



CDCES Audit Documentation for Renewal of Certification by Continuing Education 2023

INSTRUCTIONS FOR SUBMISSION OF AUDIT DOCUMENTATION

1. You are encouraged to contact the CBDCE national office at 847-228-9795 if you have any questions about the required documentation prior to submission.

2. Your submission documents for your audit must include:

- Section A (Page 9): Contact Information and Discipline Requirement Verification Form (Including Discipline Verification Document)
Section B (Page 10): Verification of Professional Practice Experience
Section C (Page 11+): Summary of Continuing Education Activities Form – List the CEs that you are claiming (includes activity name, Recognized Provider, and CE hours awarded.)
CE Documentation: Continuing Education Verification Documentation (e.g., certificates of completion, verification of attendance, etc.) for the activities you included on the forms in Section C.

3. Provide completed Section A and Section B forms to verify that, at the time of application, you met the discipline and renewal practice experience requirements as identified in the *2023 Renewal of Certification by Continuing Education Handbook*. **Make copies of Section B as needed.**

4. Provide completed Section C form (or a print out of your CE from your CDCES portal) and your CE verification documentation for all the continuing education activities being reported, e.g., a photocopy of certificate(s) of completion, verification(s) of attendance issued by the recognized provider or other relevant proof of completion or attendance issued by the recognized provider. Each CE verification document must include the name of the attendee, title of the activity, date(s) the program/activity was attended or completed, the recognized CE provider(s), and the total number of credits or contact hours awarded.

To help you in completing Section C, Samples are included in this packet.

These activities must be applicable to diabetes and must have been attended/completed no earlier than your accrual start date and no later than your application date.

5. Review checklist, page 2.

6. Submit all materials **to arrive by the audit due date shown on the audit notice** using certified mail or a traceable courier service to:

CBDCE, Attn: Renewal Audit
1340 Remington Road, Suite J
Schaumburg, IL 60173
Telephone: 847-228-9795

If you would prefer to submit electronically, email info@cbdce.org or call the CBDCE office to request a Dropbox set up for you to upload your documents.

Note: Use of certified mail, certificate of mailing or other courier receipt will serve as proof that the materials were submitted in the event the materials are not received by the deadline. **A \$25 late fee will apply if material is not received by the audit due date.** Keep copies of all documents submitted for your files.



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AUDIT CHECKLIST FOR RENEWAL OF CERTIFICATION BY CONTINUING EDUCATION

Use this checklist to ensure that you have completed all required procedures before submitting your audit documentation.

- Have you completed Section A (Contact and Discipline Verification Information)?
- Did you include a copy of your current license or verification letter of licensure, certification, or registration*? (**Not needed if you originally certified under a qualifying advanced degree.*)
- Have you completed Section B (Verification of Professional Practice Experience)? Documentation will require AT LEAST one Section B. (The exact number of Section B forms required is dependent on the number of positions needed to verify renewal practice requirement was met at the time of application.)
- Have you completed Section C (Summary of Continuing Education Activities Forms) and provided appropriate verification documentation for each of the continuing education activities?
 - Have you reported your activities in clock hours?
 - Have you completed all continuing education activities? Activities that have been completed after your application date or outside your accrual cycle **cannot** be reported.
 - If using a print out of your CE activities from the CE Hours section of your CDCES portal, have you included that document?
 - If content applicable to diabetes is not evident from the title of the particular activity, have you included a brief description or submitted a copy of brochure or program with areas applicable to diabetes identified?
 - Have you included verification documentation for all activities in the same order as your tracking print out or summary of activity form?
 - If you are claiming Expanded activities, have you listed them on the Expanded Activity Summary of Continuing Education form and are the verification documents in the same order as the form?
- Have you made copies of all audit materials for your files?
- Have you arranged to send all audit materials to CBDCE by certified mail or traceable courier service?

Retain this checklist, a copy of your audit materials, and the proof of mailing for your records. Materials, including copies, cannot be returned. Return all documentation to CBDCE, 1340 Remington Road, Suite J, Schaumburg, IL 60173

Or

If you prefer to send electronically, email info@cbdce.org or call the CBDCE office to request a Dropbox be set up for you to upload the documents.



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Minimum Total of 75 Hours of Acceptable Activities Required

1. Expectations

Health professionals specializing in diabetes education will demonstrate through renewal of certification:

- knowledge and skills are up-to-date
- ability to practice proficiently, safely, and in a manner consistent with current National Standards of Diabetes Self-Management Education and Support (NSDSMES)

All CDCESs who select renewal of certification by continuing education will engage in a personal assessment to identify professional needs and participate in appropriate activities that are inclusive of the Examination Content Outline in the current Handbook.

2. Renewal by Continuing Education Cycles

For those renewing for the first time, the start date for accruing professional practice and continuing education (CE) hours is January 1 following the year of initial certification. All hours must be obtained prior to the date of application for renewal.

For those who have previously renewed by the continuing education option, the start date for accruing practice and CE hours is the day after the deadline date of the continuing education window of their last renewal.

For those who previously renewed by Examination, the start date for accruing CE hours is September 16 of the first year of the current cycle.

Refer to the Renewal Handbook or call the CBDCE national office if you are unsure of your accrual dates.

3. Activities:

- Formal Continuing Education Activities must be provided by or approved by a provider on CBDCEs Recognized Continuing Education Providers List.

3. Activities (con't):

- Must be applicable to diabetes. All subject-matter on the Certification Examination Content Outline published in the current Handbook is considered applicable to diabetes.
- must be completed as defined by the renewal of continuing education cycles policy. (All activities must be completed prior to the application deadline and before submitting the application.)
- must be at a professional level that enhances the quality and effectiveness of diabetes self-management education practice.
- do not have to be discipline specific nor do the activities have to be in any specific area of concentration, e.g., social workers may attend a diabetes related nursing program and use those clock hours for renewal of certification.

Formal continuing education activity formats acceptable for renewal of certification by continuing education - minimum of 45 clock hours of the following:

- Continuing education courses
- Independent study
- Seminars
- Online programs
- Workshops
- Telephonic or video conference programs
- Conferences

Expanded activities acceptable for renewal of certification by continuing education - maximum of 30 clock hours of the following:

- Academic courses
- Presentations or lectures by the certificant
- Publications - articles or books written by the certificant
- Service as a Mentor in CBDCE's Mentorship Program

4. Activities - Additional Information/Requirements

See Tables A and B



Table A. Formal Continuing Education Activities - Additional Information/Requirements

Category Hour Definition	Hours Required/Allowed	Requirements	Activity Documentation for Audit or Grace Period Application
1 contact hour = 1 clock hour	<ul style="list-style-type: none"> Minimum of 45 clock hours 	<ul style="list-style-type: none"> Must be approved by a provider on the CBDCE List of Recognized Providers (See 5. Formal Activities - Recognized Continuing Education Providers on page 4). All continuing education activities must be reported in clock hours, i.e., the actual time spent on the continuing education activity, not contact hours, credits, or units awarded by the recognized provider. One clock hour equals 60 minutes. Presentations – Participants may include in the time to be counted as clock hours the course overview, introductions, the educational presentation, and questions and answers. Time may not be counted for general announcements, breaks, lunch, exhibits, or poster sessions. Self-study programs (online or written booklets) – Participants may count the actual time spent on completing the activity. Clock hours submitted cannot be more than the number of contact hours/credits/units awarded by the recognized provider. Activities NOT acceptable: <ul style="list-style-type: none"> Other certification/credentials awarded Elected office or serving on Boards and/or Committees Journal clubs or professional reading Posters or poster sessions and exhibits Preceptorships or mentor hours (Exception - See Expanded Activities - Table B) Research Volunteer activities 	<ul style="list-style-type: none"> Proof of participating in formal continuing education activities is met by providing copies of certificates of completion, verifications of attendance issued by a recognized provider on CBDCE’s list, or other relevant proof of attendance issued by the recognized provider for each continuing education activity submitted. Each document must include the name of the attendee, title of the activity, date(s) the program was attended or completed, the recognized provider(s), and the total number of credits or contact hours awarded.



Table B. Expanded Activities - Additional Information/Requirements

Category	Category Hour Definition	Hours Required/Allowed	Requirements	Documentation for Audit or Grace Period Application
Academic Coursework	One semester credit hour = 15 hours of formal continuing education activity	<ul style="list-style-type: none"> No minimum required Can mix and match with other non-formal categories Maximum if only utilizing this non-formal category: 2 semester credit hours (30 CE hours) 	<ul style="list-style-type: none"> Offered through an accredited college or university Content must be applicable to diabetes Repeat courses are not accepted for certification renewal. CDCESs may claim credit for a specific course only once, even if they took that course multiple times during their accrual cycle. 	<ul style="list-style-type: none"> Supporting documents, such as a transcript(s) showing the number of academic credits, sponsoring organization etc. Title must clarify content applicable to diabetes or additional information provided to verify content applicable to diabetes must be provided.
Presentations	One presentation = 10 hours of formal continuing education activity hours	<ul style="list-style-type: none"> No minimum required Can mix and match with other non-formal categories Maximum if only utilizing this non-formal category: 3 presentations (30 CE hours) 	<ul style="list-style-type: none"> Presents for a minimum of 45 minutes Content must be applicable to diabetes Delivered in a structured teaching/learning framework as part of conference, seminar, or teleconference where continuing education credits are awarded to attendees. Original presentation; repeat or modified presentations of previous presentations cannot be counted Excludes poster presentations 	<ul style="list-style-type: none"> Supporting documents such as a copy of the program, abstract, objectives, course content, as well as evidence that the individual actually presented the topic. Proof that continuing education credits were awarded to the attendees.
Publications	One publication = 10 hours of formal continuing education activity hours	<ul style="list-style-type: none"> No minimum required Can mix and match with other non-formal categories Maximum if only utilizing this non-formal category: 3 publications (30 CE hours) 	<ul style="list-style-type: none"> Author of one peer-reviewed article or book chapter related to diabetes 	<ul style="list-style-type: none"> Supporting documents, such as cover page with author's name, abstract or actual copy of the entire article or chapter, indicating peer review.
Service as Mentor in CBDCE Mentorship Program	One completed partnership experience = 10 hours of formal continuing education activity hours	<ul style="list-style-type: none"> No minimum required Can mix and match with other non-formal categories Maximum if only utilizing this non-formal category: 3 mentees (30 CE hours) 	<ul style="list-style-type: none"> Verification of completion of mentor/mentee partnership during their accrual cycle. 	<ul style="list-style-type: none"> Diabetes Education Mentorship Program Experience Verification Document



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5. **Formal Activities - Recognized Continuing Education Providers**

Continuing education programs must be provided by or approved by one of the following:

- Association of Diabetes Care and Education Specialists (ADCES *formerly AADE*)
- American Diabetes Association (ADiabA)
- Academy of Nutrition and Dietetics (Academy), formerly known as American Dietetic Association
- Accreditation Council for Pharmacy Education (ACPE) Accredited or Approved Providers
- Accreditation Council for Continuing Medical Education (ACCME- AMA) Accredited or Approved Providers
- American Nurses Credentialing Center (ANCC) Accredited or Approved Providers
- American Academy of Family Physicians (AAFP)
- American Academy of Nurse Practitioners (AANP)
- American Academy of Optometry (AAO)
- American Academy of PAs (AAPA)
- American Association of Clinical Endocrinologists (AACE)
- American College of Endocrinology (ACE)
- American College of Sports Medicine (ACSM)
- American Medical Association (AMA)
- American Nurses Association (ANA)
- American Occupational Therapy Association (AOTA)
- American Osteopathic Association (AOA)
- American Physical Therapy Association (APTA)
- American Psychological Association (APA)
- American Podiatric Medical Association (APMA)
- Commission on Dietetic Registration (CDR) Accredited or Approved Providers
- Council on Continuing Medical Education (CCME-AOA) Approved Sponsors
- Council on Podiatric Medical Education (CPME-APMA) Approved Sponsors
- International Diabetes Federation (IDF)
- National Association of Clinical Nurse Specialists (NACNS)
- National Association of Social Workers (NASW)
- National Commission for Health Education Credentialing (NCHEC) Designated Providers

Continuing education activities from accredited academic institutions within the United States or its territories granting degrees related to professional practice are also accepted (e.g., continuing education activity provided by an accredited academic institution's School of Nursing, Nutrition, Social Work, Medicine, etc.).



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Instructions for Completing Section C - Summary of Continuing Education Activities Form

Renewal of certification by continuing education requires that CDCESs complete **75 clock hours** of continuing education in content areas applicable to diabetes during the accrual cycle. For those renewing in 2023, accrual of continuing education activities started January 1, 2019 for CDCESs renewing for the first time* – or the day after the deadline date of your last renewal by continuing education window or September 16, 2018 if your last renewal was by examination.

*CDCESs who allowed their credentials to expire in 2018 or earlier and had their credentials reinstated by passing the Examination in 2018 must use the January 1, 2019 accrual start date.

Instructions

1. Review the Guidelines for Reporting Continuing Education Activities, page 3, and the Sample Audit Section C, Formal Continuing Education Activities Summary Form, pages 16-17, Expanded Activities Summary Form, pages 18-19.
2. Complete Section C** as needed to document continuing education activities. Photocopy Section C if necessary.
***If you have been using the CE Hours Section in your CDCES portal to track your CE activities you may submit a printout of this section in lieu of completing the Section C form. Attached the CE documentation to your print out.*
3. Print legibly or type all information.
4. The number of hours counted for each activity must be reported as the number of clock hours spent by the participant completing the continuing education activity applicable to diabetes. *You cannot claim more than is stated on your CE certificates of completion/attendance or that was awarded for the CE activity.*
5. If content applicable to diabetes is not evident from the title, include on a separate sheet of paper a brief description of how the activity is applicable to diabetes or submit a copy of brochure or program with areas applicable to diabetes identified.
6. Submit certificates of completion or other evidence of attendance for all Formal activities in the same order as reported on your summary sheet(s).
7. Submit Expanded activities on the designated summary of activity form and makes sure all verification documents are in the same order as the form.
8. Keep a copy of your audit materials as well as copies of all certificates of completion, verification of attendance, brochures or other relevant material.

Any CDCES who does not or cannot provide required information or who does not meet eligibility requirements based on the documentation submitted will be declared ineligible for renewal and application marked as incomplete.



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SECTION A – Contact Information and Discipline Requirement Verification Form

Complete BOTH sections.

1) CERTIFICANT CONTACT INFORMATION

Name (please print/type) _____

a) your eight (8) digit CDCES certificate number _____

AND

a) date renewal application was completed* _____ (MM/DD/YYYY)

**If you applied online – use date applied; if you applied using the paper application, use the date signed.*

Mailing Address: _____
Street Address Apt/Unit

_____ City State Zip

Daytime phone (including area code): _____ Extension _____

Fax (including area code): _____

Email address (**required**): _____

Signature _____ Date _____

2) DISCIPLINE VERIFICATION** INFORMATION

Check **ONE** only and **provide documentation** of current, active, unrestricted licensure/certification/ registration if applicable.

Enclosed is either a photocopy of current license, registration or certification from the issuing credentialing body or an official written verification form from the appropriate credentialing body.

*See below:

- a. For certified clinical exercise physiologists (ACSM-CEP), clinical psychologists, registered nurses, nurse practitioners, clinical nurse specialists, master certified health education specialists, occupational therapists, optometrists, pharmacists (RPh or PharmD), physical therapists, physicians, or podiatrists, please provide verification of your license/certificate to practice in your professional discipline.
- b. PAs and RD/RDNs should provide their CDR registration information and **NOT** submit state license information.

OR

My initial certification was obtained using a qualifying advanced degree. An official transcript was submitted with my original application.



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SECTION B – Verification of Professional Practice Experience (Please make copies as needed.)

Certificant's Name _____

Your eight (8) digit CDCES® certificate number: _____

Definition of Professional Practice

For purposes of recertification, practice means providing a direct or indirect professional contribution to the care and self-management education of people with diabetes.

What is Included in this Definition

This definition is intended to be as inclusive as possible of positions currently held by CDCESs, including program development, program management, public health/community surveillance, volunteer activities, diabetes-related research, clinical roles in diabetes industry, case management, professional education, consultant roles to industry or other providers, or others.

What is NOT Included

Employment in the manufacture, direct sales, or distribution of diabetes-related products or services in pharmaceutical or other diabetes-related industries, or jobs or volunteer activities unrelated to diabetes will not meet the practice requirement.

The 1000 hours of professional practice experience requirement must have (for 2023 renewal):

- taken place in the United States or its territories
- completed between January 1, 2019 for CDCESs renewing for the first time* – or the day after the deadline date of your last renewal by continuing education window or September 16, 2018 if you renewed by examination
- Can be earned at any time within your accrual window. There is no requirement about how or when this must be accomplished, e.g., to complete 200 hours per year each of the five years, or to be practicing at the time of application.

Supervisor/Professional Colleague Verification

For employment/volunteer positions, a supervisor must complete the verification. For self-employment positions, a department head, chief of staff, Certified Diabetes Care and Education Specialist or other licensed health care professional who knows you and is familiar with your practice should complete the verification.

Please print or type only (except for signature) and provide all *required information.

I have reviewed the renewal practice requirement guidelines above and attest that to the best of my knowledge all information is accurate, complete and truthful. I understand I may be contacted regarding this information.

Supervisor/Colleague Name (printed)* _____

Signature* _____ **Date Signed*** _____
(Original Signature Only)

Title* _____ **Department** _____

Institution* _____

Street Address* _____

City* _____ **State*** _____ **Zip Code*** _____

Daytime Telephone* (____) _____

E-mail Address* _____

Section C: Summary of Continuing Education Activities Form for 2023 Renewal Audit

Name _____ CDCES NO _____

75 Continuing Education (CE) Clock Hours Are Needed To Satisfy Renewal Audit

Renewal of certification by CE requires that CDCESs meet eligibility requirements and complete 75 clock hours of CE in content areas applicable to diabetes during their applicable accrual cycle. A minimum of 45 of the 75 CE requirements must be Formal activities. Formal activities must be approved by a provider on the CBDCE List of Recognized Providers. No more than 30 clock hours of Expanded activities can be claimed toward the 75 CE requirement. Use of Expanded activities is optional and not required. You must include your verification documentation (e.g. CE certificates, etc.) with this form.

Formal Continuing Education Activities – Minimum of 45 clock hours

Title of Activity	CBDCE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the CBDCE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Subtotal Number of Hours for THIS Page			
TOTAL HOURS Formal Activities			

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Name: _____

Title of Activity	CBDCE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the CBDCE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
Subtotal Number of Hours for THIS Page			
TOTAL HOURS Formal Activities			

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Name: _____

Title of Activity	CBDCE Recognized Providers* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the CBDCE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			
41.			
42.			
43.			
44.			
Subtotal Number of Hours for THIS Page			
TOTAL HOURS Formal Activities			

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Name: _____

Title of Activity	CBDCE Recognized Providers* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on CBDCE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
45.			
46.			
47.			
48.			
49.			
50.			
51.			
52.			
53.			
54.			
55.			
56.			
57.			
58.			
59.			
60.			
61.			
Subtotal Number of Hours for THIS Page			
TOTAL HOURS Formal Activities			

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Name: _____

Title of Activity	CBDCE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the CBDCE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
62.			
63.			
64.			
65.			
66.			
67.			
68.			
69.			
70.			
71.			
72.			
73.			
74.			
75.			
76.			
77.			
78.			
Subtotal Number of Hours for THIS Page			
TOTAL HOURS Formal Activities			

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Name _____ CDCES NO _____

Expanded Activities - Maximum 30 clock hours

Renewal of certification by continuing education activities requires that CDCESs meet eligibility requirements and complete 75 clock hours of continuing education in content areas applicable to diabetes during their applicable accrual cycle. If using Expanded activities, no more than 30 clock hours of Expanded activities can be claimed toward the 75 CE requirement.

Before completing this form, refer to the Guidelines for Reporting Continuing Education Activities, page 1- 3.

<p align="center"><u>Expanded Activity Category (Select one)</u></p> <p align="center">Academic Coursework Presentations Publications Service as a Mentor in the CBDCE Program</p>	<p align="center">Activity Name</p>	<p align="center">Date(s) Attended or Completed (mm/dd/yyyy)</p>	<p align="center">Hours Being Claimed</p>
1.			
2.			
3.			
TOTAL HOURS Expanded Activities			

± SAMPLE SECTION C
Summary of Continuing Education Activities Form - FORMAL ACTIVITIES

This section is provided to assist you in completing Section C for your audit. Note that incomplete or incorrect entries will delay the audit review.

Applicant's Name: Jane Doe

Reminder: Minimum Formal & Expanded Hours for Renewal by Continuing Education = 75

Renewal of certification by continuing education requires that CDCESs meet eligibility requirements and complete 75 clock hours of continuing education (CE) in content areas applicable to diabetes during their applicable accrual cycle. If using Expanded Activities, a minimum of 45 of the 75 CE hours must be from Formal activities and the Formal Activities must be approved by a provider on the CBDCE List of Recognized Providers. No more than 30 clock hours from Expanded Activities can be claimed toward the total 75 CE hours requirement. If you are not using CE from the Expanded Activities, all 75 CE must be from the Formal Activities.

For these samples, Ms. Doe last renewed using the standard deadline of 9/15/2018 for renewal by continuing education. Therefore, for this renewal cycle, her accrual start date for continuing education hours is 9/16/2018. If she had been initially certified in 2018 or reinstated the credential in 2018 after expiring, her accrual start date would be 1/1/2019.

Formal Activity Title of Activity	CBDCE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the CBDCE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
1. Diabetes Symposium	Grandview Hospital Nurses Association <i>Please note: Sample program has approval from the American Nurses Credentialing Center (ANCC), an organization which appears on the CBDCE List of Recognized Providers. Therefore, the American Nurses Credentialing Center must appear in this section of the form, not Grandview Hospital Nurses</i>	October 2-4, 2018	30
2. Clinical Perspectives in Type 2 Diabetes Care	Michigan Nurses Association, Michigan Dietetic Association, or Michigan Association of Diabetes Educators. 1.5 hours earned. <i>Please note: State or local chapters of recognized providers are not included on the CBDCE List of Recognized Providers. Only an organization on the CBDCE List of Recognized Providers should be identified in this section of the form. Often, program/course brochures and/or certificates include this information.</i>	<i>Please note: Exact dates (mm/dd/yyyy) must appear on the form.</i>	1.5
3. Type 2 Diabetes in the Elderly	Nursing 2019 <i>Please note: Nursing 2019 is a journal. This activity has approval from ANCC (American Nurses Credentialing Center), a provider that appears on the CBDCE List of Recognized Providers, and therefore, this information (ANCC) must appear in this section of the form, not "Nursing 2019".</i>	July 8, 2019	3 <i>Please note: Enter the actual time spent on the activity. HOWEVER, hours may not exceed total units/credits awarded by provider. In this example, this activity has been approved only for 2 clock hours.</i>
FORMAL ACTIVITIES - SUBTOTAL PAGE 1:			34.5 hours
TOTAL:			<u>142.5</u> <i>Please note: only 75 hours are needed for renewal. However, you are encouraged to submit additional hours if available and applicable.</i>

ATTESTATION: This statement must be signed and dated ink by the certificant. Formal Activities Page 1 of 2

Please note: Complete audit documentation must be received by the CBDCE national office by the deadline identified in the audit notice or a \$25 late fee will apply. Verification documentation is required for all continuing education activities.

±SAMPLE SECTION C - Summary of Continuing Education Activities Form (continued)
Provides Important Notes and Identifies Errors That Will Cause a Delay in Processing

Formal Activity Title of Activity	CBDCE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the CBDCE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
4. Sweet Success <i>Please note: Content matter applicable to diabetes is not evident from this abbreviated entry, e.g., full title is Sweet Success: Diabetes and Pregnancy. If an activity cannot be identified as being applicable to diabetes by the title, submit an explanation on a separate sheet of paper or submit copy of brochure or program with areas applicable to diabetes identified.</i>	Joslin Diabetes Center/Bayer Health Care <i>Please note: Provider must appear on the CBDCE List of Recognized Providers. Reporting either Joslin Diabetes Center or Bayer Health Care is not acceptable; identify which organization on CBDCE List of Recognized Providers approved or accredited the organization. Only an organization on the List of Recognized Providers should appear in this column.</i>	July 15-17, 2020	12
5. Conference <i>Please note: Content matter applicable to diabetes is not evident from this abbreviated entry, e.g., sample activity is actually the “American Association of Diabetes Educators Annual Meeting”. If an activity cannot be identified as being applicable to diabetes by the entry, submit an explanation on a separate sheet of paper or submit copy of brochure or program with areas applicable to diabetes identified.</i>	ADA <i>Please note: Because some acronyms can represent more than one organization, it is not recommended that an acronym be used for at least the first listing of a recognized provider. Rather, spell out the full name of the organization one time, along with acronym. Also: American Association of Diabetes Educators or any other Provider appearing on the CBDCE List of Recognized Providers that has approved the meeting for continuing education would be acceptable. However, if you are using the fillable format of the Summary Form, you may use the acronyms provided in the drop down box.</i>	June 2021 <i>Please note: Exact dates (mm/dd/yyyy) must appear on the form.</i>	26 <i>Please note: It is important not to include hours for non-acceptable activities such as poster and/or exhibit sessions.</i>
6. Presented at meeting <i>Please note: This is not a formal CE activity. As an Expanded Activity, it would be documented on the Expanded Activities Form.</i>	Diabetes <i>Please note: Full title of the presentation and the event is required.</i>	February 2019 <i>Please note: Exact dates (mm/dd/yyyy) must appear on the</i>	20 <i>Please note: There is a maximum number of CE hours you can claim for an Expanded Activity. See Table B.</i>
7. Wrote a diabetes article <i>Please note: This is not a formal CE activity. As an Expanded Activity, it would be documented on the Expanded Activities Form.</i>	Nutrition <i>Please note: Full title of the article and the name of the magazine or book in which it as published is required.</i>	June 2018	30 <i>Please note: There is a maximum number of CE hours you can claim for an Expanded Activity. See Table B.</i>
8. Mentoring <i>Please note: Mentoring in the CBDCE Mentorship Program is an Expanded Activity; and would need to be reported on the Expanded Activities Form</i>	Mentoring new colleague J. Johnson as part of diabetes education team as part of orientation for my organization. Mentored for a total of 20 hours. <i>Please note: Reporting of this potential Expanded Activity would take place on the Expanded Activity Form and ONLY if this mentorship was through the CBDCE program.</i>	July 8, 2019	20 <i>Please note: There is a maximum number of CE hours you can claim for an Expanded Activity. See Table B.</i>
Subtotal Number of Hours for THIS Page:			108 hours
TOTAL HOURS Formal Activities			142.5

Formal Activities - Page 2 of 2

±The sample versions of the Section C Summary Forms are provided as information only. The continuing education activities and the provider information documented have been created for sample purposes only and do not necessarily represent actual activities. Please refer to the current CBDCE Renewal of Certification by Continuing Education Handbook upon publication for instructions and complete details.

± **SAMPLE SECTION C - Summary of Continuing Education Activities Form**

Formal Activities - Minimum of 45 Clock Hours

This Form Reflects "CORRECT" Documentation versus "INCORRECT" Summary Form from Page 1

(above)

Formal Activity Title of Activity	CBDCE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the CBDCE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
1. Diabetes Symposium	American Nurses Credentialing Center <i>(or any other organization that has approved the activity for continuing education and appears on the CBDCE List of Recognized Providers.)</i>	October 2-4, 2019	30
2. Clinical Perspectives in Type 2 Diabetes Care	American Dietetic Association <i>or</i> ANCC (American Nurses Credentialing Center) <i>or</i> AADE (American Association Diabetes Educators) <i>(or any other organization that has approved the activity for continuing education and appears on the CBDCE List of Recognized Providers.)</i>	November 18, 2018 <i>Entry now includes date of activity/ Attendance.</i>	1.5
3. Type 2 Diabetes in the Elderly	ANCC (American Nurses Credentialing Center)	July 8, 2019	2 <i>Entry now reflects awarded number of hours.</i>
4. Sweet Success: Diabetes and Pregnancy <i>Entry now includes a title that clarifies activity. If title does not make it obvious that content is applicable to diabetes – include a written description, program, brochure or other documentation that identifies this information.</i>	Commission on Dietetic Registration <i>(or any other organization that has approved the activity for continuing education and appears on the CBDCE List of Recognized Providers.)</i>	July 15-17, 2021	12
5. American Association of Diabetes Educators Annual Meeting <i>Entry now includes a title that clarifies activity is applicable to diabetes.</i>	American Association of Diabetes Educators <i>(or any other organization that has approved the activity for continuing education and appears on the CBDCE List of Recognized Providers.)</i> Please include backup documentation showing sessions attended.	August 12-15, 2020 <i>Entry now includes full dates of attendance.</i>	15 <i>Total hours reported do NOT include any exhibit/poster session hours.</i>
<i>Items 6 - Presentation and 7 - Publishing Article are no longer appearing on the Formal Activities Form, but are now listed on the Expanded Activities Form. Item 8 - Mentoring no longer appears on either form, as the mentorship experience was not in CBDCE's Mentorship Program.</i>			
Subtotal Number of Hours for THIS Page:			60.5
TOTAL HOURS Formal Activities			60.5
			<i>Total of Formal Activities CE Hours is greater than the minimum 45 hours required. Total of Formal and Expanded activities must be 75 hours or more.</i>

Formal Activities Page 1 of 1

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This Form Reflects Correct Documentation Accompanying "CORRECTED" Formal Activities Form" from page above.

Applicant's Name: Jane Doe

±SECTION C - Summary of Continuing Education Activities Form
Expanded Activities - Maximum of 30 Clock Hours**

Renewal of certification by continuing education requires that CDCESs meet eligibility requirements and complete 75 clock hours of continuing education in content areas applicable to diabetes during their applicable accrual cycle. If using Expanded Activities, no more than 30 clock hours can be claimed toward the 75 hours CE requirement. Refer to Table B for all requirements related to Expanded Activities.

Expanded Activity Category Academic Coursework Presentations Publications Service as Mentor with CBDCE	Activity Name (please include information on the activity)	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed**
1. Presentations <i>Entry now correctly listed on the Expanded Activities Form versus previously being listed on the Formal Activities Form (#6).</i>	Event: Nursing Conference. Presenting topic: Motivational Interviewing Duration: 1 hour presentation, plus 30 minute Q & A. <i>Reminder: CDCESs can only claim CE hours for a specific presentation one time during the accrual cycle. If a CDCES gives the same presentation to another group, she cannot claim additional CE hours. Example of verification documentation would be a copy of the program identifying the CDCES as the primary presenter.</i>	August 13, 2020 <i>Entry now contains exact date.</i>	10 <i>Entry now reflects maximum of 10 CE hours allowed for one original presentation. CDCESs can claim 10 CE hours for each original presentation (maximum of 3 presentations or 30 CE hours if only this category of Expanded Activities is used.)</i>
2. Publications <i>Entry now correctly listed on the Expanded Activities Form versus previously being listed on the Formal Activities Form (#7).</i>	Title: Nutrition: Requirements for Gestational Diabetes. Published in <i>Dietetics Today</i> magazine/journal. <i>Reminder: CDCESs can claim time spent as primary author writing an article or book chapter for up to a maximum of 10 CE hours. CDCESs claim the CE hours in the accrual cycle in which the article/chapter is published. Peer review is required to claim hours. Example of verification documentation is the cover page with author's name.</i>	June 2019 Volume III	10 <i>Entry now reflects maximum of 10 CE hours allowed for one article/chapter. CDCESs can claim 10 CE hours for each article/chapter (maximum of 3 articles/chapters or 30 CE hours if only this category of Expanded Activities is used.)</i>
Subtotal Number of Hours for THIS Page:			20
TOTAL HOURS Expanded Activities:			20
<i>CDCESs are encouraged to submit additional hours if available and applicable in the event that some of the activities do not meet requirements and do not qualify for CE hours.</i>			<i>CDCESs can claim a maximum of 30 CE hours for Expanded Activities.</i>

Expanded Activities - Page 1 of 1

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****Noteworthy Information:**

- (1) Please refer to the current CBDCE Renewal of Certification by Continuing Education Handbook upon publication for the instructions and complete details.
- (2) You can only claim a maximum of 30 CE hours from the Expanded Activities.
- (3) To renew you need to earn a total of 75 CE hours during your accrual cycle. Accruing the maximum 30 CE hours under one of the Expanded Activities categories, CDCESs will still need to earn 45 CE hours under the Formal Activities category and the Formal Activities CE hours must meet all the identified requirements, e.g., approved or provided by an organization on the NBDE List of Recognized Providers.