



ACCREDITATION COUNCIL FOR PHARMACY EDUCATION  
INTERNATIONAL SERVICES PROGRAM



**POLICIES AND PROCEDURES  
FOR CERTIFICATION AND PRECERTIFICATION OF  
PROFESSIONAL DEGREE PROGRAMS IN PHARMACY  
IN COUNTRIES OTHER THAN  
THE UNITED STATES AND ITS TERRITORIES**

**EXTRACT:  
ANNUAL REPORTING**

**Adopted: July 29, 2020  
Effective: August 1, 2020**

# ACPE POLICIES AND PROCEDURES EXTRACT: ANNUAL REPORTING

**13.6** **Annual and other Reporting During the Certification Term** Program evaluation between comprehensive on-site evaluations is achieved by means of annual reporting, correspondence, written interim reports, and focused evaluation visits as may be requested by the Board. Schools with certified programs are required to annually report requested program information, including enrollment trends and Academic Staff resources, and performance of graduates on standardized licensure examinations (where applicable). Schools must submit the required data in the format and timeframe specified by ACPE.

**13.6.1** **Changes and Trends in Enrollment**

At least once per year, the Commission and Board will review data relating to enrollment of students in the 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.

Under conditions described below, ACPE will follow-up with applicable schools via written correspondence requesting that they identify the cause of the change or trend and provide an action plan for correcting any negative changes or trends.

**13.6.1.a** A letter will be sent to a school having a change in the first professional year enrollment 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 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,

**13.6.1.b** A letter will be sent to a school 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.

**13.6.2** **Academic Staff Resources**

At least once per year, the Commission and Board will review data provided by the school relating to the Academic Staff resources available to the 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.

Under conditions described below, ACPE will follow-up with applicable schools via written correspondence requesting that they identify the cause of the change or trend and provide an action plan for correcting any negative changes.

**13.6.2.a** A letter will be sent to a school based on an 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.

**13.6.3 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 schools with certified programs, which allows ACPE to evaluate ongoing compliance of the program with the Quality Criteria. The program of any school 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 7.5).

**13.6.4 Repeated Annual Reporting Concerns**

Certified programs 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.