

## Guidelines for Submitting an Application for Accreditation

1. Complete the applicable Application for Accreditation of a Pharmacy Technician Training Program form.
  - a. Note: signatures on the application form indicate the pharmacy technician training program is in substantial compliance with the accreditation standard.
  - b. Please ensure legibility of names and e-mail addresses.
2. Pharmacy Technician Training Program Director: submit a completed Academic and Professional Record form **and** current curriculum vitae (CV). Please ensure documentation of substantial compliance with the requirements for residency program directors as specified in the Accreditation Standard.
3. For payment of the accreditation application fee a check or credit card information may be included and enclosed (see [www.ashp.org](http://www.ashp.org) for current fee schedule). However, if the application fee is not included with the materials outlined above, ASHP will send an invoice for the application fee and the prorated annual accreditation fee.
4. You should receive e-mail confirmation from ASHP's Accreditation Services Division staff when your application is received by them. Please contact that office at 301-664-8645 if you do not receive confirmation within a reasonable time period.
5. Within 6 to 12 months after receipt of your application, Accreditation Services Division staff will contact you to schedule your onsite accreditation survey.

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