

**ASHP Accreditation Services Application Timeline for International Organizations**

Health systems and organizations outside of the United States and its territories that are considering accreditation of their postgraduate residency program under the *ASHP Accreditation Standard for Postgraduate Residency Programs* must follow the suggested timeline for applying for accreditation:

1. Interested parties must seek advice and approval for the appropriate time to apply for an accredited residency program in a country outside of the United States and territories **before** submitting an application for accreditation (either precandidate or candidate). Suitability for accreditation under the *ASHP Accreditation Standard for Postgraduate Residency Programs* will be assessed by ASHP Accreditation Services Office (ASO).
   1. Inquiries are to be directed to ASO via email to [asd@ashp.org](mailto:asd@ashp.org) with a request for an appointment for discussion regarding application requirements and readiness to conduct an accredited PGY1 or PGY2 pharmacy residency program.
   2. Fees associated with conducting an accredited program and methods of payment will be discussed at that time.
   3. Applications for accreditation arriving into the ASHP ASO without prior consultation will be deferred to step 1.a.
   4. If a memorandum of agreement or understanding must be instituted by both ASHP and the organization seeking accreditation that will be discussed and prepared by ASO for the requesting party.
2. After approval, applications for accreditation will be accepted by ASO based on the timing of the official start of the next residency program class and will also be determined based upon ASHP receipt of all application fees and subsequent accreditation fees as invoiced.
3. Programs will gain access to PharmAcademic™ when the application fees have been paid and the effective start date of the new program has been determined by ASO.
   1. PharmAcademic™ is the web-based administrative documentation tool all residency programs in the ASHP accreditation process must use. Residency programs must have access and use this platform for residency program management and to be prepared for survey.
4. ASO will assign a lead surveyor to communicate and work with the site to establish dates for the accreditation survey.
5. Pre-survey materials are due to ASHP 45 days before survey.

Contact ASHP Accreditation Services Office at [asd@ashp.org](mailto:asd@ashp.org) or leave a message at 301-664-8835 if you have questions regarding accreditation of a residency program conducted outside of the US and territories.

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