

Guidelines for Submitting an Application for Accreditation

- A. **For pre-candidate status:** contact Bruce Nelson at bnelson@ashp.org or 301-664-8658 if you have questions.
1. The primary purpose of pre-candidate status is to allow emerging residencies that have not yet recruited their first resident to participate in the Resident Matching Program (RMP) to help with that recruiting. Accreditation Services Division's staff will coordinate with National Matching Services, Inc. to have them send a registration packet to participate in the RMP. Programs in pre-candidate status must place all of the program's positions in the RMP
 2. Interested program directors should complete and submit the two-page *Application for Pre-Candidate Status for a Pharmacy Residency Program* that is available on ASHP's "Residency Accreditation" web page. No other supporting documentation is required.
 3. **Please note:** residency program directors who are successful in recruiting a resident into a program that has pre-candidate status with ASHP will be required to submit an application for accreditation (candidate status) as soon as the resident begins the program.
 4. Programs in pre-candidate status will also have access to ResiTrak[®], a web-based resident evaluation system, will be listed in the ASHP on-line Residency Directory, and will receive correspondence from ASHP pertaining to residency accreditation.
 5. See the current Accreditation Fee Schedule (www.ashp.org) for the **application fee**; this is a one-time fee; when you recruit a resident and apply for accreditation (candidate status) there will not be another application fee. An **annual accreditation fee** equal to one-half the published annual assessment will also be assessed. ASHP will send invoices for these fees.
- B. **For candidate status:**
1. Complete the applicable *Application for Accreditation of a Residency Training Program* form (PGY1 pharmacy, PGY1 community pharmacy, or PGY1 managed care pharmacy).
 2. **Residency Program Director:** submit a completed *Academic and Professional Record* form (see www.ashp.org for this form) **and** current curriculum vitae (CV). Please ensure documentation of substantial compliance with the requirements for residency program directors as specified in the applicable Accreditation Standard.
 3. ASHP will send invoices for the application fee and the prorated annual accreditation fee (see www.ashp.org for current fee schedule).
 4. Within 6 to 12 months after receipt of your application, Accreditation Services Division staff will contact you to schedule your onsite accreditation survey. Surveys are scheduled about 4-6 months in advance.
- C. You should receive e-mail confirmation from ASHP's Accreditation Services Division staff when your application is received by them. Please contact asd@ashp.org if you do not receive confirmation within a reasonable time period.

Mailing address: American Society of Health-System Pharmacists, Accreditation Services Division, 7272 Wisconsin Avenue, Bethesda, MD 20814.

(Revised November 2011.)