



ACCREDITATION COUNCIL FOR PHARMACY EDUCATION INTERNATIONAL SERVICES PROGRAM

Application for International-Accreditation or International-Preaccreditation: Summary of the Steps and Associated Documentation

The following guidance is intended to provide an easy-to-follow summary of the key steps in the process of an application for International-Accreditation or International-Preaccreditation. Applicants, however, should also refer to the Policies and Procedures for International-Accreditation.

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

- 1) College 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 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, or portion thereof. A LOI, however, formally starts the process of applying for International-Accreditation or International-Preaccreditation.

Note: Payment of 50% of the Application Fee and the fee for the Pre-Application Consultation (PAC; see later) must be made at the same time as the submission of the Letter of Intent. Letters of Intent will be accepted and processed by ACPE strictly in the order in which they are received with all requirements met.

The LOI and a number of supporting documents (listed below) 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 is submitted electronically via the online platform FormStack (<https://acpe-accredit.formstack.com/forms/acpeloi>):

Use the following checklist to guide you when submitting the LOI and additional documents

Letter of Intent: Checklist	
Item #	Item Name/Description
1)	Letter of Intent (LOI) - 1 page, English only
	The LOI is on the official letterhead of the college or university
	The LOI is signed by duly authorized officers of the college and university (such as Dean and Chancellor, President, Rector, etc.)
	The LOI includes a statement indicating the college/university's intent to apply for International-Accreditation or International-Preaccreditation of their degree program(s) in pharmacy
	The LOI includes the official/legal name(s) of the degree(s) are specified in full and in the abbreviated form
	The LOI states 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 and year) for submission of the college's self-study report
	For colleges applying for International-Preaccreditation:
	i. the actual/anticipated date of enrollment of the first class (month and year)
	ii. the actual/anticipated date of graduation of the first class (month and year)
2)	University History – 8-10 pages, English only
	Date of establishment
	Mission statement
	Vision statement
	Specify whether it is a public or private University
	Number of faculties/colleges
	Other degree(s) offered (e.g. MSc, PhD)
	Number of undergraduate and graduate students
	University organizational chart showing the College of Pharmacy
	Brief description of the organizational structure
	Does the institution require a formal agreement or contract to be signed with ACPE, which outlines the responsibilities and commitments of the institution and ACPE? Is YES, please provide details of what is required. (Please note that ACPE can provide a template for such an agreement.)
	Does the institution require that ACPE is formally registered as a "vendor" (provider of services to the institution) in order for payments to be made to ACPE? If YES, please provide details and required documentation.
	Any other innovative, noteworthy or unique aspects of university that may provide additional interesting information and provide context for the evaluation
3)	College of Pharmacy History and Description – 2-5 pages. English only
	Date of establishment
	Mission statement
	Vision statement
	Degree(s) offered
	Organizational structure and governance of the college
	Departmental structure of the college
	Description of the College's strategic planning process
	Any other innovative, noteworthy or unique aspects of your program and college that may provide additional interesting information and provide context for the evaluation

4)	Authorization from the Appropriate Authority
	Documentation of evidence that the College of pharmacy and/or university are authorized (by the appropriate national/state/provincial authority) to award the degree(s) for which International-Accreditation or International-Preaccreditation 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 college 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 college 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 college and/or university to address such issues should be included in the document.
	i. Confirm with ACPE whether country-specific requirements are met. For colleges located in Saudi Arabia, the United Arab Emirates, Oman, and Egypt, email international@acpe-accredit.org, for further information.
6)	Overview of the College of Pharmacy: Included in Formstack
7)	Administrative Information for the College of Pharmacy: Included in Formstack

- 2) ACPE staff review materials submitted by the College to ensure all Eligibility Criteria are met.
 - i. If it appears that the Eligibility Criteria are met, the application for International-Accreditation or International-Preaccreditation can move forward.
 - ii. If documentation is unclear or missing, ACPE will request additional evidence and/or documentation to be submitted.
- 3) A Pre-Application Consultation is completed on a mutually agreed upon date (this ideally occurs prior to the start of the self-study, or very early in the process).
- 4) The College initiates and completes its self-study. A separate template has been prepared for preparation of the Self Study Report (SSR) for International-Accreditation and International-Preaccreditation. Once completed, the SSR is submitted along with the Invitation to Evaluate, and **Application Fee (or the remaining portion thereof)**.
- 5) 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. The staff confirm that Eligibility Criteria are met. If it is determined that the college, university, or program do not meet the Eligibility Criteria, ACPE will take the appropriate action.
 - i. If the SSR is **missing documentation or data, or other deficiencies**, ACPE provides the college with details of issues to be addressed and requests the college 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.
- 6) ACPE and the college initiate discussions and planning for the logistical arrangements for the proposed evaluation visit (format of visit, identification of members of the evaluation team, travel plans, visa requirements, etc.) and confirm the detailed timeline for the remaining steps in the application process. The format of the evaluation visit (on-site or online) will depend on the U.S Travel Advisory for the country in which the college is located, in accordance with ACPE policy.

- 7) A Preliminary Review Team (PRT), typically comprising two to three individuals including a member of the ACPE International Commission, a staff member, and an evaluation team member, completes Stage 2 of the preliminary review of the application, SSR and supporting documentation and data using the International-Accreditation or International-Preaccreditation Threshold Rubric to assess the college and program's readiness for an initial evaluation visit.
 - i. If the PRT believes that the college and program **are not ready** for an initial site evaluation visit, i.e., the program does not have a reasonable chance of achieving International-Accreditation or International-Preaccreditation, ACPE provides the college with details of the issues to be addressed and encourages the college to revise and re-submit the SSR. The college may request that the application continue to move forward. The Board maintains the decision-making authority.
 - ii. If the PRT believes that the college and program **are ready** for an initial evaluation visit, i.e., the program has a reasonable chance of achieving International-Accreditation or International-Preaccreditation, the PRT submits a report with its findings, conclusions, and recommendations to the International Commission (IC). The Board maintains the decision-making authority.
- 8) The IC reviews the PRT's report and recommendations.
 - i. If the IC believes that the college and program **are not ready** for an initial evaluation visit, i.e., the program does not have a reasonable chance of achieving International-Accreditation or International-Preaccreditation, ACPE provides the college with details of the issues to be addressed and encourages the college to revise and re-submit the SSR. The college may request that the application continue to move forward. The Board maintains the decision-making authority.
 - ii. If the IC believes that the college and program **are ready** for an initial evaluation visit, i.e., the program has a reasonable chance of achieving International-Accreditation or International-Preaccreditation, 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 college for additional information to be provided prior to the on-site evaluation visit, if authorized by the Board. The Board maintains the decision-making authority.
- 9) The ACPE Board reviews the report and recommendation of the IC and makes a decision whether or not to authorize an initial evaluation visit.
 - i. If an initial evaluation visit is **not authorized**, ACPE provides the college with details of the issues to be addressed and requests the college to revise and re-submit the SSR.
 - ii. If an initial evaluation visit is **authorized**, ACPE advises the college and finalizes the schedule and arrangements for the evaluation visit. The Board may modify the report of the PRT and IC, including adding/modifying requests to the college for additional information to be provided prior to the on-site evaluation visit.
- 10) If authorized, the evaluation visit is conducted. *(The following steps only apply if the evaluation visit is authorized and completed.)*
- 11) ACPE sends a draft Evaluation Team Report (ETR) to the college to check the accuracy of (factual) statements made in the ETR. ACPE invites the college to prepare and submit supplementary information for consideration by the IC and Board for any Criterion found by the evaluation team to be partially or noncompliant.
- 12) ACPE finalizes the ETR, and sends it to the college, university, IC and Board.

13) At the next meeting (May or November) the IC reviews the SSR, the ETR and any supplementary information submitted by the college. The Dean and other representatives of the college/university are invited to “meet” with the IC (via tele/video conference) during the meeting to discuss the application and any updated/supplementary information. It should be noted that, based on review of the SSR, ETR, and supplementary information, the IC does not have any questions for the college, the scheduled call may be cancelled. The recommendation from the IC is then forwarded to the ACPE Board of Directors.

14) The Board reviews the recommendation of the IC and takes an action:

- i. If the Board grants International-Accreditation or International-Preaccreditation, ACPE notifies the college and university and provides details of the Board’s Actions and Recommendations, including any monitoring requirements. A program granted initial International-Accreditation is given a two-year term. A program granted International-Preaccreditation is given a term as determined by the Board (based on the expected date of graduation of the first cohort of students).

It should be noted that the status of International-Accreditation (online evaluation) or International-Preaccreditation (online evaluation) will be granted should the initial evaluation visit be completed online.

- ii. If the Board does not grant International-Accreditation or International-Preaccreditation it may take one of the following actions:
 - The Board may grant Provisional International-Accreditation (because of compliance issues), notify the college and university and provide details of the Board’s Actions and Recommendations, including any monitoring requirements. A program granted Provisional International-Accreditation is awarded a maximum two-year term, during which it may be advanced to International-Accreditation if the compliance issues are resolved to the satisfaction of the Board. After the two year term, if the compliance issues are not resolved to the satisfaction of the Board, Provisional International-Accreditation status may be withdrawn.
 - The Board may invite the college to revise and resubmit its application
 - The Board may deny International-Accreditation or International-Preaccreditation. (Denial of International-Accreditation or International-Preaccreditation is an appealable action.)
 - The Board may take such action as it deems appropriate