

Payment Information

FEES: Original and Renewal applications: \$1,100 for the main site. \$100 for each additional multi-site included with the application. **Please note:** There is no fee for expansion sites. Services may add unlimited number of expansion sites with no additional fee. The application will calculate the fee based on the type of application you choose and/or the number of sites. If you need an invoice for payment, please download the [Invoice Request Instructions](#)

We have noticed that check payments are taking longer than usual to be received and processed by our processing department. **To alleviate this issue and prevent any delay in your application processing, we encourage you to pay via credit card through the application in the portal.** The last step in the application process is to either pay via credit card or indicate that you will be submitting a check for payment.

Please Note: If payment for your application can only be made via check, we encourage you to send the check at least **90 days** prior to your service expiration date. If you do not know the check number at the time of application submission you can choose the pay by check option and enter your program ID number in the Check number box.

Payment Address Options:

Fedex(Recommended):

American Diabetes Association - Education Recognition Program
1150 Conrad Street
Hagerstown, MD 21740

General Mail:

American Diabetes Association
Attn: Service Center – Education Recognition Program
PO Box 7023
Merrifield, VA 22116-7023