

Guidelines for Submitting an Application for Accreditation

- A. **For pre-candidate status:** contact the Accreditation Services Office at asd@ashp.org or 301-664-8835 to leave a message 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 Pharmacy Online Residency Centralized Application Service (PhORCAS) and the Resident Matching Program (RMP or “Match”) to help with that recruiting. Accreditation Services Office staff will coordinate with National Matching Services, Inc. to have them send programs a registration packet to participate in the RMP and PhORCAS. 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*. For this form go to ASHP’s web page (www.ashp.org) and select “Residencies,” “Residency Program Directors,” and “Applying for Accreditation.” Submit additional documentation if required (i.e. novel PGY2 specialty program approval).
 3. **Residency Program Director:** submit a completed *Academic and Professional Record* form (for this form go to www.ashp.org, and select “Residencies,” “Residency Program Directors,” and “Applying for Accreditation”) **and** a current curriculum vitae (CV). Please ensure documentation of substantial compliance with the requirements for residency program directors as specified in the applicable Accreditation Standard.
 4. **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 a resident begins the program.
 5. Programs in pre-candidate status will also have access to PharmAcademic®, a web-based residency program design and conduct system, will be listed in the ASHP on-line Residency Directory, and will receive correspondence from ASHP pertaining to residency accreditation.
 6. For the **application fee**, see the current Residency Accreditation Fee Schedule (go to www.ashp.org and select “Residencies,” “Residency Program Directors,” and “Applying for Accreditation”). This is a one-time fee; when you recruit a resident and apply for accreditation (candidate status) there will not be another application fee. A prorated **annual accreditation fee** will also be assessed at the time of application. So that you don’t have to guess at amounts, ASHP will send invoices for both the application and annual fees.
- B. **For candidate status:**
1. Complete the applicable *Application for Accreditation of a Residency Training Program* form (PGY1 or PGY2 pharmacy, PGY1 community pharmacy, or PGY1 managed care pharmacy).
 2. Residency Program Director: If not already submitted with a pre-candidate application, submit a completed *Academic and Professional Record* form (for this form go to www.ashp.org, and select “Residencies,” “Residency Program Directors,” and “Applying for Accreditation”) **and** a 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 (for the current fee schedule go to www.ashp.org, and select “Residencies,” “Residency Program Directors,” and “Applying for Accreditation”).
 4. Within about 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 Office 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: scan and email to asd@ashp.org or mail originals to American Society of Health-System Pharmacists, Accreditation Services Office, 4500 East West Highway, Suite 900, Bethesda, MD 20814.

(Revised April 2017)