



ASHP Accreditation Services Office

Electronic Submission of Pre-Survey Packet—The Record

- For instructions on how to access your program’s dashboard and how to upload pre-survey documents in The Record, reference the [Residency Program Director User Guide - The Record](#) (found at: www.ashp.org/professional-development/residency-information → Residency Program Resources → Residency Accreditation → Applying for Accreditation).
- The file size that can be uploaded to The Record is limited to 125MB each.
- Multiple files can be uploaded using the “drag and drop” file upload method into the Pre-Survey Tab.

Note: For Multi-program surveys, please see *Multi-Program Process in the [Overview and Instructions – Preparing for Your Survey Visit](#)*.

Step One: Log into your program dashboard in The Record using your ASHP Single Sign-On (SSO) credentials

Step Two: Select applicable program (if you have more than one assigned to you) on your program dashboard, select the “Surveys” button, and select the applicable survey to launch the Survey Summary tab. Refer to the [Residency Program Director User Guide - The Record](#) for detailed screenshots and step-by-step instructions.

Step Three: Upload the following files to the Pre-Survey section of the applicable survey for your program

- Bookmarked PDF* of all required documents (REQUIRED)
- For sites with more than one program included in survey, bookmarked PDF Common Packet (this must be uploaded for each program included in the survey so that each practitioner surveyor can access from The Record) AND individual program packet.

* *Instructions for how to combine and bookmark files for submission can be found [HERE](#)*

Step Four: Communicate uploading to ASO AND lead surveyor

- Send an email to ASD@ashp.org AND cc your lead surveyor notifying all parties that your program’s pre-survey materials have been uploaded to The Record
 - **Subject:** Your 5-digit or 7-digit program number**, Your Program Type—“Pre-Survey materials uploaded to The Record”
 - E.g., 12345 PGY1—Pre-Survey materials uploaded to The Record

- *Message:* The pre-survey materials for **Your 5-digit or 7-digit program number**** have been uploaded to the Pre-Survey section of The Record.
 - *E.g.,* The pre-survey materials for 12345 PGY1 have been uploaded to the Pre-Survey section of The Record.

**** Programs in existence prior to the conversion from Fabric to The Record have a 5-digit program code. Programs newly built in The Record after the conversion from Fabric to The Record (May 2026) have a 7-digit program code.**