



**CENTER *of* EXCELLENCE**

# **PREAPPLICATION GUIDE FOR THE 2027 COHORT**

**Deadline for Submission: July 30, 2026**

## GENERAL INFORMATION

### International (Non-U.S.) Applicants – 2027 Cohort

This guide provides an overview of the preapplication process, required documentation, and submission criteria for international organizations pursuing AACE's Diabetes Center of Excellence designation.

#### Important Dates

- Preapplication Deadline: **July 30, 2026**
- Submissions received by this date will be reviewed for the **2027 Cohort (Sept 2027–Aug 2030)**.

Completion of the preapplication is required to advance in the designation process. The preapplication window closes on **July 30, 2026**.

Go to <http://pro.aace.com/quality/center-of-excellence> for more detailed information about AACE's standards, processes, timeline, and fee structure, or contact [centerofexcellence@aace.com](mailto:centerofexcellence@aace.com) with additional questions.

## AACE'S PREAPPLICATION REVIEW AND DECISION PROCESS

AACE will review your preapplication and follow-up for additional information, if needed. AACE's preapplication process is meant to help ensure an organization is ready to move forward with a full initial application. AACE's preapplication is a screening tool for success in meeting [AACE's Diabetes Center of Excellence Standards](#). The full initial application, in contrast, is more detailed with requirements for descriptions and examples to show how you meet each of AACE's Diabetes Center of Excellence Standards. These Standards include the adoption and use of clinical guidance documents that align with AACE's Standards of Care Principles.

If AACE determines, based on a preapplication, an organization is not ready to move to the full initial application phase, AACE will provide feedback on recommended improvements. If a preapplication is not approved, the applicant may submit one in the next year's window. AACE will notify organizations of preapplication decisions by **August 30, 2026**. Organizations invited to submit a full initial application must submit all required materials by **December 15, 2026**, to be considered for inclusion in the 2027 Cohort.

At the time of invitation, AACE will confirm the applicable tier and corresponding pricing structure. The approval notification will include detailed application materials and submission instructions. Final cohort decisions will be issued in **September 2027**.

## AACE'S PREAPPLICATION INSTRUCTIONS

### Preapplication Submission Requirements

Preapplications must be submitted by **July 30, 2026**, through AACE's online submission portal. Applicants will complete the required form and upload all supporting documentation at that time. This guidance document is for preparation purposes only and must not be included in the final submission.

### Eligibility Criteria

The 2027 Cohort preapplication process is open exclusively to organizations located outside of the United States.

### Language Policy

All narrative responses and supporting documentation must be submitted in English. Applicant organizations are solely responsible for the translation of non-English materials. Submissions that do not meet the English-language requirement will be deemed incomplete and will not be reviewed.

### Documentation Standards

- All required materials must be consolidated into a single, paginated, and bookmarked PDF file that includes:
- A clearly labeled Table of Contents
- Bookmarks aligned with each Table of Contents entry
- Only one PDF file may be uploaded. Multiple files or alternative file formats will not be accepted.

### Application Fee

A non-refundable pre-application fee of **\$1,500 USD** is required at the time of submission. Invoices for payments will be generated by AACE.

## **PRE-APPLICANTS WILL RESPOND TO THE FOLLOWING QUESTIONS VIA AACE'S ONLINE PORTAL: [HERE](#)**

### **Institution Contact Information**

1. Name of organization applying
2. Physical address of applying entity
3. Mailing address if different from physical address
4. Primary contact name, email, and phone number
  - a. Type of organization (e.g., hospital system, ambulatory care, assisted living facility, clinic)
5. URL for organization's website

### **Background, General Information, and Use of Clinical Guidance Documents**

1. Approximate number of adult patients seen each month
2. Approximate percentage of adults with diabetes
3. Number of endocrinologists on staff
4. Number of other health care professionals who are supporting the endocrine center/practice (physicians and non-physicians).
5. List the types of technology used in support of patient care. This may include, but is not limited to, Electronic Health Record Systems, online patient portals, smart phone apps, etc.
6. Briefly describe how your adopted clinical guidance documents are used to manage adult patients with diabetes. Examples of use include but are not limited to protocols, workflows, electronic health record templates, and/or questions (limit 250 words).

### **Readiness to Meet Requirements on AACE's Diabetes Center of Excellence Standards**

Applicants will be asked to reply "Yes," "In Progress," or "No" to the following questions. Additional information is required to explain all responses of "In Progress" or "No"

1. Have you established a Diabetes Center of Excellence leadership committee/workgroup? L2
2. Has this committee/workgroup met in the past year and/or planned to meet in the upcoming year? L2 (SE6)
3. Is your Diabetes Center of Excellence leadership committee/workgroup led by an endocrinologist? L2 (SE1)
4. Is this committee/workgroup multidisciplinary and/or interprofessional? L2 (SE1)
5. Are the majority of endocrinologists serving on Center of Excellence leadership group/committee current AACE members? L2 (SE2)
6. Is at least one non-endocrinologist Center of Excellence leadership committee/workgroup member a current AACE member? L2(SE3)
7. Does at least one endocrinologist member have current FACE status, or a committed attestation they are working towards this status? L2(SE4)
8. Do the members of your Diabetes Center of Excellence leadership committee/workgroup actively participate in the committee/leadership group's efforts? L2 (SE7)
9. Do you have a team that implements quality improvement (QI) initiatives that includes endocrine team members and staff from other areas/departments as needed for successful QI efforts? QI1(SE1)
10. Do you engage your QI team in meetings and QI efforts with regularity to support QI efforts and goals? QI1(SE2)
11. Can you access data on the performance of the endocrine care team and patient health status and outcomes? QI3(SE1)
12. Have you ever implemented quality improvement projects/initiatives to drive better care and outcomes for adult patients with diabetes? QI4(SE1)
13. Do you require all Diabetes Center of Excellence endocrinologists (as defined by AACE's FACE committee) to participate in professional society and/or academic continuing education programs via international/national/regional conferences at a minimum of once per year (in-person, preferred, as available)? E1(SE1)
14. Do you facilitate and support endocrine care team members' involvement/participation in educational offerings that help address areas of need identified through QI efforts? E2(SE2)
15. Do you provide center-specific education based on educational needs of your endocrine care team (not related to quality improvement needs). E3(SE1)
16. Do you provide mentorship opportunities for endocrine care team members in support of improvement goals? E4(SE2)

## REQUIRED MATERIALS TO UPLOAD

The following materials should be assembled into ONE bookmarked, paginated PDF with a Table of Contents:

1. A copy of the clinical guidance documents used in the management of persons with diabetes. (SC)
2. Records of adoption of evidence-based clinical guidance used to support care of patients with diabetes. L2(SE5)
3. A signed letter of commitment from your organization's leadership indicating that the organization will provide the needed resources to meet and maintain the AACE Center of Excellence Standards. L1(SE1-2)
4. An organizational chart and a description of the structure that explains the endocrinology department/clinic/practice applying for the center of excellence and any relationship to a hospital or system in which it functions. L1(SE3)

**NOTE:** If your organization's preapplication is approved, your organization will be invited to submit a full initial application that will require detailed descriptions and materials.

### Applicant Attestations

By submitting this preapplication, the undersigned affirms the following:

- AACE will initiate review only upon receipt of the nonrefundable preapplication fee of **\$1,500 USD**. Invoices will be generated by AACE.
- Preapplications are accepted and reviewed solely within the designated submission period. Failure to remit the required fee prior to the closing of the submission window will result in the preapplication not being considered for the corresponding cohort.
- Should the organization be invited to submit a full initial application, the applicable designation fee will be determined in accordance with the organization's size and scope, as listed on <http://pro.aace.com/quality/center-of-excellence.com>.
- Approval of the preapplication does not guarantee approval of the full application and does not confer AACE Diabetes Center of Excellence designation.
- All information submitted is accurate, complete, and representative of the organization's current practices and operations.

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Name of Submitter

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Title

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Name of Organization

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Date

