



## **Guidelines for Submitting an Application for International Pharmacy Practice Residency Accreditation**

- A. For **pre-candidate status**: contact the Practice Advancement Office at [International@ashp.org](mailto:International@ashp.org) 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 have access to the PharmAcademic program management tool to determine the program's learning experiences, assign objectives to them, and to write learning experience descriptions.
  2. Interested residency program directors should complete and submit the two-page *Application for Pre-Candidate Status for an International Pharmacy Practice Residency Program* (posted on [www.ashp.org](http://www.ashp.org)). Submit additional documentation if required.
  3. Residency Program Director: submit a completed *Academic and Professional Record* form (posted on [www.ashp.org](http://www.ashp.org)) **and** current curriculum vitae (CV). Please ensure documentation of substantial compliance with the requirements for residency program directors as specified in the 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**, as well as all other fees associated with the accreditation process, please contact [International@ashp.org](mailto:International@ashp.org). This application fee 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 *Application for Accreditation or Reaccreditation of an International Pharmacy Practice Residency Program* form.

Residency Program Director: If not already submitted with a pre-candidate application, submit a completed *Academic and Professional Record* form (posted on [www.ashp.org](http://www.ashp.org)) **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.

2. ASHP will send invoices for the application fee and the prorated annual accreditation fee. For information on the **application fee**, as well as all other fees associated with the accreditation process, please contact [International@ashp.org](mailto:International@ashp.org).
3. Within about 6 to 12 months after receipt of your application, Office of Practice Advancement staff will contact you to schedule your onsite accreditation survey. Surveys are scheduled about 4-6 months in advance.

- C. You will receive e-mail confirmation from ASHP's Office of Practice Advancement staff when your application is received by them. Please contact [International@ashp.org](mailto:International@ashp.org) if you do not receive confirmation within a reasonable time period.

**Mailing address:** scan and email to [International@ashp.org](mailto:International@ashp.org) or mail originals to American Society of Health-System Pharmacists, Office of Practice Advancement, 4500 East West Highway, Suite 900, Bethesda, MD 20814.

(Created January 2018)