



### **Procedure for Membership Application**

The Council on Credentialing in Pharmacy encourages organizations with an interest in credentialing programs, policies, and issues in pharmacy to consider and seek membership in the Council. Membership is granted by a simple majority vote of the Council's Board of Directors, comprising one director from each of the active member organizations.

Three categories of membership are defined in the bylaws of the Council: (1) practitioner members; (2) credentialing members; and (3) general members. These categories reflect the organizations' primary function and relationship to pharmacy credentialing issues. To be eligible for membership in CCP, an organization must be classified by the U.S. Internal Revenue Service as a not-for-profit organization or must be a government agency. The categories are equal in status and each member organization, regardless of category, has one voting seat on the Board of Directors.

Organizations seeking membership in the Council are requested to provide the following information to the Secretary/Treasurer for distribution to the members of the Board of Directors no less than 15 business days prior to a scheduled meeting of the Council at which the application is to be considered:

- A letter indicating interest in becoming a member organization of the Council, signed by an authorized official of the organization's elected or staff leadership.

- An organizational overview document providing information on the organization's mission, goals, governance structure, IRS tax status, and board and council membership roster(s). Examples could include an annual report, public information document, or similar materials used to describe the organization to either external audiences or to its constituents.

- A statement, which may be contained in the letter of interest, indicating that the organization has reviewed the Council's guiding principles on accreditation and certification programs and is supportive of those principles.

- For those organizations that conduct accreditation or credentialing programs (i.e., prospective credentialing members), a complete description of the accreditation or certification program(s) conducted by the prospective member together with information on the approach taken by the prospective member in addressing the Council's guiding principles within its program(s).

Information on the Council's financial/dues structure and budget will be provided to prospective members upon request prior to or during the application process

**Questions regarding either this procedure or the Council should be directed to the Secretary/Treasurer of the Council.**

**Adopted by the Board of Directors**

**August 2008**

**Revised January 28, 2014**