



## **PREPARING COMMENDATION REPORTS**

### **Eligibility**

Accredited continuing pharmacy education (CPE) providers who have demonstrated compliance with all ACPE Standards and Policies are eligible to apply for Accreditation with Commendation. Accreditation with Commendation is optional. The Commendation criteria, rubric, and process to pursue Accreditation with Commendation may be found on the ACPE website: [Commendation Criteria](#).

ACPE uses a menu approach for recognition of Accreditation with Commendation in an effort to promote flexibility, reflect the diversity of accredited providers and offer a pathway for all providers to pursue Accreditation with Commendation.

The provider will need to demonstrate compliance with **TWO** criteria in **TWO** subcategories of their choice:

- Content
- Delivery
- Learning Assessment
- Evaluation

Each criterion should be accompanied by supporting information designed to assist CPE providers in understanding and addressing ACPE's expectations. Critical elements required to demonstrate compliance are provided. Please note that some of the criteria are activity-based (i.e., focused on individual learning activities) while some are program-based (i.e., focused on the CPE program as a whole). The provider may select the activities which are felt to best demonstrate the provider's achievement of the respective criteria.

**If interested in applying for Accreditation with Commendation, an eligible provider may submit the Commendation report during one of the two subsequent cycles following Comprehensive Review.**

<b>Comprehensive Review</b>	<b>Commendation Report Submission Deadline</b>
Spring Review Cycle: June Accreditation Decision	October 1 <sup>st</sup> or April 1 <sup>st</sup>
Fall Review Cycle: January Accreditation Decision	April 1 <sup>st</sup> or October 1 <sup>st</sup>

### **Commendation Report Preparation and Submission:**

- Submit the report electronically in **one** file – PDF preferred.
- ALWAYS include Table of Contents with page numbers for guidance.
- Reports should be no more than 50 pages (including appendices).
- Information should be organized for quick search and easily accessible. Place evidence in one section of the report (rather than multiple sections) with hyperlinks and/or bookmarks. At a minimum, providers should use bookmarks to separate content according to the Table of

Contents. Bookmarking Guidance document can be found at: <https://www.acpe-accredit.org/pdf/PDFBookmarkGuidanceAug2017.pdf>

- Use summary and/or aggregate evidence rather than raw data where possible.
- Provide reviewers with instructions on hardware and software needed to view the report.
- Submit report using the following site: <https://spaces.hightail.com/uplink/ACPEmaterials>
  - Select File: Either drag the file into the Hightail uplink page or upload it (i.e., Add from My Computer). For upload function, a pop-up window will appear that allows you to browse your computer to locate the file. Once the file is selected, click 'Open.'
  - Please complete the fields on the page as indicated:
    - From: List the full name and email address of the individual who is responsible for the report. This person will serve as the contact person if ACPE experiences any issues with accessing the report.
    - Message: Include the report type, organization name, and review cycle. (i.e., Commendation PharmRUs Spring 2022). Please use this optional section to provide additional information to minimize any confusion regarding the report.
    - Click 'UPLOAD' (Note: it may take 1-2 minutes to send your file depending on its size and the speed of your internet connection). Once the file has been sent successfully, you will receive an email confirming transmission of your file.

#### **Additional Guidance for Specific Items**

- Content – Do not include individual responses to needs assessment surveys; please provide summary results
- Assessment – Assessment data to demonstrate extent to which an educational need was met should include summary results rather than individual learner assessment results
- Evaluation – Aggregate data that demonstrate achievement of mission and goals should be provided rather than individual responses/feedback for activity evaluations