**Application for ASHP Certified Pharmacy Leader Capstone**

**CPO VP Capstone**

**May 4-6, 2026**

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| Instructions: * Please complete all sections below.
* Send your completed application and required attachments to cpel@ashp.org
	+ Copy of your pharmacy license
	+ Organizational chart with reporting relationships
	+ CV/resume
	+ 2 letters of recommendation (see template request for recommendation)
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**Personal Information**

First Name:

Last Name:

Current credentials (academic degrees, certifications, etc.):

Preferred Email Address:

Preferred Phone Number:

ASHP Member ID (required):

**Professional Information**

This section collects information about your current professional position and employer.

Current Title:

Employer Name:

Employer City:

Employer State:

**Professional Credentials**

**Have you completed an ASHP-accredited residency? This is not required to apply.** \*

[ ]  Yes No [ ]

**Have you completed The Pharmacy Leadership Academy® (PLA)? This is not required to apply.**

[ ]  Yes No [ ]

**BPS Certification**

**Are you BPS Certified? This is not required to apply.**

[ ]  Yes No [ ]

If yes, provide the certification type/s and the most recent certification ID number below:

**Sustained and Progressive Leadership Experience**

Briefly describe how you currently lead your organization’s operations, policies, and programs and services. All experience must be within organizations that result in advancing pharmacy practice and positive patient outcomes.

*Please check all the following that apply to your* ***current*** *role:*

[ ]  Accountability to senior management for department performance.

[ ]  Control of departmental budgeting and optimizing financial performance.

[ ]  Direct oversight of staff and hiring decisions.

[ ]  Leading the medication use process and policies.

[ ]  Accountability for patient care programs and services and/or clinical outcomes for service line(s)/department(s).

[ ]  Accountability for quality performance indicators and safety measures.

If you have less than 5 years in your current role, briefly outline previous roles leading operations, policies, and programs and services. Your current and previous roles should demonstrate a minimum of 5 years(post-residency) leadership experience.

**Collaborations with HealthCare Executives**

Provide three examples that illustrate your efforts to collaborate with senior/executive leaders and/or peer departments within and external to your organization to meet shared goals. Examples include building cross-functional relationships to align pharmacy services with safety, quality, and financial outcomes. Your letter of recommendation should attest to these collaborations.

**Engagement with Healthcare Executives through Committees**

Describe your role (member, chair, etc.) on committees with senior leadership in your organization and share examples of your direct contributions and/or accomplishments in these roles.

**Managing Talent in the Organization (Talent Development, Conflict Management, Communication, Inclusive, Resilience)**

Describe how you effectively manage talent and engage people within your department and in your organization.

* 1. How have you influenced learners and/or cultivated continuous professional development in your organization?
	2. What strategies have you used to manage conflict and/or difficult people?
	3. How do you empower others through delegating and mentoring?
	4. How do you champion diversity, equity, and inclusion in your organization?
	5. How do you create a culture that supports staff resilience?

**Leading the Pharmacy Enterprise (Strategic, Accountability, Innovates, Teamwork)**

In this section you will describe and provide examples that illustrate how you actively lead and participate in strategic planning and decision-making at both the department and organizational level.

1. Provide an example of how you actively lead and participate in the organization’s strategic planning for medication use and pharmacy services, or other organization-wide initiatives*.* Examples include your role in strategic planning related to quality and safety, medication use, pharmacy services, hospital and health- system clinically and financially oriented programs/services (stewardship, disease- state or population). If you do not participate in the organization’s strategic planning process, please share why this is not part of your role.
2. Describe an opportunity that should be considered during your next strategic planning process and your plan for engaging others in a shared vision.

**Leading Effective Financial Management (Financial Steward)**

In this section, you will illustrate your influence on financial decisions involving operations, policies, and programs and services. Provide two or more examples of how you use key financial indicators and/or financial analysis to generate, evaluate, and act on strategic opportunities involving operations, policies, and services.

**Leading Transformational Change & Innovation (Innovates, Strategic, Financial Steward)**

Provide at least one example(s) that illustrates your leadership of an initiative that created value for your organization (e.g., leading a practice change, starting/enhancing a new clinical service to meet health system demands and/or improve patient care, optimizing financial performance, implementing/optimizing technology. *The PPAC is especially interested in organization-wide initiatives.*

 In your response, consider the following and address the most relevant factors in your examples.

* Developing the business case/justification for the initiative and gaining support from stakeholders.
* Ensuring ownership and accountability to meet organizational commitments and goals.
* Promoting pharmacy best practices and adopting emerging technologies and/or innovative services.
* Ensuring patient safety and high reliability in practice environment(s).

**Self-Awareness and Self-Development (Resilience)**

1. Describe your personal and professional vision for pharmacy based on how you have used your patient care experiences to mold your vision and actions as an executive leader.
* Provide examples of how you apply continuous personal and professional development activities to sustain your leadership in a challenging and increasingly complex environment. In your response, include the following if applicable:

	+ Your pursuit of stretch assignments.
	+ Proactively seeking 360-degree feedback and incorporating changes into your leadership style or strategies.
	+ Modeling resilient behaviors, such as setting appropriate boundaries, developing strategies to recover from challenges, and using support structures.

**Volunteerism**

Select from the list below or describe other participation in at least one volunteer activity within the past 2 years in healthcare-related organizations such as a community, charitable, or professional organization. Ensure these roles were not compensated and not part of your role/responsibility in your profession (such as precepting or mentoring).

[ ]  Elected ASHP Board Member

[ ]  Elected Section Executive Committee Leadership Role

[ ]  Elected ASHP delegate

[ ]  Elected official with an ASHP affiliate organization

[ ]  Elected office with ACHE (national, state chapter role)

[ ]  Not-for-profit board member

If providing additional volunteer activities not affiliated with ASHP, please share the organization name, roles, and dates. If these are included in your CV/resume, you do not have to duplicate them here.

**Request for References Template**

<Date>

To: Name
To: Title
To: Company
To: Mailing address

<Name>,

I am actively working toward becoming a Certified Pharmacy Executive Leader (CPELSM). The CPEL credential from the [American Society of Health-System Pharmacists](http://www.ashp.org/) (ASHP) provides national recognition of [core competencies](https://www.ashp.org/-/media/assets/professional-development/CPEL/docs/ASHP-CPEL-Professional-and-Leadership-Competencies.pdf) in professionalism, leading people, leading the pharmacy enterprise, and leading within and across complex health care systems. I am committed to achieving and maintaining excellence in leadership which is part of this organization’s mission. Earning the credential will help me demonstrate that commitment.

One of the CPEL eligibility requirements is to obtain a professional reference from a senior healthcare leader within my organization attesting to my pharmacy leadership. I would be honored if you would serve as my reference. The reference should include your contact information, our reporting relationship, number of years we have worked together, and my roles and accomplishments in the following:

* Ensuring strategic planning at our organization leverages pharmacy services across the continuum of care to improve health outcomes.
* Participating in the pharmacy enterprise's and health system’s strategic planning and decision-making processes at the most senior levels.
* Collaborating with executives to build cross-functional relationships and align services with initiatives such as quality metrics and financial performance.
* Advancing patient care services through the promotion of pharmacy best practices by the creation and adoption of emerging technologies and innovative services.
* Optimizing formulary management with an emphasis on procurement that is driven by clinical efficacy, patient outcomes and total cost of care.

If my application is approved, I will participate in a live capstone event as the final step to achieving my credential. I am excited about this step forward in my career and am grateful for your time and support. In order to meet the deadline to submit my application, I would like my reference to be submitted by <Specific date>. Please let me know if you are unable to meet this timeframe.

With sincere appreciation,
<Your name and contact info>