



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.
- A description of the organization's mission, goals, and governance structure. 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 description of the accreditation or certification program(s) conducted by the prospective member along with documentation of appropriate recognition or accreditation of the organization (e.g. US Department of Education, Institute for Credentialing Excellence, etc)
The dues are \$1000 at the time of joining CCP payable over 2 calendar years if desired. Special assessments with the consent of a majority of members may be levied when additional funds are deemed to be necessary.

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

Revised January 30, 2024