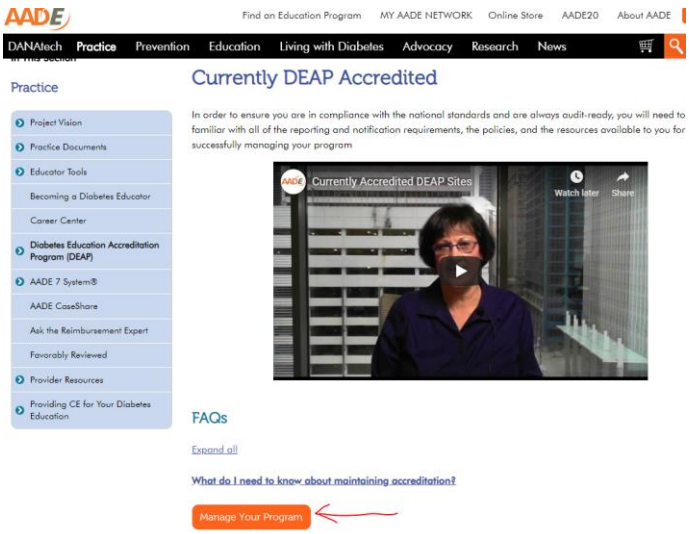
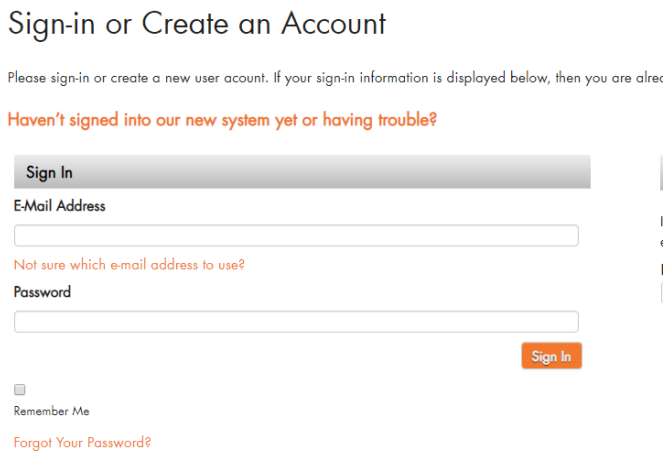
# Adding A Professional Instructor/Community Health Worker

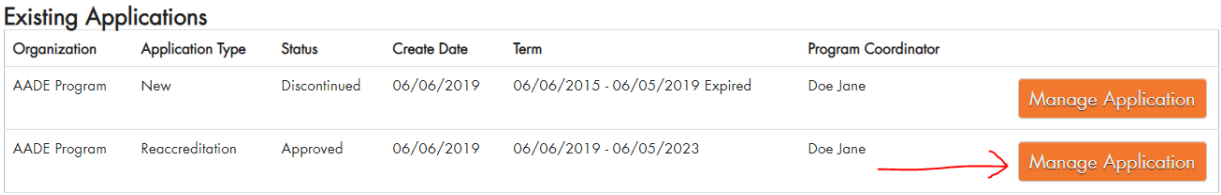
1. Go to https://www.diabeteseducator.org/practice/diabetes-education-accreditation-program-(deap)/currently-deap-accredited and click the Manage Your Program button.



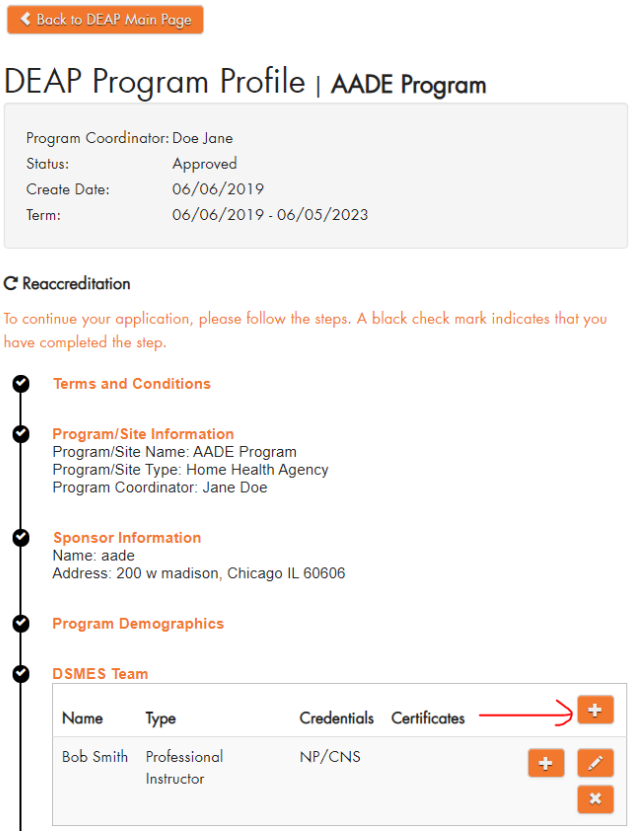

2. You will be asked for your username and password. Enter it in the left side.
   The system will then take you to the DEAP Dashboard.



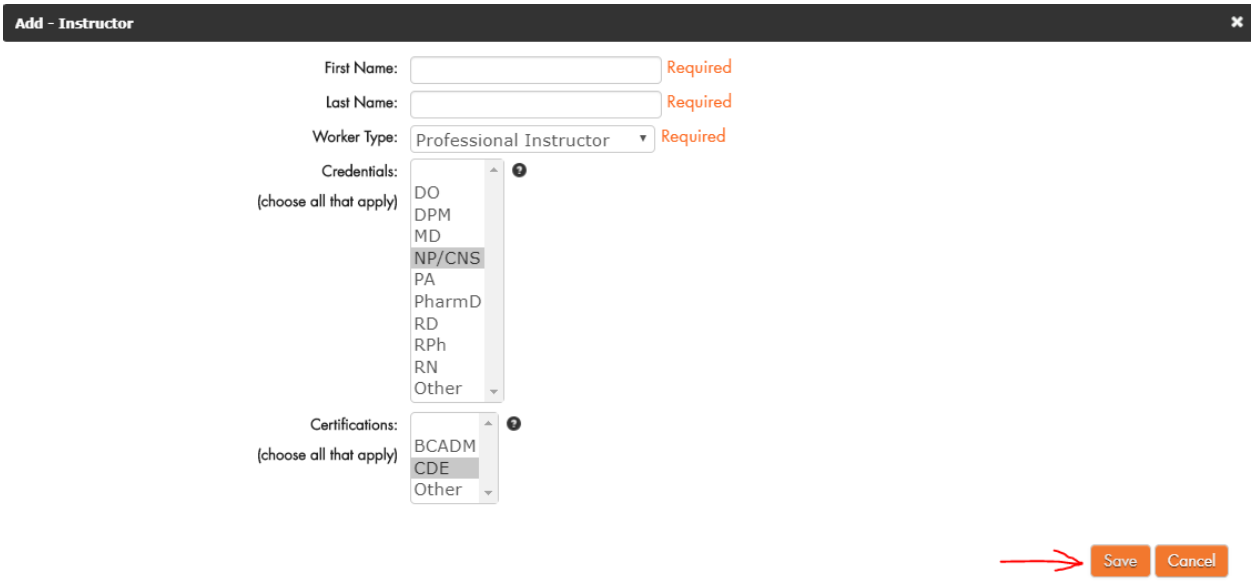

3. Under, "Existing Applications", click, "Manage Application" next to your Organization Name that has your current Accreditation Term Dates.



4. Scroll down to, “DSMES Team” and click the plus sign to the right.

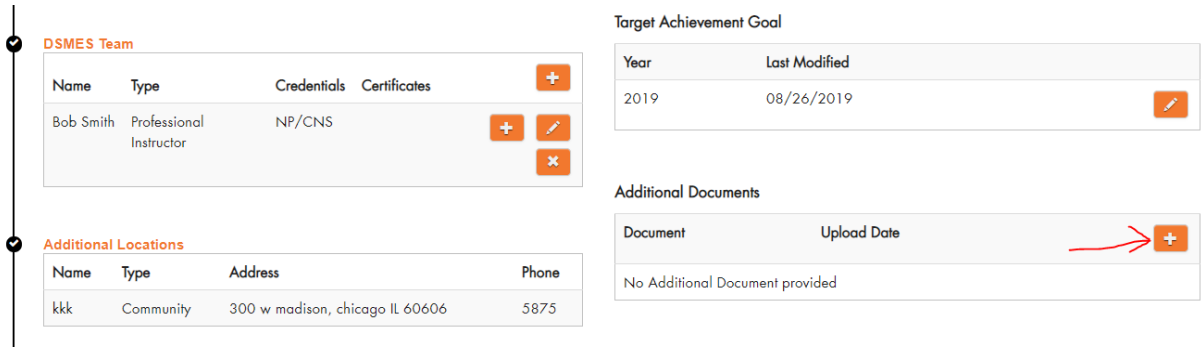



5. Enter your new Instructor’s Information, and then click, “Save” when you are done. Hold the Ctrl Key if you would like to select more than one credential or certification.




6. 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 <u>in your program binder</u> so that it is ready to present in an

audit.


DSMES Team
Name
Type
Credentials
Certificates
Bob Smith
Professional Instructor
NP/CNS
Additional Locations
Name
Type
Address
Phone
kkk
Community
300 w madison, chicago IL 60606
5875
Target Achievement Goal
Year
Last Modified
2019
08/26/2019
Additional Documents
Document
Upload Date
No Additional Document provided