

## SUGGESTED TIMELINE FOR SUBMITTING AN APPLICATION

There's no single best time to submit an application for accreditation that fits everyone's circumstances and there are few absolute deadlines\*. You may submit an application at any time; however, the type of application must fit your circumstances

- A. If you **do not have a resident** and are planning a year or more ahead of your first resident's start date:
1. Between July and September – **submit only the 2-page application for pre-candidate status** (we will send appropriate invoices for the application fee and the prorated annual accreditation fee). This enables you to sign-up to participate in the Residency Showcase at the ASHP Mid-year Clinical Meeting and requires that you participate in the Resident Matching Program (RMP) to assist in recruiting your first resident.
  2. December – attend the ASHP Mid-year Clinical Meeting to attend a Residency Learning System (RLS) workshop and the “Applying for Accreditation – Finding the Pathway and Taking the Right Steps.”
  3. January – interview applicants.
  4. February – submit rank-order list for the RMP.
  5. March – RMP results released.
  6. July (or when your first resident starts) – if RMP successful (or if position is filled in post-RMP “scramble”), submit an application for accreditation (candidate status). Also submit an Academic and Professional Record form and the CV of the residency program director.
  7. Within about 6-12 months of ASHP's receipt of your application for candidate status you will be contacted to establish a date for the on-site accreditation survey; this will be about 4-6 months in advance of the actual survey dates.
  8. Pre-survey materials due to ASHP 45 days before on-site survey.
- B. If you **have a resident in your program**:
1. After the start date for the resident and before the resident completes your program, submit an application for accreditation (candidate status), and an Academic and Professional Record form and a CV for the residency program director. Accreditation, once achieved, is retroactive to the date ASHP receives your application and for this reason, your first resident will be eligible to eventually receive a certificate from you that indicates completion of an ASHP-accredited residency.
  2. Within about 6-12 months of ASHP's receipt of your application for candidate status you will be contacted to establish a date for the on-site accreditation survey; this will be about 4-6 months in advance of the actual survey dates.
  3. Pre-survey materials due to ASHP 45 days before on-site survey.

\*If you wish to participate in the RMP you must submit an application in time for ASHP to process it, to notify National Matching Services, Inc., and for you to register for the RMP. A feasible time, then, is before mid-January.