



## **ACPM Weight Management Certification Program Application**

The American College of Preventive Medicine (ACPM) is pleased to provide non-profit and for-profit organizations with the opportunity to receive ACPM certification of health and wellness products and services. ACPM evaluates these products and services based on currently available evidence and will “certify” those that meet these rigorous standards. In this case, ACPM is evaluating weight management programs for certification. Organizations that have received ACPM certification for their weight management program will be able to market the product as such to potential customers.

### **Certification Timeline, Structure, and Fees**

The entire certification process is expected to take 10-15 weeks upon submission of the completed application materials and associated fees. Interested applicants will be required to complete a general application form and submit supplemental materials based upon the scope of the program for which they are seeking certification.

Once applications are submitted, the organization Point of Contact will be contacted by ACPM staff within 7-10 business days confirming receipt of application materials. If additional materials are needed, the staff member will request them at that time.

The completed application will then be forwarded on to a panel of three peer reviewers consisting of ACPM preventive medicine physician members who are experts in weight management, nutrition, physical activity, and/or lifestyle modification to treat chronic diseases. Depending on the amount of data necessary, the reviewers may take anywhere from 5-8 weeks to complete the review.

Once the review is completed, ACPM will compile and synthesize the reviewer recommendations and scoring and provide the recommendations and results to the ACPM Board of Regents or Executive Committee for a final decision. The Board of Regents will have 10 days to seek any additional information as needed, and make its final decision. ACPM’s decision, along with the synthesis of reviewer evaluations, will be shared with the organization Point of Contact within 3-5 days of the decision. If certified, ACPM staff will also follow up with the Point of Contact regarding payment, legal agreements, and marketing and branding of the certification on their products or services.



## Certification Application Supplemental Materials

In addition to the general application included with this document, organizations seeking certification must provide the supplemental materials described below. If any of these supplemental materials are not included with the application, ACPM will be unable to proceed until these materials are provided.

Organizations must submit the following:

- Number of clients served and aggregated demographic data of participants
- Proof of targeting specific groups (such as men, women, different ethnic groups)
- Average minimum and maximum weight loss per unit time for clients with program to-date
- Detailed description of program elements and content
- Program quality plan (including monitoring and follow-up with participants)
- Client feedback from the program
- Licensing Agreement boilerplates for program use by other organizations (if any)
- Recorded presentation of the program (*optional*)
- Promotional material used to market the program/services
- Tracking of maintenance of weight loss after conclusion of program

Organizations seeking certification for their program are invited to submit additional supplemental materials, such as a recorded webinar or other demonstration of their program to our reviewers to assist with the evaluation. This is not required. If your organization is interested in providing this additional feature to assist the reviewers, please mention this in your application. ACPM staff will follow-up with you to accommodate this request.

ACPM will be evaluating weight management programs against evidence-based best practice criteria for both their overall program content and individual process elements, placing emphasis on health improvement. The criteria will include:

- Evidence-based weight loss strategies (50%)
  - Nutrition education and proper dietary strategy
  - Physical activity or exercise counseling and safety
  - Use of behavioral or cognitive-behavioral strategies with patient education
- Medical monitoring (30%)
  - Clinical team oversight
  - Biometric monitoring
  - Medical monitoring of high risk patients
  - Measurement of Cardiovascular Disease risk factors for outcomes
- Weight maintenance phase (10%)  
Patient supports (10%)



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- Patients understand harms and benefits of the program
- Electronic supports
- Social supports

For a more detailed description of criteria, please review the ACPM Weight Management Certification Criteria companion document.

Applicants must submit an application fee of \$3,500.00. The certification fee is a separate \$5,000 charge per year for 3 years and covers 3 years of the program being able to use the ACPM certification seal below. The \$5,000 would only be charged once a company / program passed the certification process.



If certified, the following is **required** with use in connection with the ACPM Certification Seal: **“The program meets evidence-based standards for healthy weight loss.”**

Additionally the program can state:

- Has “earned,” “received,” “been certified by” or “been granted” the ACPM Certification Seal
- Has earned the ACPM Certification Seal “after evaluation by the American College of Preventive Medicine”

If certified, companies would be required to sign a licensing agreement with ACPM prior to use of the seal.

For questions on this process, please contact Danielle Pere, Associate Executive Director of Program and Policy at [dpere@acpm.org](mailto:dpere@acpm.org) or 202-466-2044, ext. 105



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## Weight Management Certification Program Application Form

1) Organization: \_\_\_\_\_

2) Organization Address: \_\_\_\_\_  
\_\_\_\_\_

3) Organization Point of Contact (POC): \_\_\_\_\_

4) POC Title: \_\_\_\_\_

5) POC Address: \_\_\_\_\_  
\_\_\_\_\_

6) POC Email: \_\_\_\_\_ 7) Phone #: \_\_\_\_\_

8) Please attach a brief (250 word maximum) introduction to the program, product, or service for which you are seeking certification, including how long it has been in existence, general description, and any unique features of the product or service.

9) Did you provide all supplemental material requested for weight management program certification (see *Supplemental Materials* section on the accompanying application instructions)?

Yes       No (If no, please attach a description of what is not provided and why)

10) How did you hear about us?

From an ACPM member       Another organization/colleague       Internet Search

Another organization that has received certification       Other: \_\_\_\_\_

Press release

11) POC has verified that the information included in this application is true and accurate and has reviewed ACPM's certification criteria in advance

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Name

Date



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# Weight Management Certification Program Application Form Continued

## Application Fee and Payment Information

Application Fee: \$3,500.00

<b>Method of payment</b>	
Credit Card:	Type: <input type="checkbox"/> Amex <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
	Card #:
	Exp. Date:
Check:	Check #:
Billing Address:	First Name:
	Last Name:
	Telephone:
	Street:
	City:
	State:
	Zip Code:
Type of Address:	Residence: <input type="checkbox"/> Business: <input type="checkbox"/>



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**SUBMISSION OF APPLICATION AND SUPPORTING DOCUMENTATION**

Applicants May Submit Via Mail, Email, or Online

Mail to: American College of Preventive Medicine

c/o Certification Program

455 Massachusetts Ave., NW

Suite 200

Washington, DC 20001-2621

OR

E-mail to: [dpere@acpm.org](mailto:dpere@acpm.org)