



ACCREDITATION COUNCIL FOR PHARMACY EDUCATION
INTERNATIONAL SERVICES PROGRAM



**POLICIES AND PROCEDURES
FOR INTERNATIONAL-ACCREDITATION,
INTERNATIONAL-PREACCREDITATION, AND
PROVISIONAL INTERNATIONAL-ACCREDITATION OF
PROFESSIONAL DEGREE PROGRAMS IN PHARMACY
IN COUNTRIES OTHER THAN
THE UNITED STATES AND ITS TERRITORIES**

**EXTRACT:
ANNUAL REPORTING**

**Adopted: June 17, 2022
Effective: January 1, 2023**

*Extract of ACPE Policies and Procedures for International-Accreditation and
International-Preaccreditation of Professional Degree Programs in Pharmacy in Countries other than the United
States and its Territories; effective January 1, 2023*

ACPE POLICIES AND PROCEDURES EXTRACT: ANNUAL REPORTING

14.6 Annual and other Reporting during the International-Accreditation Term

Program evaluation between Comprehensive Evaluation Visits is achieved by means of annual reporting, correspondence, written interim reports, and Focused Evaluation Visits as may be requested by the Board. As determined by ACPE, Schools with Internationally-Accredited 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.

14.6.1 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, or as otherwise deemed necessary by the Board, 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 changes or trends that may negatively impact programmatic quality.

14.6.1.a A letter will be sent to a School having a change in enrollment in the first professional year 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 Degree 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,

14.6.1.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.

14.6.2 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, or as otherwise deemed necessary by the Board, 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 changes or trends that may negatively impact programmatic quality.

14.6.2.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.

14.6.3 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 Programs with International-Accreditation Status, 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 8.7).

14.6.4 Repeated Annual Reporting Concerns

Programs with International-Accreditation Status 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.

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, or as otherwise deemed necessary by the Board, 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 changes or trends that may negatively impact programmatic quality.

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 programs with Certification Status, 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

Programs with Certification Status 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.