The American Association of Colleges of Pharmacy (AACP)

Advanced Pharmacy Practice Experience (APPE)

Elective APPE in Association Management/Academia

This Manual was created to provide an introduction to the AACP Advanced Pharmacy Practice Experiences (APPEs) in Association Management/Academia. It includes a brief background, purpose, goals and objectives of AACP, as well as internal reference lists and evaluation forms for the student participating in an APPE.
History and Background of AACP

Founded in 1900, the American Association of Colleges of Pharmacy (AACP) is the national organization representing pharmacy education in the United States. The mission of the Association is to both represent and be an advocate for all segments of the academic community in the profession of pharmacy. AACP is comprised of all accredited colleges and schools with pharmacy degree programs accredited by the Accreditation Council for Pharmacy Education, including approximately 52,000 professional degree students, 5,400 students enrolled in graduate studies and more than 5,500 full-time faculty. There is at least one pharmacy school in every state with the exception of two states, Alaska and Delaware. A Doctor of Pharmacy (Pharm.D.) degree is awarded after completion of a three-year (continuous) or four-year professional degree program following a minimum of two years of collegiate pre-professional study. Accreditation of Bachelor of Science degree pharmacy programs (B.S. Pharmacy), which required a minimum of five years of college study, ended in 2004.

Students who successfully complete the requirements for a professional degree must pass a state licensing examination and state law examination in order to engage in professional practice. Pharmacy is the third largest health profession (after nursing and medicine) with more than 200,000 pharmacist professionals practicing in community pharmacies, hospitals and a variety of other healthcare settings.

The Association is structured as a democratic organization with decision-making vested in a House of Delegates, a Board of Directors and the Office of the Executive Vice President. The House of Delegates meets annually and generally considers only issues of major policy. The Board of Directors consists of three presidential officers, three representatives of school administrations, three representatives of school faculties, three representatives of academic disciplines, Speaker of the House, Treasurer and the Executive Vice President. The Board generally meets four times a year to authorize policy and program implementation and to consider significant matters related to the operational and financial affairs of the Association. The Executive Vice President is selected and employed by the Board of Directors as the chief executive officer of the Association, with overall responsibility for the administration of the policies and programs adopted by the House of Delegates and the Board of Directors. The Association's staff is appointed by the executive vice president, who is responsible for all actions taken by staff members on the Association's behalf.

All U.S. schools of pharmacy are regular or associate institutional members of AACP. Each regular member has two votes in the AACP House of Delegates (one representing the school's faculty voting in the Council of Faculties and the other representing the school's administration voting in the Council of Deans). Faculty may also be individual members of AACP, entitling them to receive a number of services and to participate in the various activities of the Association. AACP enjoys the widespread support of the community it represents and there is a high degree of faculty participation in Association committees, academic sections and special interest groups. AACP conducts a wide variety of programs and activities in cooperation with a number of other national health and higher education associations in the Washington, D.C. area. Many Association activities are concerned with higher education issues. Some relate only to concerns of the profession while others relate to the broad community of all health professions.

For more information about AACP please visit: www.aacp.org
AACP APPE Program

The APPE schedule is designed to be **4-6 weeks in duration** and is available throughout the year. The experience is intended to be an elective advanced pharmacy practice experience (APPE) of a school or college of pharmacy’s curriculum-based experiential program. **Requests to participate are coordinated through and received from the experiential program staff of the school or college of pharmacy.** Members of the AACP staff will serve as preceptors within their area of expertise.

Financial responsibility for transportation, housing, and all other costs of living are the responsibility of the student. There is **no stipend or salary** associated with the AACP APPE Program.

**Selection Criteria for the AACP APPE Program**

1. Students must have a strong interest in national association management and academia
2. Must be a full-time student pharmacist in good academic standing
3. Should be a member of AACP
4. Complete the application procedure through coordination with their experiential program coordinator.

The application submitted by the student should include:

- A letter of intent detailing their specific area(s) of interests (i.e., student affairs, academic affairs, policy and advocacy, etc.)
- Confirmation Letter from Experiential Coordinator (should include the dates available for the rotation and an accompanying Affiliation Agreement between the school/college of pharmacy and AACP)
- A current resume or curriculum vitae of the student pharmacist

*AACP anticipates having no more than one (1) APPE student pharmacist during a rotation session (there is a possibility of APPE student overlap due to varying college/school of pharmacy rotation scheduling)*

*All APPE applications will be reviewed by AACP staff members.*

*The selection of all APPE students will be made by AACP staff members.*

**If more than one application is received for any APPE period, the selection of the student will be made by the AACP staff.**
The student’s communication with AACP staff contacts and the Experiential Coordinator at the respective schools should be continuous throughout the APPE. If any questions, concerns, or problems should arise, the student is welcome to contact their primary preceptor prior to their arrival.

**Workspace/Work Hours**

It is expected that all students will maintain a neat and orderly workspace.

The normal business hours for AACP are 8:30 AM to 5:00 PM. APPE students often do not follow a 9-5 schedule. You may work some evenings and weekends to attend special functions such as leadership meetings, congressional receptions, and press briefings. Students will coordinate their work hours individually with their primary preceptor.

**AACP APPE Program Goals and Objectives**

**GOALS**

To meet the goals of the AACP Association Management APPE, students will be expected to collaborate with staff, members, and other healthcare association professionals. Under the supervision of a preceptor, the goals for student pharmacists include, but not limited to:

- Understand a national association’s service to the profession, and the healthcare professional’s role in this setting
- Develop professionalism skills, attitudes and values of a healthcare practitioner in an association management setting
- Expand and utilize communication skills applicable for a healthcare professional in an association management setting
- Contribute to new and/or ongoing association programs, products and services which meet current member needs

**LEARNING OBJECTIVES**
Upon completion of the AACP Association Management elective, and under the supervision of a preceptor, the student pharmacist shall be able to:

- Describe the AACP mission and its role in pharmacy education, interprofessional education and higher education, in general.
- Identify AACP programs, products and services provided to members, including faculty, deans, staff, and pharmacy education.
- Describe the organizational and reporting relationships of the association.
- Describe the management functions of AACP including personnel management, marketing of services, financing, capital budgeting, and legal and regulatory standards.
- Identify relevant policy and regulatory issues of AACP and academic pharmacy.
- Accept responsibility of work; demonstrate initiative and self-directed learning.
- Model professional demeanor and conduct.
- Exhibit professional appearance and work products.
- Demonstrate sensitivity and respect to culturally diverse populations.
- Apply feedback and constructive criticism to work products and/or relationship building, as appropriate.
- Establish collaborative relationships with AACP staff and members.
- Demonstrate effective verbal communication skills through interactions with staff, members and other association professionals.
- Construct written communication pieces which are clear, concise and contain appropriate language.
- Present a comprehensive, well-organized summary of APPE projects (this may be in the form of a presentation or formal write-up).
- Identify and analyze emerging issues, products, and services relevant to the membership of the association.
- Develop project management skills through contributions to ongoing and/or newly developing programs, products and services of the association.
- Utilize effective time management skills in order to complete professional work products which contribute to ongoing department-related projects.
- Apply newly acquired knowledge to solving problems as they arise.
- Conduct comprehensive literature searches and demonstrate proficient research skills.

**Evaluation and Review**

**ASSESSMENT AND GRADING**

At the midpoint and upon the completion of your APPE, your preceptor(s) will assess your work and skills at AACP using the above goals and objectives (also found on the Evaluation Form, Appendix B of the syllabus). Your primary preceptor is to evaluate your performance by associating a number to the degree of completion of each of the goals during your APPE. Prior to the preceptor going over their evaluation, you will be asked to self-evaluate your performance using the same form. This allows you to reflect back on the content and quality of the work you have accomplished at AACP. Once the preceptor
goes through the Evaluation Form, he/she will review the results and discuss your strengths and areas of improvement.

The preceptor may also complete any evaluation documents required by the student pharmacist’s school or college and will review them with the APPE student as requested by the school.

Policies on adjustments, Incomplete, and failing rotation grades will be determined by the student’s school. AACP will not allow a “makeup” rotation in the case of failing grade, and remediation is not offered.

**PRECEPTOR ASSESSMENT / EXPERIENTIAL COURSE EVALUATION**

Students are encouraged to complete the course/rotation evaluation provided by your institution following the completion of the rotation. Student feedback is essential and highly valued to continually improve the quality of courses and the effectiveness of our staff as educators. As a preceptor, we can assure you that your feedback is reviewed in detail. The evaluations are taken very seriously and shall be used to make program improvements.

**EXPECTATIONS FOR STUDENT ENGAGEMENT**

To receive full credit for this course, students are expected to attend and participate in all scheduled rotation activities, arrive on time, and remain until required activities have been completed or they are dismissed by their preceptor. It is expected that students will come to the rotation site with an open mind and respectful demeanor. Student preparedness for topic discussions, meetings, etc. is a critical element in this course. It is also expected that all students will maintain a neat and orderly workspace. Students shall not contact AACP members directly until the communication (e.g. email, survey, etc.) has been approved by the preceptor or AACP staff project manager.

The faculty and staff consider the preceptor-student relationship as collegial and respectful. As more experienced, professional colleagues, preceptors generally view themselves as mentors in the student’s professional development. Students should expect preceptors to communicate expectations and instructions clearly and concisely. Students should also expect preceptors to provide them with relevant resources, activities, experiences and feedback to facilitate success in the curriculum and in practice. Preceptors are fully committed to fulfilling this responsibility and will work to ensure that each student has the opportunity to be successful. In return, preceptors expect students to behave in a professional, responsible, and ethical manner; demonstrate a positive attitude, enthusiasm for learning, and respect for themselves and others; be prepared for each session; be flexible and be accountable for their assigned responsibilities.

The normal business hours for AACP are 8:30 AM to 5:00 PM. APPE students often do not follow a 9-5 schedule. You may work some evenings and weekends to attend special functions such as leadership meetings, congressional receptions, and press briefings. Students will coordinate their work hours individually with their primary preceptor.
APPE Student Assignments

Student Activities and Assignments

Students will work with preceptors to complete activities and assignments which will enable them to accomplish the objectives by the end of the rotation. Student projects are to be detailed by the preceptor and/or assigning staff member.

Required assignments and projects will be discussed and assigned during the first week of the rotation, based on student-specific interests. A detailed list of student specific projects is outlined in the student schedule (see Appendix A). This may be updated by the student and/or preceptor throughout the rotation as a record of the student’s activities.

Examples of student projects include:

- Writing a weekly reflection for student blog post
- Attend a meeting with policy staff
- Develop meeting assessments
- Analyze and present meeting assessments
- Evaluate and develop recommendations to update sections of the AACP website
- Research topics for background materials for AACP standing committee work

Late Assignment Policy

All assignments must be submitted by the designated deadline. Ramifications for late assignments will be at the discretion of the preceptor.

Each week you will also be required to submit 1 to 2 paragraphs about what you learned in the style of a reflection. This should be a brief reflection of your role and participation at AACP, anything that you learned that you were surprised about, or beliefs that you held that were confirmed, etc. This reflection entry can be the basis of your Blog Post each week on the APPE Blog webpage.

AACP also asks as a part of your APPE that you write a 1 to 2 page letter to future APPE students on your experience. A template for this will be provided in the Student Binder and P: folder. Past students have written these letters for you to review to get the most out of your experience here in Alexandria. Some suggestions are made on projects to work on, and where to eat and play in Alexandria and D.C.

ADDITIONAL APPE REQUIREMENTS

The following is a list of additional requirements for the rotation. Questions or concerns regarding these course requirements shall be brought to the preceptor’s attention prior to starting the APPE.
• Students must have internet access during the rotation. An AACP email account will be provided during week #1.
• Access to the approved rotation management software system used to track all pharmacy rotations and associated information provided by your institution.
• Dress should be clean, neat, appropriate, and consistent with the professional image of the association. AACP is a business environment; therefore casual clothing is not acceptable. Business wear should be worn from Monday to Thursday. Every Friday is “casual” day where casual attire is acceptable; unless there are external meetings being held in the office (check the AACP calendar for reference). The student will be involved with external meetings and conferences. AACP also hosts several external and internal meetings and professional attire is required when outside visitors are in the building. Additional details and examples of business dress are included below.
• Financial responsibility for transportation, housing, and all other costs of living are the responsibility of the student. There is no stipend or salary associated with the AACP APPE Program.

**Dress Code**

Dress should be clean, neat, appropriate, and consistent with the professional image of the association. Every Friday is “casual” day where casual attire is acceptable; unless there are external meetings being held in the office (you can check the AACP calendar for reference).

AACP is a business environment; therefore casual clothing is not acceptable. Business wear should be worn from Monday to Thursday. The student will be involved with external meetings and conferences. AACP also hosts several external and internal meetings and professional attire is required when outside visitors are in the building.

Examples of business dress include:

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suit (Most of staff do not wear suit jacket)</td>
<td>Business Suits</td>
</tr>
<tr>
<td>Button-down shirts (oxford shirts)</td>
<td>Pant Suits</td>
</tr>
<tr>
<td>Ties (Only during important meetings)</td>
<td>Skirts/Shirts/Sweaters</td>
</tr>
<tr>
<td>Dress Pants (Twill/Khaki)</td>
<td>Dress Pants</td>
</tr>
<tr>
<td>Dress Socks</td>
<td>Dress Tops</td>
</tr>
<tr>
<td>Dress Shoes</td>
<td>Dress Shoes</td>
</tr>
</tbody>
</table>

**NOTE: If the temperature is greater than 90 degrees, business casual is accepted (still no jeans, t-shirts or shorts are allowed). Business dress is still required if you are participating in an external meeting.**
**NOTE: Check with your preceptor prior to arrival for more information about the current dress standards in the office.**

## Transportation and Housing

It is strongly suggested that you do some research before arriving to Washington, D.C. concerning transportation to and within the city, housing availability, weather, financial planning etc. in order to make your APPE an excellent experience.

### Transportation

#### Getting to Washington, D.C./Alexandria, VA

**By Air:**

- **Baltimore/Washington International Airport (BWI)** — 1-800-I Fly BWI is 30 miles northeast of Washington, D.C. with a full-range of domestic and international flights.

- **Ronald Reagan National Airport (DCA)**
  
  Located in Arlington, VA south of Washington, D.C. with a full-range of domestic flights

- **Washington Dulles International Airport (IAD)** — (703) 572-2700
  
  Located 26 miles west of Washington, D.C. in Fairfax County, VA with a full-range of domestic and international flights

For additional information, visit the website: [www.metwashairports.com](http://www.metwashairports.com)

**By Train:**

- Amtrak — (202) 906-4971 or 1-800-USA-RAIL

  Washington D.C. to the Union Station Stop or to the Alexandria, VA stop near the King Street Metro

  [www.amtrak.com](http://www.amtrak.com)

**By Road:**

Interstates that lead to Washington include:

- I-95 runs from north to south from Maine to Florida
- I-66 from I-81 which runs from the Shenandoah Valley in Virginia to Washington, D.C.
- I-270 runs from Frederick, MD to Washington, D.C.
Metrorail (Subway)

www.wmata.com

The Metrorail or "Metro" is the underground subway system, which services areas in Washington, D.C., Maryland, and Virginia suburbs. Metro tickets or "Farecards", which are available for purchase at all Metro stations, are required to ride the Metro.

- Take the blue or yellow line to the King Street Metro stop.
- Exit the metro station and walk out of the parking lot to your left, toward the Hilton, on to King Street.
- Turn left into your second courtyard. (You will see a Wyndham Vacation Rentals sign just beforehand.)
- We are on the right-hand side of the courtyard.
General Metrorail information

Finding the Metro Station

Look for the tall brown column with the large “M.” It identifies the Metro station by name. The color stripes show each Metrorail line that serves the station – blue, green, orange, red, and yellow. If you are driving, look for the large Metro signs.

For information on stations, see the system map or the stations page.

Farecards

On Metrorail each passenger needs a magnetically encoded farecard, SmarTrip card or pass to ride. Regular Fare (in effect on weekdays from opening to 9:30am, 3-7pm, and 2am to closing) is $1.35 minimum - $3.90 maximum. Reduced Fare (all other times) is $1.35 minimum, $1.85 mid-range, $2.35 maximum. Farecards can be purchased at any Metro station for as little as $1.25 or as much as $45. Note: Farecard machines give change in coins and the maximum change returned is $5. Keep this in mind if you are using a large bill. SmarTrip cards (recommended) can be purchased on-line with Visa, MasterCard, or Discover Card. The total cost when buying the SmarTrip card on-line is $25 because the card is mailed to you with $20 in value already on the card. SmarTrip cards can also be purchased at Metrorail stations, Metro sales offices, retail outlets, and commuter stores. Value can be added to a SmarTrip card at any station, up to $300. Metro-operated lots must be paid for with a SmarTrip card, and daily parking rates vary by station. Metro-operated lots offer free weekend and holiday parking.

**click here for helpful SmarTrip Questions & Answers**

**check www.wmata.com for current fare information as fares are subject to change.**

Senior citizens/persons with disabilities reduced farecards

Qualified senior citizens and persons with disabilities use $10 specially-encoded farecards and pay one-half the peak fare, not to exceed $1.95, regardless of the time of day. You must show your Metro ID card to buy the $10 farecards and you must have your Metro ID with you when using the system. The special farecards are available at all Metro sales offices and other retail locations, but are not sold at Metro stations.

Navigating the system

Maps in the stations near the farecard machines and inside the trains can help you find your way. Note the name of the last stop of the line going in the direction you are traveling and the stations where you want to transfer. Transfer stations are identified on the map with a double black circle.
Waiting for the train

Signs in the station will tell you which platform to use for your destination. Once you are on the platform, please stand on the red tiled area. Flashing lights at the platform’s granite edge will alert you that a train is entering the station.

Identifying the train

Check the destination of the train before you board. Destinations are displayed over the train’s front and side windows. The color of the line is displayed on the front and back of the train.

Mobile Services

Services such as Metro's Trip Planner, next scheduled departure for Metrobus and Metrorail, next Metrorail train and next Metrobus arrival times, elevator/escalator outages, service alerts, Metrorail system map, and SmarTrip® mobile services are available on any Web-enabled portable device. Go to www.wmata.com/mobile and follow the instructions.

Additionally, there are useful apps you can download to your Web-enabled portable device. Some of these include: iTrans DC Metro, DC Metro and Bus, and Embark DC Metro, among others.

How to use Metrorail farecard vending machines

Farecard machines are in every station. Small bills are recommended. There are no change machines in stations and farecard machines provide only up to $5 in change (in coins).

There are two kinds of farecard vending machines. The ones marked Farecards sells single farecards. The ones marked Passes/Farecards accept cash and credit cards, and sell passes, and single or multiple farecards. You can also add value to your SmarTrip card at Passes/Farecards machines. Both are easy to use.

Using the farecards vending machine

1. Put your money in the slot.
2. Press the minus (-) or plus (+) button until the value you want is displayed.
3. Press the push for farecard button and remove your farecard. Your change will be returned in coins near the bottom of the machine.

Using the passes/farecards machine
Passes/farecard machines have a display screen in the center of the machine which guides you through your transaction. Simply follow the prompts. The A, B and C buttons are located to the left of the screen.

**To buy farecards**

1. Select B (single farecard) or C (multiple farecards). If buying more than one, select the quantity you want.
2. Use the (+) or (-) button to choose the value.
3. Press C to view your selection, then press C again to confirm your selection.
4. Insert money and/or farecard.
5. To pay by credit card, press B, insert and quickly remove your credit card. To receive a receipt, press B when prompted or press C to decline.
6. Remove farecard(s), receipt and any change.

**To buy passes**

1. Select A (pass), then select type of pass.
2. Choose the number of passes you want.
3. Press C to view your selection, then press C again to confirm your selection.
4. Insert money and/or farecard.
5. To pay by credit card, press B, insert and quickly remove your credit card. To receive a receipt, press B when prompted or press C to decline.
6. Remove passes as they’re dispensed and any change.

**NOTE:** Farecards are not refundable. Exchanges are made for damaged farecards only.

**To add value to a SmarTrip card**

1. Touch your SmarTrip card to the circular target and follow the prompts. If desired, press the audio button to get audio prompts.
2. Insert money, a used farecard or Metrochek worth less than $7, or an unused Metrochek or farecard of any value. Each one requires a separate transaction.
3. To pay by credit card, press B.
4. To pay by debit card, press C. The accepted debit card networks are listed on the front of the machine.
5. Press the plus (+) or minus (-) button until the amount displayed is the new value you want your SmarTrip card to have. The added value cannot be less than the trade-in value of the Metrochek or farecard. For credit card purchases, the default amount is $20.

6. Press C to confirm the amount to be added.

7. For credit and debit card purchases, you will be asked if you would like a receipt. Press B to receive a receipt, C to decline.

8. Touch the SmarTrip card to the circular target a final time. This updates the card and shows the new balance including bonus (if applicable).

9. Remove the receipt from the tray, if you requested one.

**Important:** If authorization on your credit card is declined, contact the financial institution that issued you the card.

**Metrobus System**

The Metrobus can be taken to hundreds of stops within the Washington, D.C. area. Bus schedules can be obtained at the Metro Station, or by calling (202) 637-7000 (Metrorider information line). Metrobus rides are $1.25 one way or $.35 if transferring from Metro to bus. Metrobus does not give change. Metrobus must be paid for in exact change, with a SmarTrip card, or with tokens. SmarTrip cards automatically calculate transfer discounts.

**check** [www.wmata.com](http://www.wmata.com) for current fare information as fares are subject to change.

**Metrorail and Metrobus passes**

**Metrobus passes**

Metrobus passes are date-specific. They are valid during the dates indicated on the pass. Weekly passes are good from Sunday through Saturday.

Metrobus/Metrorail passes are date-specific. They are valid for specific dates only. Weekly passes are good from Sunday to Saturday.

**Metro Parking**

**Metrorail (subway)** provides metered parking and permit parking, these are both located in parking garages close to the metro station. Metered parking is $0.40 per hour with a 9 hour limit, in order to
find out about permit parking for the month contact **PENN PARKING, the number is 401-782-1066 or log on to www.wmata.com.**

**check www.wmata.com for current fare information as fares are subject to change.**

Metrobus stops offer park and ride services. Contact the Metro system customer information number located on the back of the Metro Pocket Guide for parking rates.

Student Metro Transportation Tips

- Once you know your place of residence contact the metro system to inquire about Metrobus and Metrorail stops closest to you.

- Parking at the Metrorail station can be a problem. Some Metrorail stations have free parking, while others do not. If the Metrorail station closest to you does not offer free parking, you can either meter park or permit park. Metered parking has a 9 hour limit, but keep in mind that the average workday including commuting time is around 10 to 11 hours depending upon your location of residence.

- Guaranteed Parking Permits allow you to park at the Metrorail station for the month with prices ranging between 40 and 60 dollars. **In order to get permit parking you must apply by the 15th of the month prior to your APPE.**

- You can find out about specific Metro stations parking and prices and apply online.

To inquire about Metrorail station parking:

1. Log on to www.wmata.com
2. Click **SEARCH** found at the top of the website
3. **Type in parking and click SEARCH again** (this will bring you to a list of parking results or “queries”)
4. Choose option **#10 (Parking at Metro stations)**, this gives you information on all Metro stations, pricing, and procedures.
5. Click on the highlighted links within this page to inquire about Guaranteed Parking Permits and to apply on-line.

- In order to talk to a customer service representative about specific questions call **202-637-7000**

For additional information on the Metro System, visit the website: www.wmata.com
Taxi

Taxi service is an economical and practical alternative to travel in the Washington, D.C. area. Taxicabs from Virginia or Maryland can take passengers to their respective states, but cannot take passengers within the District.

Some local cab companies include:

**Virginia**
- Red Top Cab of Arlington – 703-522-3333
- EnviroCab – 703-920-3333
- Arlington Blue Top – 703-243-8294

**D.C.**
- Yellow Cab Company of DC – 202-544-1212
- Diamond Cab – 202-387-6200

**Universal Service (will take you anywhere at any time)**

**Parking at AACP**

- There is strictly enforced metered parking available on the street and 15-minute parking in front of the building in the courtyard.

- Parking is also available at the Hilton Old Town on King Street. The garage is accessible via the Hilton Entrance Driveway on King Street. The max rate is $13.75. Park in the blue Hilton section. Walk to the red section to use the Wyndham Resort elevator. Take it to the lobby and exit the Wyndham Resort into the courtyard. 1727 King Street will be on your left across the courtyard. Use the 1727 elevator to get to the 2nd floor.

Parking is limited at AACP Headquarters for AACP staff only. Parking is NOT provided by AACP. Public parking is available in the area, but the best option for travel to AACP is by the Metro.
Housing

AACP does not provide housing for student pharmacists on APPE. It is the responsibility of the student to make arrangements for their accommodations. AACP does not provide housing or a housing allowance for the student during their stay.

Housing options may be available through the alumni association of your school or college of pharmacy or state pharmacy association. AACP staff may have leads on available living space within Alexandria, VA or the surrounding area depending upon the time of the year.

The Washington D.C. Area

The Washington D.C. area is composed of 3 regions:

1. Washington D.C.
2. Maryland
3. Northern Virginia (South of D.C.)

AACP is located in Alexandria, VA and we would recommend finding housing in the following areas based on factors such as metro accessibility, proximity to the office, and age demographic: Alexandria (Old Town), Arlington (Clarendon, Ballston, Courthouse, Crystal City), or the D.C. area.

Finding housing in the D.C. area can be difficult, but not impossible. While living expenses can be high, there are many options. Several apartments and housing facilities offer short-term leases ranging from daily to monthly. There are also facilities that offer 3 month leasing options, which are optimal for summer internship students. The following is a list of facilities that offer temporary housing.

Temporary Housing

This is just a sample of the short term housing available in the Washington D.C. area.

<table>
<thead>
<tr>
<th>Homestead Village Guest</th>
<th>Suite America</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for pricing</td>
<td>Call for Pricing</td>
</tr>
<tr>
<td>Call for Min Stay Info</td>
<td>Call for Min Stay Info</td>
</tr>
<tr>
<td>1-800-327-9407</td>
<td><a href="http://www.suiteamerica.com">www.suiteamerica.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Oakwood Corporate Housing</th>
<th>Wynne Residential Suites</th>
</tr>
</thead>
<tbody>
<tr>
<td>$91-$167/night</td>
<td>Call for pricing</td>
</tr>
<tr>
<td>30 Day Min Stay</td>
<td>Call for Min Stay Info</td>
</tr>
</tbody>
</table>
Crystal Quarters
$104-$153/night
7 Day Min Stay
1-800-333-8501
www.crystalquarters.com

AIMCO
Call for pricing
Call for Min Stay Info
1-888-789-8600
www.aimco.com

Windsor Communities
Starts at $51/night
30 Day Min Stay
1-800-888-RENT ext. 0
www.windsorcommunities.com

Pied-a-Terre Properties
Call for pricing
Call for Min Stay Info
(202)462-0200
www.piedaterredc.com

Web sites:
The following websites include information on short-term housing for 1 month, 3 months, and 6 months.

Short-term Leases:
www.craigslist.com then click on Washington DC and temporary/sublets or rooms/roommates
www.hillzoo.com then click on housing
www.internsdc.com then click on housing
www.washingtonpost.com, then click on classifieds
www.rentnet.com then click on short term leases for Washington D.C.
www.apartments.com then click on short term leases for Washington D.C.
www.easyroommate.com, this website allows you to contact individuals interested in roommates for both long and short-term housing. There may be a sign-up fee.
www.sublet.com, allowing you to contact individuals to sublet a room or standalone apartment. There may be a sign-up fee.
**Financial Planning**

In some areas of D.C., many stores are unable to cash out-of-state checks. Please plan ahead to have enough cash or traveler’s checks with you. Another option is the use of a credit card or debit card. The D.C. area does contain numerous major national banking institutions. Please check with your individual banking institution for the availability of branches within the area.

**Weather**

Washington, D.C. and Old Town Alexandria experience a temperate climate with four seasons. It fluctuates depending upon the season. Bring seasonal clothing suitable for the time of the year you will be here.

Average temperatures:

- January-March 36-54 F
- April-June 48-78 F
- July-September 70-100 F (high humidity)
- October-December 33-65 F

For General Visitor information visit the websites:

- [www.washington.org](http://www.washington.org)
- [www.dcpages.com](http://www.dcpages.com)
- [www.culturaltourismdc.org](http://www.culturaltourismdc.org)

For local news, weather, and additional information:

- [www.nbc4.com](http://www.nbc4.com)
- [www.wusatv9.com](http://www.wusatv9.com)
- [www.washingtonpost.com](http://www.washingtonpost.com)

**Food/Restaurants**

**Lunch**

The lunchroom is provided as an employee convenience and employees are asked to assist in maintaining the cleanliness of the area. Employees are encouraged to take lunch breaks and consume food in the lunchroom and not at their desks.

There are many options around the building for dining out at lunch if you choose not to bring your lunch, including a Whole Foods Market and a multitude of cafés and restaurants.
Acronyms

**Designations**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>BCNP</td>
<td>Board Certified Nuclear Pharmacist</td>
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<tr>
<td>BCNSP</td>
<td>Board Certified Nutrition Specialty Pharmacist</td>
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<tr>
<td>BCOP</td>
<td>Board Certified Oncology Pharmacist</td>
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<tr>
<td>BCPP</td>
<td>Board Certified Psychiatric Pharmacist</td>
</tr>
<tr>
<td>BCPS</td>
<td>Board Certified Pharmacotherapy Specialist</td>
</tr>
<tr>
<td>BS / BPharm</td>
<td>Bachelor of Science in Pharmacy</td>
</tr>
<tr>
<td>CGP</td>
<td>Certified Geriatric Pharmacist</td>
</tr>
<tr>
<td>CPhT</td>
<td>Certified Pharmacy Technician</td>
</tr>
<tr>
<td>PharmD</td>
<td>Doctor of Pharmacy</td>
</tr>
<tr>
<td>RPh</td>
<td>Registered Pharmacist</td>
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**Pharmacy and Related Organizations**

<table>
<thead>
<tr>
<th>Acronym</th>
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<tbody>
<tr>
<td>AACP</td>
<td>American Association of Colleges of Pharmacy</td>
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<tr>
<td>AAMC</td>
<td>Association of American Medical Colleges</td>
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<tr>
<td>AACN</td>
<td>American Association of Colleges of Nursing</td>
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<td>AANP</td>
<td>American Academy of Nurse Practitioners</td>
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<tr>
<td>AAPA</td>
<td>American Academy of Physician Assistants</td>
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<tr>
<td>AAPS</td>
<td>American Association of Pharmacists Scientists</td>
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<tr>
<td>AAPT</td>
<td>American Association of Pharmacy Technicians</td>
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<tr>
<td>ACA</td>
<td>American College of Apothecaries</td>
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<td>ACCP</td>
<td>American College of Clinical Pharmacy</td>
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<td>ACPE</td>
<td>Accreditation Council for Pharmacy Education</td>
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<tr>
<td>ADA</td>
<td>American Dental Association</td>
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<tr>
<td>ADA</td>
<td>American Diabetes Association</td>
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<tr>
<td>ADEA</td>
<td>American Dental Education Association</td>
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AFPE American Foundation for Pharmacists Education
AIHP American Institute of the History of Pharmacy
AMA American Medical Association
AMCP Academy of Managed Care Pharmacy
APhA American Pharmacists Association
APHA American Public Health Association
ASCP American Society of Consultant Pharmacists
ASHP American Society of Health-System Pharmacists
ASPEN American Society for Parenteral and Enteral Nutrition
ASPH Association of Schools of Public Health
ASPL American Society for Pharmacy Law
BPS Board of Pharmaceutical Specialties
FIP International Pharmacists Federation
FMI Food Marketing Institute
IACP Institute for the Advancement of Community Pharmacy
IPSF International Pharmaceutical Students’ Federation
JCPP Joint Commission of Pharmacy Practitioners
NABP National Association of Boards of Pharmacy
NACDS National Association of Chain Drug Stores
NASPA National Association of State Pharmacy Associations
NCPA National Community Pharmacists Association
NCPDP National Council for Prescription Drug Programs
NCPIE National Council on Patient Information and Education
NCSPAENational Council of State Pharmacy Association Executives
NDMA National Drug Manufacturers Association
NISPC National Institute for Standards in Pharmacist Credentialing
NPhA National Pharmacists Association
NPhA-SNPhA  NPhA Student National Pharmacists Association
NWDA  National Wholesale Druggists Association
PCAB  Pharmacy Compounding Accreditation Board
PTCB  Pharmacy Technician Certification Board
PhRMA  Pharmacists Research and Manufacturers of America
USP  United States Pharmacopeia Convention, Inc.

Other
ACO  Accountable Care Organization
CDC  Centers for Disease Control and Prevention
CE  Continuing Education
CEU  Continuing Education Unit (1 CEU = 10 credit hours)
CMS  Centers for Medicare & Medicaid Services (formerly HCFA)
FDA  Food and Drug Administration
HHS  US Department of Health and Human Services
HMO  Health Maintenance Organization
PBM  Pharmacy Benefits Manager
PCMH  Patient Centered Medical Home
PPO  Preferred Provider Organization
PPW  Poison Prevention Week