

Diabetes Education Accreditation Program



AADE DSME/T PROGRAM ACCREDITATION

Policy Number: 2

TITLE: RE-ACCREDITATION APPLICATION PROCESS

POLICY:

Accredited programs that are either full or conditionally accredited are eligible for re-accreditation/renewal. Re-accreditation will be awarded for duration of 3 years for those programs whose application for re-accreditation is approved based on the criteria for maintaining on-going compliance with the quality standards and accreditation program requirements.

PROCEDURE:

APPLICANT ROLE

Up to 6 months prior, or at least 60 days before the program's accreditation expiration, an application for "Re-accreditation" will be submitted on line.

AADE ROLE

The program coordinator will be sent a notice that re-accreditation is due 90 days prior to expiration.

AADE staff will review the application, and supporting documents (see below) within 30 days of receipt, and, using the criteria below, determine eligibility for awarding re-accreditation

- Information from the application will be reviewed in the context of the program's history throughout the accreditation period with respect to requirements related to the "Compliance Enforcement" policy/procedures (e.g. timeliness with annual performance reports, and/or requests for submission of materials, appropriate notification of change in status and timely resolution of any corrective actions).

- If significant discrepancies are found between the required reporting documents and the application for renewal, or if there are any other concerns related to compliance, AADE staff will contact the program coordinator to discuss and request the submission of additional documents/materials if needed.
- If, based on material submitted and communication with the program coordinator, there is reason to believe that information was not provided as required and/or that the program is not in substantial compliance with quality standards, then the program will be placed on “Conditional” status (see “Deficiency Notification and Corrective Action” policy/procedure # 4).
 - A site visit may be made
- If information is not submitted as required, or if falsification of information is substantiated, accreditation renewal will be denied.
- If “Conditional” status is identified, the program’s accreditation will be renewed/continued using the same date pending appropriate corrective action.
- If the program fails to submit an application for renewal prior to the expiration date, they will lose accreditation status.
- Renewal applications may be submitted up to 6 months prior to the expiration date.

Document Submission Requirement

The re-Accreditation application process will include the submission and review of the following documents:

- Copies of applicable licenses, certification and continuing education for all program staff
- Copy of program improvement plan and report