

## Support Documentation Package Checklist

The application review process will not begin until receipt in the ERP office of all required material. The review process may take up to 30 days after the receipt of all materials, including payment. **Complete support documentation and payment must be received in the ADA office within 14 calendar days of an online application submission.** (See support documentation checklist below)

- Evidence of Support by the Administrative Officer (official of the sponsoring organization responsible for the Diabetes Education Service) signed and dated on the organizations letterhead.
- Paper Audit Material: Your assigned Paper Audit item can be found under the paper audit link on the summary page of your application. Send only the item identified. (You should have all possible audit items ready for submitting as soon as you complete the application.) Original applications are required to send all 4 paper audits.
- Check (if payment is by check rather than credit card). You will need the check number to complete the application. **If you do not have the check number you may use the service ID number.**
- For each member of the Instructional Staff you should include proof of their current license or registration - we must have proof of current CDR for RDs. **Highlight the expiration date of the licensure or registration. An expired licensure or registration will fail the application.** For unlicensed Instructional Staff include a copy of the individual's collegiate diploma and/or transcript that proves that this individual is one who would be eligible to sit for the CDE exam.
- Expansion site applications **DO NOT** have to submit the staff credentials or CEUs.
- If a member of the Instructional Staff is a CDE or BC-ADM, include proof of their current CDE or BC-ADM status. (Hint: you will enter the expiration date as the date in the online application) Highlight the expiration date to be certain it is current. Do not send CE hours for CDEs or BC- ADMs.
- If a member of the Professional Instructional Staff is not a CDE or BC-ADM, include copies of the official verification (Certificates of Attendance/Completion) **for 15 Continuing Education hours obtained in the last 12 months.** CEU lists will not be accepted, only certification.
- Submit current license/registration/certifications/degrees/CEUs for the quality coordinator, as applicable. The coordinator **must have CEUs** even if not a clinician or an instructor.
- Submit proof of training, certificate or degree for paraprofessional instructional staff.
- Submit proof of 15 hours of annual training for paraprofessional instructional staff.

**Support Documents can be sent through the following methods:**

**Fax:** 703.991.9120

**Upload** (within the application) **Recommended**