



CERTIFICATION BOARD FOR DIABETES CARE AND EDUCATION

APPLICATION FOR PUBLIC MEMBER POSITION ON CBDCE BOARD OF DIRECTORS

CBDCE is pleased to provide this information about its eligibility requirements for nomination, governance structure, and board responsibilities to consider before making a decision to apply for the public member position on the Board of Directors.

CBDCE Board of Directors

The composition of the CBDCE Board of Directors (Board) is identified in the organization's bylaws, with the number of Directors identified being no more than eleven voting members. The majority of positions are filled by CDCESs from varying disciplines. However, an important component of the Board is the role of the public member.

The Public Member on the Board represents the interest of consumers of diabetes care and education services. To be eligible for appointment to the Public Member position, an individual cannot be a diabetes educator or CDCES (active, inactive, or retired status). *The Public Member is a full, voting Director of the Board and is expected to perform the same duties as those of all other voting Board members. The length of the term is four years.*

Director Responsibilities

The primary focus of the Board is oversight of the certification programs for diabetes care and education, which includes the development, execution and evaluation of the organization's strategic plans and initiatives; the development, allocation and review of appropriate financial resources to support the activities of CBDCE; the development, review and approval of organizational policies and procedures to ensure successful administration of CBDCE's programs; and participation in the selection and performance evaluation of the Chief Executive Officer. Directors may also serve on committees and special task forces related to certification issues. Management and operation of the CBDCE national office are overseen by CBDCE's Chief Executive Officer.

It is important to understand that those elected to the Board are expected to attend one orientation and four business meetings each year, as well as committee and task force meetings as necessary. Directors should anticipate volunteering personal time each month to devote to board activities and assignments.

Service on the Board is voluntary and all expenses incurred for travel, lodging, and other meeting-related activities are paid by CBDCE, in accordance with established policies.

During term of office and for two years after completing board tenure, directors may not participate in the development or presentation of review courses, study guides, or any materials designed primarily for examination review purposes.

(Application Updated 4/2025)

Nomination Details

The CBDCE Professional Development Committee, made up of current and past Board members, interviews those individuals who submit applications. You will be contacted via email to identify a date and time for the interview. (*Note: It is recommended that applicants add “@CBDCE.org” as a safe sender to their email address/contact list to ensure CBDCE email messages are received.*) The interviews typically take place virtually in July (date TBD). The Professional Development Committee then prepares a slate of candidates to present to the Board for election. New Directors are notified after the August 2025 Board meeting of their election and begin their term of service on January 1, 2026. Though Board service officially begins in 2026, to support the onboarding experience, incoming Board members will need to plan to attend the November 14-16, 2025 Board meeting as guests.

The Board meeting dates for 2026 are February 20-21, April 30-May 2, August 28-29, and November 12-14. Meetings are typically held near/over a weekend. The February and August dates are virtual 1-1/2 day meetings (Friday evening/all day Saturday). The April and November dates are in-person for 2-1/2 days (Thursday, Friday all day & 1/2 day Saturday). The April meeting will be at a location to be determined, and the November meeting will be in the Chicago-area, IL.

Eligibility for Nomination

To be eligible for nomination for the 2025 election, a Public Member applicant shall represent the interests of consumers of diabetes care and education services and not be a diabetes care and education specialist or advanced diabetes manager or BC-ADM or CDCES (active, inactive, or retired status).

The public member will also meet the criteria established in the current National Commission for Certifying Agencies (NCCA) Standards for the Accreditation of Certification Programs. As such, the public member is NOT:

- A current or previous member of the profession, occupation, role, or specialty area encompassed by the certification program;
- A supervisor, manager, direct co-worker, or an employee or subordinate of individuals in the profession encompassed by the certification programs;
- An employee of an individual certified by the certification program or of an employer of individuals in the profession encompassed by the certification program;
- A person who currently receives or within the last five years has received income from the profession encompassed by the certification program.

Application Instructions:

1. This form is a fillable pdf form. To use, you will need to save the form to your computer, enter your answers and save. When completed print out, sign and submit to CBDCE. You can also email a pdf copy per instructions below. If manually completing, print out copy and write in your information/answers neatly.
2. Complete all sections of the application.
3. Be sure to sign and date the application.
4. Submit the following with the application*:
 - a. Copy of **current** curriculum vitae (C.V.) or resume
 - b. Two (2) letters of recommendation from persons knowledgeable about your personal/professional experience and/or other volunteer service and, if applicable, your activities related to diabetes.

5. Submit the completed Public Member application and all required documentation (C.V. or resume and letters of recommendation) by e-mail or mail** to:

CBDCE

Attn: Professional Development Committee

1340 Remington Road, Suite J

Schaumburg, IL 60173

OR

Attn: Professional Development Committee

info@cbdce.org

Application must be received electronically or postmarked no later than June 1, 2025.

** All required materials must accompany the application.*

6. Add "@CBDCE.org" to your email address/contact list to ensure receipt of CBDCE communications related to the application process.
7. Questions on the application process can be directed to Michele Luckman, Certification Projects Manager, via email at mluckman@cbdce.org or via phone at 224-607-6246.

As part of the nomination process, applicants will be contacted by email for interviews by CBDCE staff and/or the Professional Development Committee. Completion and submission of this application does not guarantee an interview or inclusion on the final CBDCE ballot. All original documents pertaining to application are retained by CBDCE.



BOARD OF DIRECTORS – PUBLIC MEMBER APPLICATION

Completed application form and all required documentation must be submitted by mail, postmarked no later than June 1, 2025.

Section A: Personal and Employment Information

<i>Name</i>		
<i>Credentials</i>		
<i>Preferred Mailing Address</i> <input type="checkbox"/> HOME <input type="checkbox"/> WORK	<i>Preferred Telephone Contact</i> <input type="checkbox"/> HOME <input type="checkbox"/> CELL <input type="checkbox"/> WORK	<i>Preferred Email Address</i> <input type="checkbox"/> HOME <input type="checkbox"/> WORK
Optional – Race/Ethnicity		
<i>Home Address</i>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Home Phone</i>	<i>Cell Phone</i>	<i>Personal Email</i>
<i>Employer</i>		
<i>Title</i>		
<i>Employer Address</i>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Work Phone</i>	<i>Work Fax</i>	<i>Work Email</i>

Section B: Education

<i>Highest Academic Level Completed</i>	<i>Degree Earned and Year Conferred</i>
<i>College/University Awarding Degree, City and State (if applicable)</i>	<i>Major Area of Study</i>

Section C: Skills and Training

BRIEFLY DESCRIBE SKILLS AND TRAINING YOU POSSESS THAT CAN BE OF VALUE IF SERVING ON THE CBDCE BOARD AS THE PUBLIC MEMBER (E.G., FINANCIAL MANAGEMENT AND CONTROL, COMMUNICATION – MEDIA AND PUBLIC RELATIONS, PUBLIC SPEAKING, ORGANIZATIONAL DEVELOPMENT, INFORMATION TECHNOLOGY, WRITING/JOURNALISM, ETC.) PLEASE INCLUDE THE LEVEL OF EXPERIENCE YOU POSSESS IN THESE AREAS.

Section D: Personal/Professional Activities

In the space provided below, list personal/professional activities in which you have been involved. Include offices held, committee affiliations, other special projects (editorial boards, newsletters, etc.), and dates of service.

NATIONAL BOARD AND COMMITTEE ACTIVITIES/EXPERIENCE

Position Held

Organization

Dates

1. _____

2. _____

3. _____

4. _____

5. _____

Section D, Personal/Professional Activities, continued

<u>STATE/LOCAL BOARD AND COMMITTEE ACTIVITIES/EXPERIENCE</u>		
<u>Position Held</u>	<u>Organization</u>	<u>Dates</u>
1.		
2.		
3.		
4.		
5.		

<u>OTHER RELEVANT ACTIVITIES</u>		
<u>Position Held</u>	<u>Organization</u>	<u>Dates</u>
1.		
2.		
3.		
4.		
5.		

Section E: Public Member Applicant Statements

For Section E provide responses to the following:

1. Why you are interested in serving on the CBDCE Board of Directors?

2. How does your professional experience reflect your leadership abilities?

3. What are the top 3 challenges facing CBDCE during the next 3-5 years; what are some strategies to help CBDCE meet these challenges?

Attestation and Willingness to Serve

The following statement must be signed and dated:

I hereby apply for a **Public Member** position on the CBDCE Board of Directors and attest to the truth of all statements and information, including eligibility, provided herein. I understand that I cannot be a CDCES or BC-ADM or diabetes care and education specialist or advanced diabetes manager at the time of application or during my term on the Board if appointed/elected. I understand the duties, requirements and time commitments of CBDCE Directors and willingly agree to meet these responsibilities if I am appointed/elected.

Signature

Date

Submit Application, C.V./Resume, and Recommendation Letters to:

*Attn: Professional Development Committee
CBDCE*

*1340 Remington Road, Suite J
Schaumburg, IL 60173*

OR

*Attn: Professional Development Committee
info@cbdce.org*

Application and documents must be received electronically or postmarked no later than June 1, 2025