

SUGGESTED TIMELINE FOR SUBMITTING AN APPLICATION

There's no single best time to submit an application for accreditation that fits everyone's circumstances and there are few absolute deadlines (however, see B and C.2., below). You may submit an application at any time but the type of application must fit your circumstances.

A. If you **do not have a resident**, are planning at least 10 months ahead of your first resident's start date the following July, want to use the Pharmacy Online Residency Centralized Application Service (PhORCAS), and want to participate in the Resident Matching Program (RMP or "Match") to recruit your first resident, please consider the following:

1. Between July 1st and September 30th – **submit the 2-page application for Pre-Candidate status** (we will send appropriate invoices for the application fee and the prorated annual accreditation fee). Also submit an Academic and Professional Record form and the CV of the residency program director. Email (preferred) all fully executed and signed documents to asd@ashp.org and allow 4 weeks for processing.
2. **Pre-Candidate status** allows you to sign-up to participate in the Residency Showcase at the ASHP Mid-year Clinical Meeting and requires that you use PhORCAS and place all positions being offered in your program in the Resident Matching Program (RMP) to recruit your first resident.
3. October – register for the National Pharmacy Preceptors Conference (NPPC) to attend a Residency Program Design and Conduct (RPDC) workshop and other great programming for emerging, new, and existing residency programs.
4. December – register for the ASHP Mid-year Clinical Meeting (MCM) to attend a Residency Program Design and Conduct (RPDC) workshop and other great programming for emerging, new, and existing residency programs (if not attending NPPC).
5. January/February – interview applicants.
6. March – submit rank-order list for the RMP.
7. March or April – RMP Phase I and Phase II results released.
8. July (or when your first resident starts) – if RMP successful, or if position is filled post-RMP, submit an **Application for Accreditation** (candidate status). Email (preferred) all fully executed and signed documents to asd@ashp.org
9. Within about 6-12 months of ASHP's receipt of your application for candidate status you will be contacted to establish a date for the on-site accreditation survey; this will be about 4-6 months in advance of the survey dates.
10. Pre-survey materials are due to ASHP 45 days before on-site survey.

B. If you **do not have a resident** and have not applied for pre-candidate status before December 1st, the main advantages of this status (the Match and PhORCAS) may not be available to you to recruit your first resident.

C. If you **have a resident in your program**:

1. After the start date for the resident and before the resident completes your program, submit an **Application for Accreditation** (candidate status), and an Academic and Professional Record form and a CV for the residency program director. Accreditation, once achieved, is retroactive to the date ASHP receives your application and for this reason, your first resident will be eligible to eventually receive a certificate from your program that indicates completion of an ASHP-accredited residency.
2. If you wish to participate in the RMP and PhORCAS to recruit your next residents, you must submit an application in time for ASHP to process it, to notify National Matching Services, Inc., and for you to register for the RMP. A feasible time, then, is soon after your first resident starts, usually in July, but no later than December 1st.
3. Within about 6-12 months of ASHP's receipt of your application for candidate status you will be contacted to establish a date for the on-site accreditation survey; this will be about 4-6 months in advance of the actual survey dates.
4. Pre-survey materials are due to ASHP 45 days before on-site survey.

Contact Accreditation Services at asd@ashp.org or leave a message 301-664-8835 if you have questions.

Mailing address: ASHP, Accreditation Services Office, 4500 East West Highway, Suite 900 Bethesda, MD 20814.

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