



ACCREDITATION COUNCIL FOR PHARMACY EDUCATION

190 S LaSalle Street, Suite 2850, Chicago, Illinois 60603-4810 | www.acpe-accredit.org

P: +1 312/664-3575 | F: +1 866/228-2631 | E: mrouse@acpe-accredit.org



Michael J. Rouse, BPharm (Hons), MPS, FFIP
Assistant Executive Director,
Professional Affairs and Director, International Services

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MEMO REGARDING POLICIES AND PROCEDURES CHANGES

FROM: Mike Rouse, Director, International Services

The Certification Policies and Procedures have recently undergone a review and as a result, multiple changes have been made. The revisions were made primarily to include the introduction of Precertification as the newest service offered by ACPE's International Services Program. Institutions located outside the USA and its territories will now be able to apply for Precertification if their pharmacy degree program is still in the developmental phase (i.e. not yet graduated the first class).

Other specific changes that should be noted and reviewed are:

- Administrative Warning – a minor edit was made to the definition in the Glossary (“classification” changed to “status” to align with other ACPE definitions).
- “Certification Program” – a definition was added to the Glossary.
- “Comprehensive Visit” – the definition in the Glossary was expanded.
- “Focused Visit” – the definition in the Glossary was expanded; the number of evaluation team members was standardized at two.
- “Preliminary Review Team” – the definition in the Glossary was edited to improve clarity.
- “Threshold Rubric (Precertification)” – a definition was added to the Glossary.
- Changes were made throughout the document to introduce Precertification of professional degree programs; paragraph numbering was updated as required.
- ACPE's address was updated.
- Preamble - In the final paragraph, one sentence (no longer necessary) was removed to eliminate potential confusion and one edit was made to improve the clarity of the intent.
- Application for Certification: Paragraph 11.3 – Text was edited to clarify the procedure for publishing details about forthcoming visits related to applications for Certification.
- Self-Study: Paragraph 13.2 – text was added to improve the clarity of expectations.
- On-Site Evaluation: Paragraph 13.3 – text was revised to clarify the composition of on-site evaluation teams.
- Evaluation Team Report: Paragraph 13.4 – text was revised to clarify the expectation for the timing of submission of reports.
- Document Retention: Paragraph 13.7 now refers to Paragraph 18 to avoid redundancy.

If you have any questions related to the revised Policies and Procedures, please direct them to the undersigned.

Yours truly

Michael J. Rouse
Director, International Services
E-mail: mrouse@acpe-accredit.org