



Accreditation Council for Pharmacy Education International Services Program

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

A *Letter of Intent* (LOI) is a non-binding indication from the school of pharmacy and/or university of their intention to apply for ACPE certification 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. With the letter, a number of supporting documents need to be submitted to ACPE, primarily to confirm that the school, university, and degree program meet the Eligibility Criteria that are specified in ACPE's Certification Policies and Procedures (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. A scanned (electronic) version of the signed letter may be emailed to ACPE.

The LOI should include the following:

- A statement indicating the school/university's intent to apply for certification 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
- The school/university's best estimate of the likely/requested dates¹ (month and year) for:
 - the required pre-application consultation with ACPE
 - initiation and completion of the school's self-study
 - submission of an *Invitation to Evaluate*
 - the on-site evaluation
- All supporting documents, as detailed on ACPE's website <https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforCertification>

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