

Policy on Transfer of Recognition

If a program moves “intact” from one Recognized program to another Recognized program, the acquiring program will be required to submit an additional site application. If the site will be moving over as a multi-site, there will be a \$100.00 additional site application fee. If you have questions on which type of site you will be adding please see the expansion site vs. multi-site resource below. **Note:** If your program has renewed Recognition within the past 6 months the \$100.00 will be waived. Please note that you will still need to submit an additional site application.

Additional Site Application Resources

- [Expansion Site Vs. Multi-Site](#)
- [Additional Expansion Site Template](#)
- [Additional Multi-Site Application Template](#)

Please Note:

- The letter of support required for the additional site application must indicate the previous program ID number.
- Once the application has been approved, the transferring site will align with the acquiring programs Annual Status Report and Recognition cycle.
- Once the application has been submitted along with all supporting documentation and payment (if applicable) please allow 30 calendar days for review.
- Once the application has been passed, you will receive the new Recognition certificate, send a copy to your billing department and advise them to send a copy to your Medicare MAC.

The Quality Coordinator of the acquiring organization will need to follow the steps below to submit the additional site application:

Once you have logged into the ERP Portal (<https://erp.diabetes.org/>)

1. Click on the Applications/ASRs tab
2. Scroll down to the *Additional Site(s) Application* section.
3. Click on the *Click Here to Start a new Additional Site(s) Application*.

The transfer of Recognition policy does not pertain to the changes below as these changes can be made through the ERP Portal:

- Sponsoring Organization Name and/or Program Name Change Only
- Change in Administrative Officer
- Address Change
- Phone Number Change
- Fax Number Change

Please email ERP@diabetes.org or call 1.888.232.0822 to reach an Education Recognition Program staff member