



## ACCREDITATION COUNCIL FOR PHARMACY EDUCATION INTERNATIONAL SERVICES PROGRAM

### Guidance for Submission of a Letter of Intent to Apply for International- Accreditation or International-Preaccreditation

A *Letter of Intent* (LOI) is a non-binding 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. A LOI, however, formally starts the process of applying for International-Accreditation or International-Preaccreditation. With the letter, a number of supporting documents 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 (Section 7).

The LOI should be on the letterhead of the school of pharmacy or university and signed by a duly-authorized official, such as the Dean of the school or senior university administrator. The LOI is submitted electronically via the online platform Formstack (<https://acpe-accredit.formstack.com/forms/acpeloi>).

The LOI should include the following:

- A statement indicating the school/university's intent to apply for International-Accreditation or International-Preaccreditation (**specify which**) of their degree program(s) in pharmacy; 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<sup>1</sup> (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*

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<sup>1</sup> Please refer to the timelines that are developed by ACPE for this purpose; they are available on request from [international@acpe-accredit.org](mailto:international@acpe-accredit.org)

- 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)
- All supporting documents as detailed on ACPE's website:
  - for International-Accreditation <https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforInternational-Accreditation>
  - for International-Preaccreditation <https://www.acpe-accredit.org/international-services-program/#tab-ApplicationforInternational-Preaccreditation>