activities and services undertaken through its International Services Program (ISP).

The Mission of ISP is to promote, assure, and advance the quality of pharmacy education internationally to improve patient care through safe and effective medication use.

The functions of the IC include:

- reviewing applications for International-Accreditation and evaluations of Professional Degree Programs in countries other than the United States and its territories, and recommending actions to the ACPE Board;
- making recommendations to the ACPE Board of Directors (the "ACPE Board") regarding Quality Criteria, policies and procedures, and other matters related to ACPE's international activities and services;
- assisting in strategic planning from a global perspective;
- identifying potential activities and collaborative opportunities;
- advising the Board on entering into memorandums of understanding and other collaborations, and the terms thereof;
- soliciting and receiving input and advice from stakeholders to obtain broad global perspectives and wisdom to assure the quality, validity, and improvement of ACPE's international activities and services; and
- advising the ACPE Board and ACPE Staff, when requested, on matters related to complaints received by ACPE.

Recommendations of the IC will be reviewed at the ACPE Board's regular meetings or such other meetings as the Board shall determine. All official actions will be taken solely by the ACPE Board.

In order to effectively and efficiently achieve the above-listed functions, the IC may recommend to the ACPE Board the establishment of structures and mechanisms that facilitate input and advice from stakeholders as deemed necessary and appropriate.

Membership of IC: Up to ten (10) members will be appointed by the ACPE Board to provide the global diversity deemed optimal by the International Commission and Board to achieve the mission of ACPE's international activities. Commissioners may serve a maximum of two, full three-year terms. In the event the number of Commissioners is increased or decreased, the terms shall be adjusted to provide a maximum staggering of terms.

Each Commissioner must have expertise and experience in quality assurance of pharmacy education and awareness of contemporary pharmacy education and practice around the world. Individuals employed by or serving as directors or officers of agencies that are involved in international accreditation will not be eligible for consideration as candidates for open positions on the IC. In identifying candidates for appointment to the IC, preference will be given to candidates from countries not currently represented in the membership of the IC. The ACPE Board will ensure that the composition of the IC reflects ACPE's commitment to having diversity and worldwide representation on the IC.

Board Liaison: The ACPE Board will annually select a Board Member to serve as Board Liaison to the IC. The Board Liaison does not have voting rights at meetings of the IC.

Officers of IC: The members of the Commission will elect one of their members to serve as Chair and one to serve as Vice-Chair. The Vice-Chair will also be Chair-Elect, assuming the office of Chair after the conclusion of the term of the Chair. The term of office of the Chair shall be one (1) year.

Terms of Office: Unless otherwise directed by the ACPE Board, the terms of office of Commissioners, the Chair, and Vice-Chair will commence on February 1 and conclude on January 31 of the applicable year. Officers and Commissioners may, however, continue to serve until their vacant position on the Commission has been filled by election or appointment, as appropriate.

The ACPE Board will appoint a Commissioner to fill any vacancy that may occur from time to time. A Commissioner so appointed will serve the remainder of the term in question. ACPE may remove any member as a Commissioner who is unable or fails to meet the responsibilities of a Commissioner for any extended period of time. A Commissioner appointed to fill a vacancy will be eligible to serve two (2) full terms following the expiration of the vacancy term being filled.

Meetings of IC: The meetings of the IC may be conducted in person, by teleconference, or by other means approved, from time to time, by the Commission. Regularly scheduled meetings of the IC will be held approximately one (1) to two (2) months prior to each meeting of the ACPE Board. Additional meetings of the IC may be convened periodically as and when required for the

conduct of IC business. ACPE's Executive Director, the Director (Active or Interim) of International Services, other ACPE staff members who contribute to the work of ISP, and the International Coordinator - or any designee appointed by the Executive Director should any of the above be unavailable - will attend meetings of the IC *ex officio*, but will not be eligible to vote on any matter.

Quorum and Voting: For in-person and other meetings that allow "live" interactive discussion, a majority of the total number of members of the Commission shall constitute a quorum; the vote needed to adopt recommendations and other activities of the Commission shall be the majority of a quorum. The IC shall adopt and implement a policy for the conduct of business via electronic means that do not allow "live" interactive discussion. The current version of the policy is appended to these Terms of Reference.

Recommendations to the ACPE Board of Directors: At the regular meetings of the ACPE Board, the IC Chair and the Director, International Services, or designees appointed for the purpose will present any recommendations of the IC to the ACPE Board for action. Such presentations may be made in person or via conference call. All decisions as to the acceptance or rejection of the IC recommendations shall be taken by the ACPE Board.

IC Expenses: ACPE will be responsible for: (i) reasonable expenses associated with in-person IC meetings, including Commissioners' travel, lodging, and meal costs that meet ACPE's travel policies and guidelines, and (ii) telecommunications and related costs for meetings conducted by teleconference or other means.

No compensation will be paid to Commissioners for their service to the IC, including their time related to preparation for and participation in meetings of the IC. Commissioners who participate in activities and services of the International Services Program will not be paid for such service.

IC Member Responsibilities: IC member responsibilities and expectations include:

- Participation in the regularly scheduled IC meetings and most, if not all, other meetings, business, and discussions whether conducted in person, via teleconference, electronic ballot, electronic mail, or other means;
- Completion of an orientation program related to ACPE, the work of the ISP, its mission and vision;
- Completion of training related to the International-Accreditation Policies and Procedures, Quality Criteria, evaluation visit process, and use of ISP instruments;
- Review of applications for International-Accreditation and International-Preaccreditation, evaluation team reports and associated documents, and recommending actions to the Board;
- Participation (periodically) in ISP's evaluation visits and other activities, such as consultations;
- Participation in the periodic development and review of quality criteria, policies and procedures, and other materials for international activities and services;
- Promotion of legal, cultural, and ethical integrity of international activities and services; and

- Provision of advice to the ACPE Board and Staff of ACPE's International Services Program.

SERVICE AGREEMENT: To be eligible to serve as a Commissioner, each appointee will be required to execute a document(s) agreeing to undertake the responsibilities set forth above, to maintain complete confidentiality as to the information obtained in their service as a Commissioner, to disclose any conflict of interest related to their service as a Commissioner, and to such additional terms as established by ACPE.

(Signature)

Name: _____

Date: _____

**ACPE International Commission
Electronic Voting Policy
Adopted: December 2013**

The International Commission (IC) is an advisory body to the Board of Directors of the Accreditation Council of Pharmacy Education (ACPE). Effectively, the IC is an internal committee of ACPE; it does not have the authority to legally bind ACPE: all of its recommendations are subject to adoption by the ACPE Board of Directors for implementation.

The following policy and procedure shall, with immediate effect, apply to any electronic vote undertaken for the conduct of the business of the IC.

1. Where discussion of any matter before the IC is not available, a unanimous vote will be required for adoption of matters before the Commission.
2. As an internal committee of ACPE, the IC may establish voting procedures consistent with paragraph 1 including the determination of the meaning of "unanimous" provided its voting policy is not contrary to the governing documents of ACPE or policies established by the ACPE Board of Directors.
3. The IC may consider matters before the Commission as adopted where a quorum (currently five members) returns electronic votes and all votes unanimously favor the matter. If a ballot is not returned, it will not be considered as a negative vote. If a ballot is returned as an abstention (whether blank or noted as an abstention), it will be considered a negative vote.
4. If an electronic ballot is used after electronic discussion was available among Commission members for the designated period of time, the normal rules of a majority of a quorum apply. For discussion that takes place electronically, any comments received during the designated discussion period will be included in the email calling for the electronic ballot. When sending out the email notification of a matter of business to be conducted electronically, staff will advise Commissioners how long the designated discussion period will last and the deadline for exchange of comments prior to the electronic ballot; times will be stated in the Central Time Zone of the United States.
5. When calling for an electronic ballot, staff will advise Commissioners how long the designated voting period will last and the deadline for submission of ballots; dates and times will be stated in the Central Time Zone of the United States. Ballots received after the close of voting will not be counted in the tally of votes.

ACCREDITATION COUNCIL FOR PHARMACY EDUCATION

INTERNATIONAL SERVICES PROGRAM

POLICIES AND PROCEDURES FOR INTERNATIONAL-ACCREDITATION OF PROFESSIONAL DEGREE PROGRAMS IN PHARMACY IN COUNTRIES OTHER THAN THE UNITED STATES AND ITS TERRITORIES

ADDENDUM 2

ACPE TRAVEL POLICY

The following policy of ACPE is applicable to ACPE employees, members of the ACPE Board of Directors, site visit members, members of ACPE committees or commissions, consultants, and all other persons traveling on behalf of ACPE. Such persons are referred to individually as a “Representative” and collectively as “Representatives.” For purposes of this policy, “travel” shall include travel to any location in the world including locations within the United States, the Commonwealth of Puerto Rico, and U.S. Territories.

Because of terrorism, civil conflicts, war zones, unrest in many areas, disease and virus epidemics, and other unpredictable problems, travel can present a potential safety and/or health hazard for travelers. ACPE’s top priority is to have in effect measures to help avoid travel by ACPE Representatives into hazardous situations. Accordingly, ACPE has adopted the following Travel Policy.

ACPE regularly monitors travel warnings and travel advisories of the U.S. Department of State, U.S. Department of Health and Human Services, the U.S. Centers for Disease Control and Prevention (CDC) and other appropriate agencies, Foreign Affairs, and International Trade Canada, and other agencies and organizations that release travel advisories and warnings.

The U.S. Department of State has adopted the following ranking for travel advisories:

Level 1 – Exercise Normal Precautions: This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

Level 2 – Exercise Increased Caution: Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Level 3 – Reconsider Travel: Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

Level 4 – Do Not Travel: This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

In addition, the U.S. State Department may assign a higher level of advisory to a specific geographic region of a country, which shall be taken into consideration by ACPE when a decision is made whether or not to sanction travel to the applicable country.

Unless specific conditions exist that would make travel unsafe, travel to countries with Level 1 and 2 Travel Advisories will likely be sanctioned by ACPE.

For countries with a Level 3 Travel Advisory, the Executive Director – if desired, in consultation with the ACPE Executive Committee - will determine whether travel to the designated country or location will be sanctioned by ACPE.

For countries with a Level 4 Travel Advisory, travel will not be sanctioned.

Based on new information, at any time before or after commencement of travel any decision taken in accordance with this policy may be reversed or altered by the Executive Director who, in making the decision, will consult with the Executive Committee if time permits. The resulting action to be taken could include cancellation, discontinuation, or postponement of travel. On-site evaluation visits may also need to be cancelled, discontinued, or postponed if the required number of team members is no longer able to participate in the visit. Notice of such a postponement or cancellation should be made as soon as is feasible following identification of the causative issue(s). Any costs/fees incurred prior to a postponement or cancellation shall, whenever possible, be credited toward rescheduling the on-site evaluation at a later date (preferably as soon as is possible). Costs incurred by ACPE staff and/or Representatives will be reimbursed, and ACPE will retain any travel credit toward rescheduling, where possible.

When planning travel, ACPE will maintain a record of its monitoring and any applicable decisions or conditions. ACPE will communicate the results of monitoring to all Representatives involved in the proposed travel and other applicable stakeholders. Representatives are also responsible for independently monitoring the U.S. Department of State and U.S. Centers for Disease Control and Prevention (CDC) travel advisories, and reviewing and complying with requirements for entering and departing the site visit country or region, which may change frequently and vary based on factors such as their country of citizenship and/or country or region from which they are traveling. Any Representative may elect to decline travel to any particular country or location because of concerns for his or her health, security, and well-being or for any other reason.

ACPE, in its sole discretion, may require any Representative traveling to any location on behalf of ACPE to execute a written agreement to be prepared by ACPE concerning the terms and conditions in respect of such travel. Two versions of ACPE's "Travel Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement" have been prepared – one for

international travel and one for travel within the United States, the Commonwealth of Puerto Rico and U.S. Territories.

This policy may not take into account and does not supersede relevant local, state or federal laws. All ACPE Representatives are expected to comply with relevant local, state or federal laws, as well as any airline requirements for travel.

Scheduling of Travel and Visits

Security, health, and other related implications may be considered when dates are selected for all ACPE activities.

Class of Travel and Accommodation

For international activities with a scheduled traveling time, including any necessary stopovers, exceeding six (6) hours, applicants for ACPE services are required to reimburse ACPE for travel in business class for ACPE staff and other Representatives traveling on behalf of ACPE.

For international activities with a scheduled traveling time, including any necessary stopovers, exceeding ten (10) hours, the duration of the visit may be extended to ensure adequate rest and recuperation for the staff and Representatives of ACPE prior to the formal start of the activity.

All travel for Representatives must be booked and paid for through ACPE's designated travel agency. When applicable, the cost of travel for Representatives will be billed to the host institution by ACPE.

The college or institution requesting services from ACPE must reimburse ACPE for business class hotel accommodation for staff and Representatives of ACPE.

Visa and/or Other Entry or Departure Requirements

The college or institution requesting services from ACPE is responsible for ensuring that all documentation and other assistance requested by ACPE to support or facilitate applications for visas and/or other entry requirements (if required) for staff and Representatives of ACPE are provided in a timely manner. Failure to obtain visas and/or other entry requirements for a member(s) of the on-site evaluation team constitutes grounds for cancellation or postponement of an on-site evaluation visit. The college or institution is also responsible for providing on-site evaluation team members with any documentation or assistance needed for the members to depart the site visit country.

Updated: January 2025

ON-SITE VISIT AGREEMENT Appendix I

This Agreement, which is required in terms of ACPE's Travel Policy, is entered into this day

by _____
(Institution) and the Accreditation Council for Pharmacy Education (ACPE), collectively the Parties, and sets forth the understandings and obligations of the Parties relating to an on-site evaluation (Site Visit) of the pharmacy degree program (Program) as part of ACPE's evaluation of the Program's Accreditation or International-Accreditation Status.

The Institution agrees that it has capacity and will comply with all applicable ACPE Policies and Procedures and the following guidelines in preparing for and participating in the Site Visit. This document addresses the requirements for a standard Evaluation Visit; additional provisions may apply for Evaluation Visits conducted under non-standard conditions, such as during a pandemic (see Appendix 2).

Preparation and Logistics

- The Institution will provide final lists of participants, including but not limited to Program administrators, site supervisors, faculty members, students, and preceptors for all meetings to the evaluation team leader a minimum of 1 - 2 weeks prior to the start of the Evaluation Visit;
- During the planning of the Evaluation Visit, the Parties will discuss and agree on the dates, format, and scheduling of the evaluation meetings (including start and end times, total duration, breaks, etc.) to minimize the inconvenience for all participants as much as possible, but accept that some inconvenience to all participants cannot be avoided; and
- For Site Visits involving international travel:
 - the Institution shall ensure that all documentation and other assistance requested by ACPE to support or facilitate applications for visas and/or other entry requirements (if required) for Staff and representatives of ACPE are provided in a timely manner. Failure to obtain visas and/or other entry requirements for a member(s) of the evaluation team constitutes grounds for cancellation or postponement of the Evaluation Visit.

Scheduling of Travel and Visits

Security, health and other related implications may be considered when dates are selected for all ACPE activities.

Class of Travel and Accommodation

- For international activities with a scheduled traveling time, including any necessary stopovers, exceeding six hours, the Institution reimburse ACPE for travel in business class for ACPE Staff and other representatives traveling on behalf of ACPE for the Site Visit. For international activities with a scheduled traveling time, including any necessary stopovers, exceeding ten hours, the duration of the visit may be extended to ensure adequate rest and recuperation for the Staff and representatives of ACPE prior to the formal start of the Evaluation Visit.
- The Institution shall reimburse ACPE for business class hotel accommodation for Staff and representatives of ACPE participating in the Evaluation Visit.

Health and Safety Requirements

During the Evaluation Visit, the Institution shall take all precautions necessary to safeguard the health and safety of Evaluation Visit participants.

Acknowledgement

As the Dean of the Pharmacy Degree Program at _____ (Institution), I have read and agree to the foregoing requirements for the Program to be evaluated via a Evaluation Visit by ACPE. I understand that the Evaluation Visit will be part of the evaluation process and that the results will become part of the record to be reviewed by the ACPE Board in making its decision regarding the Program.

Dean's Printed Name, Title & Signature

Date:

For ACPE, Printed Name, Title & Signature

Date:

SUPPLEMENTARY ON-SITE VISIT AGREEMENT

Appendix II

This Supplementary Agreement, which is required in terms of ACPE's Travel Policy when specific conditions apply, for example, the COVID-19 pandemic, is entered into this day by _____ (Institution) and the Accreditation Council for Pharmacy Education (ACPE), collectively the Parties, and sets forth additional understandings and obligations of the Parties relating to an on-site evaluation (Evaluation Visit) of the pharmacy degree program (Program) as part of ACPE's evaluation of the Program's Accreditation or International-Accreditation Status.

The Institution agrees that it has capacity and will comply with all applicable ACPE Policies and Procedures and the following guidelines in preparing for and participating in the Site Visit.

Preparation and Logistics

For Site Visits involving international travel:

- The Institution shall provide to evaluation team members any documentation or assistance needed for the members to depart the Evaluation Visit country, including facilitating any necessary COVID-19 testing.

Health and Safety Requirements

During the Site Visit, the Institution shall take all precautions necessary to safeguard the health and safety of Site Visit participants with respect to COVID-19, including, but not limited to the following:

- All participants meeting with the Evaluation Visit team members shall wear masks;
- Indoor spaces used by Evaluation Visit team members to conduct the Evaluation Visit shall be spacious enough to allow for social distancing of attendees;
- All participants representing the Institution during the Evaluation Visit shall have affirmed to the Institution that they have not, in 14 days prior to the Evaluation Visit, been diagnosed with COVID-19, experienced any symptoms of COVID-19 or, to their knowledge, been exposed to someone with a confirmed or suspected case of COVID-19.

Acknowledgement

As the Dean of the Pharmacy Degree Program at _____
(Institution), I have read and agree to the foregoing requirements for the Program to be
evaluated via a Evaluation Visit by ACPE. I understand that the Evaluation Visit will be part
of the evaluation process and that the results will become part of the record to be reviewed
by the ACPE Board in making its decision regarding the Program.

Dean's Printed Name, Title & Signature

Date:

For ACPE, Printed Name, Title & Signature

Date:

ACCREDITATION COUNCIL FOR PHARMACY EDUCATION
INTERNATIONAL SERVICES PROGRAM
POLICIES AND PROCEDURES FOR INTERNATIONAL-ACCREDITATION OF
PROFESSIONAL DEGREE PROGRAMS IN PHARMACY IN
COUNTRIES OTHER THAN THE UNITED STATES AND ITS TERRITORIES

ADDENDUM 3

GUIDELINES FOR USING ACPE LOGOS AND MARKS

The ACPE Logo, ACPE International Logo, and PLAN Logo are the exclusive property of the Accreditation Council for Pharmacy Education and are protected by law. They are registered trademarks and may not be reproduced or published outside of the authorized uses listed below without prior written approval from the Accreditation Council for Pharmacy Education.



ACPE Logo



PLAN Logo



ACPE
International

These Guidelines are for ACPE-accredited Professional Degree Programs in pharmacy, ACPE-accredited providers of continuing pharmacy education, ACPE Internationally-Accredited Professional Degree Programs in pharmacy, and other parties wishing to use ACPE's logos, marks or images in promotional, advertising, instructional or reference materials, or on their websites, products, labels or packaging. By using an ACPE trademark, in whole or in part, you are acknowledging that ACPE is the sole owner of the trademark and promising that you will not interfere with ACPE's rights in the trademark, including challenging ACPE's use, registration of, or application to register such trademark, alone or in combination with other words, anywhere in the world, and that you will not harm, misuse, or bring into disrepute any ACPE trademark. The goodwill derived from using any part of an ACPE trademark exclusively inures to the benefit of and belongs to ACPE. Except for the limited right to use as expressly permitted under these Guidelines, no other rights of any kind are granted hereunder, by implication or otherwise. If you have any questions regarding these Guidelines, please contact ACPE's Assistant Executive Director/Director, Operations and Human Resources; or send your questions via email to one of the following addresses:

ACPE Policies and Procedures for International-Accreditation of Professional Degree Programs in Pharmacy in Countries other than the United States and its Territories; effective January 31, 2025

Accreditation Council for Pharmacy Education
190 S. LaSalle Street – Suite 3000
Chicago, IL 60603-3446
Tel: +1 (312) 664-3575
Fax: +1 (866) 228-2631
Email regarding U.S. ACPE-accredited Professional Degree Programs in pharmacy:
csinfo@acpe-accredit.org

Email regarding ACPE accredited providers of continuing pharmacy education:
ceinfo@acpe-accredit.org

Email regarding ACPE Internationally-Accredited Professional Degree Programs in pharmacy:
international@acpe-accredit.org

Email with general questions regarding all ACPE logos
info@acpe-accredit.org

Authorized Use of ACPE Logos

- 1. Identification as an ACPE Accredited Provider of Continuing Pharmacy Education:** ACPE accredited providers of continuing pharmacy education may use the ACPE Logo in printed and electronic formats for publications, advertising, promotional and sales materials. Such use must always be in close conjunction with a statement identifying the accredited provider(s) according to the exact language of the prescribed statement:

The [name of accredited provider(s)] is/are accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education.

The ACPE Logo and Provider Statement are required for activity announcement literature.

- 2. Required usage:** The official ACPE Logo is required on all official documents indicating the successful completion of continuing pharmacy education activities that are sponsored or co-sponsored by ACPE accredited providers of continuing pharmacy education.
- 3. Link to the ACPE Website:** Websites that serve as noncommercial electronic informational forums concerning ACPE policies and procedures may use the ACPE Logo, the ACPE International Logo, or the PLAN Logo to indicate a link to ACPE's website at www.acpe-accredit.org. The area around the logo must be clean and uncluttered and the ACPE Logo, ACPE International Logo, or PLAN Logo must not be altered, used as a design element or incorporated into any other design, graphic, illustration, or logo on the website.

Unauthorized Use of ACPE Logos, Marks and Graphic Symbols

- 1. ACPE, ACPE International, and PLAN Logos:** You may not use the ACPE, ACPE International, and PLAN logos or any other ACPE-owned graphic symbol in connection with websites, products, packaging, manuals, promotional/advertising materials, presentations or for any other purpose - except as authorized above - without prior written approval from the Accreditation Council for Pharmacy Education.
- 2. Company, Product, or Service Name:** You may not use or register, in whole or in part the ACPE, ACPE International, or PLAN logos or any other ACPE-owned graphic symbol or an alteration thereof, as or as part of a company name, trade name, product name, or service name except as specifically noted in these Guidelines.
- 3. Variations, Takeoffs or Abbreviations:** You may not alter or use the ACPE, ACPE International, or PLAN logos or any other ACPE-owned graphic symbol as design elements or incorporate them into any other design, graphic or illustration for any purpose.
- 4. Disparaging Manner:** You may not use the ACPE, ACPE International, or PLAN logos or any other ACPE-owned graphic symbol in a disparaging manner.
- 5. Endorsement or Sponsorship:** You may not use the ACPE, ACPE International, or PLAN logos or any other ACPE-owned graphic symbol in a manner that would imply ACPE's affiliation with or endorsement, sponsorship or support of a third party product or service.
- 6. Merchandise Items:** You may not manufacture, sell or give-away merchandise items, such as T-shirts and mugs, bearing the ACPE, ACPE International, or PLAN logos or any other ACPE-owned graphic symbol except pursuant to express, prior written approval.

**ACCREDITATION COUNCIL FOR PHARMACY EDUCATION
INTERNATIONAL SERVICES PROGRAM**

**POLICIES AND PROCEDURES FOR INTERNATIONAL-ACCREDITATION AND
INTERNATIONAL-PREACCREDITATION OF
PROFESSIONAL DEGREE PROGRAMS IN PHARMACY**

ADDENDUM 4

**ONLINE EVALUATION VISIT POLICY AND GUIDANCE
JANUARY 2025**

Online Evaluation Visits

ACPE allows an online evaluation to be conducted for eligible programs in lieu of an on-site evaluation. An online evaluation will follow all of the procedures as outlined in the *Policies and Procedures for International-Accreditation of Professional Degree Programs in Pharmacy in Countries other than the United States and its Territories (January 2025)*. Unless otherwise determined by ACPE for good reason, the fee for an online evaluation will be the fee specified in the Current Fee Schedule. In addition, any expense incurred by ACPE directly related to the online evaluation may be charged to the institution.

ACPE reserves the right to update or change these policies and processes at any time as circumstances dictate.

Minimum Eligibility Requirements

ACPE maintains sole authority in determining which programs are eligible for an online evaluation. Selection eligibility criteria include but are not limited to: U.S. State Department Travel Advisory in accordance with ACPE's Travel Policy, the nature of the evaluation review, process outcomes thus far (identified areas of concern, type of visit, etc.), and the complexity of the evaluation (e.g., number of campuses, delivery methods, time zone differences).

To be approved for an online evaluation, an institution at a minimum must be able to demonstrate the ability to provide interaction for the members of the evaluation team with an acceptable number of representatives of the institution and the standard constituent groups that participate in ACPE International-Accreditation on-site evaluation visits, to afford a full review of the program. In addition, if a required component of the evaluation, the institution must be able to provide media in a format acceptable to ACPE (live or recorded, as determined) that presents an accurate and comprehensive representation of physical, pharmacy practice, and other facilities, as required.

Technology: Videoconferencing

ACPE utilizes Zoom as the platform for the online evaluation, using ACPE accounts. This platform will be used to provide a private meeting space for the evaluation team and to provide space for team members to meet with institutional and college representatives, and representatives of other groups including, but not limited to, current students, graduates, and preceptors.

Guidelines for Videoconferencing

- All participants who will meet with the evaluation team must be identified by the institution in advance and names, titles/positions/affiliations, email addresses, and (ideally) mobile number must be submitted to ACPE in advance, in accordance with the timeline required by ACPE.
- All participants must have their own (individual) meeting space and the ability to log in separately for the meetings. There should not be multiple participants on any single screen or in any room.
- Each participant should have a quiet and private space without distractions available for participation in the meeting(s).
- ACPE will utilize a waiting room for approved access to all meetings with individuals outside of the evaluation team. Only the participants listed on the agenda will be admitted to the meeting.
- All participants must have their video on and be on screen throughout the duration of the meeting. ACPE will not accept picture placeholders or blank screens with names on them for participation in the meeting. Anyone using picture placeholders or blank screens with names on them will be removed from the meeting.
- ACPE will not record any of the meetings. ACPE prohibits the recording of the meetings by the institution or college and/or any of the meeting participants.
- Screenshots of visit sessions may be taken and used in the same way that ACPE uses photographs from on-site visits, including for its own records and communications (e.g., newsletters, reports, postings on social media, the ACPE website, etc.) This fact should be brought to the attention of meeting participants, and any objection raised by a participant(s) should be brought to ACPE's attention as soon as possible; failing which, ACPE will assume that permission to use the screenshot(s) has been given.
- Earphones/buds are recommended during the meeting to limit background noise and ensure privacy for the meeting.
- The Zoom Chat feature will be disabled for meeting participants. Private conversations will be not be allowed.
- It is strongly recommended that all meeting participants download and utilize the Zoom Client for Meetings App available at the Zoom Download Center to access meetings.

- It is strongly recommended that all participants sign in approximately 10 minutes before the scheduled time to allow for Zoom updates or other issues that may require a few minutes to resolve.
- The institution should have IT technical support personnel available to assist participants who are experiencing technical issues.
- As a back-up, it is recommended that the Zoom App be installed on the participant's cell phone in the event that a connection cannot be made on a computer or tablet.
- It is tempting for participants to multitask during an online meeting. Participants of meetings with the evaluation team are requested to assure that their attention is fully focused on the conversation-at-hand, and conduct themselves in the same manner as they would for an in-person meeting.

Backup/Contingency Plan

There are multiple ways to access Zoom videoconferencing, including via PCs, laptops, tablets, and cell phones. If for some reason a meeting participant has trouble accessing the videoconferencing for a meeting, after trying multiple avenues, he or she should notify the ACPE Evaluation Team Leader or his or her designee as soon as possible. If the situation cannot be resolved quickly, the participant should use his or her cell phone to dial in to the meeting. The applicable access number(s) will be made available by ACPE. Cell phones should only be used in situations where efforts to resolve the access to the videoconference were unsuccessful. All participants should participate in the videoconference, if possible, with video/audio, and must have reliable video/audio capability before being selected to participate.

Should a power failure or act of nature interfere with the conduct of the visit, the use of cell phones will be the immediate backup plan. All participants should be advised to have hard copies of the dial-in numbers available.

In the event the Evaluation Team is not able to complete its review, including the review of documents or to conduct meetings with required participants due to problems with technology or for any other reason, ACPE, in its sole discretion, may schedule another online evaluation or an in-person on-site visit. In the event this occurs, an additional fee may be assessed.

During the Evaluation

The Evaluation Team Leader will:

- Act in a support capacity for the team members and institution regarding the use of technology and logistical considerations.
- Indicate in the Evaluation Team Report if the school was not able to provide to the team a virtual/video tour of the program's facilities, including the clinical (experiential) and didactic instruction environments. Video tours of facilities may be recorded and provided to the team prior to the visit but the team may request a supplemental tour in real-time using technology such as FaceTime.
- Ensure that all participants understand and agree that, with the exception of the above option of pre-recorded video, no part of the evaluation visit may be audio and/or video recorded.
- Provide or assign a designee to provide in all online meetings a brief introduction of the team and participants or participant groups.

Procedures and Structure of Online Evaluations

Each online evaluation will follow the same general procedures and structure as a standard in-person on-site visit, with the following exceptions:

- The college must provide ACPE with a list of all approved attendees for the evaluation visit so that they can be registered for the Zoom sessions. Timing for this will be coordinated between ACPE and the college. Details of the visit schedule will be finalized between the ACPE Staff, Evaluation Team Leader, and the Dean or his/her designee.
- All participants entering the meeting will enter a waiting room.
- The Evaluation Team Leader, working off the approved attendee list provided by the college will allow entry into the meeting room from the waiting room.
- Unique ACPE Zoom links will be established for the evaluation visit. Only those individuals listed on the agenda will be admitted into the session.

Additional Policies and Considerations

- This Online Evaluation Visit Policy does not, in any way, alter the reserved rights and authority of the ACPE Board of Directors.
- Unless specifically stated in this document, all ACPE policies, processes, procedures, practices, and protocols apply and remain in force.
- Unless specifically stated in this document, all applicable policies, processes, procedures, practices, and protocols shall be the same as for an in-person on-site visit.

- ACPE reserves the right to cancel a full or partial online evaluation visit at any time prior to or during the scheduled visit and schedule a full in-person on-site visit instead. An in-person on-site visit will be scheduled within a reasonable period of time following the canceled online evaluation visit.
- All evaluation team leaders and team members will participate in an ACPE training session for online evaluation visits prior to participating in a visit.
- The ACPE Board of Directors will review the Evaluation Team Report from the online evaluation visit and take action on the International-Accreditation Actions and Recommendations at the next regularly scheduled Board Meeting.
- ACPE's International Services Program conducts evaluations of pharmacy degree programs in countries in different parts of the world, and the evaluations involve team members who are based in different countries. Accordingly, it is anticipated and unavoidable that many online evaluation visits will involve participants in multiple time zones, which could be substantially different from each other. While the evaluation visit meetings will be scheduled (start and end times, total duration, and breaks) to minimize the inconvenience for all participants as much as possible, it must be understood and accepted that some inconvenience to all participants cannot be avoided.

SAMPLE AGENDA FORMAT

Considerations in Planning:

- Meeting start and end times should be adjusted in consideration of the location of team members and the institution
- ACPE staff will send invites to all meeting participants with the Zoom links
- Participants should ensure they have access to resources to be able to answer team members' questions, including a copy of the self-study or interim report
- The agenda should include the names, degrees (MD, PhD, EdD, etc.) and position/titles of each person with whom the team will be meeting. **The names must match the individual Zoom profile names.**
- An online evaluation visit agenda will be created from the mutually agreed agenda. The online evaluation visit agenda will include breaks for the team members between meetings and sufficient time for the next group of individuals to log into Zoom.

*Note: ACPE staff will provide a full sample schedule based on the type of visit that needs to be accomplished (e.g., comprehensive or focused) **and the various time zones of those participating.***



**ACCREDITATION COUNCIL FOR PHARMACY EDUCATION
INTERNATIONAL SERVICES PROGRAM**

ONLINE EVALUATION VISIT AGREEMENT

Agreement

This Agreement is entered into this day by _____
(Institution) and the Accreditation Council for Pharmacy Education (ACPE), collectively the Parties, and sets forth the understandings and obligations of the Parties relating to an online evaluation of the pharmacy degree program (Program) as part of ACPE's evaluation of the Program's International-Accreditation Status.

Whereas the Parties have determined that it is impractical or impossible for the Institution to host an onsite evaluation visit on its campus due to security issues or other concerns; and

Whereas the Institution acknowledges that it prefers to proceed with an online evaluation rather than reschedule an in-person on-site visit at a later time; and

Whereas ACPE has determined that the Institution and Program have met the eligibility criteria and logistical and other requirements set forth in the *ACPE International Services Program Online Evaluation Visit Policy and Guidance* qualifying the institution to host an online evaluation; and

The Parties, therefore, agree to the following terms and conditions:

Terms and Conditions

The Institution agrees that it has capacity and will comply with the guidelines set forth in the *ACPE International Services Program Online Evaluation Visits Policy and Guidance* in preparing for and participating in the online evaluation.

Technology:

- The Institution has the technological capacity to host an online evaluation and to use ACPE's platform, *Zoom*, to facilitate secure and stable communication between and among the online evaluation team members, and the Institution's administrators, faculty, students, preceptors, etc.; and
- The Institution will ensure that all potential participants are trained to use the technology selected by ACPE for audio/video communication and that they understand and agree to the videoconferencing requirements and guidelines.

Preparation and Logistics

- The Institution accepts and will follow the online evaluation visit planning process outlined in the *ACPE International Services Program Online Evaluation Visits Policy and Guidance*; and
- The Institution will provide final lists of participants, including but not limited to Program administrators, site supervisors, faculty members, students, graduates, and preceptors for all meetings to the evaluation team leader a minimum of 1 – 2 weeks prior to the start of the evaluation visit;
- During the planning of the evaluation visit, the Parties will discuss and agree on the dates, format, and scheduling of the evaluation meetings (including start and end times, total duration, breaks, etc.) to minimize the inconvenience for all participants as much as possible, but accept that some inconvenience to all participants cannot be avoided; and
- In the event the Evaluation Team is not able to complete its review, including the review of documents or to conduct meetings with required participants due to problems with technology or for any other reason, ACPE, in its sole discretion, may schedule another online evaluation or an in-person on-site visit. In the event this occurs, an additional fee may be assessed by ACPE.

Other Terms and Conditions

- The Institution bears the responsibility to assure the confidentiality of interviews with the Evaluation Team in the same manner as if the visit were to take place in-person on-site.
- In order to foster collegiality and open communication, the Parties agree that legal counsel shall not be present at any stage of the online evaluation, including the Evaluation Team's exit presentations.
- The Parties agree that no meetings will be recorded.

- In the instance of initial evaluation for International-Accreditation, the Board's action will indicate the online nature of the evaluation visit through the designation (online evaluation) in the awarded status.
- The Institution agrees to accept the report of the Evaluation Team and acknowledges that it cannot, at a later date, request a new site visit with a different format, or appeal the resulting certification decision solely on the basis of the online format of the site visit.

Acknowledgement

As the Dean of the Pharmacy Degree Program at

_____ (Institution), I have read and agree to the foregoing requirements for the Program to be evaluated via an online evaluation visit by ACPE. I understand that the online evaluation visit will be part of the International-Accreditation evaluation process and that the results will become part of the record to be reviewed by the ACPE Board in making its International-Accreditation decision of the Program.

As the Dean of the Program, I agree that the Institution will not challenge the results of the visit or ACPE's decision relative to the International-Accreditation of the Program solely on the basis that the visit was conducted online.

Dean's Printed Name, Title & Signature

Date: _____

For ACPE, Printed Name, Title & Signature

Date: _____

Appendix A: E-mail template for utilization by the College to inform participants regarding Zoom logistics during online evaluation visits

Dear Participants of the upcoming ACPE evaluation visit:

The evaluation visit is scheduled on [*insert dates of visit here*]. ACPE has provided the “Online Evaluation Visit Policy and Guidance” document, which is attached to this e-mail. Per the ACPE Policy and Guidance, please particularly note the following items:

1. ACPE utilizes the ZOOM platform to conduct online evaluation visits. To ensure the confidentiality and privacy of the visit, ACPE requires all participants to register with Zoom prior to the initiation of the visit. **Please register as soon as possible** and do not leave it to the last minute, as immediately before the start of the visit it is the weekend in the USA. To register, please use the following link: [*insert Zoom registration link provided by ACPE in the “Visit Overview” document*]. Once you register, you will automatically receive a confirmation e-mail with details on how to access the Zoom visit sessions.
2. All participants must have their own (individual) meeting space and the ability to log in separately for the meetings.
3. ACPE will utilize a waiting room. On registered participants whose name is on the schedule for the session will be admitted. Please ensure that the username associated with your email address when you log in to Zoom matches your name on the schedule. When you are in the meeting session, please ensure that the name displayed on your video is correct.
4. All participants must have their video on and be visible on screen throughout the duration of the meeting.
5. **Only** if a session participant has Internet connectivity problems, they can connect to the session using a phone and one of the Toll Free numbers listed below:
 - [*insert Toll Free Numbers provided by ACPE in the “Visit Overview” document*]
 - [*insert Toll Free Numbers provided by ACPE in the “Visit Overview” document*]
 - [*insert Toll Free Numbers provided by ACPE in the “Visit Overview” document*]
6. ACPE will not record any of the meetings. ACPE does not allow the recording of the meetings by the institution, school and/or any of the meeting participants.

7. Screenshots of visit sessions may be taken and used in the same way that ACPE uses photographs from on-site visits, including for its own records and communications (e.g., newsletters, reports, postings on social media, the ACPE website, etc.) Any objection raised by a participant(s) should be brought to ACPE's attention as soon as possible; failing which, ACPE will assume that permission to use the screenshot(s) has been given. Ideally, participants will be given notice when a screenshot will be taken.
8. The Zoom Chat feature will be disabled for all meeting participants.
9. It is strongly recommended that all participants sign in approximately 5-10 minutes before the scheduled time to allow for Zoom updates or other issues that may require a few minutes to resolve. For the one-on-one faculty member interviews, please log-in 5 minutes before your individual interview time.

For any questions or concerns, please let me know.

Regards,

[Insert name and signature of the Dean]

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ADDENDUM 5

GUIDELINES FOR SUBSTANTIVE CHANGE

Procedures for Reporting Substantive Change

In general, a college considering or planning a Substantive Change should notify ACPE early in the Institution's planning. For unplanned Substantive Changes, ACPE should be notified as soon as possible after the change occurs. Such notification will provide an opportunity for a college to seek consultation from ACPE's professional Staff regarding the potential effect of the change on the International-Accreditation Status and the procedures to be followed. Notification of ACPE may require the submission of a comprehensive academic plan demonstrating the Program's continued compliance with the Quality Criteria. For reporting a Substantive Change, colleges are requested to use the template provided on the ACPE website and provide the information detailed below, as applicable.

The Comprehensive Academic Plan

The academic plan submitted to ACPE should include the following information regarding the Substantive Change, where applicable:

1. Abstract
 - Describe the proposed change.
 - Provide a timeline for implementation of the Substantive Change.
 - State the projected number of students affected by the change, if applicable.
 - Describe the instructional delivery methods that will be used to implement the change, if applicable.
2. Background Information
 - Provide a clear statement of the nature and purpose of the change in the context of the college's mission and goals.
 - Discuss the rationale for the change.
 - Provide evidence of inclusion of the change in the college's ongoing planning and evaluation processes.
 - Describe any changes to the college's organizational structure that will be implemented as a result of the Substantive Change.

- Include documentation that Academic Staff and other groups were involved in the review and approval of the change.
 - Describe the strategy for protecting students if the proposed initiative fails to be viable.
3. Curriculum
- Describe any modifications to the curriculum, including the teaching and learning processes used to deliver the curriculum, which will be implemented as a result of the initiative.
 - Describe the college's technology capacity to assure effective teaching and learning.
 - Describe the plan for curricular assessment; including assessment of teaching strategies, indicators for student learning and the curriculum, related to the Substantive Change.
4. Students
- Describe any change in the college's policies and procedures for recruitment that will be implemented as a result of the Substantive Change, if applicable.
 - Describe modifications to the college's Student Services area, which will be implemented as a result of the Substantive Change, if applicable.
 - Describe the proposed methods the college will utilize to ensure adequate professionalization of students for Substantive Changes involving the establishment of campuses at separate geographic locations or involving distance-learning techniques, if applicable.
5. Academic Staff
- Provide a complete roster of Academic Staff employed to teach in the Program.
 - Describe academic and other staff positions required to fully implement the Substantive Change.
 - Include plans for recruiting academic and other staff, if applicable.
 - Describe the impact of the new initiative on Academic Staff workload.
 - Describe the actual and planned mechanisms for Academic Staff development related to the Substantive Change.
6. Library and Learning Resources
- Describe the library and educational resources available to support the Substantive Change, if applicable.
7. Physical Facilities
- Provide a description of physical facilities and equipment to support the initiative.
 - If applicable, include a feasibility study of available practice sites, including:
 - A description of the number and types of sites, and the level of practice at the sites.
 - Assess the impact of the Substantive Change on the existing Program.

8. Financial Resources

- Provide a business plan that fully describes the financial resources to support the change.
- Provide a cash flow analysis for the first year of implementation.
- Demonstrate with supporting documentation that adequate funds will be available for a minimum of one year for operations.
- Construction/capital development (where appropriate).

Institutional or Collegiate Reorganization

Those colleges in operation, which have an ACPE-Internationally-Accredited or Internationally-Preaccredited Program and propose to become affiliated with or become an integral part of another Institution, or propose to implement Substantive Changes in their institutional or collegiate organization and administrative structure, should notify ACPE of such proposals. Should a change of ownership that results in a change of control be affected, an on-site review may be required and conducted as soon as practicable but no later than six (6) months after the change of ownership.

Distance Campuses

ACPE defines a distance campus as a site other than the main (original) campus from which Academic Staff deliver significant components of the Professional Degree Program didactic curriculum (either live or via electronic transmission) or a group of students receive didactic instruction in any format during any of the years of the Professional Degree Program. Sites used by the college for the coordination of practice experiences are not classified by ACPE as a distance campus if didactic components of the curriculum are not delivered to or from the site.

ACPE defines for its International-Accreditation and monitoring purpose that the term distance campus is equivalent to terms such as satellite campus, branch campus, and other such labels.

ACPE has adopted the definition of distance education developed by the United States Department of Education to be the use of one of the technologies listed below to deliver a significant portion of the didactic component of the Program curriculum to students who are geographically separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies used to support distance education may include—

1. The internet;
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
3. Audio conferencing; or
4. Other media used in a course in conjunction with any of the technologies listed in (1) through (3) above.

ACPE requires one (1)-year advance notice (minimum of twelve (12) months before arrival of students) for the addition of a distance campus or the implementation of distance education for an existing college. This notification is required to allow ACPE sufficient time to conduct the monitoring to ensure readiness and continued compliance with the Quality Criteria. Failure to

comply with the one-(1) year notice requirement constitutes grounds for review and potential Action.

ACPE requires there to be a single Dean with overall responsibility for the college and there to be one (1) committee structure serving programmatic needs for all sites (i.e., one (1) curriculum committee, one (1) admissions committee, one (1) grievance committee, etc.).

ACPE requires academic and other staff, and students at any distance campus to be integrated fully into the academic, professional, and social life of the college. Evidence of this integration includes distance campus Academic Staff and students having committee assignments, distance campus students being engaged in professional organizations, distance campus academic and other staff having comparable research, scholarly activities, and development opportunities, as applicable.

ACPE requires all students, regardless of site, to have comparable access to Academic Staff, advising, academic affairs, teaching and learning technology, student services, professional organizations, and library resources.

ACPE requires that all colleges offering distance education have processes in place through which the college establishes that the student who registers in a distance education Program is the same student who participates in and completes the course or Program and receives the academic credit awarded.

The International-Accreditation review process applies to the Program in its entirety. Non-compliance or partial compliance with the Quality Criteria at one site (main campus or distance campus) will impact the International-Accreditation Status of the entire Program.

When one or more groups of students receive didactic instruction at distance campuses as well as the main campus location, ACPE, as a component of its routine monitoring (e.g., licensure examination scores), will compare outcomes from each distance campus with the outcomes from the main campus. Colleges must provide explanations and address concerns of this nature and, if warranted, take corrective action.

Evaluation by ACPE

Any Program that plans to deliver at least 25% and less than 50% of the curriculum via distance education is required to provide ACPE notification of this substantive change at least one year prior to doing so. In the notice, the Program must describe the curriculum, list all of the courses and associated credit hours, and indicate which courses are being taught online. Any Program that plans to deliver 50% or more of the curriculum via distance education is required to provide ACPE notification of this substantive change at least one year in advance and submit a comprehensive academic plan. The Board will review the comprehensive academic plan to determine the need to further assess its impact on the total Program's ability to comply with the Quality Criteria. The circumstances provided may present the need for additional review and reconsideration of International-Accreditation in accord with standard evaluation and operational procedures or appropriate monitoring, such as a focused on-site evaluation.

Non-Compliance with Substantive Change Reporting

If a college fails to follow this Substantive Change policy and its procedures, the International-Accreditation Status of the Program(s) may be placed in jeopardy.

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ADDENDUM 6

ADVERSE ACTION POLICIES AND PROCEDURES SUMMARY OF KEY STEPS

Any Program for which ACPE has denied International-Accreditation or International-Preaccreditation, or withdrawn International-Accreditation Status has the right to appeal the Board's decision. In the event that the Board's decision to deny International-Accreditation or International-Preaccreditation or withdraw International-Accreditation Status is affirmed on review, the college may submit a new application for International-Accreditation or International-Preaccreditation. The application must be accompanied by the appropriate application fee and all policies, procedures, and documentation pertinent to the application. A summary of key steps relating to denial or withdrawal follows:

1. Denial (pertains to an application for International-Accreditation or International-Preaccreditation)
 - a. Take denial Action – discuss/list reasons (Quality Criteria and/or administrative)
 - b. Appeal Procedure
 - c. Option to reapply for International-Accreditation or International-Preaccreditation
 - i. After no less than twelve (12) months
 - ii. Completion of new application
 - iii. Payment of required fee
2. Withdrawal (pertains to an Internationally-Accredited, Internationally-Preaccredited, or Provisionally Internationally-Accredited Program) for failure to address partial or non-compliance with Quality Criteria in the timeframe required by ACPE
 - a. Take withdrawal Action – discuss/list reasons (Quality Criteria and/or administrative)
 - b. Appeal procedure
 - c. Option to reapply for International-Accreditation or International-Preaccreditation
 - i. After no less than twelve (12) months
 - ii. Completion of new application
 - iii. Payment of required fees