



ACCREDITATION COUNCIL FOR PHARMACY EDUCATION INTERNATIONAL SERVICES PROGRAM

Guidance for Submission of a Letter of Intent to Apply for International-Accreditation or International-Preaccreditation

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

The LOI should be on the letterhead of the college of pharmacy or university and signed by a duly-authorized official, such as the Dean of the college 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 college/university's intent to apply for International-Accreditation or International-Preaccreditation (**specify which**) of their degree program(s) in pharmacy; the official/legal name(s) of the degree(s) should be specified in full along with the abbreviated form
- A statement indicating that appropriate officials from the college/university have read and understood the process, requirements, and fees associated with an application for International-Accreditation or International-Preaccreditation
- The college/university's best estimate (month/year) of the expected submission of the self-study report
- For colleges applying for International-Preaccreditation:
 - the actual/anticipated date of enrollment of the first class (month and year)
 - the anticipated date of graduation of the first class (month and year)