



HOW TO REQUEST APPROVAL FOR AN ALTERNATE CURRICULUM AND SUPPLEMENTAL MATERIALS

Guide for National Diabetes Prevention Program Organizations



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Centers for Disease Control and Prevention
National Center for Chronic Disease Prevention and Health Promotion
Division of Diabetes Translation



Overview

The Diabetes Prevention Recognition Program (DPRP) encourages CDC-recognized organizations to use an existing [CDC-approved curriculum](#) to deliver the [National Diabetes Prevention Program](#) (National DPP) lifestyle change program. However, you can develop an alternate curriculum that is based on the specific needs of your population or uses innovative approaches as long as it aligns with National DPP requirements and the [DPRP Standards and Operating Procedures](#) (DPRP Standards).¹ You can also develop or choose supplemental alternate curriculum materials, also called supplemental materials, to support your program.

Before any alternate curricula or supplemental materials can be used, they must be approved by CDC. This guide outlines the process for requesting the use of alternate materials, outlines the requirements of the National DPP lifestyle change program, and provides tips and a checklist.

This document is intended to be a high-level guide to submitting an alternate curriculum and supplemental materials to CDC for review. Always refer to the latest DPRP Standards and Operating Procedures and CDC-approved curricula for specific guidance. CDC reserves the right to accept or reject any alternate curriculum or supplemental material for use in a CDC-recognized program.

Alternate Curriculum

Any proposed alternate curriculum must include at least 22 unique sessions that cover the evidence-based topics required as part of the National DPP lifestyle change program. It must include guides for the program facilitator and for participants. It may include supplemental materials. For more information about required curriculum topics, see page 6.

Note: CDC cannot appear to endorse commercial products or services, including names of diets or dietary supplements, for use either within or outside the purview of the National DPP LCP. Alternate curricula with promotion of such products/services will be rejected until this information is removed.

Supplemental Materials

Supplemental materials are resources designed to support the delivery of the Core or Core Maintenance phases of your lifestyle change program. They include handouts, quizzes, videos, audio recordings, and infographics. They are intended to enhance curriculum sessions and help participants reach their goals.

You can use supplemental materials with a CDC-developed curriculum or an alternate curriculum. You can develop your own materials or use those developed by other organizations. You can also use materials developed by experts, including but not limited to CDC, the US Department of Agriculture (USDA), the National Institutes of Health (NIH), the American Diabetes Association (ADA), and the American Medical Association (AMA).

CDC materials, such as the [PreventT2 Materials and Handouts](#) and [Personal Success Tool \(PST\) Modules](#), do not need to be submitted for review. They are available on the [National DPP website](#) or [National DPP Customer Service Center](#). All other supplemental materials must be submitted to CDC for review and approved before use.

How to Request Approval for an Alternate Curriculum and Supplemental Materials

You can submit your proposed alternate curriculum and supplemental materials for review in one of two ways:

1. Include your curriculum and materials when you apply to be a CDC-recognized lifestyle change program. See page 4 for details on how to submit these materials with your [DPRP application](#).
2. If you are already a CDC-recognized organization, log in to the [National DPP Customer Service Center](#) and initiate a Technical Assistance Request for review of your new materials. CDC reviews all alternate

curricula and supplemental materials to ensure that they meet key elements of the Diabetes Prevention Program research trial² and follow-up efficacy studies. Proposed curricula are also reviewed for consistency with the National DPP and PreventT2 curriculum developed by CDC (see pages 6 and 7) and the [DPRP Standards](#). In addition, all proposed materials should follow the principles of adult learning theory.

The review process typically takes 4–6 weeks. Note that the review will not begin until all materials are received. A delay in submitting all files may extend the timeline.

How to Make Changes to an Approved Curriculum

You must also notify CDC if you make any changes to the CDC-approved curriculum that you are currently using for your lifestyle change program. These changes include the following:

- Switching to a different CDC-approved curriculum than the one approved in your initial DPRP application or making any other changes to your curriculum.
- Developing a new curriculum as a CDC-recognized organization, which will require a curriculum review.
- Adapting your curriculum to meet the cultural needs of a specific population or translating your curriculum into another language. See more on this topic below.

To make changes to a CDC-approved curriculum, log in to the [National DPP Customer Service Center](#) and initiate a Technical Assistance Request. See page 5 for details on this process.

Cultural Adaptations and Translations

You can adapt your curriculum to make it more culturally relevant to a specific population. For example, you can change the images in your materials, the foods you recommend to participants, or the activities in your sessions.

You can also translate a CDC-approved curriculum into another language or develop an alternate curriculum in a different language. Here's the process:

- For a direct translation of a CDC-approved curriculum that does not change any content, log in to the [National DPP Customer Service Center](#) and initiate a Technical Assistance Request. If the translation is done by any organization other than CDC, it cannot use the CDC logo and must include a statement indicating who did the translation.
- For a curriculum developed in another language, submit the curriculum in English first to CDC for review and approval. After it is approved, submit the final versions (in English and the second language) to CDC for final approval.

You can also use the PreventT2 curriculum, which has already been translated into other languages and is available on the [National DPP Coverage Toolkit](#) website. The Chinese version was reviewed and approved by CDC's Multilingual Services Team. All other translations were done by trusted partner organizations but were not formally cleared by CDC. All versions are acceptable to use.

Updates to the PreventT2 Curriculum

In 2021, CDC updated the PreventT2 curriculum to address goal setting and new dietary guidelines. If you are currently using an alternate curriculum or supplemental materials, use the following resources to help you update them:

- [PreventT2 Materials and Handouts](#)
- [Introducing the Revised PreventT2 Curriculum](#)
- [Personal Success Tool \(PST\) Modules](#)

How to Submit an Alternate Curriculum and Supplemental Materials for Approval



For Organizations Seeking CDC Recognition

1

Complete Application
for CDC Recognition

Complete a [DPRP application](#) for CDC recognition.

- In the “Curriculum” section of the application, select “Other Curriculum.”
- Upload your curriculum in the DPRP application or submit it to the [National DPP Customer Service Center](#) by initiating a Technical Assistance Request once your application is complete. Your submission should include your organization name, Application Submission ID (ASID), and request for review.
- If the combined size of your files exceeds 20 MB, contact the National DPP Customer Service Center to request a file-sharing link. Include your organization name, date of application, ASID, and contact information. CDC will email you when your application is received.
- Allow 4–6 weeks for your application to be reviewed.

2

Review Results Sent to
Program Coordinator

When your review is complete, the CDC Curriculum Review Team will send the results to your Program Coordinator.

- *Note:* The Program Coordinator is typically the primary point of contact for your organization.
- If your alternate curriculum or supplemental materials are not approved, the CDC Curriculum Review Team will provide an explanation in writing. You will have an opportunity to make the required changes and reapply for recognition.

3

Wait for Approval

Once your alternate curriculum or supplemental materials have been reviewed and approved, the CDC Curriculum Review Team will conduct a final review of your full DPRP application.



For Organizations Already Recognized by CDC

1

Submit a Technical Assistance Request

Submit your alternate curriculum or supplemental materials by logging in to the [National DPP Customer Service Center](#) and initiating a Technical Assistance Request.

- Click “Login” at the top of the National DPP Customer Service Center home page. Follow instructions to log in or click “Register” to create a profile. Once signed in, select “Contact Us” and then “Contact Support” at the top of the home page.
- Your submission should include your organization name, organization code (orgcode), and request for review.
- If the combined size of your files exceeds 20 MB, contact the National DPP Customer Service Center to request a file-sharing link. Include your organization name, date of application, orgcode, and contact information.

2

Wait for Confirmation of Receipt

An agent with the National DPP Customer Service Center will notify you when your curriculum has been received.

- Allow 4–6 weeks for your request to be reviewed.

3

Review Results Sent to Program Coordinator

When your review is complete, the CDC Curriculum Review Team will send the results to your Program Coordinator.

- *Note:* The Program Coordinator is typically the primary point of contact for your organization.
- If your alternate curriculum or supplemental materials are not approved, the CDC Curriculum Review Team will provide an explanation in writing. You will have an opportunity to make the required changes and resubmit your request.
- Steps 2 and 3 may be repeated until the curriculum is approved.
- At any time, you may withdraw your review request and choose to continue using your current approved curriculum or use a CDC-developed curriculum or supplemental materials instead.

4

Wait for Approval

Once your alternate curriculum or supplemental materials have been reviewed and approved, the CDC Curriculum Review Team will email your Program Coordinator and other point of contact (if applicable) and make the necessary changes in the DPRP system.

National DPP Lifestyle Change Program Requirements

Overview

The National DPP lifestyle change program must begin with a 6-month Core Phase of at least 16 weekly sessions. The Core Phase should last at least 16 weeks, but not more than 26 weeks. Each session must be long enough to convey the content (about 1 hour). Sessions do not have to be exactly 7 days apart, but you should not schedule them too close together because doing so could affect participants’ ability to achieve the program’s goals.

The Core Phase must be followed by a 6-month Core Maintenance Phase of at least one session a month. You can offer additional sessions if desired and doing so may help participants who need additional support. Each session must be long enough to convey the content (about 1 hour).

Required Curriculum Topics

If you develop your own alternate curriculum, the titles of your program sessions must be similar to those used in CDC-developed curricula. See the session titles used in the PreventT2 curricula below.

Core Phase (Months 1–6)

PreventT2 Curriculum
Introduction to the Program
Get Active to Prevent Type 2
Track Your Activity
Track Your Food
Eat Well to Prevent Type 2
Get More Active
Energy In, Energy Out
Eating to Support Your Health Goals
Manage Stress
Get Back on Track
Managing Triggers
Stay Active to Prevent Type 2
Take Charge of Your Thoughts
Get Support
Eat Well Away from Home
Stay Motivated to Prevent Type 2

Core Maintenance Phase (Months 7–12)

PreventT2 Curriculum
N/A
When Weight Loss Stalls
Take a Movement Break
Stay Active Away from Home
More About Type 2
More About Carbs
<i>Can repeat the Eat Well to Prevent Type 2 Session from Months 1–6</i>
<i>Can repeat the Eating to Support Your Health Goals session from Months 1–6</i>
Get Enough Sleep
Find Time for Physical Activity
<i>Can repeat the Eat Well Away from Home Session from Months 1–6</i>
Keep Your Heart Healthy
Shop and Cook to Prevent Type 2
Prevent Type 2 for Life!

Note: If you are a Medicare Diabetes Prevention Program (MDPP) supplier and enrolled participants in your lifestyle change program, visit the [Centers for Medicare and Medicaid Services \(CMS\)](#) web page for information on program delivery requirements. CDC cannot answer questions about MDPP. All inquiries about the MDPP expanded model should be directed to CMS through the [MDPP Supplier Support Center](#).

Additional Curriculum Topics

Your alternate curriculum can provide sessions on additional topics as long as they are related to the prevention or delay of type 2 diabetes and are approved by CDC. Additional sessions cannot replace the topics required in the DPRP Standards as part of the PreventT2 curricula. If your organization wants to submit evaluation data for new sessions, each must have a unique topic and be long enough to convey the content required by the DPRP Standards (about 1 hour).

You also must use peer-reviewed journal articles and scientific research to support any new session content. All CDC-approved curricula use both peer-reviewed journal articles and scientific research from national experts, such as the US Department of Agriculture, National Institutes of Health, American Diabetes Association, and American Medical Association. CDC does not allow the inclusion of materials that have not been peer-reviewed in alternate curricula. If you use content not found in the PreventT2 curricula, you must submit peer-reviewed citations to support the additional content.

Topics or activities that are specific to your organization’s business model should be presented outside the National DPP lifestyle change program and curriculum. CDC will not review this material, and no data should be submitted for evaluation of additional sessions offered to participants using this content. Although activities such as cooking demonstrations, gardening lessons, grocery store trips, and exercise can enhance delivery of the National DPP lifestyle change program, the time spent in these activities should not be included in your program sessions or in the data submitted to CDC for evaluation.

How to Develop Alternate Curricula or Supplemental Materials

Follow CDC Standards

All CDC-recognized organizations must provide appropriate materials for their participants. These materials should be grounded in adult learning principles and adhere to CDC’s standards for training quality and plain language. You can choose the format of your materials—whether hard copy, electronic, web-based, or video—according to the needs of your participants.

The following CDC resources can help you develop appropriate, high-quality materials:

- [Guide on Captivating and Motivating Adult Learners](#)
- [Quality Training Standards](#)
- [Clear Communication Index](#)
- [Plain Language Resources](#)

Decide Which Delivery Mode to Use

The [DPRP Standards](#) describe several options for delivering the National DPP lifestyle change program: in-person, distance learning (live), in-person with a distance learning component, online (non-live), or combination with an online component. To help you decide which delivery mode to use, review the definitions in the DPRP Standards and watch the [Successfully Delivering an Online Program](#) short webinar. If you use multiple delivery modes, you must submit a separate application for each one.

When you submit your alternate curriculum or supplemental materials for review, include information about your delivery mode, program schedule, and expectations for participants. The CDC Curriculum Review Team will also want details about how participants will interact with Lifestyle Coaches and other participants to ensure that your curriculum is delivered according to the DPRP Standards. Research has shown that consistent Lifestyle Coach interaction helps participants succeed.

Use Proven Strategies to Engage Participants

Participant engagement is a key factor to retention and overall program success. These tips can help you develop a successful alternate curriculum:

- Provide fun activities for participants to do outside of the sessions.
- Use strategies that increase engagement and help participants adopt healthy lifestyle habits, like competitions and games. The goal is to motivate and retain participants and help them succeed.
- Allow time to collect information about participants’ weight, physical activity minutes, and food tracking. Review this information with participants.
- Use knowledge checks, such as quizzes or tests, to keep participants engaged. Review the [Personal Success Tool \(PST\) Modules](#) for ideas on how to keep your participants engaged.

- Make sure to use plain language in your curriculum. Consider writing it at a sixth-grade reading level.
- Create a private social media group to help participants connect outside of session time and encourage each other.

Use This Checklist to Help You Develop and Review Your Materials

The following checklist outlines key information described in this guidance document. You can use it to ensure that your alternate curriculum and supplemental materials meet all requirements.

	<input checked="" type="checkbox"/>
<input type="checkbox"/> Completeness	<ul style="list-style-type: none"> <input type="checkbox"/> Curriculum contains the minimum content required in CDC-approved curricula and listed in the DPRP Standards. Curriculum has enough material for a minimum of 22 sessions (16 weekly and 6 monthly sessions, each about 1 hour in length). <input type="checkbox"/> Includes handouts and teaching aids used during the sessions. <input type="checkbox"/> Includes participant and facilitator (Lifestyle Coach) guides. <input type="checkbox"/> Includes tracking tools for physical activity and food. <input type="checkbox"/> Provides an outline or overview of all tools used. <input type="checkbox"/> Includes the following topic areas: <ul style="list-style-type: none"> ○ National DPP ○ Health Conditions or Concerns (including Stress Management) ○ Psychosocial Concerns and Sustaining Healthy Behaviors ○ Healthy Eating and Cooking ○ Physical Activity ○ Strategies for Success ○ Events Outside Your Normal Routine ○ Planning for the Future
<input type="checkbox"/> Accuracy	<ul style="list-style-type: none"> <input type="checkbox"/> Includes recommendations about type 2 diabetes prevention, physical activity, healthy eating, and stress management that reflect evidence-based research from national experts, including but not limited to CDC, the National Institutes of Health, the American Diabetes Association, the American Medical Association, the US Department of Health and Human Services, the US Department of Agriculture, and the US Food and Drug Administration. <input type="checkbox"/> Provides citations for other evidence-based recommendations in the type 2 diabetes prevention literature.
<input type="checkbox"/> Strategies to Support Behavior Change	<ul style="list-style-type: none"> <input type="checkbox"/> Assesses participant knowledge and emphasizes skill-building and problem-solving. <input type="checkbox"/> Includes opportunities to practice skills during the session with feedback. <input type="checkbox"/> Integrates goal-setting. <input type="checkbox"/> Incorporates healthy eating and physical activity tracking. <input type="checkbox"/> Addresses self-efficacy and provides opportunities for positive feedback from the Lifestyle Coach and other participants. (Lecture alone is not sufficient to support behavior change.) <input type="checkbox"/> Reinforces the goals of the National DPP throughout the curriculum.

	<input checked="" type="checkbox"/>
<input type="checkbox"/> Formatting	<input type="checkbox"/> Is formatted properly to help facilitate the review process. (Materials that are incomplete or hard to follow are more difficult to assess.) For example: <ul style="list-style-type: none"> ○ Include a table of contents in all materials. ○ Conduct a spelling and grammar check. ○ Submit files as a PDF, MS PowerPoint, or MS Word document.
<input type="checkbox"/> Session Outline	<input type="checkbox"/> Aligns with CDC-developed curricula (2012 National DPP or PreventT2) and the current DPRP Standards.
<input type="checkbox"/> Program Overview and Participant Guide	<input type="checkbox"/> Includes goals, objectives, and outcomes at the beginning of each session. <input type="checkbox"/> Describes how learning activities are facilitated. <input type="checkbox"/> For virtual programs, indicates if the program is distance learning (sessions happening in real time) or online (participants move through sessions at their own pace). <input type="checkbox"/> Describes how participants are assessed throughout the curriculum. <input type="checkbox"/> Aligns session content in the participant guide with corresponding content in the facilitator (Lifestyle Coach) guide. (Compare your curriculum to the DPRP Standards to ensure compliance.) <input type="checkbox"/> Indicates when and how the Lifestyle Coach interacts live with participants.
<input type="checkbox"/> Attestation	<input type="checkbox"/> Our organization agrees that the materials we are submitting: <ul style="list-style-type: none"> ○ Are complete upon submission for CDC review. ○ Do not introduce content unrelated to the prevention or delay of type 2 diabetes. ○ Do not use the names of branded diets, foods, apps, or online tools. ○ Will not be delivered as a part of the National DPP lifestyle change program before CDC approval.

References

- Centers for Disease Control and Prevention. [Centers for Disease Control and Prevention Diabetes Prevention Recognition Program Standards and Operating Procedures](#). US Dept of Health and Human Services; 2021.
- Diabetes Prevention Program Research Group. [The Diabetes Prevention Program \(DPP\): description of lifestyle intervention](#). *Diabetes Care*. 2002;25(12):2165–2171. doi:10.2337/diacare.25.12.2165

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