



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, International-Preaccreditation, and Provisional International-Accreditation (January 1, 2023), especially sections 11 or 12, 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 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 school'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.

- 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 International-Accreditation, International-Preaccreditation, and Provisional International-Accreditation (January 1, 2023) (Section 7). 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 International-Accreditation or International-Preaccreditation (as applicable)
- The **official/legal name(s) of the degree(s) should be specified in full** along with the abbreviated form

- A statement indicating that appropriate officials from the school/university have read and understood the process, requirements, and fees associated with an application for International-Accreditation or International-Preaccreditation
 - 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
 - submission of the school's self-study report
 - submission of the Invitation to Evaluate
 - the on-site evaluation visit
 - For schools applying for International-Preaccreditation:
 - 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:
 - Date of establishment
 - Mission statement
 - Vision statement
 - University values (if applicable)
 - 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 School of Pharmacy
 - Brief description of the organizational structure
 - Any other innovative, noteworthy or unique aspects of university that may provide additional interesting information and provide context for the evaluation
 - 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
 - School of Pharmacy History and Description:
 - Date of establishment
 - Mission statement
 - Vision statement
 - School values (if applicable)
 - Degree(s) offered
 - Organizational structure and governance of the school
 - Departmental structure of the school
 - Brief description of the campus facilities (existing and/or planned)
 - Summary of academic and support staff (actual and/or planned)
 - Strategic plan (in English, if available)
 - Research focus of the school
 - Community, national and international engagement(s)

- 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 International-Accreditation or International-Preaccreditation 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.
 - Confirm with ACPE whether country-specific requirements are met. For schools located in Saudi Arabia and United Arab Emirates, email international@acpe-accredit.org, for further information.
- v. Overview of School of Pharmacy: Included in Formstack (<https://acpe-accredit.formstack.com/forms/acpeloi>).
- vi. Administrative Information for the 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>):

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 school or university
	The LOI is signed by duly authorized officers of the school and university (such as Dean and Chancellor, President, Rector, etc.)
	The LOI includes a statement indicating the school/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) specified in full and in the abbreviated form
	The LOI states that appropriate officials from the school/university have read and understood the process, requirements, and fees associated with an application for International-Accreditation or International-Preaccreditation
	The LOI provides the school/university's best estimate of the likely/requested dates (month and year) for:
	i. the required Pre-Application Consultation with ACPE
	ii. initiation of the school's self-study
	iii. submission of the school's self-study report
	iv. submission of the Invitation to Evaluate
	v. the on-site evaluation visit
	For schools 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 and Description – 10-12 pages, English only
	Date of establishment
	Mission statement
	Vision statement
	University values (if applicable)
	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 School of Pharmacy
	Brief description of the organizational structure
	Any other innovative, noteworthy or unique aspects of university that may provide additional interesting information and provide context for the evaluation
	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.
3)	School of Pharmacy History and Description – 2-5 pages. English only
	Date of establishment
	Mission statement
	Vision statement
	School values (if applicable)
	Degree(s) offered
	Organizational structure and governance of the school
	Departmental structure of the school
	Brief description of the campus facilities (existing or planned)
	Summary of academic and support staff (actual or planned)
	Strategic plan (in English, if available)
	Research focus of the school
	Community, national and international engagement(s)
	Any other innovative, noteworthy or unique aspects of your program and school that may provide additional interesting information and provide context for the evaluation
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 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 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, the United Arab Emirates, Oman, and Egypt, email international@acpe-accredit.org, for further information.
6)	Overview of School of Pharmacy: Included in Formstack (https://acpe-accredit.formstack.com/forms/acpeloi).
7)	Administrative Information for the School of Pharmacy: Included in Formstack (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 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.
Note: The members of the team for the initial comprehensive evaluation may review documentation 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 International-Accreditation and International-Preaccreditation (January 1, 2023) paragraph 11.2 or 12.2, 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 International-Accreditation 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-ApplicationforInternationalAccreditation>.
 - ii. A template for the International-Preaccreditation 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-ApplicationforInternationalPreaccreditation>.
- 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 (or the remaining portion thereof).
 - i. A template for the International-Accreditation Invitation to Evaluate is provided at <https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforInternationalAccreditation>.
 - ii. A template for the International-Preaccreditation Invitation to Evaluate is provided at <https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforInternationalPreaccreditation>.
- 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 International-Accreditation or International-Preaccreditation Threshold Rubric (available, for information, at <https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforInternationalAccreditation> or <https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforInternationalPreaccreditation>) 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 International-Accreditation or International-Preaccreditation, 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 International-Accreditation or International-Preaccreditation, 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 International-Accreditation or International-Preaccreditation, 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 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 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 the schedule 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 conducted. *(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 the draft ETR for accuracy and submits feedback to ACPE.
- 16) ACPE finalizes the 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 International-Accreditation, International-Preaccreditation, or Provisional International-Accreditation** 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 International-Accreditation, International-Preaccreditation, or Provisional International-Accreditation**, it submits its recommendation to the ACPE Board.
- 19) 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 school 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).
 - 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 (Category 1) (because of compliance issues), notify the school and university and provide details of the Board’s Actions and Recommendations, including any monitoring requirements. A program granted Provisional International-Accreditation (Category 1) is awarded a maximum two-year term, during which it may be granted 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 may be withdrawn.
 - The Board may grant Provisional International-Accreditation (Category 2) (because the evaluation visit was conducted online not on-site), notify the school and university and provide details of the Board’s Actions and Recommendations, including any monitoring requirements. A program granted Provisional International-Accreditation (Category 1) can be advanced to International-Accreditation only after the successful conduct of an on-site Verification Visit (refer to Policies and Procedures).
 - The Board may grant Provisional International-Accreditation (Category 1 & 2) (refer Policies and Procedures).
 - The Board may invite the school 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. See paragraphs 16 and 17 of Policies and Procedures.)
 - The Board may take such action as it deems appropriate