

Policy on Transfer of Education Recognition

A. If a recognized program experiences a change with one of the following scenarios, the staff of the Recognition Program must be notified in writing within 30 days of the change:

1. 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. A program moves “intact” from the original parent institution to another institution.
3. A program’s institution initiates a contract with an outside corporation to run the program.
4. The diabetes education program’s sponsoring organization merges with another institution.
5. Two or more diabetes education programs merge.

This letter should briefly describe any changes and any modifications that have occurred in any of the following as a result of the change:

- program coordinator
- sponsoring organization
- advisory/oversight committee membership
- annual program plan
- curriculum
- patient education record, forms and education materials

This letter must be signed by administrative representatives from both the transferring organization as well as the receiving organization.

Upon receipt of the letter from the program, informing the Recognition Program staff of the change, an **Interim Report on Program Changes** will be sent to the program if additional detailed information about the change is needed. **The program coordinator and the chief administrative officer of the sponsoring organization/institution must sign this Report.**

- B. The program may be asked to apply for an early extension of Recognition. The need for an early extension application will be determined by the Education Program Recognition Committee on a case-by-case basis.