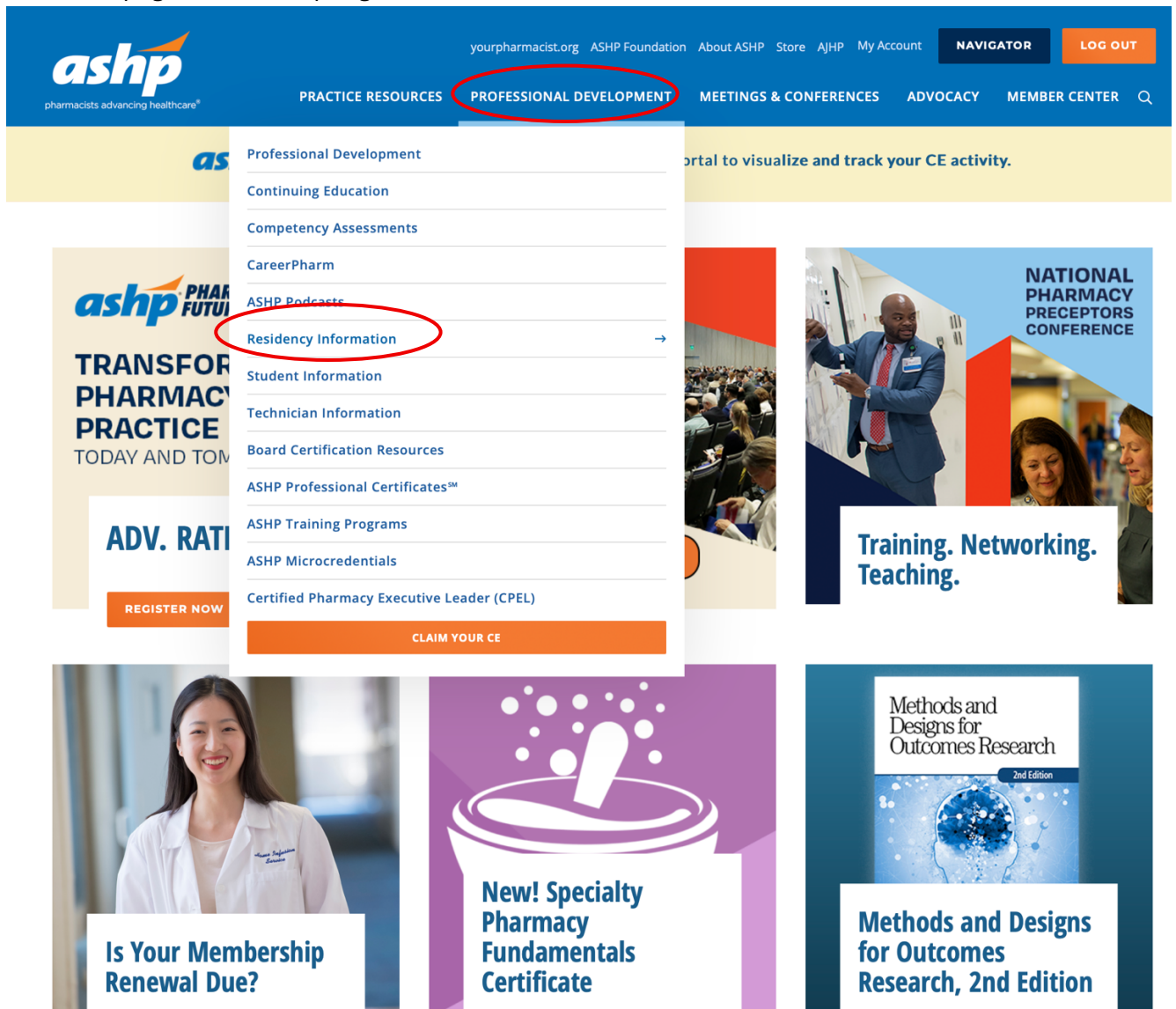


The Record: The Program Director's Guide

Accessing “The Record”: ASHP Accreditation Services Database which hosts the residency and technician program directories

Links to both the new database and the public-facing directory can be found on the residency resources page at www.ashp.org.



Access to the Residency Directory is open to the public without login credential requirements.

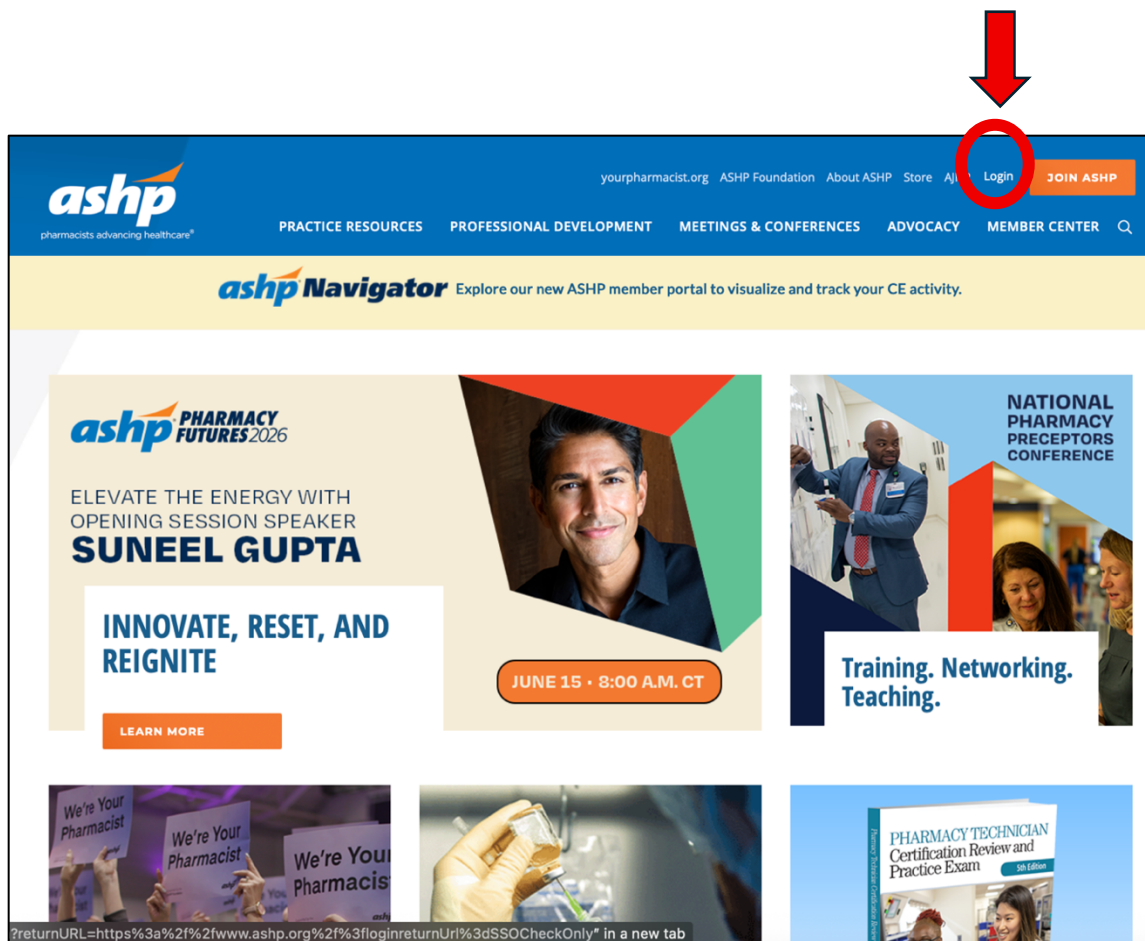
NOTE: The links depicted here for the Residency Directory hosted by The Record and the Accreditation Services Database (aka The Record) will not point to The Record until the go-live date of May 27, 2026.

The links depicted here will point to the Residency Directory hosted by Armature and to the Accreditation Services Database (aka Fabric) until ASHP converts to The Record on May 27, 2026.

Access to the new database will be via your ASHP Single Sign-On (SSO) credential. This is the username and password that you use to log into your ASHP account (accessing ASHP Navigator, RPD Connect, and the ASHP Store for example). The ASHP Single Sign-On is NOT your log-in information for Accreditation Services’ previous database “Fabric” or other program-related platforms such as PharmAcademic, NMS, and PhORCAS (unless you manually set it up for the same credentials as what your ASHP SSO is).

If reviewing this information prior to The Record Launch on May 27, 2026, to test your SSO:

From the ASHP website (www.ashp.org), select “Login” and enter your ASHP SSO username and password. If you are an ASHP member, previously registered for a non-paid ASHP sign-on when registering for a conference or ordering from the ASHP Store, etc., you already have an ASHP SSO. The username is the email address which you used to register with ASHP. Since your ASHP SSO may be affiliated with either a personal email address or a work/professional email address, make sure to try each first. If you are successful in logging in, then you will be able to access The Record once Accreditation Services Office communicates that is officially launched for public access and active in May.



If the username and/or password that you used does not successfully log you into the ASHP website OR you know that you have never registered for an account with ASHP, select the orange “Join ASHP” button next to the “Login” link illustrated in the screenshot above.

NOTE: While we highly encourage all program directors and other program contacts to join ASHP due to the many valuable membership benefits and education provided, you do NOT need to be a member of ASHP in order to have an ASHP account/SSO registered with ASHP.

When selecting the Join ASHP icon, the below screen on the next page will launch:

Join ASHP

LOG IN TO YOUR ASHP ACCOUNT BELOW.

If it is time for you to renew, your renewal will appear for payment. Change or update your member information, and then process payment.

If your renewal is not currently due, the expiration date of your membership is provided.

Log in with your username (email address) and password.

User Name

Password

REMEMBER ME FOR 90 DAYS.

SIGN IN

FORGOT YOUR PASSWORD?

NOT YET A MEMBER?

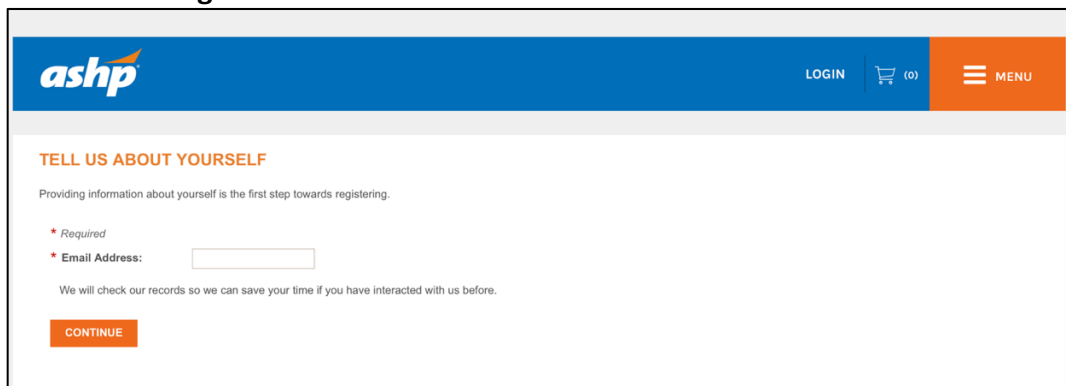
Register to become an ASHP Member with full access to member benefits.

OR

Become a registered Non-Member to purchase products, or register for meetings at the Non-Member rate.

REGISTER

Select the “Register” button and the below screen will launch:



The screenshot shows the ASHP registration form. At the top, there is a blue header with the ASHP logo on the left, and 'LOGIN', a shopping cart icon with '(0)', and a 'MENU' button on the right. Below the header, the main content area has the title 'TELL US ABOUT YOURSELF' in orange. Underneath, it says 'Providing information about yourself is the first step towards registering.' There are two red asterisks indicating required fields: '* Required' and '* Email Address:'. The 'Email Address' field is a white input box. Below the input box, it says 'We will check our records so we can save your time if you have interacted with us before.' At the bottom of the form, there is an orange 'CONTINUE' button.

Enter your email address and proceed through the additional screens to enter the additional requested information.

Should you have any questions or additional access issues related to logging into your ASHP account, joining ASHP, or registering for a non-member ASHP account, please contact ASHP Customer Relations at either CustServ@ashp.org or 1-866-279-0681.

Initial Log-In View for Program Directors: Program Dashboard

- The default view upon log-in to The Record for program directors or designated program contacts such as a program coordinator is illustrated below with any programs for which the individual is an assigned program director or designated program contact
 - Note:** Pharmacy Directors/Administrators and other program contacts are not automatically designated program contacts and will not automatically have the access below unless ASO is otherwise notified and an ASHP SSO is obtained by such contact.

The screenshot shows the ASHP Program Dashboard interface. Key elements and their annotations are as follows:

- Left Navigation Menu:** Includes 'Dashboard', 'Directory', 'Residency Programs', and 'Technician Programs'. A callout box states: "Clickable links to the public-facing program directories" with arrows pointing to the 'Residency Programs' and 'Technician Programs' links.
- Dashboard Section:**
 - Upcoming survey dates:** A callout box explains: "If a program is scheduled for a survey, upcoming survey dates and due dates related to the survey will populate here". Below this, a table lists dates: May 8, 2026; Jul 23, 2026; and Sep 6, 2026.
 - Pre-survey packet:** Lists 'ABC Medical Center' with 'Estimated Upload Date for Survey Report to Site' (Jul 23, 2026) and 'Estimated Program Response Due Date (Dependent on Survey Report Publish Date)' (Sep 6, 2026).
- My Programs Section:**
 - ABC Medical Center:** A callout box defines:
 - Organization Name:** (may not be the same as the program name in some cases)
 - Organization ID:** ASHP Organization ID for billing (08655896)
 - Billing Contact:** Individual associated with residency program(s) that ASO invoice for all programs associated with ASHP Organization ID will be emailed to (Bill Me — bill.me@emailtest.org)
 - Program Name:** Points to 'ABC Medical Center' in the program details.
 - Program Code:** Points to 'ID: 02126' in the program details.
 - Program Accreditation Status:** Points to the 'Accredited' status in the program details.
- Program Details (ABC Medical Center):**
 - Type: PGY1 / Pharmacy
 - Location: Bethesda, MD
 - Personnel: Ruth Ware, PharmD, BCPS (RPD)
 - Upcoming Milestones (180 Days):
 - Pre-survey packet: May 8, 2026
 - Estimated Upload Date for Survey Report to Site: Jul 23, 2026
 - Estimated Program Response Due Date (Dependent on Survey Report Publish Date): Sep 6, 2026
 - Survey Summary: 1 pending, 0 completed
 - Buttons: View Directory Listing, View Surveys, Manage Contacts, Edit Profile

Searching the Residency Program Directory (Public-Facing)

- Select the Directory for either Residency Programs or Technician Programs to access the public-facing directory for the respective program type
- Search by program name (partial or full exact name) or program code
 - Residency programs built in Fabric (pre-conversion, May 2026) will have a 5-digit program code
 - Residency programs built in The Record (late-May 2026 and beyond) will have a 7-digit program code
- Alternatively, filter by country, state, city, organization type, program category, program sub-category, or training site classification
- Additional fields have been added for searching by programs that accept applicants with visas or sponsor visas. Also, PGY2 programs can indicate whether they participate in the Early Commit process. PGY2 Pediatrics programs will show, and can be filtered by, any Pediatric Specialty Pathways for which they have been approved
 - ***New fields so they will not populate in the search until program directors edit their program directory listings to add such information if applicable***

Residency Directory

The purpose of the ASHP accreditation program is to identify and grant public recognition to practice sites having pharmacy residency training programs that have been evaluated and found to meet the qualifications of ASHP's residency accreditation standards. Thus, accreditation of a pharmacy residency program by ASHP provides a means of assurance to residency program applicants that a program meets certain basic requirements and is, therefore, an acceptable site for postgraduate training in pharmacy practice in organized health care.
Pharmacy Online Residency Centralized Application Service opens November 5th for this residency year. PhORCAS <http://www.ashp.org/phorcas>

About the Directory

Search Residency Programs

Program Name or Code

Country All Countries	State/Province Select a country first	City Enter city name...
Organization Types Select organization types	Categories Select categories	Sub-Categories Select a category first

To view PGY2 residency program types that may be part of a combination PGY1/2 program at some organizations, click the "Select All" option for a more comprehensive program list

Training Site Classification Select training site classifications	Sponsors Visas Contact program director for more information on visa sponsorship eligibility <input type="checkbox"/>	Accepts applicants with Visas Contact program director for more information on accepted visa types <input type="checkbox"/>
---	---	---

Residency Directory Search—PGY2 Programs Pediatric Specialty Pathways & Early Commit Examples

- Once you enter your search filters, click on the individual program tile to open up the program listing for full details (illustrated on following pages)

Residency Directory

Q Search Residency Programs

Program Name or Code

Q Search by program name or code...

Country: All Countries | State/Province: Select a country first | City: Enter city name...

Organization Types: Select organization types | Categories: PGY2 | Sub-Categories: Pediatric Pharmacy

To view PGY2 residency program types that may be part of a combination PGY1/2 program at some organizations, click the "Select All" option for a more comprehensive program list

Pediatric Specialty Pathway Option

Narrow by pediatric specialty pathway option (optional)

Q Search...

- (Select All)
- PGY2 Pediatric Pharmacy Residency with Specialty Pathway--Critical Care
- PGY2 Pediatric Pharmacy Residency with Specialty Pathway--Oncology

Close

Q Search | X Clear Filters

Visas: | Accepts applicants with Visas:

Search Results (87 programs found)

ABC Medical Center Candidate | ID: 02726 | [View Details](#)

Residency Program Director: Ashley Flowers PharmD, BCPPS

Primary Practice Site Address: 4500 East West Highway, Bethesda, MD, 20814, USA

Pediatric Specialty Pathway Option

- PGY2 Pediatric Pharmacy Residency with Specialty Pathway--Critical Care
- PGY2 Pediatric Pharmacy Residency with Specialty Pathway--Oncology

Early Commit

No

Director of Pharmacy: Harlan Coben PharmD, MBA, FASHP

Program Details

A

Manage contacts

Edit Profile

ABC Medical Center

PGY1 Pharmacy Residency

Bethesda, MD, United States

Accredited

52 weeks

ID: 02126



Application Deadline
January 2, 2026



Number of Positions
4



Estimated Stipend
\$52,000



Start Date
June 29, 2026

Program Information

Accreditation Status
Accredited

Organization Type
Health Care System

Category
PGY1

Category Type
Pharmacy

Program Type
Residency

400
Total Beds

Average Daily Census
310

Training Site Classification
Acute Care/Hospital/Ambulatory Care Center - Community (General)

Primary Practice Site Address
4500 East West Highway, Bethesda, MD, 20814, USA

Participating Practice Site(s)
ABC Medical Group Office, 7272 Wisconsin Ave, Bethesda, MD, 20814, USA

Website & Social Media



WEBSITE
<https://ashp.org/>



WEBSITE (2)
<https://www.ashp.org/professional-development/residency-information/residenc...>



YOUTUBE
<https://www.youtube.com/user/ASHPofficial>



INSTAGRAM
<https://www.instagram.com/ashpofficial/>



META / FACEBOOK
<https://www.facebook.com/ASHPofficial/>



X (FORMERLY TWITTER)
<https://x.com/ashpofficial>



LINKEDIN
<https://www.linkedin.com/company/ashp/posts/?feedView=all>

Important Dates

🏠 Program Details
A

Important Dates

Starting Date June 29, 2026	Application Deadline January 2, 2026	Program Duration 52 weeks
---------------------------------------	--	-------------------------------------

Residency Description

The ABC Medical Center Residency Program offers nineteen learning experiences based primarily at ABC Medical Center with an elective offering at XYZ affiliate hospital, and some learning experiences at medical practices affiliated with the ABC Medical Center, although the resident pharmacist will be exposed to all health-system facilities in varying degrees with projects, services and other opportunities. The learning experiences vary in length from four- or eight-week learning experiences to twelve month learning experiences, eleven of which are required for all residents to complete, and eight elective learning experience offerings. Of the eight elective learning experience offerings, the resident pharmacist will select two (if the 8-week Oncology elective is chosen) or three elective learning experiences to complete their residency training within the medical center. Required learning experiences are in areas such as Adult Medicine, Critical Care, Infectious Diseases, Ambulatory Care as well as Pharmacy Operations/Staffing, Medication Safety/Drug Information, Practice Management, and Precepting/Education.

Fringe Benefits

- Medical insurance
- Dental insurance
- Vision insurance
- Paid Time Off
- Travel Stipend for Required Meetings
- Lab Coat
- Continuing Education opportunities
- Other: A free puppy

Eligibility Requirements for Program

- Graduates or candidates for graduation from an ACPE-accredited degree program (or one in the process of pursuing accreditation) or have a Foreign Pharmacy Graduate Examination Committee (FPGEC) certificate from the NABP
- Completing or has completed an ASHP-accredited or candidate-status PGY1 residency program
- Participate in the ASHP Matching Program
- Licensed or will be eligible for pharmacist licensure in the state(s) or jurisdiction(s) as required by the program (or equivalent registration in the country if outside of the US) by the start of the residency program

Site Description/Special Features

📍 Primary service lines include cardiac care, oncology, orthopedics, pediatrics, trauma, and neurological services. There are six intensive care units to take care of patients with coronary, cardiovascular, medical/surgical and pediatric needs. ABC Medical Center also has a Children's Hospital located within that includes a 10-bed critical care unit and 26-private bed neonatal unit. It is a verified Level 2 adult trauma center, a level 3 neonatal intensive care unit, and a level 2 pediatric trauma center with a dedicated pediatric ER. ABC Medical Center provides extensive specialized services through a certified comprehensive stroke center, accredited heart and kidney transplant programs, an accredited comprehensive cancer program, accredited comprehensive breast center, and an accredited bariatric surgery center. Pharmacists precept students from multiple pharmacy schools in the area.

Visa Information

Sponsors Visas Yes <i>Contact program director for more information on visa sponsorship eligibility</i>	Accepts applicants with Visas Yes <i>Contact program director for more information on accepted visa types</i>
--	--

Contacts

Residency Program Director ✉ Ruth Ware PharmD, BCPS ☎ (301) 664-8787	Director of Pharmacy ✉ Harlan Coben PharmD, MBA, FASHP ☎ (301) 881-7463	Program Contact ✉ Lisa Jewell PharmD, BCCCP ☎ (301) 773-8774
--	---	--

Additional Information

The above phone numbers and email addresses on the are only available for ASO to view and for program directors to view when reviewing their program listing; these are not visible on the public-facing directory and the public will see the contact cards as illustrated below instead:

Contacts

Residency Program Director Ruth Ware PharmD, BCPS Use the form to contact this program. Your email and phone are not shown on this public listing. <div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; display: inline-block; margin-top: 10px;">Get in touch</div>	Director of Pharmacy Harlan Coben PharmD, MBA, FASHP Use the form to contact this program. Your email and phone are not shown on this public listing. <div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; display: inline-block; margin-top: 10px;">Get in touch</div>	Program Contact Lisa Jewell PharmD, BCCCP Use the form to contact this program. Your email and phone are not shown on this public listing. <div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; display: inline-block; margin-top: 10px;">Get in touch</div>
---	--	---

When the user selects the “Get in Touch” button, they will be prompted to enter a message that will be routed to the contact’s email address via The Record

Contact program ✕

Send a message to this program. A copy of your inquiry may be routed to the contact on file for this listing.

ABC Medical Center
Program ID: 02126
Regarding: Residency Program Director

Your name

Your email

Phone (optional)

Inquiry type

Message

Introduce yourself and what you would like to know.

Program Directory Editing Functions

- For programs that have a directory listing that was built previously in Fabric, all program directory information has been transferred over from Fabric to The Record
- The Record has additional data fields and all program directors are **strongly encouraged** to review their program listing as soon as possible and update the listing to add information into any of the new fields as well ensure that all existing data is accurate and up to date. This review and revision should be done at least annually to update the program start date and application deadline *at minimum*.

The screenshot displays the ASHP dashboard interface. On the left is a navigation sidebar with the ASHP logo and menu items: User, Dashboard, Directory, Residency Programs, and Technician Programs. The main content area is titled 'Dashboard' and includes a section for 'Upcoming survey dates' with a table of milestones for 'ABC Medical Center'. Below this is the 'My Programs' section, which shows details for 'ABC Medical Center', including its ID, billing contact, and accreditation status. A 'Survey Summary' section indicates 1 pending survey. At the bottom of the program details, there are four buttons: 'View Directory Listing', 'View Surveys', 'Manage Contacts', and 'Edit Profile'. The 'Edit Profile' button is circled in red, and a blue arrow points from a callout box to it. The callout box contains the text: 'Select "Edit Profile" to edit program directory listing'.

Milestone	Due Date
Pre-survey packet	May 8, 2026
Estimated Upload Date for Survey Report to Site	Jul 23, 2026
Estimated Program Response Due Date (Dependent on Survey Report Publish Date)	Sep 6, 2026

ABC Medical Center (1 program)
Connected organization
Organization ID: 0865896
Billing contact: Bill Me — bill.me@emailtest.org
Please review your organization's billing contact and notify the central office if any updates are needed.

ABC Medical Center (Accredited)
PGY1 / Pharmacy
ID: 02126 | Belhesda, MD
Residency: Ruth Ware, PharmD, BCPS (RPD)
ABC Medical Center

UPCOMING MILESTONES (180 DAYS)

Milestone	Due Date
Pre-survey packet	May 8, 2026
Estimated Upload Date for Survey Report to Site	Jul 23, 2026
Estimated Program Response Due Date (Dependent on Survey Report Publish Date)	Sep 6, 2026

Survey Summary
1 pending | 0 completed

View Directory Listing | View Surveys | Manage Contacts | **Edit Profile**

Select "Edit Profile" to edit program directory listing

- Program directors have drop-down menus of options for the most commonly entered information to add efficiency and consistency in some categories of program information (i.e., program duration, fringe benefits, eligibility requirements). Free text for “Other” is available for different/additional information in these categories.

ashp

User

Dashboard

Directory

Residency Programs

Technician Programs

Dashboard ABC Medical Center Edit Profile

Edit Program Demographics Manage contacts

Demographics
Program-specific data

Program Demographics
Enter residency program demographic information.

1 Program Overview 2 Program Features & Benefits 3 Practice Site 4 Visa & Commitment 5 Web & Social

Program Overview

Starting Date
mm/dd/yyyy

Application Deadline
mm/dd/yyyy

Program Duration
(None)

- (None)
- 52 weeks
- 53 weeks
- 54 weeks
- 104 weeks
- Other

Number Positions
0-20

After entering/editing information for each of the sections in Program Demographics, select the “Next” button at the bottom right to move onto the next section

Next

ashp

User

Dashboard

Directory

Residency Programs

Technician Programs

Dashboard ABC Medical Center Edit Profile

Edit Program Demographics Manage contacts

Program Demographics
Enter residency program demographic information.

1 Program Overview 2 Program Features & Benefits 3 Practice Site 4 Visa & Commitment 5 Web & Social

Primary logo
Displayed prominently on the program profile.

No logo uploaded

Upload

PNG, JPEG, or WebP. Max 2 MB. Saved as PNG after cropping.

Secondary logo
Optional second logo (e.g. affiliated institution).

No logo uploaded

Upload

PNG, JPEG, or WebP. Max 2 MB. Saved as PNG after cropping.

Program Overview

Starting Date
06/22/2026

Application Deadline
01/02/2026

Program Duration
53 weeks

Number Positions
1

Estimated Stipend (PGY1 year)
Amount (USD)

- Programs may upload their organization logo to their directory listing. If the program is a co-sponsored program, up to two logos may be uploaded.

🏠 Edit Program Demographics
A

📄 Edit Program Demographics
👤 Manage contacts

Demographics

Program-specific data

Program Demographics
Enter residency program demographic information.

1 Program Overview
2 Program Features & Benefits
3 Practice Site
4 Visa & Commitment
5 Web & Social

Program Features & Benefits

Residency Description

B I [List Icons] [Undo] [Redo]

The ABC Medical Center Residency Program offers nineteen learning experiences based primarily at ABC Medical Center with an elective offering at XYZ affiliate hospital, and some learning experiences at medical practices affiliated with the ABC Medical Center, although the resident pharmacist will be exposed to all health-system facilities in varying degrees with projects, services and other opportunities. The learning experiences vary in length from four- or eight-week learning experiences to twelve month learning experiences, eleven of which are required for all residents to complete, and eight elective learning experience offerings. Of the eight elective learning experience offerings, the resident pharmacist will select two (if the 8-week Oncology elective is chosen) or three elective learning experiences to complete their residency training within the medical center. Required learning experiences are in areas such as Adult Medicine, Critical Care, Infectious Diseases, Ambulatory Care as well as Pharmacy Operations/Staffing, Medication Safety/Drug Information, Practice Management, and Precepting/Education.

Fringe Benefits

Medical insurance ☒ Dental insurance ☒ Vision insurance ☒ + 5 more ☒

Fringe Benefits (Other) — describe

A free puppy

Eligibility Requirements for Program

Graduates or candidates for graduation from an ACPE-accredited degree program (or one in the process of pursuing accreditation) or have a Foreign Pharmacy Graduate Examination Committee (FPGEC) certificate fr... ☒

Completing or has completed an ASHP-accredited or candidate-status PGY1 residency program ☒ Participate in the ASHP Matching Program ☒ + 1 more ☒

🔍 Search...

- (Select All)
- Graduates or candidates for graduation from an ACPE-accredited degree program (or one in the process of pursuing accreditation) or have a Foreign Pharmacy Graduate Examination Committee (FPGEC) certificate from the NABP
- Completing or has completed an ASHP-accredited or candidate-status PGY1 residency program
- Participate in the ASHP Matching Program
- Licensed or will be eligible for pharmacist licensure in the state(s) or jurisdiction(s) as required by the program (or equivalent registration in the country if outside of the US) by the start of the residency program
- Other

Clear
Close

Drop-down menu options available in several fields for more efficient and comprehensive directory listing build/edits

Edit Program Demographics

Manage contacts

Demographics

Program-specific data

Program Demographics

Enter residency program demographic information.

- 1 Program Overview
- 2 Program Features & Benefits
- 3 Practice Site
- 4 Visa & Commitment
- 5 Web & Social

Program Features & Benefits

Residency Description

B I [List Icons] [Link Icon] [Undo Icon]

The ABC Medical Center Residency Program offers nineteen learning experiences based primarily at ABC Medical Center with an elective offering at XYZ affiliate hospital, and some learning experiences at medical practices affiliated with the ABC Medical Center, although the resident pharmacist will be exposed to all health-system facilities in varying degrees with projects, services and other opportunities. The learning experiences vary in length from four- or eight-week learning experiences to twelve month learning experiences, eleven of which are required for all residents to complete, and eight elective learning experience offerings. Of the eight elective learning experience offerings, the resident pharmacist will select two (if the 8-week Oncology elective is chosen) or three elective learning experiences to complete their residency training within the medical center. Required learning experiences are in areas such as Adult Medicine, Critical Care, Infectious Diseases, Ambulatory Care as well as Pharmacy Operations/Staffing, Medication Safety/Drug Information, Practice Management, and Precepting/Education.

Fringe Benefits

Medical insurance Dental insurance Vision insurance + 5 more

- Search...
- (Select All)
 - Medical insurance
 - Dental insurance
 - Vision insurance
 - Paid Time Off
 - Travel Stipend for Required Meetings
 - Lab Coat
 - Continuing Education opportunities
 - Other

ACPE-accredited degree program (or one in the process of pursuing accreditation) or have a Foreign Pharmacy Graduate Examination Committee (FPGEC) certificate fr...

ed or candidate-status PGY1 residency program Participate in the ASHP Matching Program + 1 more

Next

- Select Training Site Classification from drop-down menu options
- It is important that programs ensure accurate information in the fields for **Training Site Classification** and **Total Beds** in the program listing. This is to ensure accurate comparisons for the Annual Report Analytic Dashboards in PharmAcademic. PharmAcademic displays key data from the individual program’s annual survey and compares it with similar programs. Without having complete information, while the program will still be able to see its data, the comparisons may be limited and the overall combined results from similarly sized programs and training site classification will not be accurate.

Edit Program Demographics

Dashboard > ABC Medical Center > Edit Profile

Training Site Classification: (None) [Manage contacts]

- Acute Care/Hospital/Ambulatory Care Center - Academic Medical Center
- Acute Care/Hospital/Ambulatory Care Center - Ambulatory Care Center
- Acute Care/Hospital/Ambulatory Care Center - Children's Hospital
- Acute Care/Hospital/Ambulatory Care Center - Community (General)
- Acute Care/Hospital/Ambulatory Care Center - Long-Term Care Hospital
- Acute Care/Hospital/Ambulatory Care Center - Psychiatric Hospital
- Acute Care/Hospital/Ambulatory Care Center - Rural Hospital (includes Critical Access Hospitals)
- Acute Care/Hospital/Ambulatory Care Center - Specialty Pharmacy
- Community-based - Chain Pharmacy
- Community-based - Compounding Pharmacy

Practice Site: [Practice Site] | 4 Visa & Commitment | 5 Web & Social

Total Beds: [Total Beds]

Site Description/Special Features: [Rich text editor]

Owner Affiliate: [Owner Affiliate] | Average Daily Census: [Average Daily Census]

Buttons: Cancel, Previous, Next

- **New Fields—Visa Sponsorships/Eligibility**

Edit Program Demographics

Dashboard > ABC Medical Center

Program Demographics
Enter residency program demographic information. [Manage contacts]

1. Program Overview | 2. Program Features & Benefits | 3. Practice Site | **4. Visa & Commitment** | 5. Web & Social

Visa & Commitment

Does this program/organization sponsor work visas?

Does this program/organization accept applications from individuals with work visas?

Buttons: Cancel, Previous, Next

- New Fields—Program Website Links and Social Media Links
 - Programs may add up to two program website links and one program social media link for each of a variety of social media platforms
 - Program directors should double-check that all links are correct/working links at least annually when editing their program listing

Edit Program Demographics

Dashboard > ABC Medical Center > Edit Profile

Edit Program Demographics

Manage contacts

Demographics

Program-specific data

Program Demographics

Enter residency program demographic information.

1 Program Overview 2 Program Features & Benefits 3 Practice Site 4 Visa & Commitment 5 Web & Social

Web & Social

Add website URLs (up to 2) and one link per social platform. All fields are optional. Social URLs must match each service (e.g. Instagram.com for Instagram).

+ Add a web or social link...

- Website URL
- YouTube
- Instagram
- Meta / Facebook
- X (formerly Twitter)
- LinkedIn

No links yet. Use "Add a web or social link..." to choose a platform.

Cancel Previous **Save Program**

- After entering/editing information for each of the sections in Program Demographics, select the “Save Program” button at the bottom right to save the directory listing which will then be immediately available for viewing in the online residency program directory

Managing & Editing Program Contacts

The screenshot displays the ASHP dashboard interface. On the left is a navigation sidebar with the ASHP logo and menu items: User, Dashboard, Directory, Residency Programs, and Technician Programs. The main content area is titled 'Dashboard' and includes a section for 'Upcoming survey dates' with a table of milestones for 'ABC Medical Center'. Below this is the 'My Programs' section, which lists 'ABC Medical Center' as a connected organization. A detailed view of 'ABC Medical Center' is shown, including its ID, location, and accreditation status. At the bottom of this view, there are four buttons: 'View Directory Listing', 'View Surveys', 'Manage Contacts', and 'Edit Profile'. The 'Manage Contacts' button is circled in red, and a blue arrow points to it from the right.

Milestone	Due Date
Pre-survey packet	May 8, 2026
Estimated Upload Date for Survey Report to Site	Jul 23, 2026
Estimated Program Response Due Date (Dependent on Survey Report Publish Date)	Sep 6, 2026

ABC Medical Center (1 program)
Connected organization
Organization ID: 0865896
Billing contact: Bill Me — bill.me@emailtest.org
Please review your organization's billing contact and notify the central office if any updates are needed.

ABC Medical Center (Accredited)
PGY1 / Pharmacy
ID: 02126 | Bethesda, MD
Residency: Ruth Ware, PharmD, BCPS (RPD)
ABC Medical Center

UPCOMING MILESTONES (180 DAYS)
Pre-survey packet: May 8, 2026
Estimated Upload Date for Survey Report to Site: Jul 23, 2026
Estimated Program Response Due Date (Dependent on Survey Report Publish Date): Sep 6, 2026

Survey Summary: 1 pending, 0 completed

Buttons: View Directory Listing, View Surveys, **Manage Contacts**, Edit Profile

- Viewing and limited editing of some program contact fields may be completed by the program director when selecting the “Manage Contacts” button
 - The program director name and email address cannot be updated by the program director as the program is required to follow all ASO review and approval processes for program director changes, including editing of email addresses due to downstream system impact
 - The program director phone number may be updated by the program director
 - Additional phone numbers may be listed
 - The program director may edit/change other program contacts and related contact information and is strongly encouraged to review program contacts at minimum of annually to ensure all information is up to date

Program Director Contact Card

- Select “Phones” to add/edit phone number

Edit Contact (Protected) ✕

Ruth Ware - Identity fields are locked. Only phone number can be updated.

This contact holds a protected role (RPD/TPD). Identity fields are locked. Only phone number can be updated here. To change name, email, or role, please contact the central office for formal review.

Contact Info | Emails | Phones

First Name * **Last Name**

Middle Name **Credentials**

Title

Contact Types
Residency Program Director

RPD/TPD contacts cannot be archived or deleted. These changes must go through the formal Office Review process.

Save Changes

Edit Contact (Protected) ✕

Ruth Ware - Identity fields are locked. Only phone number can be updated.

This contact holds a protected role (RPD/TPD). Identity fields are locked. Only phone number can be updated here. To change name, email, or role, please contact the central office for formal review.

Contact Info | **Phones** | Emails

Phone Numbers + Add

Add and manage phone numbers. Click "Add" to capture a new number; it will appear in the list below after you save.

(301) 664-8788 🗑️ ✎️
Fax

(301) 664-8787 🗑️ ★ PRIMARY ✎️

Main

Select pencil (edit) icon to edit phone number

Select "Save Changes" when editing completed

Save Changes

Pharmacy Director/CEO/Administrative Leader/Other Program Contact Card

- Fill in/edit first and last name, credentials, title, and select contact type in Contact Info section
- Enter/edit email and email type in Emails section
- Enter/edit phone number and phone number type in Phones section
- If deleting a program contact, toggle the “Archived” button and enter new contact
 - When archiving a Pharmacy Director/Pharmacy Leader or CEO/Administrative Leader Contact, a new contact for the respective contact type must be entered

The screenshot shows a modal window titled "Edit Contact" with a close button (X) in the top right corner. Below the title is the subtitle "Edit contact information for Sample DOP". The form is organized into three tabs: "Contact Info" (active), "Emails", and "Phones".

Contact Info

First Name *	Last Name
<input type="text" value="Sample"/>	<input type="text" value="DOP"/>
Middle Name	Credentials
<input type="text"/>	<input type="text" value="PharmD"/>

Title

Contact Types

Archived
Archived contacts are hidden by default

Save Changes

How to View Documents from Fabric

- For programs that existed in the old database (Fabric), there is a “Document Library” button that will open up a page to provide access to any “legacy” documents from previous surveys and/or accreditation decisions. Not all programs will have legacy documents since pre-survey packets, report responses, voted action letters, and certificates only started to be uploaded into Fabric in late 2023.

ashp Dashboard

User: [K]

Dashboard | Surveys | Directory | Residency Programs | Technician Programs

My Programs

Programs where you are assigned as program director or program contact (2 programs)

ABC Medical Center
Connected organization
Organization ID: 08655896
Billing contact: Ruth Ware – ruth.ware@emailtest.org

2 programs

Organization name and ASHP Organization ID for which below programs are attached to

Billing contact may or may not be RPD; Only 1 billing contact per ASHP organization ID

Number of residency programs RPD is/has been most recent RPD for

Discontinued

Note Accreditation Status of program displays here

Accredited

ABC Medical Center
PGY1 / Pharmacy
ID: 02008
Bethesda, MD
Residency: Ruth Ware, PharmD, BCPS (RPD)
301-664-8787

Survey Summary: 0 pending, 0 completed

View Directory Listing | View Surveys | Document Library | Manage Contacts | Edit Profile

ABC Medical Center
PGY1 / Community-Based Pharmacy
ID: 02226
Bethesda, MD
Residency: Ruth Ware, PharmD, BCPS (RPD)
301-664-8787

Survey Summary: 0 pending, 0 completed

View Directory Listing | View Surveys | Document Library | Manage Contacts | Edit Profile

Click on “Document Library” to see any documents that had previously been uploaded to Fabric.

Not all programs will have legacy documents from Fabric

- If there are any documents associated with a program from Fabric, they will show up as illustrated below and are available to access/download

The screenshot displays the ASHP Document Library interface. On the left is a navigation sidebar with the ASHP logo and menu items: User, Dashboard, Directory, Residency Programs, and Technician Programs. The main content area is titled 'Documents' and includes a search bar, filters for File Type and Tags, and a 'Filters' section for narrowing documents by date range. A list of documents is shown, with the first three items circled in red: '02126-0824 Certificate Accreditation' (253.8 KB), '02126-0824 Voted Action' (174.1 KB), and 'Pre-Survey Documents 02126' (10.6 MB). A fourth document, 'Survey Report Response 02126' (332.8 KB), is partially visible. A blue arrow points to the top right corner, and another blue arrow points to the bottom center of the document list.

Document Title	File Size	Download Icon
02126-0824 Certificate Accreditation	253.8 KB	Download
02126-0824 Voted Action	174.1 KB	Download
Pre-Survey Documents 02126	10.6 MB	Download
Survey Report Response 02126	332.8 KB	Download

View Surveys

- To view more detailed survey information, select “View Surveys” button from Program Dashboard
- Surveys that are scheduled in The Record (post-conversion from Fabric) OR that are in process at the time of conversion from Fabric to The Record will display survey dates and milestones
- Survey accreditation processes completed prior to the conversion from Fabric to The Record will **not** display any survey details

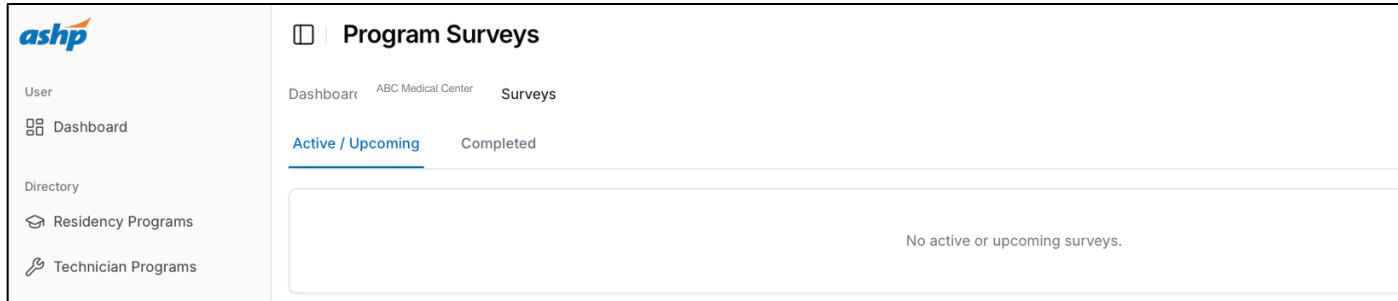
The screenshot displays the ASHP dashboard interface. On the left is a navigation sidebar with the ASHP logo and menu items: User, Dashboard (selected), Directory, Residency Programs, and Technician Programs. The main content area is titled 'Dashboard' and contains several sections:

- Upcoming survey dates:** A table listing survey milestones for ABC Medical Center. The text below the table reads: 'Next 180 days across your programs (same milestones as survey details, excluding internal lead-surveyor items)'.

Milestone	Date
Pre-survey packet	May 8, 2026
Estimated Upload Date for Survey Report to Site	Jul 23, 2026
Estimated Program Response Due Date (Dependent on Survey Report Publish Date)	Sep 6, 2026
- My Programs:** A section for programs where the user is assigned as RPD, TPD, or program contact (1 program).
- ABC Medical Center:** A detailed view of the organization, including:
 - Organization ID: 08655896
 - Billing contact: Bill Me — bill.me@emailtest.org
 - Accreditation status: Accredited
 - PGY1 / Pharmacy
 - ID: 02126, Location: Bethesda, MD
 - Residency: Ruth Ware, PharmD, BCPS (RPD)
 - ABC Medical Center
 - UPCOMING MILESTONES (180 DAYS):

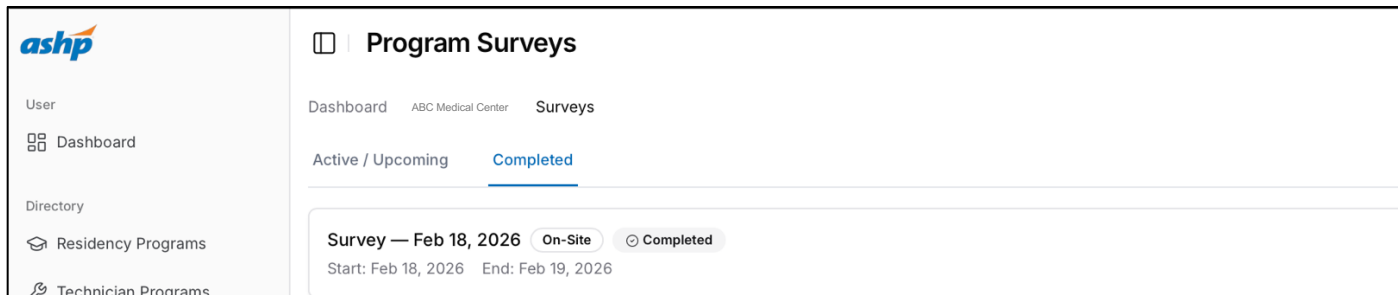
Milestone	Date
Pre-survey packet	May 8, 2026
Estimated Upload Date for Survey Report to Site	Jul 23, 2026
Estimated Program Response Due Date (Dependent on Survey Report Publish Date)	Sep 6, 2026
 - Survey Summary: 1 pending, 0 completed
 - Buttons: View Directory Listing, View Surveys (circled in red), Manage Contacts, Edit Profile

If a survey is scheduled/upcoming or in process, it will display under the “Active/Upcoming” tab for which you can click into to view more detail



For survey processes that have been completed, they will display under the “Completed” tab for which you can click into to view more detail and access pre-survey, survey report, survey report response, and the voted action letter. For new programs undergoing initial accreditation, the initial accreditation certificate will also be located here. Display details include survey start date, end date, and survey method (on-site, virtual, hybrid)

REMINDER: Only surveys that were scheduled/in process at the time of conversion from Fabric to The Record will show in Completed tab. All surveys completed prior to the conversion from Fabric to The Record will not display to the program



For upcoming surveys, select from the “Active/Upcoming” tab for more detail (Survey Summary) for which the Survey Summary screen will launch. This is what you will select to upload pre-survey materials and progress reports as well as download the accreditation survey report and voted action letter at the applicable timeframe for each.

Survey Preparation and Document Submission

- Due dates for pre-survey packet submission will populate based on the survey start date (pre-survey packets are due 45 days prior to the survey start date)

Dashboard > ABC Medical Center Surveys > Survey Details

Survey Summary

Start date: Jun 22, 2026 End date: Jun 23, 2026 Lead surveyor: Amy Hyduk-Cardillo

Deadlines & Milestones

Items marked "Your action" require action from you for this program.

- Pre-survey packet **Your action**
May 8, 2026
- Estimated Upload Date for Survey Report to Site
Jul 23, 2026
- Estimated Program Response Due Date (Dependent on Survey Report Publish Date) **Your action**
Sep 6, 2026

Pre-Survey Commission Meeting Survey Report Survey Response

Pre-Survey

Pre-survey packet due date and documents. Documents uploaded here are auto-tagged with Pre-Survey and the survey start date.

PRE-SURVEY PACKET DUE DATE
May 8, 2026

Documents
Documents (0 of 0 total) Show all

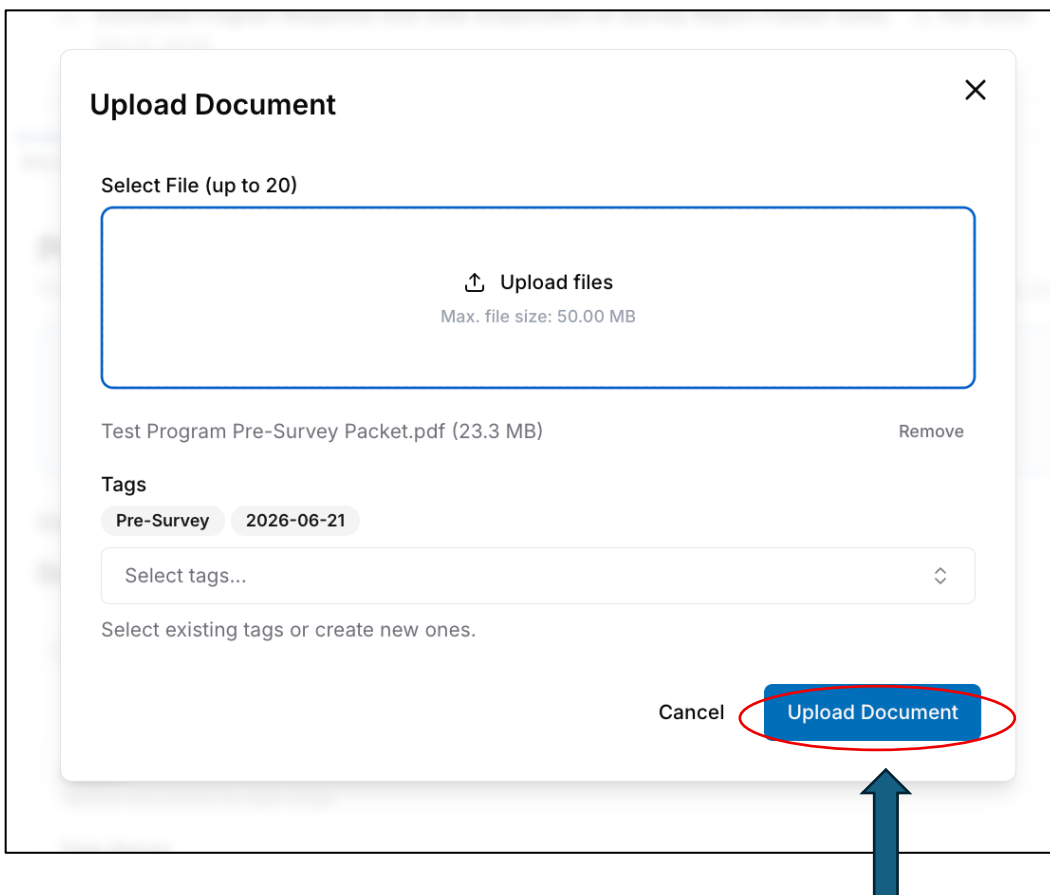
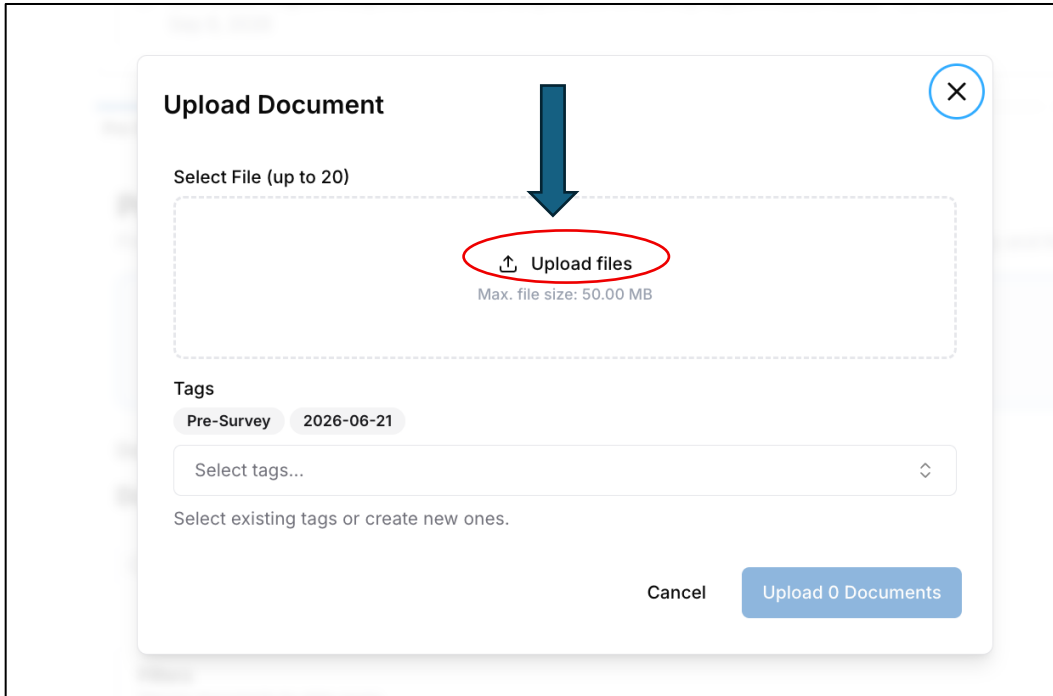
+ Upload Document

Search documents... File Type

Upload pre-survey materials by selecting the "Upload Document" icon for all pre-survey documents (follow instructions for compiling and bookmarking PDF pre-survey packet as outlined in detailed pre-survey preparation documents available on the ASHP website under "[Residency Accreditation Survey Readiness](#)")

For multiprogram surveys with a common packet, RPDs must upload the common packet to each program so assigned practitioner surveyors can access since practitioner surveyors will only have access to their assigned program

- Upload files individually by clicking on “Upload Files” then selecting “Upload Document”
- Pre-Survey documents will be automatically tagged per the database algorithm for survey and file type



- Pre-Survey Documents will then show on the Pre-Survey Tab as illustrated below

The screenshot displays the 'Pre-Survey' tab interface. At the top, there are navigation tabs: 'Pre-Survey' (active), 'Commission Meeting', 'Survey Report', and 'Survey Response'. Below the tabs, the main heading is 'Pre-Survey' with a sub-heading: 'Pre-survey packet due date and documents. Documents uploaded here are auto-tagged with Pre-Survey and the survey start date.'

A prominent light blue box contains the text: 'PRE-SURVEY PACKET DUE DATE' followed by 'May 8, 2026' in a large, bold font.

Below this, the 'Documents' section is titled 'Documents (2 of 3 total)' with a 'Show all' toggle and a '+ Upload Document' button. A search bar labeled 'Search documents...' and a 'File Type' filter are also present.

The 'Filters' section allows narrowing documents by date range, with two date input fields in 'mm/dd/yyyy' format.

Two documents are listed in a table-like view, both circled in red:

- ABC Medical Center Pre-Survey Common Packet.pdf**
23.3 MB
Tags: Pre-Survey, 2026-06-21
Created: 4/23/2026, 9:50:13 AM by Amy Hyduk-Cardillo
- Test Program Pre-Survey Packet.pdf**
23.3 MB
Tags: Pre-Survey, 2026-06-21
Created: 4/23/2026, 9:37:34 AM by Amy Hyduk-Cardillo

A blue arrow points upwards from the bottom center of the page towards the red circle.

Survey Report Access

- Once the finalized survey report has been uploaded by the office to The Record (approximately 30 days after the survey end date), the program director will receive a notification via email that the program report is available to download for review.
- Select the “Survey Report” Tab within the Survey Details screen to access and download

Deadlines & Milestones
Items marked "Your action" require action from you for this program.

- Pre-survey packet ⬆️ Your action
May 8, 2026
- Estimated Upload Date for Survey Report to Site**
Jul 23, 2026
- Estimated Program Response Due Date (Dependent on Survey Report Publish Date) ⬆️ Your action
Sep 6, 2026

Pre-Survey Commission Meeting **Survey Report** Survey Response

Survey report

Documents related to the survey report. Auto-tagged with Survey Report and start date.

Documents (1 of 3 total) Show all

🔍 Search documents... ⊕ File Type

Filters
Narrow documents by date range.

Date Range
mm/dd/yyyy 📅 mm/dd/yyyy 📅

02126--0826--ABC Medical Center PGY1 Pharmacy.pdf
271.0 KB
Survey Report 2026-06-21

Created: 4/23/2026, 9:49:46 AM by Amy Hyduk-Cardillo

The “Estimated Upload Date for Survey Report to Site” is approximately 30 days from survey end date

The report response due date is then 45 days after the upload date of the survey report to The Record (approximately 75 days from survey end date)

Select the Download icon to download the finalized accreditation survey report

Survey Report Response Submission

Survey Summary

Start date: Jun 22, 2026 End date: Jun 23, 2026 Lead surveyor: Amy Hyduk-Cardillo

Deadlines & Milestones

Items marked "Your action" require action from you for this program.

- Pre-survey packet Your action
May 8, 2026
- Estimated Upload Date for Survey Report to Site
Jul 23, 2026
- Estimated Program Response Due Date (Dependent on Survey Report Publish Date) Your action
Sep 6, 2026

Pre-Survey Commission Meeting Survey Report **Survey Response**

Survey response

Documents related to the response to the survey report. Auto-tagged with Survey Response and start date.

Documents (0 of 3 total) Show all

Search documents... File Type

Filters
Narrow documents by date range.

Date Range
mm/dd/yyyy mm/dd/yyyy

+ Upload Document

Select the "Survey Response" Tab and then the "Upload Document" button to upload the report response materials

(follow instructions for compiling and bookmarking PDF report response packet as outlined in detailed report response documents available on the ASHP website under "[After an Accreditation Site Survey](#)")

For multiprogram surveys with a common packet, RPDs **must** upload the common packet to each program so assigned practitioner surveyors can access since practitioner surveyors will only have access to their assigned program

- Report Response Documents will then show on the Survey Response Tab as illustrated below

Deadlines & Milestones
Items marked "Your action"

- Pre-survey packet Your action
May 8, 2026
- Estimated Upload Date for Survey Report to Site
Jul 23, 2026
- Estimated Program Response Due Date (Dependent on Survey Report Publish Date) Your action
Sep 6, 2026

Pre-Survey Commission Meeting Survey Report **Survey Response**

Survey response
Documents related to the response to the survey report. Auto-tagged with Survey Response and start date.

Documents (2 of 5 total) Show all + Upload Document

Search documents... File Type

Filters
Narrow documents by date range.

Date Range
mm/dd/yyyy mm/dd/yyyy

ABC Medical Center Common Response Packet.pdf
2.1 MB
Survey Response 2026-06-21
Created: 4/23/2026, 9:56:18 AM by Carol Barthel

- Overdue Items
 - Overdue items will be highlighted in red and noted as overdue once the due date has passed

Deadlines & Milestones
Items marked "Your action" require action from you for this program.

- Pre-survey packet Your action **Overdue**
Jan 4, 2026
- Estimated Upload Date for Survey Report to Site **Overdue**
Mar 23, 2026
- Estimated Program Response Due Date (Dependent on Survey Report Publish Date) Your action
May 31, 2026

Pre-Survey Commission Meeting Survey Report Survey Response

Pre-Survey
Pre-survey packet due date and documents. Documents uploaded here are auto-tagged with Pre-Survey and the survey start date.

PRE-SURVEY PACKET DUE DATE
Jan 4, 2026

Documents
Documents (3 of 5 total) Show all + Upload Document

Search documents... File Type

Filters
Narrow documents by date range.

Date Range
05/03/2026 05/03/2026

- Special Case Reports

- For accreditation surveys in which the duration of accreditation decision is less than full-cycle (8 yrs), a written progress report will be due for reaccreditation
- Once a program that is surveyed goes through the review by the Commission on Credentialing (COC) and by the ASHP Board of Directors, the program director will receive a voted action letter (which is uploaded to The Record), and the voted action letter will indicate the duration of initial accreditation or reaccreditation. If the duration of accreditation is less than 8 yrs, it will indicate the COC Meeting that a program’s written progress report would be due for review at.

The screenshot shows the ASHP Dashboard. On the left is a navigation menu with 'Dashboard' selected. The main content area has a 'Dashboard' header and a 'For your attention' section. This section contains a card for 'ABC Medical Center' with a warning icon and the text 'Progress report is due in 68 days — Jul 14, 2026'. A blue link 'Upload progress report' is circled in red. A blue arrow points from this link down to the 'My Programs' section. To the right, a callout box contains the text: 'Due date for progress report populates in the program director's dashboard' and 'Select the link "Upload progress report"'. Below the dashboard is the 'My Programs' section, which states 'Programs where you are assigned as program director or program contact (9 programs)'.

The screenshot shows the 'Progress report' upload page for 'ABC Medical Center'. The breadcrumb trail is 'Dashboard > ABC Medical Center > Progress report'. There is a 'Back to dashboard' button. The 'Decision documents' section states 'No documents on this decision yet.' The 'Progress report' section shows 'Due in 68 days' with a due date of 'July 14, 2026'. A 'Reminder' section says 'Upload window is open. Your progress report is due on July 14, 2026.' Below this, it says 'Upload your report as a single file. It will appear under Decision Documents for your accreditation decision, tagged "Progress Report".' There is a dashed box for file upload with an 'Upload files' button circled in red. Below the dashed box is an 'Upload report' button. A blue arrow points from the 'Upload files' button down to the 'Upload report' button. To the right, a callout box contains the text: 'Follow the process as outlined earlier in this document for a survey response report submission' and 'Select upload files and proceed through the screens to complete file upload process'.

Additional Questions?

- **For issues with access/log-in to The Record using your ASHP SSO credential:**
 - Contact the ASHP Customer Relations Team via phone at [866-279-0681](tel:866-279-0681) or email at CustServ@ashp.org.
 - *Please note that Accreditation Services Office team members cannot assist with password resets or other SSO issues since the ASHP SSO is issued through ASHP's Customer Relations Platform and is effective across all ASHP systems.*
 - *Please note that requests to change your email address associated with your ASHP SSO do not automatically change your email address listed in The Record or in the directory listing. To change your email address listed within The Record for your program's profile and/or directory listing, see 4th main bullet point below.*

- **For requests for changes in program director, primary practice site, participating practice site(s), combination or un-combination of a PGY1/PGY2 program, or change in program/organization name:**
 - ASO processes must be followed with the use of applicable forms/submission of required materials for primary and participating practice site changes, combination or un-combination of a PGY1/PGY2 program, and program director changes, and emailed to ASD@ashp.org
 - Organizational name/ownership changes are to be submitted to asd@ashp.org and must include the new information (press release from organization's marketing/public relations departments), the ASHP program code(s) impacted, and the effective date of the name change.

- **For assistance with uploading or downloading documents from The Record:**
 - Contact Accreditation Services at asd@ashp.org or via voicemail at 301-664-8835

- **For questions/issues related to program or organization-specific data (e.g., program demographic information, program address listings, organization billing contact changes, program director email address changes, etc.) or questions related to how to locate, access, or change program data in the program director dashboard and directory:**
 - Email ASORecord@ashp.org
 - *Please note that requests to change your email address listed in The Record or in the directory listing do not automatically change your email address related to your ASHP SSO that you use to log into The Record. To change your email associated with your ASHP SSO, see the first bullet point above.*

- **For all other questions related to survey accreditation scheduling, accreditation decisions, or other accreditation services items not related to the above categories:**
 - Contact Accreditation Services at asd@ashp.org or via voicemail at 301-664-8835