

## Accreditation Procedures (November 1, 2005)

1. A credentialing body implementing a credentialing program may be accredited by the Council on Pharmacists Credentials (CPC) in accordance with the standards for assessment of pharmacist credentialing programs.
2. The CPC accredits the following types of credentialing programs:
  - 1) Continuing Education Credentialing Programs: Programs to improve pharmacists' competence by implementing and evaluating training programs (live lectures, clinical training, long-distance education, etc), and providing credits to the participants according to their achievement. Pharmacists will be credentialed on achieving certain number of credits according to their continuing education records. The credentialing body will be called "lifelong training provider".
  - 2) Special Training Programs: Programs to improve pharmacists' competence by certifying pharmacists with specific abilities and aptitudes as a part of their continuing education by providing credits to the participants according to their achievement. In principle, the credentialing body is a lifelong training provider.
  - 3) Pharmacy Specialties Credentialing Programs: Programs to recognize and certify pharmacists who have specialized pharmaceutical knowledge and skills in certain disease categories, practice areas, or particular diseases, in order to improve patient care by contribution to public health, healthcare professionals (especially in medical teams), and welfare by applying pharmaceutical expertise of these specialty pharmacists.
3. A credentialing body desiring accreditation must submit to CPC the designated application form (see the "Guidelines on Accreditation Applications") and the materials required for assessment. Advice and guidance during the application process will be provided when needed.
4. Based on the accreditation application, CPC Director will select assessors from the Pharmacist Credentialing Program Committee. Based on the materials submitted these assessors will evaluate the credentialing body and their credentialing program in accordance with the Pharmacist Credentialing Program Evaluation Standards. They will then prepare an evaluation report on their findings.
5. If the assessors consider that the standards are not met, they will request supplemental reports or corrections of the credentialing body or the program.

6. After the assessors finish their evaluation or re-evaluation, the CPC Director will make a comprehensive report. This report will be considered at the Board Meeting. If the Board agrees that the standards are met, an accreditation certificate will be issued to the credentialing body and the credentialing program.
7. Compliance with the standards is comprehensively assessed considering the characteristics of the individual credentialing program. As a part of these assessments, interviews and on-site evaluations will also be conducted.
8. If a credentialing body, which has already obtained accreditation, undertakes a new credentialing program, an assessment will be made only of the program, and not of the credentialing body. The program will be accredited if it complies with the standards.
9. If the standards for a credentialing program are met but the standards for a credentialing body are not met (e.g. there is shortage of the operating budget or of administrative staffs), and the body desires to rely on CPC, assistance will be provided to the maximum extent after conclusion of a separate contract.
10. Certificates will be issued by credentialing bodies in principal.
11. In the event of a change in the details in the materials required for submission at the time of accreditation, CPC must be notified without delay.
12. After the first accreditation of credentialing programs, the accreditation will be renewed after three years, and thereafter every six years. At the time of renewal, an assessment will be made on the basis of a self-assessment report submitted by the credentialing body.
13. Expenditures required for accreditation, on-site evaluation and similar activities shall be paid by the credentialing body to CPC in accordance with the amount stipulated for each credentialing program.
14. A pharmacist credentialing program accredited by CPC may bear the title "Approved by Council on Pharmacists Credentials" and the logo on the program brochures, seminar leaflets, credentialing certificates, etc.
15. The name of an accredited pharmacist credentialing program shall be publicly announced in the CPC homepage.
16. When the credentialing body does not submit any self-assessment report in spite of its expiration for accreditation, or when the credentialing body conducted its program with great disparity with the application data, or when some facts have been proved to violate the standards, the accreditation will

be revoked and will be publicly announced in the CPC homepage.