Pharmacist Credentialing Program Evaluation Standards

The following standards on evaluation of pharmacist credentialing programs are established by the Council on Pharmacists Credentials for the purpose of: (1) providing clear standards for evaluation of credentialing pharmacist programs in order to raise public understanding, and (2) contributing to improvement of public health and welfare.

1. General Principles
  Credentialing programs must meet the following conditions:
  1.1 The objectives and roles of a program, i.e. its "mission," must be clearly written in documents.
1.2 A program must have an appropriate management system, and must be operated properly in a fair, impartial and non-profitable manner.

2. Standards on Credentialing Bodies
  2.1 The parent body implementing a program ("credentialing body") must be an academic pharmaceutical organization, a professional organization, an educational institute, a public corporation, or a similar entity. It also must have articles of association, an act of endowment, and other bylaws.
  2.2 The credentialing body must be managed by a decision-making organization (e.g. a board of directors or steering committee).
  2.3 The program director, who is responsible for the operational management of a program, must be clearly documented.
  2.4 The program director must be suitable for the credentialing program, in terms of sufficient understanding, academic knowledge and skills regarding the credentialing program.
  2.5 In the case that a credentialing body implements a joint credentialing program with another organization, the credentialing body shall bear full responsibility for the administrative management of the program and its outcomes.

3. Standards on Program Planning and Content
  The credentialing body must demonstrate that the missions of the credentialing program meet each of the following standards, based on the operating procedures and evidences.

3.1 Permanent regulatory committee for management of the program

3.2 Scope of intended participants and field(s) covered by credentialing

3.3 Criteria and standards for credentialing

3.4 Exemplification of regions of learning, course requirements, teaching materials and media, criteria for credits, method of keeping course records and other criteria   for credentialing

   3.4.1 For pharmacy specialty credentialing programs and special training programs, the state of collaboration with related fields in the medical profession

   3.4.2 For pharmacy specialty credentialing programs and special training programs that include specific educational and training programs, the content and schedule of the specific educational and training programs

3.5 If participants are required to pass an examination in order to acquire a credential, the qualifications for examination candidacy, outline of the examination, acceptance criteria and standards

3.6 Procedures for certificate application, credentialing criteria and necessary expenses

3.7 Issuer of credential certificates

3.8 Matters concerning renewal and revocation of credentials

3.9 Ascertainment of credentials status, such as archiving of records concerning the credentialing program, and credential holders.

3.10 Protection of personal information.

4. Standards on Budgets and Financial Resources

4.1 A credentialing body must have sufficient financial resources to enable development and improvement of high- quality credentialing programs.

4.2 Budgets shall consist of the direct expense of program administration, as well as indirect expenses including nonrecurrent expenses.

4.3 There must be sufficient financial resources for appropriate staff pay.

4.4 Budgets, financial resources, and its management must be transparent.

5. Standards on Administrative Activities and Staffing

5.1 There must be sufficient administrative staffs for program notification, making contacts and adjustments with participants, program administration, notification of the results, shipping and receiving necessary materials, and preparation of program records. Outsourcing of these functions is also

permitted.