



ASHP Accreditation Services Office

Electronic Submission of Survey Response

Step One: Prepare documents for submission

Required files for survey response are as follows:

- Transmittal letter
- Survey response addressing all findings of non-compliance (NC) and partial compliance (PC) using one of the following required templates:
 - Single program response template OR
 - Multi-program response template
- Combined and bookmarked PDF of appendices of evidence for each NC and PC finding

Step Two: For instructions on how to access your program's dashboard and how to upload your survey response in The Record, reference the [Residency Program Director User Guide - The Record](http://www.ashp.org/professional-development/residency-information) (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.

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

Step Four: 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](http://www.ashp.org/professional-development/residency-information) for detailed screenshots and step-by-step instructions.

Step Five: Upload the following files to the Survey Response section of the applicable survey for your program (ALL REQUIRED):

- Your transmittal letter
- Your survey response using the response template
- Combined and bookmarked pdf of ALL appendices of evidence*

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

Step Six: 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 survey response has been uploaded to The Record
 - *Subject:* Your 5-digit or 7-digit program number** survey response uploaded to The Record
 - *Message:* The survey response for Your 5-digit or 7-digit program number** has been uploaded to the Survey Response section of The Record.
 - E.g., The survey response for 12345 PGY1 has been uploaded to the Survey Response 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.