The following guidance is intended to provide an easy-to-follow summary of the key steps in the process of an application for Certification or Precertification. Applicants, however, should also refer to the Policies and Procedures for Certification and Precertification, especially sections 10 or 11, as applicable.

The following steps will take place in accordance with application/submission deadlines, where applicable, and the timeline mutually agreed between the school and ACPE. A timeline appropriate to an application can be requested by sending an email to international@acpe-accredit.org.

1) School of pharmacy or university submits a Letter of Intent (LOI) electronically via the online platform FormStack (https://acpe-accredit.formstack.com/forms/acpeloi). The LOI is a formal, although non-binding (without obligation), indication from a school of pharmacy and/or university of their intention to apply for ACPE Certification or Precertification 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 or Precertification.

i. The LOI and a number of supporting documents (listed below) need to be submitted to ACPE, primarily to confirm that the school, university, and degree program(s) meet the Eligibility Criteria that are specified in ACPE’s Policies and Procedures for Certification and Precertification (Section 6). The LOI is submitted electronically via the online platform FormStack (https://acpe-accredit.formstack.com/forms/acpeloi):

Letter of Intent (LOI) - 1 page, English only
- The letter should be on the letterhead of the school or university and signed by duly authorized officers of the school and university, such as the Dean and Chancellor, President, Rector, etc.
- A statement indicating the school/university’s intent to apply for Certification or Precertification
- 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 or Precertification
- The school/university’s best estimate of the likely/requested dates (month and year) for:
  - the required Pre-Application Consultation with ACPE
  - initiation of the school’s self-study
  - completion of the school’s self-study
  - submission of an Invitation to Evaluate
  - the on-site evaluation
- For schools applying for Precertification:
  - 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)
ii. History and Descriptions of University, School of Pharmacy, and Degree(s) Program(s)
   • University History and Description:
     o Date of establishment
     o Mission statement
     o Vision statement
     o University values (if applicable)
     o Specify whether it is a public or private University
     o Number of faculties/colleges
     o Other degree(s) offered (e.g. MSc, PhD)
     o Number of undergraduate and graduate students
     o University organizational chart showing the School of Pharmacy
     o Brief description of the organizational structure
     o Any other innovative, noteworthy or unique aspects of university that may provide
       additional interesting information and provide context for the evaluation
   • School of Pharmacy History and Description:
     o Date of establishment
     o Mission statement
     o Vision statement
     o School values (if applicable)
     o Degree(s) offered
     o Organizational structure and governance of the school
     o Departmental structure of the school
     o Brief description of the campus facilities (existing or planned)
     o Summary of academic and support staff (actual or planned)
     o Strategic plan (in English, if available)
     o Research focus of the school
     o Community and national engagement(s)
     o Any other innovative, noteworthy or unique aspects of your program and school that
       may provide additional interesting information and provide context for the evaluation

iii. Authorization from the Appropriate Authority:
   • Documentation of evidence that the school of pharmacy and/or university are authorized (by
     the appropriate national/state/provincial authority) to award the degree(s) for which Certification
     or Precertification is being applied

iv. Descriptions of all Accreditations:
   • Description of all accreditations that apply or will apply to the school of pharmacy and university
     (voluntary or mandatory). As applicable, documentary evidence of current accreditation status
     or evidence of application for accreditation must be provided. If there is no accreditation system
     applicable to the school of pharmacy and university, the document should describe any external
     (to the university) system of quality assurance. Any notable conditions of or required actions
     by the accreditation/quality assurance body should be noted, and the action being taken by the
     school and/or university to address such issues should be included in the document.
     o The School of Pharmacy is required to consult with ACPE separately as there may be
       additional requirements for the school and/or country.
     o Confirm with ACPE whether country-specific requirements are met. For schools
       located in Saudi Arabia, email Silvi Kastrati, for further information.
v. Overview of School of Pharmacy: Included in Formstack (https://acpe-accredit.formstack.com/forms/acpeloi).


Use the following checklist to guide you when submitting the LOI and additional documents requested via FormStack (https://acpe-accredit.formstack.com/forms/acpeloi):

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item Name/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td><strong>Letter of Intent (LOI) - 1 page, English only</strong></td>
</tr>
<tr>
<td></td>
<td>The LOI is on the official letterhead of the school or university</td>
</tr>
<tr>
<td></td>
<td>The LOI is signed by duly authorized officers of the school and university (such as Dean and Chancellor, President, Rector, etc.)</td>
</tr>
<tr>
<td></td>
<td>The LOI includes a statement indicating the school/university’s intent to apply for Certification or Precertification of their degree program(s) in pharmacy</td>
</tr>
<tr>
<td></td>
<td>The LOI includes the name(s) of the degree(s) specified in full</td>
</tr>
<tr>
<td></td>
<td>The LOI states that appropriate officials from the school/university have read and understood the process, requirements, and fees associated with an application for Certification or Precertification</td>
</tr>
<tr>
<td></td>
<td>The LOI provides the school/university’s best estimate of the likely/requested dates (month and year) for:</td>
</tr>
<tr>
<td></td>
<td>i. the required Pre-Application Consultation with ACPE</td>
</tr>
<tr>
<td></td>
<td>ii. initiation of the school’s self-study</td>
</tr>
<tr>
<td></td>
<td>iii. completion of the school’s self-study</td>
</tr>
<tr>
<td></td>
<td>iv. submission of an Invitation to Evaluate</td>
</tr>
<tr>
<td></td>
<td>v. the on-site evaluation</td>
</tr>
<tr>
<td></td>
<td>For schools applying for Precertification:</td>
</tr>
<tr>
<td></td>
<td>i. the actual/anticipated date of enrollment of the first class (month and year)</td>
</tr>
<tr>
<td></td>
<td>ii. the actual/anticipated date of graduation of the first class (month and year)</td>
</tr>
<tr>
<td>2)</td>
<td><strong>University History and Description - 10-12 pages, English only</strong></td>
</tr>
<tr>
<td></td>
<td>Date of establishment</td>
</tr>
<tr>
<td></td>
<td>Mission statement</td>
</tr>
<tr>
<td></td>
<td>Vision statement</td>
</tr>
<tr>
<td></td>
<td>University values (if applicable)</td>
</tr>
<tr>
<td></td>
<td>Specify whether it is a public or private University</td>
</tr>
<tr>
<td></td>
<td>Number of faculties/colleges</td>
</tr>
<tr>
<td></td>
<td>Other degree(s) offered (e.g. MSc, PhD)</td>
</tr>
<tr>
<td></td>
<td>Number of undergraduate and graduate students</td>
</tr>
<tr>
<td></td>
<td>University organizational chart showing the School of Pharmacy</td>
</tr>
<tr>
<td></td>
<td>Brief description of the organizational structure</td>
</tr>
<tr>
<td></td>
<td>Any other innovative, noteworthy or unique aspects of university that may provide additional interesting information and provide context for the evaluation</td>
</tr>
<tr>
<td>3)</td>
<td><strong>School of Pharmacy History and Description - 2-5 pages. English only</strong></td>
</tr>
<tr>
<td></td>
<td>Date of establishment</td>
</tr>
<tr>
<td></td>
<td>Mission statement</td>
</tr>
<tr>
<td></td>
<td>Vision statement</td>
</tr>
<tr>
<td>School values (if applicable)</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td></td>
</tr>
<tr>
<td>Degree(s) offered</td>
<td></td>
</tr>
<tr>
<td>Organizational structure and governance of the school</td>
<td></td>
</tr>
<tr>
<td>Departmental structure of the school</td>
<td></td>
</tr>
<tr>
<td>Brief description of the campus facilities (existing or planned)</td>
<td></td>
</tr>
<tr>
<td>Summary of academic and support staff (actual or planned)</td>
<td></td>
</tr>
<tr>
<td>Strategic plan (in English, if available)</td>
<td></td>
</tr>
<tr>
<td>Research focus of the school</td>
<td></td>
</tr>
<tr>
<td>Community and national engagement(s)</td>
<td></td>
</tr>
<tr>
<td>Any other innovative, noteworthy or unique aspects of your program and school that may provide additional interesting information and provide context for the evaluation</td>
<td></td>
</tr>
</tbody>
</table>

4) **Authorization from the Appropriate Authority**

Documentation of evidence that the school of pharmacy and/or university are authorized (by the appropriate national/state/provincial authority) to award the degree(s) for which Certification or Precertification is being applied.

5) **Descriptions of all Accreditations - 1-3 pages, English only**

Provide a description of all accreditations that apply or will apply to the school of pharmacy and university (voluntary or mandatory). As applicable, documentary evidence of current accreditation status or evidence of application for accreditation must be provided. If there is no accreditation system applicable to the school of pharmacy and university, the document should describe any external (to the university) system of quality assurance. Any notable conditions of or required actions by the accreditation/quality assurance body should be noted, and the action being taken by the school and/or university to address such issues should be included in the document.

i. Confirm with ACPE whether country-specific requirements are met. For schools located in Saudi Arabia, email Silvi Kastrati, for further information.

ii. Confirm with ACPE whether country-specific requirements are met. For schools located in Saudi Arabia, email Silvi Kastrati, for further information.

6) **Overview of School of Pharmacy**

In Formstack ([https://acpe-accredit.formstack.com/forms/acpeloi](https://acpe-accredit.formstack.com/forms/acpeloi)).

7) **Administrative Information for the School of Pharmacy**

In Formstack ([https://acpe-accredit.formstack.com/forms/acpeloi](https://acpe-accredit.formstack.com/forms/acpeloi)).

2) ACPE staff review materials submitted by the school to ensure all Eligibility Criteria are met.

   i. If it appears that the Eligibility Criteria are met, ACPE advises the school that the school, university, and program appear to meet all Eligibility Criteria, and that the application for Certification or Precertification can move forward.

   ii. If documentation is unclear or missing, ACPE will request additional evidence and/or documentation to be submitted.

   Note: The members of the on-site evaluation team will review documentation on-site to confirm that the Eligibility Criteria are met. If it is determined that the school, university, or program do not meet the Eligibility Criteria, ACPE will take the appropriate action.

3) ACPE and school set a date and format/venue for the required Pre-Application Consultation (refer to Policies and Procedures for Certification and Precertification paragraph 10.2 or 11.2, as applicable).

4) ACPE provides Pre-Application Consultation (this is ideally provided prior to the start of the self-study, or very early in the process).

5) ACPE and school mutually agree on the date for the formal submission of the application (Invitation to Evaluate, Self-Study Report (SSR), and Application Fee) and the proposed dates for the on-site evaluation visit if authorized by the Board.
6) School initiates its self-study.
   i. A template for a Certification Self Study Report (SSR) (self-assessment instrument) and the list of
documentation and data that must be submitted with the SSR are available at https://www.acpe-
accredit.org/international-services-program/#tab-ApplicationforCertification.
   ii. A template for the Precertification Self Study Report (SSR) (self-assessment instrument) and the
list of documentation and data that must be submitted with the SSR are available at
https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforPrecertification

7) ACPE and the school initiate discussions and planning for the logistical arrangements for the proposed
on-site evaluation visit (identification of members of the on-site evaluation team, travel plans, visa
requirements, etc.) and confirm the detailed timeline for the remaining steps in the application process.

8) School completes its self-study and submits its SSR, Invitation to Evaluate, and Application Fee.
   i. A template for the Certification Invitation to Evaluate is provided at
https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforCertification.
   ii. A template for the Precertification Invitation to Evaluate is provided at
https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforPrecertification.

9) A member of the ACPE staff (or consultant appointed for the purpose) completes Stage 1 of the
preliminary review of the application, SSR and supporting documentation and data to check for
completeness of required documentation and data and adequacy of responses to the focused
questions in the SSR.
   i. If there is missing documentation or data, or other deficiencies, ACPE provides the school with
details of issues to be addressed and requests the school to revise and re-submit its self-study
report.
   ii. If the documentation and data are complete and the responses to the focused questions are
adequate, the SSR is forwarded to a Preliminary Review Team.

10) A Preliminary Review Team (PRT), typically comprising a member of the ACPE International
Commission and two members of the ACPE staff or consultants appointed for the purpose, completes
Stage 2 of the preliminary review of the application, SSR and supporting documentation and data using
the Certification or Precertification Threshold Rubric (available, for information, at
https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforCertification or
https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforPrecertification) to assess the school
and program’s readiness for an on-site evaluation visit.
   i. If the PRT believes that the school and program are not ready for an on-site evaluation visit, i.e.,
the program does not have a reasonable chance of achieving Certification or Precertification, ACPE
provides the school with details of the issues to be addressed and requests the school to revise
and re-submit the SSR.
   ii. If the PRT believes that the school and program are ready for an on-site evaluation visit, i.e., the
program has a reasonable chance of achieving Certification or Precertification, the PRT submits a
report with its findings, conclusions, and recommendations to the International Commission (IC).

11) The IC reviews the PRT’s report and recommendations.
   i. If the IC believes that the school and program are not ready for an on-site evaluation visit, i.e., the
program does not have a reasonable chance of achieving Certification or Precertification, ACPE
provides the school with details of the issues to be addressed and requests the school to revise and re-submit the SSR.

ii. If the IC believes that the school and program are ready for an on-site evaluation visit, i.e., the program has a reasonable chance of achieving Certification or Precertification, the IC submits a report with its findings, conclusions, and recommendations to the ACPE Board. The IC may modify the PRT’s report, including adding/modifying requests to the school for additional information to be provided prior to the on-site evaluation visit, if authorized by the Board.

12) The ACPE Board reviews the report and recommendation of the IC and makes a decision whether or not to authorize an on-site evaluation visit.

i. If an on-site evaluation visit is not authorized, ACPE provides the school with details of the issues to be addressed and requests the school to revise and re-submit the SSR.

ii. If an on-site evaluation visit is authorized, ACPE advises the school and finalizes dates and arrangements for the on-site evaluation visit. The Board may modify the report of the PRT and IC, including adding/modifying requests to the school for additional information to be provided prior to the on-site evaluation visit.

13) If authorized, the on-site evaluation visit is undertaken. (The following steps only apply if the on-site visit is authorized and completed.)

14) ACPE sends a draft Evaluation Team Report (ETR) to the school to check the accuracy of (factual) statements made in the ETR. ACPE invites the school to prepare and submit (optional) supplementary information for consideration by the IC and Board.

15) School reviews draft ETR for accuracy and submits feedback to ACPE.

16) ACPE finalizes ETR, and sends it to the school, university, IC and Board.

17) School submits (optional) a response to the ETR and supplementary information, if applicable.

18) At the next possible in-person meeting (May or November) the IC reviews the ETR and any supplementary information submitted by the school by due date. The Dean and other representatives of the school/university are invited to “meet” with the IC (via tele/video conference) during the meeting to discuss the application and any updated/supplementary information.

i. If the IC does not recommend Certification, Precertification, or Provisional Certification at the time, the school is invited to revise and re-submit its application. The application will not be forwarded to the ACPE Board.

ii. If the IC recommends Certification, Precertification, or Provisional Certification, it submits its recommendation to the ACPE Board.

19) The Board reviews the recommendation of the IC and takes a certification action:

i. If the Board grants Certification or Precertification, ACPE notifies the school and university and provides details of the Board’s actions and recommendations, including any monitoring requirements. A program granted initial Certification is given a two-year certification term. A program granted Precertification is given a term as determined by the Board.

ii. If the Board does not grant Certification or Precertification it may take one of the following actions:

• The Board may grant Provisional Certification, notify the school and university and provide details of the Board’s actions and recommendations, including any monitoring requirements. A program granted Provisional Certification is granted a maximum two-year term, during which it
may be granted Certification. After the two year term, if issues are not resolved to the satisfaction of the Board, Provisional Certification may be withdrawn.

- The Board may invite the school to revise and resubmit its application
- The Board may deny Certification or Precertification. (Denial of Certification or Precertification is an appealable action. See paragraph 16 of Policies and Procedures.)
- The Board may take such action as it deems appropriate