



Guidelines for Submitting an Application for International Pharmacy Practice Residency Accreditation

1. Complete the *Application for Accreditation or Reaccreditation of an International Pharmacy Practice Residency Program* form.

Residency Program Director: Submit a completed *Academic and Professional Record* form (posted on www.ashp.org/global) **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. You will receive e-mail confirmation from ASHP's Office of Practice Advancement staff when your application is received by them. Please contact ashpglobal@ashp.org if you do not receive confirmation within a reasonable time period.
3. 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 ashpglobal@ashp.org.
4. Programs will 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.
5. 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.

Mailing address: scan and email to ashpglobal@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.

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