Policy on Transfer of Education Recognition and Change of Program Information

A. If a recognized program experiences a change with one of the following scenarios, the ADA Education Recognition Program staff must be notified in writing within 30 days of the change by completing the Change of Information form on the ADA ERP website and an Interim Report on Program Change

1. Corporate Contract Termination:
   a. A program resides in the same parent institution and retains most of the elements of the original program after a corporate contract has been terminated.

2. Program Move:
   a. A program moves “intact” from the original parent institution (sponsoring organization) to another institution (sponsoring organization).

3. New DSME Contract:
   a. A program’s institution initiates a contract with an outside corporation to run the program.

4. Organizational Merge:
   a. The diabetes education program’s sponsoring organization merges with another institution.

5. Program Merge:
   a. Two or more diabetes education programs merge.

If a program moves or is transferred the program must send ERP a letter with information about the circumstance of the move or change. When a program transfers to a new organization, the letter must be signed by administrative representatives from both the transferring organization as well as the receiving organization.

ADA ERP staff will review the letter and send the program an Interim Report on Program Changes. The Interim Report on Program Change must be completed and signed by administrative representatives from both the transferring organization as well as the receiving organization.

Upon receipt of the Interim Report on Program Change, the ADA ERP staff will review the report and follow up accordingly.

   a. If only a name change is indicated the program will be sent instructions how to order a new Recognition certificate and make the name change in the ERP portal
   b. If there has been substantial change to the Recognized program may be asked to apply for an early renewal of Recognition as determined by the ERP National Committee on a case by case basis.
      • The Interim Report on Program Changes forms is located on S-Drive in Current Forms folder.

A. Change of Information

   • Other changes in program information may be achieved by completing the electronic Change of Information form at: www.diabetes.org/erpupdate