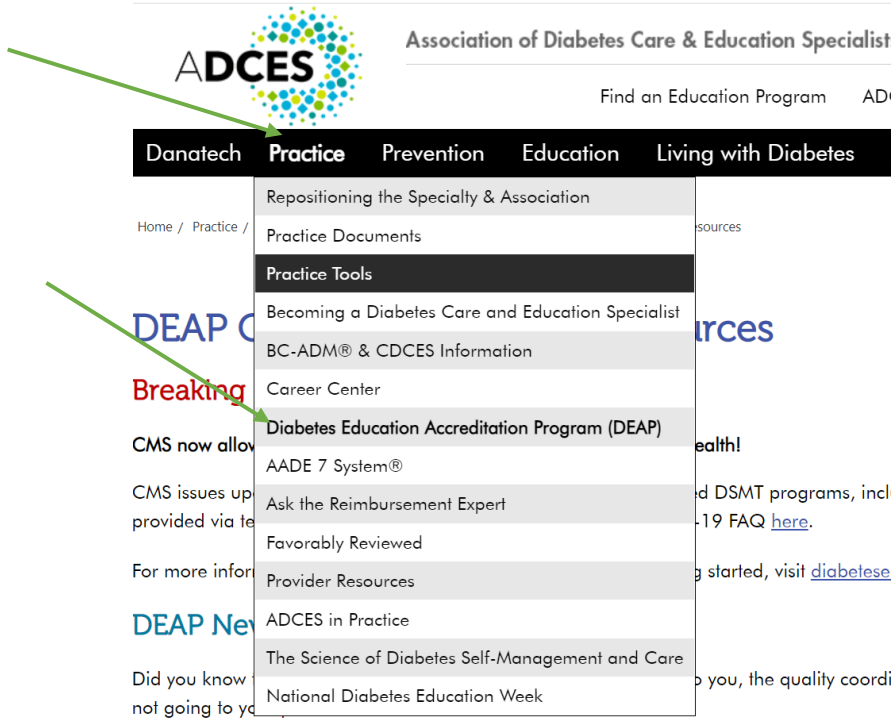
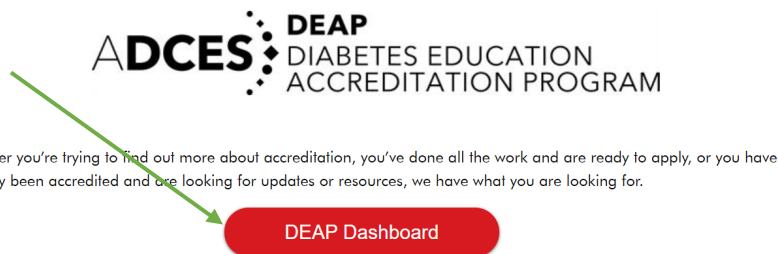


[Adding Professional Instructor/Paraprofessional](#)

1. Go to www.diabeteseducator.org
2. Hover your mouse over, “Practice” and double-click on, “Diabetes Education Accreditation Program (DEAP)”



3. Click on the red “DEAP Dashboard” button



4. Log in with your program email address and password.

Sign-in or Create an Account

Please sign-in or create a new user account. If your sign-in information is displayed below, then you are already signed in.

Haven't signed into our new system yet or having trouble?

Login

Not a Registered

E-Mail Address

[Not sure which e-mail address to use?](#)

Password

Remember Me

[Forgot Your Password?](#)

If you are a visitor and email below:

E-Mail Address

- Under, "Existing Applications", click, "Manage Application" next to your Organization Name that has your current Accreditation Term Dates.

Existing Applications

Organization	Application Type	Status	Create Date	Term	Program Coordinator	
Rock Star Diabetes Specialists	New	Approved	08/15/2019	08/05/2020 - 08/04/2024	Uelmen Sacha	<input type="button" value="Manage Application"/>

- Scroll down to, "DSMES Team" and click the plus sign to the right

DSMES Team					<input type="button" value="+ Add DSMES Team Member"/>
Name	Type	Credentials	Certificates		
Jasmine Burlison	Professional Instructor	RD	CDE	<input type="button" value="+ Upload Document"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- Enter your new Instructor's Information, and then click, "Save" when you are done. Hold the Ctrl Key if you would like to select more than one credential or certification.

Add - Instructor

First Name: Required

Last Name: Required

Worker Type: Required

Credentials:

- DO
- DPM
- MD
- NP/CNS
- PA
- PharmD
- RD
- RPh
- RN
- Other

Certifications:

- BCADM
- CDE
- Other

8. If you would also like to have the instructor's documentation on file in your DEAP Dashboard, click the plus sign to the right of, "Additional Documents". Though it is not required that you upload the documentation into the DEAP Dashboard, you still need to keep all of your Instructional Staff's documentation in your program binder so that it is ready to present in an audit

Additional Documents

Document	Upload Date
No Additional Document provided	