**Additional Site Exception Request**

The definition for additional sites includes the following statement: one sponsoring organization that supports diabetes education services at multiple sites (more than one address) within a state or within 100 miles of neighboring states.

If your Recognized DSMES service has multiple sites that go beyond the state borders and you would like this/these sites to be considered for recognition, please complete the following. Return this form electronically by email to [erp@diabetes.org](mailto:erp@diabetes.org) or by fax to (703)991-9120. Once approved the form will be sent back to the QC to upload within the additional site application.

This one page and a one-page letter of support on letterhead from the Sponsoring Organization signed by the Chief Executive Officer will be accepted. These documents will be reviewed by the ADA ERP and a decision will be made based on the distance from the service’s QC location and the additional site. The service’s QC will be notified in by email of the decision within 14 working days. All decisions are final. A copy of your request and the decision email will be stored in your service’s file.

## Date of Request

|  |  |
| --- | --- |
| Sponsoring Organization |  |
| **Service Name** |  |
| **Quality Coordinator** |  |
| **Number of Sites this Service Has** | \_\_\_\_\_ multi-sites  \_\_\_\_\_expansion sites |
| **Address of Original Service Site** |  |
| **Use the remaining space on this form to list the following for each site for which you are seeking an exception:** | |
| 1. Name of Additional site(s): 2. Address of site(s): 3. Relationship of each site with the Sponsoring Organization: 4. Mileage of each site from the QC’s location: 5. Please briefly summarize (using specific examples) how the one QC is able to oversee the operations at the all of the sites. | |

Reviewed/Revised: 10/2000, 03/2002, 5/2003, 10/2005, 09/2007, 08/2008, 11/2013,11/2014, 4/2017, 09/2020