

GLOSSARY OF TERMS/DEFINITIONS

The following definitions describe the way the term is used in this document. The Glossary is not intended to provide or imply a globally adopted definition of the term.

Academic Staff: The members of staff who have an academic title and who are involved in teaching, research, scholarly activity, and service for the pharmacy program. This includes staff personnel who hold an academic rank with titles such as professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. The category includes personnel with other titles, (e.g., dean, director, associate dean, assistant dean, chair or head of department), if their principal activity is instruction or research. It does not include student teachers or teacher aides. Similar term: faculty members.

Accredited: The status of public recognition that ACPE grants to a Doctor of Pharmacy degree program at a college or school of pharmacy in the United States of America and its territories that meets ACPE's requirements for such recognition, as distinct from Internationally-Accredited, which only applies to Professional Degree Programs outside of the United States of America and its territories.

Action and Recommendations Report (A&R): A report sent to the college and institution detailing the final Actions taken by the ACPE Board of Directors, the Compliance Status of each Quality Criterion that was evaluated, any recommendations and requirements for monitoring and reporting, including applicable Terms and timelines.

ACPE: The acronym for the Accreditation Council for Pharmacy Education; refers to the organization as a whole.

Action/Board Action: (see also Adverse Board Action) An action of the Board, related to the International-Accreditation Status or Term of a program.

Administrative Extension: An extension granted to the International Accreditation term by ACPE.

Administrative Warning: A status assigned to a program when the college does not comply with administrative requirements for maintaining the program's International-Accreditation Status.

Advance: An Action of the Board to change the status of a program to another more advanced status (by contrast, see Redesignate/Redesignation).

Adverse Board Action/Adverse Action: The denial of International-Accreditation or International-Preaccreditation, or withdrawal of a program's International-Accreditation Status by ACPE.

Affirm: An Action by the Board to "affirm" implies that a previously established International-Accreditation Term has been maintained.

Annual Reporting: Reporting requested by ACPE of specific programmatic outcomes, data, and other quality-linked indicators, provided on an annual basis by the college and/or other agencies.

Appeals Panel: A committee established by ACPE to consider appeals from an Internationally-Accredited, Internationally-Preaccredited, or Provisionally Internationally-Accredited program.

Applicant: Refers to a college or institution that meets the Eligibility Criteria, has submitted the required application and documents to ACPE, and has paid the applicable application fees.

Board: The ACPE Board of Directors.

Certification: This term was replaced by ACPE with “International-Accreditation” on January 1, 2023. It is only used when referring to the historical status of a Program that held status with ACPE prior to the change in terminology.

Chief Executive Officer (CEO): The highest ranking individual in the institution; examples of specific titles include: President, Principal, Rector, Chancellor, and Vice-Chancellor.

College of Pharmacy/College: The academic unit directly responsible for offering the Professional Degree Program in pharmacy; related terms include College of Pharmacy, Faculty of Pharmacy, School of Pharmacy, Department of Pharmacy, and Pharmacy Program.

Commission (or International Commission): The ACPE International Commission, a committee of ACPE.

Commissioner: A member of the ACPE International Commission.

Complaints Policy: ACPE’s policy related to complaints that is published on its website.

Compliance/Compliant (Compliance Status of a Quality Criterion): No factors exist that compromise current compliance with the Quality Criteria; no factors exist that, if not addressed, may compromise future compliance.

Compliance with Monitoring/Compliant with Monitoring (Compliance Status of a Quality Criterion): The program is in a period of transition regarding a key element or elements, the nature of which warrants further observation to evaluate the impact on future compliance with the expectation outlined in the Criterion; **OR** no factors exist that compromise current compliance with the Quality Criteria; factors exist that, if not addressed, may compromise future compliance; **OR** factors exist that compromise current compliance and an appropriate plan exists to address the factors that compromise compliance, the plan has been fully implemented, sufficient evidence already exists that the plan is addressing the factors and will bring the Program into full compliance.

Compliance Status/Rating:

- The rating assigned by the ACPE Board to a Quality Criterion for a Professional Degree Program with International-Accreditation Status; four ratings are possible: *Compliant*, *Compliant with Monitoring*, *Partially Compliant*, and *Non-Compliant*.
- The rating assigned by the ACPE Board to a Quality Criterion for a Professional Degree Program with International-Preaccreditation Status; four ratings are possible: *Meets Expectations for Stage of Development*, *Focused Attention Required*, *Less than Expected*, and *Much Improvement Needed*.

Comprehensive Evaluation Visit/Comprehensive Visit: An evaluation visit conducted by a team of evaluators to assess the compliance of a Program with all Quality Criteria for the purpose of (a) an application for International-Accreditation or International-Preaccreditation, (b) an application to advance from International-Preaccreditation to International-Accreditation, or (c) continuing International-Accreditation after the expiration of the standard review cycle as defined by ACPE. **Note:** As deemed necessary by the ACPE Board, a comprehensive evaluation will be conducted in person on-site or using an online format (see Online Evaluation Visit Policy and Guidance; Addendum 4).

Continue: An Action by the Board to “continue” implies that the International-Accreditation Term has been extended.

Criterion/Criteria: See Quality Criterion/Criteria.

Dean: The person identified as the leader of the college and Professional Degree Program; the term is intended to include terms such as Director, Chair, Head of Pharmacy Program, or Head of College.

Directory: The detailed listing of Professional Degree Programs with International-Accreditation Status on the ACPE website.

Eligibility Criteria: The conditions and prerequisites, as set by ACPE from time to time, which must be met by a Professional Degree Program, college, and institution (if applicable) in order for an application for International-Accreditation submitted to ACPE for consideration, and for International-Accreditation to be granted or continued.

Enrollment: The number of students enrolled (admitted and currently completing course requirements) in the Professional Degree Program of the college.

Evaluation Team: The evaluators appointed by ACPE to conduct an evaluation visit.

Evaluation Team Report (ETR): The written report generated by the evaluation team that assesses compliance of the Professional Degree Program with the Quality Criteria (as applicable) as observed during the evaluation visit and includes recommendations regarding the Compliance Status for the Quality Criteria and any monitoring. The ETR does not represent a final Board Action but is an evaluative step in the review process.

Evaluation Visit: The conduct of a comprehensive, focused, or verification evaluation of a Program either in person on-site or using an online format (online evaluation), as determined by the Board.

Executive Director: The chief executive officer of ACPE.

Experiential Education: Experiential education is an essential component of pharmacy education in which students engage in hands-on training opportunities including patient care in different real-life pharmacy practice settings. Experiential education provides students with opportunities to integrate and apply their didactic classroom knowledge into practice experiences under the guidance of preceptors. The purpose of experiential education is to support the development of student-pharmacists into competent pharmacists.

Fee Schedule: The listing of fees and charges invoiced by ACPE for services and activities provided by the International Services Program. The schedule is published on the ACPE website.

Focused Attention Required (Compliance Status of a Quality Criterion): Implementation of the plans presented in the college's application has occurred largely as expected, but focused attention is needed to ensure development continues as expected.

Focused Evaluation Visit/Focused Visit: An evaluation visit conducted by a team of evaluators for a specific purpose, including, but not limited to: (a) evaluating compliance of the Program against specific Quality Criteria previously found to be Non-compliant, Partially Compliant, or Compliant with Monitoring, or (b) evaluating continued compliance of the Program two-years after the granting of International-Accreditation, or (c) evaluating continued compliance of a Program that is planning or has undergone a Substantive Change, when deemed necessary by the Board, or (d) evaluating compliance of the Program being considered for advancement from International-Preaccreditation to International-Accreditation, when this format is deemed appropriate by the Board. Focused evaluations/visits occur between comprehensive evaluations. Note: As deemed necessary by the ACPE Board, a Focused Evaluation Visit will be conducted in person on-site or using an online evaluation format (see Online Evaluation Visit Policy and Guidance; Addendum 4).

Forum for Litigation: The courts where litigation may be instituted by foreign programs, colleges, institutions, or ACPE.

Grant: An Action of the Board to award an International-Accreditation Status.

Institution: The regularly incorporated and legally empowered postsecondary educational institution, such as a university, within which a college of pharmacy (or equivalent) operates (see also University).

Interim Monitoring: Monitoring undertaken between Comprehensive Evaluation Visits for the purpose of evaluating continued compliance or progress toward achievement of compliance. Monitoring may be conducted with a written report (an interim report) and/or a Focused Evaluation Visit.

Interim Report: A report that provides updates and details of progress in a specific area of concern regarding a Quality Criterion/Criteria that have been identified by ACPE as being Non-compliant, Partially Compliant, or Compliant with Monitoring.

International-Accreditation Status: The type of public recognition granted, affirmed, or continued by ACPE. This term encompasses the statuses International-Accreditation, International-Preaccreditation, Provisional International-Accreditation, any iteration of the above followed by “with Probation” or “with Administrative Warning”, and any iteration of the above followed by “(online evaluation)”.

Internationally-Accredited/Internationally-Accredited (online evaluation): The International-Accreditation Status that may be granted following an initial evaluation visit₁ or thereafter continued by ACPE for a Professional Degree Program in a country other than the United States and its territories, which demonstrates compliance with all or most Quality Criteria and meets all ACPE’s requirements for such recognition. The designation “(online evaluation)” is included when the initial evaluation visit is conducted online.

International Commission (or Commission): The ACPE International Commission, a committee of ACPE.

International-Preaccreditation/International-Preaccreditation (online evaluation): The status of public recognition that ACPE grants to a new Professional Degree Program in pharmacy (i.e., one for which there has not yet been a graduating cohort of students) for a limited period of time that signifies that the Program is progressing towards International-Accreditation. The designation “(online evaluation)” is included when the initial evaluation visit is conducted online.

International-Accreditation Term (or Term): The number of years of an International-Accreditation or International-Preaccreditation Status awarded to a Professional Degree Program by ACPE.

International Services Program (ISP): The division of ACPE through which International-Accreditation and International-Preaccreditation of Professional Degree Programs in pharmacy and other international services and activities are offered and managed.

International Services Program Advisory Group (ISPAG): A group of individuals appointed by the International Commission to provide broad geographic and cultural perspectives, input, and advice on ISP programs, services, activities, and documents.

Invitation to Evaluate: The official request for an evaluation visit for International-Accreditation or International-Preaccreditation submitted by an Institution to ACPE.

Less than Expected (Compliance Status of a Quality Criterion): Noticeable gaps in development exist; additional work is needed if the college is to achieve full compliance with the Criterion in the expected timeframe.

Letter of Intent (LOI): A non-binding (without obligation) expression of interest submitted by a college or Institution indicating a desire to apply for International-Accreditation or International-Preaccreditation.

Meets Expectations for Stage of Development (Compliance Status of a Quality Criterion): Implementation of the plans presented in the college's application has occurred as expected and suggests the Program is on target to achieve full compliance with the Criterion in the expected timeframe.

Much Improvement Needed (Compliance Status of a Quality Criterion): Significant deficiencies in planning and implementation exist that, if left unaddressed, threaten the college's likelihood of achieving full compliance with this Criterion.

Non-Compliance/Non-Compliant (Compliance Status of a Quality Criterion): Factors exist that compromise current compliance with the Quality Criteria; an appropriate plan to address the factors that compromise compliance does not exist or has not yet been initiated; **OR** adequate information was not provided to assess compliance.

Online Evaluation: An evaluation of a Professional Degree Program in pharmacy that uses web-based audio and visual connections to facilitate a synchronous online face-to-face interaction with and evaluation of the program using an engaged, interactive format that allows for a visual display of individuals, groups, documents, physical facilities, and other locations, as required. The rigor, quality, and process of the online evaluation, as well as the opportunity for the program to provide evidence and verify, clarify, or amplify evidence, are intended to be comparable to an in-person on-site visit.

Partial Compliance/Partially Compliant (Compliance Status of a Quality Criterion): Factors exist that compromise current compliance with the Quality Criteria; an appropriate plan exists to address the factors that compromise compliance and it has been initiated; the plan has not been fully implemented and/or there is not yet sufficient evidence that the plan is addressing the factors and will bring the program into compliance.

Pre-Application Consultation (PAC): A consultation provided by ACPE to colleges that have applied to ACPE for International-Accreditation or International-Preaccreditation of their pharmacy degree program(s). The PAC is a highly recommended component of the application process and a fee is charged in accordance with the Fee Schedule.

Preceptor: An individual who instructs students in a practice setting. Similar terms include: tutor, practice-based tutor, and practitioner-educator.

Precertification: This term has been replaced by ACPE with "International-Preaccreditation." It is only used when referring to the historical status of a program that held status with ACPE prior to the change in terminology.

Preliminary Review: An initial review of an application for International-Accreditation or International-Preaccreditation and a college's self-study report, prior to review by ACPE's International Commission and Board.

Preliminary Review Team (PRT): A team appointed for the purpose of conducting a Preliminary Review.

President (of a university): The Chief Executive Officer of the university. Equivalent terms may include Chancellor, Vice-Chancellor, Principal, or Rector.

Probation: The International-Accreditation Status that may be granted to a Professional Degree Program that has been identified by ACPE as being partially or non-compliant with one or more of the Quality Criteria. Programs with International-Accreditation and International-Preaccreditation, including those programs with the designation (online evaluation) may be placed on probation. The status of Probation is disclosed to the public and listed as such in the Directory.

Professional Degree Program (in pharmacy)/Program: A postsecondary academic degree program offered at an institution of higher education and designed to prepare graduates to practice as a pharmacist. Professional Degree Programs may be entry-level or postgraduate programs and must be recognized as a professional qualification or additional professional qualification in the relevant jurisdiction's register for pharmacists.

Provisionally Internationally-Accredited/Provisionally Internationally-Accredited (online evaluation): The International-Accreditation Status that may be granted by ACPE to a program in a country other than the United States and its territories that may have factors that compromise compliance with Quality Criteria, but that has initiated appropriate plans to address such factors, and meets all ACPE's requirements for such recognition. The designation "(online evaluation)" is included when the initial evaluation visit is conducted online.

Provisional International-Accreditation (Category 1) and/or (Category 2): These terms were discontinued effective September 1, 2023. They are only used when referring to the historical status of a program that held status with ACPE prior to the change in terminology (see Provisional Internationally-Accredited).

Redesignate/Redesignation: An Action of the Board to change the status of a program to another comparable status (by contrast, see Advance/Advancement). Examples of Redesignation may include:

- Certification to International-Accreditation
- International-Accreditation (online evaluation) to International-Accreditation
- Precertification to International-Preaccreditation
- Provisional Certification to Provisional International-Accreditation
- Provisional International-Accreditation (online evaluation) to Provisional International-Accreditation

Remand: The action of an Appeals Panel to send back an appeal resulting from an Adverse Action to the ACPE Board for further consideration.

Report of Proceedings (ROP): The official Report of Actions of the ACPE Board of Directors; reports are published after the regularly scheduled meetings of the Board, and after any meeting of the Board at which Actions are taken.

Quality Criterion/Criteria: ACPE's International Quality Criteria for International-Accreditation and International-Preaccreditation of Professional Programs in Pharmacy.

Self-Assessment Instrument: ACPE's template for the self-study report (SSR).

Self-Study/Self-Study Report (SSR): A comprehensive, broad-based review and self-assessment process/report of a college's Professional Degree Program in pharmacy to document accomplishments and strengths, self-assess compliance with all Quality Criteria, identify areas for improvement, and outline a plan for making those improvements.

Substantive Change: A notable change in the Professional Degree Program, the college, or the institution that may impact the quality of the program or its ability to remain in compliance with all Quality Criteria.

Threshold Rubric An instrument used by a Preliminary Review Team, the International Commission, and the Board to evaluate the readiness of a college and program for an evaluation visit for consideration of an application for International-Accreditation or International Preaccreditation.

University: A postsecondary institution of higher education that is regularly incorporated, legally empowered, and authorized to award degrees in accordance with national laws and regulations, and whose mission encompasses professional education, scholarship, research, and service.

Verification Visit: An on-site evaluation visit conducted for the purpose of verifying the findings of a prior evaluation visit which was conducted online.