



*DIABETES CARE AND EDUCATION
SPECIALIST MENTORSHIP PROGRAM
MENTEE APPLICATION PACKET*

*People come in and go out of our lives all the time. Some of these relationships help us grow, and through them, we learn personal and professional lessons of life. Special relationships provide a catalyst for our transformation as individuals and help us grow, open windows to new capabilities, and create new ways of interacting with the world around us. These relationships constitute the reciprocal, interactive process of learning that connects us so we can reach our goals and grow together.**

**Allen, S.L. (2002). "Mentoring – The essential connection."*

TABLE OF CONTENTS

Introduction	3
What is Mentoring	4
What is a Mentor	4
Mentee Eligibility Criteria	5
CBDCE Discipline Requirements	5
Definition of Diabetes Care and Education (DCE)	6
Are You Ready to Be a Mentee	7
Matching	8-9
Reflecting on Professional Goals.....	8
Finding the Right Fit.....	8
Being Open to Feedback and Coaching	9
Program Management	10
Final Comments	10
Mentee Application	Application Pages 1-6

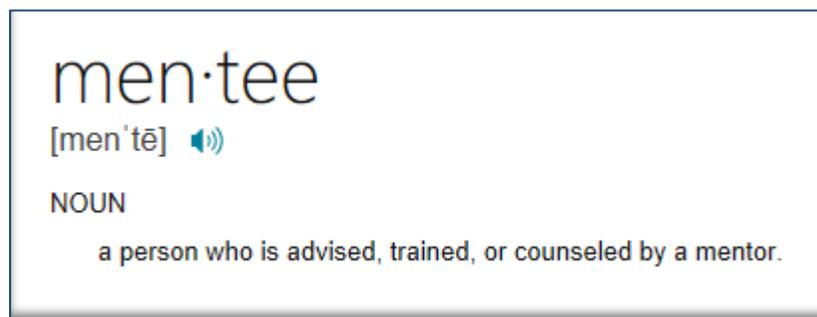
INTRODUCTION

Thank you for your interest in learning more about the Certification Board for Diabetes Care and Education (CBDCE) Diabetes Care and Education Mentorship Program (Program). This optional Program was created to promote careers that will lead to a Certified Diabetes Care and Education Specialist® (CDCES®) designation and improve access to much needed diabetes care and education (DCE). The Program was designed to partner experienced CDCES's-credentialed diabetes care and education specialists with health professionals who are interested in gaining experience in providing diabetes care and education. The goal is to assist these professionals with earning DCE hours to meet the DCE practice hour requirement for CDCES certification.

Mentees can use the hours that they accumulate through our Mentorship Program toward their diabetes care and education practice hours for initial certification. For those interested in participating in the Program as a mentee, it is recommended that the individual carefully review the eligibility discipline requirements prior to applying to verify that she/he meets that aspect of CBDCE's eligibility criteria.

We hope that this information is helpful to you in deciding to become a Mentee in our Program.

Interested in learning more? Your next step is to review the information in this packet and complete the Mentee Application available in this packet.



WHAT IS MENTORING

MENTORING TERMS:

- Mentor/Mentee refers to the individuals involved
- Mentoring/Mentorship refers to the actual process

Mentoring is not a term that is easy to define because it is an ever-changing process. The mentoring process links an experienced person (mentor) with a less experienced person (mentee) to help foster the career development and professional growth of the mentee to expand and apply their knowledge, understanding, and skills.

The mentoring process requires that the mentor and mentee work together to reach specific goals and to provide each other with sufficient feedback to ensure that all goals are reached. Mentoring can be described as a process by which you open a passageway to knowledge by sharing ideas, information, and skills.

WHAT IS A MENTOR?

The Oxford Dictionary defines a mentor as an experienced and trusted adviser or one who advises and trains. A mentor teaches, coaches, facilitates personal and professional growth in an individual by sharing the knowledge, insights and resources that have been learned through the years. The desire to want to share these "life experiences" is characteristic of a successful mentor.



MENTEE ELIGIBILITY CRITERIA

THE MENTEE:

Must meet CDCES discipline requirement in effect at the time of application (visit <https://www.cbdce.org/eligibility> and review the discipline and eligibility requirements)

CBDCE DISCIPLINE REQUIREMENTS:

To qualify for the Program, the following discipline requirement must be met by the mentee at the time of application:

Clinical psychologist, registered nurse, occupational therapist, optometrist, pharmacist, physical therapist, physician (M.D. or D.O.), or podiatrist holding a current, active, unrestricted license from the United States or its territories.

OR

Registered Dietitian/Dietitian Nutritionist holding active registration with the Commission on Dietetic Registration, PA holding active registration with the NCCPA, clinical exercise professional holding active certification with American College of Sports Medicine as a Certified Clinical Exercise Physiologist (ACSM-CEP®), or a health educator holding active certification as a Master Certified Health Education Specialist with the National Commission for Health Education Credentialing (MCHES®).

OR

Health care professional with a minimum of a master's degree* in social work from a United States college or university accredited by a nationally recognized regional accrediting body. * *Must provide confirmation of degree with application.*

FAMILIARIZE YOURSELF WITH THE CDCES CERTIFICATION REQUIREMENTS:

- Download and read the Examination Handbook.
- Review the Examination Content Outline. (This outline identifies what is covered on the examination and where your knowledge needs to span.)
- Review what qualifies as diabetes care and education practice hours.

DEFINITION OF DIABETES CARE AND EDUCATION (DCE)

Diabetes self-management education and support or DSMES, historically also referred to as diabetes self-management training or diabetes education, is performed by health professionals who have appropriate credentials and experience consistent with the particular profession's scope of practice. For purposes of this Handbook, diabetes care and education (DCE) is used.

DCE± involves the person with prediabetes or diabetes and/or the caregivers and the specialist(s) and is defined as the ongoing process of facilitating the knowledge, skill, and ability necessary for prediabetes and diabetes self-care, as well as activities that assist a person in implementing and sustaining the health practices needed to manage the condition on an ongoing basis, beyond or outside of formal self-management training. It is a component of a comprehensive plan of diabetes care. The process incorporates the needs, goals and life experiences of the person with prediabetes or diabetes and is guided by evidence-based standards. DCE should include practical problem-solving approaches and collaborative care, address psychosocial issues, lifestyle change, and strategies to sustain self-management.

For purposes of certification eligibility, some or all of the following components of the DCE process may be performed and counted towards meeting the DCE practice experience requirement:

- **Assessment:** The participant's DCE needs are identified. This process is led by the participant with assessment and support of the educator.
- **Care and education Plan:** The participant's individualized education plan is developed. The plan reflects the participant's self-management goals and current evidence and practice guidelines and includes criteria for evaluating outcomes.
- **Interventions:** The specialist delivers intervention options to assist the participant in meeting self-management goals.
- **Ongoing Support:** The specialist provides options for ongoing support and resources. The support option(s) is selected by the participant to best meet their self-management goals.
- **Participant Progress:** The specialist will monitor and communicate whether the participant is achieving their self-management goals and other outcome(s) to evaluate effectiveness of interventions. Additional assessments are based on the participant's needs across the lifespan.
- **Documentation:** The specialist documents the assessment, education plan, intervention, and outcomes in the participant's health record.
- **Services Development/Administration:** Development and administrative activities performed as part of DSMES services.

Note: Regardless of discipline, knowledge (and the ability to apply that knowledge) is necessary across all areas of the examination content outline.

±Adapted from the 2023 National Standards for Diabetes Self-Management Education and Support, American Diabetes Association. Diabetes Care, (NSDSMES) updated every year as the 1st supplement of "Diabetes Care."

ARE YOU READY TO BE A MENTEE?

Individuals considering this program will want to take time to reflect on whether becoming a mentee is right for them. Things to think about include the following:

TIME

- how many hours per week and/or per month can you serve as a mentee?
- Do you have a timeline for taking the Certification Examination for Diabetes Care and Education Specialist?

PROFESSIONAL GOALS

- What experience are you looking for?
- What are you going to get out of the mentoring experience?

VOLUNTEER HOURS

- Will your current job provide you with practice hours?
- Do you need to travel to other programs to accrue practice hours besides the mentoring hours?

OTHER CONSIDERATIONS

- Do you have the ability to travel?
- Do you have access to a computer?
- Does your workplace buy-in to your plans to be in this program?
- Have you thought about the expenses that might be incurred, i.e., travel expenses, time off of work, study materials?
- What flexibility do you have to support your mentoring experience in relation to your personal and professional commitments?

MATCHING: FINDING A MENTOR

CBDCE does NOT match mentees to mentors. A list of mentors by state will be available for review on CBDCE's web site. You may want to review this list to verify that mentors are located in areas that you can access prior to applying. Note: If you do not see a mentor in your area, please consider encouraging CDCEs you may already know to review the Program information and to apply for approval as a mentor if they meet the eligibility requirements.

Once a mentee's application for the Program has been approved, an approval letter with a list of available mentors with full contact information will be provided via mail and it is the responsibility of the mentee to contact mentors regarding their availability. Note that some mentors have restrictions on mentoring, any restrictions are included in the listing. When you and a mentor have decided to form a mentorship partnership, the you and the mentor will complete a Mentorship Partnership Agreement to send the CBDCE national office our records.

The steps a mentee decides to use in finding a compatible mentor is left in the hands of the individual. An application for an approved mentee is valid for one year from the date of the approval notice. If a mentor match cannot be finalized in that time frame, an updated application may be required before continued participation in the program is allowed. Below is some information that may prove helpful in identifying a good match.

Mentees are empowered to play a proactive role in this program. In order to take full advantage of the mentoring experience, they must become active players by: 1) reflecting on professional goals, 2) finding the right fit, and 3) being open to feedback and coaching.

REFLECTING ON PROFESSIONAL GOALS

In preparation for the mentoring relationship, individuals should:

- Think about short- and long-term professional goals,
- Assess current situations,
- Determine where they wish to be in terms of their professional field, and
- Review and update their curriculum vitae and/or resume

FINDING THE RIGHT FIT

Mentees should carefully think about what characteristics and knowledge are personally important to them in a mentoring relationship. When searching for a mentor who is a good "fit," mentees should look for someone who has the characteristics and abilities mentioned below:

- Understanding of diabetes care and education
- Strong interpersonal skills
- Supportive and patient demeanor
- Can maintain confidentiality of the mentoring relationship
- Strong leadership skills
- Interested in people and their development
- Motivates and inspires others to reach their full potential
- Comfortable providing constructive feedback

YOUR INITIAL MEETING/CONTACT WITH A MENTOR

At the initial meeting with a prospective mentor, mentees should discuss their specific needs and provide a copy of the Mentee application that details your needs. More insight on the potential mentor may be gained through such questions as:

- What can you, as a mentor, bring to a mentoring relationship?
- How much time do you anticipate being able to spend working with me?
- What type of communication methods (i.e., phone, in person, email) would you prefer for this mentoring relationship?
- What is a typical day on the job like for you?

BEING OPEN TO FEEDBACK AND COACHING

Mentees should want feedback and coaching from their mentors to enable professional growth. Participation in the Program provides opportunities to receive confidential one-to-one guidance, feedback, and coaching to improve performance and support the achievement of professional goals. Also, regular feedback sessions help mentees to put newly acquired knowledge and skills into use.

PROGRAM MANAGEMENT

Mentoring Progress - In order to ensure effective mentor/mentee relationships and status, CBDCE will monitor the progress of the participants and mentoring pairs, and availability of mentors. The goal is to ensure that information is kept up to date and to detect any potential issues as early as possible.

Mentorship Survey – Program participants will be asked to evaluate the Mentorship program via an online survey on a biennial (every two years) basis. The purpose of the survey is to evaluate the Program’s overall effectiveness, how participants use the Program, as well as to identify any areas for improvement. Evaluation is important in measuring what, if any, adjustments are to be made to ensure the continued success of the Program.

FINAL COMMENTS

We appreciate your interest in the possibility of participating as a mentee in the Program. If after reviewing the information in this packet, you wish to pursue participation, review and complete the mentee application and submit it to the CBDCE national office.

If after reviewing the packet, you feel now is not the right time for you to apply as a mentee, we thank you for your consideration and hope you will consider spreading the word to others interested in diabetes care and education about the Program.

ARE YOU READY TO JOIN?

The mentee application and instructions follow.



CBDCE Mentorship Program: Mentee Application Process

Thank you for your interest in becoming a mentee in CBDCE's Diabetes Care and Education Specialist Mentorship Program.

Program Requirements:

1. This program is open to individuals who hold a license, registration or certification in a specific discipline that aligns with the standard pathway eligibility rules to take the CDCES exam.¹ You can view the list of disciplines [here](#).
2. Complete the necessary steps to submit your application and receive approval to join the CBDCE Mentorship Program.

How To Join as a Mentee:

Step 1: Create an account at CBDCE².

You will first need to create an account with CBDCE. To do this, go to www.cbdce.org > click Sign In > New user? Create an account! > follow the prompts to create your CBDCE account. When creating your account, you'll also need to complete a series of demographic questions. If you currently have an account with CBDCE, you can skip to Step 2.

Step 2: Complete Parts 1, 2, and 3 of this application and submit via mail/fax to:

CBDCE
Mentorship Program
1340 Remington Road, Suite J
Schaumburg, IL 60173

Fax: 847-228-8469

Step 3: Application Status.

Approved applications: Upon approval, you will be notified of the approval via email and will be provided with a list of the available mentors. From there, you will contact the mentor of your choosing to determine if a partnership can be arranged between you and the mentor.

Unapproved applications: If your application is not approved, you will be notified via email on the status of the application.

¹ Individuals applying under the Unique Qualifications Pathway are not eligible to join this program.

² Applications submitted without a CBDCE account created will be rejected and not reviewed until notified that a CBDCE account has been set up.



Part 1: Mentee Information

Name _____

Have you created an account with CBDCE: YES NO

Part 1: Discipline Verification

****You MUST provide a copy of your current license or registration or advanced degree in social work with your mentee application.***

License/Registration/Certification Details:

License/Registration/Certificate Number: _____

Date License/Reg/Certificate Originally Issued: _____ (MM/DD/YYYY)

License/Reg/Certificate Expiration Date: _____ (MM/DD/YYYY)

OR

Advanced degree in Social Work

Date Awarded: _____

Degree received from: _____

Part 2: DCE Hour Needs and Availability

To assist your mentor in your mentoring needs and availability, please read and answer the following list of questions as to your DCE hour needs and availability. If you decide to proceed with matching with a Mentor – please share this information with them at your first meeting.

A. Diabetes Knowledge:

- Are you familiar with the ADA or AACE Standards of Care?

Yes

No

- Do you use these Standards in your current role?

Yes

No

- With what populations do you have diabetes care and education experience in (e.g., pediatrics, Type 1, Type 2, etc.)



Name _____

Part 2: DCE Hour Needs and Availability (continued)

B. Your Time Commitment:

- Please indicate below how many hours per week and/or per month you can devote to accumulating hours working with a mentor?
_____ Hours per week
_____ Hours per month
- How many TOTAL DCE hours are you looking to gain through the mentorship program?
_____ Total hours over _____ time (2 months, 1 year, etc.)
- Do you prefer:
 - A pre-determined schedule – determined on a monthly basis
 - A pre-determined schedule – determined on a quarterly basis
 - On an as needed basis
- What time of day and/or days works best for you?
 - Mornings
 - Afternoon
 - Full-day
 - Other. Please describe.

 - Specific days of the week. Please provide.

C. Your Mentorship Goals:

- What type of mentor are you looking for? Who would be your ideal candidate?
- Describe your ideal mentoring experience.
- What is the preferred setting you're looking to mentor in?



Name _____

Part 2: DCE Hour Needs and Availability (continued)

D. Diabetes Care and Education Practice Hour Goals:

Are there specific DCE experiences are you looking for? (Refer to the CBDCE Examination Handbook for DCE practice experience definitions.) Check all that apply.

- Assessment
- Care and Education Plan
- Interventions
- Ongoing Support
- Participant Progress
- Documentation
- Services Development/Administration
- Other: please describe: _____

E. What is your timeline for taking the Certification Examination for Diabetes Care and Education Specialist?

- 6 Months
- 12 Months
- 18+ Months

F. If you are currently employed:

- Does your current job provide you with the ability to accumulate DCE practice hours?
 - Yes
 - No
- Approximately how many DCE hours do you accumulate weekly in your current role?
- Is your current workplace aware of your plans to be in this program and do they support it?
 - Yes
 - No
 - Other



Name _____

G. Review the CDCES Examination Content Outline. Perform a self-assessment to identify your strengths and weaknesses.

Strengths: _____

Weaknesses: _____

H. Other Considerations:

- ✓ Do you have the ability to travel or ability to connect virtually with the mentor?
- ✓ Have you thought about the expenses that might be incurred, i.e., travel expenses, time off of work, study materials?
- ✓ What flexibility do you have to support your mentoring experience in relation to your personal and professional commitments?
- ✓ Prior to your initial meeting, plan to provide your curriculum vitae and/or resume, and your DCE hour needs and requirements from this application to the prospective mentor.

Part 3: Program Verification

Please review the requirements below and verify your understanding of the Mentorship Program with your initials.	
Your Initials	Requirements
	Should I be accepted into the Program, I agree to complete and submit appropriate documentation by the identified deadlines.
	I agree that CBDCE may rely on the accuracy of the representations made herein. Should I be accepted in the Program, I agree that CBDCE shall not be responsible for my actions or inactions during participation in the Program.
	Once I begin a mentorship partnership, I understand that pages 2-6, which includes my DCE hour needs and requirements that are included in this application, may be provided to my mentor in support of the partnership goals.
	Completing this Mentee Application does not guarantee a mentorship partnership. Upon application acceptance, CBDCE will provide mentee with the names and contact information of the available Mentors. The Mentee is responsible for contacting available mentors to see if a partnership can be arranged.

Signed:

Applicant's Signature _____ Date _____



Thank you for applying as a mentee in the CBDCE mentorship program. Next Steps.

You've created an account at CBDCE and completed Mentee Application:

Submit your completed Mentee application (4 pages) plus a copy of your current license/registration to CBDCE. Please retain a copy for your records.

If you haven't created an account with CBDCE, you must do so prior to submitting this application. Applications without a CBDCE account will NOT be processed.

Submit via email, mail or fax to:

CBDCE
Mentorship Program
1340 Remington Road, Suite J
Schaumburg, IL 60173

Fax: 847-228-8469

Application Review:

CBDCE will review the application and contact the mentee via email of any missing documentation or information on your application.

Application Approval:

Once a mentee's application for the Program has been approved it is valid for one year. An approval letter with a list of available mentors with full contact information is provided via mail to the mentee. It is the responsibility of the mentee to contact mentors regarding their availability.

Questions - Contact CBDCE:

Via email: info@cbdce.org.

Via phone: 847-228-9795