



ASHP Accreditation Services Office

Electronic Submission of Pre-Survey Packet—The Record

- For instructions on how to access your program dashboard and how to upload pre-survey documents in The Record, reference the [Technician Program Director User Guide—The Record](https://www.ashp.org/professional-development/technician-program-accreditation) (found at: <https://www.ashp.org/professional-development/technician-program-accreditation> → Accreditation Standards, Regulations, and Other Tools → Technician Program Directory Section)
- 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.

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 above-mentioned Technician Program Director User Guide—The Record for detailed screenshots and step-by-step instructions.

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

Step Four: Communicate uploading of such pre-survey files to ASO AND lead surveyor

- Send an email to ASD@ashp.org AND cc your lead surveyor notifying all parties that your pre-survey materials have been uploaded to The Record
 - **Subject:** Program number** —Pre-Survey materials uploaded to The Record
 - E.g., MI-99 —Pre-Survey materials uploaded to The Record
 - **Message:** The pre-survey materials for Program number** have been uploaded to the Pre-Survey section of The Record.
 - E.g., The pre-survey materials for MI-99 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 (i.e., MI-17). Programs newly built in The Record after the conversion from Fabric to The Record (May 2026) have a 6-digit program code (i.e., MI-100).**