

Diabetes Tele-Education Classes

Instructions for Registering, Accessing Marketing, Educational, and Administrative Documents

1. Go to the VCDPE tele-education website information at <https://med.virginia.edu/vcdpe/diabetes-tele-education-programs/>.
2. If your site will be participating in the program please complete the **Registration Form** on the right side bar, if you have not already.
3. To access the marketing resources, click on the **Marketing Resources** tab on the right side bar. Here you will find flyers, as well as a press release to market the program in your area.
4. The **Program Resources** tab includes the handouts and administrative forms for each class. On the right side bar, click on the name of the class that you wish to access materials for. Be sure to make enough copies of the handouts and program evaluation form for your group.
5. **Administrative Resources** Include:
 - Fax Cover Sheet
 - Attendance Sheet
 - Participant Registration Form: one for each participant. The registration form only needs to be completed ONCE (i.e., if a patient attends all four classes, they only need to complete one registration form).

Please fax, or scan and email, all administrative forms to us **as soon as possible after the class—no later than noon the next day**. Our fax number is (434)243-9143.

If you have any questions, please contact Viola Holmes, vjf7j@virginia.edu.

Please note - The program materials developed by the University of Virginia Diabetes Education and Management Program are the intellectual property of the group. Please do not use these materials outside of the tele-education program without permission.