Guidance for Submission of a Letter of Intent to Apply for Certification or Precertification

A Letter of Intent (LOI) is a non-binding indication from a school of pharmacy and/or university of their intention to apply for ACPE Certification or Precertification of a degree program(s) in pharmacy. It is not the official application; this comes later by submission of an Invitation to Evaluate and the school's self-study report, and payment of the appropriate fee. A LOI, however, formally starts the process of applying for Certification or Precertification. With the letter, a number of supporting documents need to be submitted to ACPE, primarily to confirm that the school, university, and degree program(s) meet the Eligibility Criteria that are specified in ACPE's Policies and Procedures for Certification and Precertification (Section 6).

The LOI should be on the letterhead of the school of pharmacy or university and signed by a duly-authorized official, such as the Dean of the school or senior university administrator. The LOI is submitted electronically via the online platform Formstack (https://acpe-accredit.formstack.com/forms/acpeloi).

The LOI should include the following:

- A statement indicating the school/university’s intent to apply for Certification or Precertification (specify which) of their degree program(s) in pharmacy; the name(s) of the degree(s) should be specified in full
- A statement indicating that appropriate officials from the school/university have read and understood the process, requirements, and fees associated with an application for Certification or Precertification
- The school/university’s best estimate of the likely/requested dates¹ (month and year) for:
  - the required pre-application consultation with ACPE
  - initiation of the school’s self-study
  - completion of the school’s self-study
  - submission of an Invitation to Evaluate
  - the on-site evaluation

¹ Please refer to the timelines that are developed by ACPE for this purpose; they are available on request from international@acpe-accredit.org

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• For schools applying for Precertification:
  o the actual/anticipated date of enrollment of the first class (month and year)
  o the anticipated date of graduation of the first class (month and year)
• All supporting documents as detailed on ACPE’s website:
  o for Certification https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforCertification
  o for Precertification https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforPrecertification