



RENEWAL BY CE **INSTRUCTIONS FOR SUBMISSION OF AUDIT DOCUMENTATION**

1. Documentation:

Applicants selected for an audit must provide and upload documentation as necessary to verify that at the time of application you met the discipline, professional practice experience, and continuing education requirements as identified in the current [Renewal by Continuing Education Handbook](#). Refer to Checklist (last page) for details. Audits are time sensitive and must be returned within 14 days after application submission.

2. What documents do I need to provide and upload?

Documents that will need to be uploaded:

- a. Proof of active, unrestricted license, registration, or advanced degree in social work to verify you continue to meet the discipline requirement
- b. [Verification of Professional Practice Experience Form\(s\)](#) - Completed and signed (by supervisor)
- c. Proof of Continuing Education (CE) activities (e.g., certificates of completion)

3. How do I provide the documentation?

If you were selected for an audit, you will need to enter your details and upload all your audit documents in the renewal application submitted under your account on the CBDCE portal. Log into your CBDCE portal account (<https://online.cbdce.org/>) > Click on Renew Certification from dashboard (or Certification > Recertification Renewal from top navigation bar) > Status will display as "Application Audit Required" > Review the information and click on "Next" to begin the audit submission process.

a. Discipline Verification

- i. In this section, you will enter information verifying you continue to meet the discipline requirement.
- ii. Select "Add" > Discipline > Select discipline type from the dropdown
- iii. Enter the date(s) as required
- iv. Upload proof of discipline documentation (e.g., RN license, CDR registration, etc.). Refer to the [Renewal Handbook](#) if needed.
- v. Click the "Save" button.
- vi. Select "Next"

b. Professional Practice Experience

- i. For this section, you will enter information for each job that you are using to verify meeting the renewal professional practice experience requirement. You need to document at least 1000 hours of professional practice earned within your accrual cycle¹.
- ii. Click "Add"
- iii. Enter your DCE start and end dates
- iv. Enter the organization/institution
- v. Enter your supervisor's name and title
- vi. Upload completed and signed Verification of Professional Practice Experience Form.
- vii. Click the "Save" button
- viii. If you need to document more than one job to verify your meet the required practice hours, repeat the same process to enter your additional jobs. Each position will need a Verification form completed and submitted.
- ix. Select "Add" if needed to document additional job(s).
- x. When you have provided information on all jobs needed, select "Next"

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¹ Reminder: The professional practice requirement for renewal of certification, however, is NOT the same as that required for initial certification. CBDCE recognizes that diabetes care and education is an evolving specialty and that experienced CDCESs often assume roles other than the practice of diabetes education required for initial certification. Refer to page 5 in the Renewal Handbook for the definition of professional practice for renewal.

c. Continuing Education

- i. For this section, you will enter information for each continuing education activity you are using to verify meeting the diabetes-related continuing education requirement for renewal. **You need to document at least 75 hours of acceptable continuing education activities within your accrual cycle. Of the 75 hours, at least 2 activities MUST BE related to the American Diabetes Association annual updates to the Standards of Care in Diabetes.** Each CE document must include the name of the attendee, title of the activity, date(s) the program was attended or completed, provided by, or approved by a recognized provider(s), and the total number of credits or contact hours awarded.

IMPORTANT: When you enter the activities using the instructions below, in order to ensure that you have met the requirement to take two activities within your accrual cycle that pertain to the annual release of the American Diabetes Association's Standards of Care for Diabetes (Annual Updates), you will need to list the 2 activities that you are using to meet that requirement as the first two entries of your formal CE activities. If you attended a CE activity, like a conference, which included a session on the Standards of Care (SOC) updates, highlight that SOC session on the documentation you upload and enter the total CE hours you earned at the event.

- ii. For each activity:
- Select activity type – Formal (webinars, conferences, etc.) or Expanded (taking an academic course, giving presentations, writing publications, serving as a Mentor in CBDCE's Mentorship Program)
 - Enter activity dates
 - Enter title of activity
 - Enter the number of CE hours earned for this activity (for expanded – include the equivalent CE hours for the activity. [Click here to refer to renewal guidelines with that information](#) – see Table B.)
 - For Formal select the [CBDCE recognized provider](#) that provided or approved the activity and upload the CE certificate for the activity
 - For Expanded select the appropriate activity (refer to #a above) and upload appropriate documentation for your Expanded activity.
 - Click the "Save" button
 - Click the "Add" button to document the next activity
 - When you have provided information on all CE activities needed, select "Next".
 - Reminder that you need a total of 75 CE hours to meet the renewal requirement. If using Expanded Activities, there is a maximum of 30 CE hours that you can use under the Expanded.
- d. Summary - The summary page will display a check mark under "Status" for each section as it is being completed, along with a "Ready for Review" message. All sections must have information/documentation before a review can take place. Note a check mark under "Status" does NOT mean the information/documentation is approved.

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Review Process:

Once received, your documentation will be reviewed by CBDCE staff. Normally, the audit will be reviewed within 10 business days from upload. If additional information is needed to continue the audit review, you will see a notice on this page under "Application Comments". Once your audit documentation is reviewed and CBDCE has verified that you have met the eligibility requirements, your application will be accepted/approved and your certification will be updated in your CDCES dashboard with your expiration date and new accrual cycle. A new certificate and wallet card will be sent to you within 3 months of application/audit approval.

For audits that require additional information to be processed, you will be sent an email message stating additional documents are needed and to check for details in your CBDCE portal account > Renewal Application > Application Comments. Your application record includes messaging on the status of your audit in 'Application Comments' in the renewal application; you can check at any time after submittal of the required documentation. If additional documentation is needed, details will be identified in the Application Comments section and you will need to re-upload any needed information in the Application Audit page in your CDCES portal.

Any applicant who does not or cannot provide required information, or who does not document meeting renewal requirements, will be deemed incomplete. Renewal eligibility requirements are not waived nor are exceptions made. Incomplete applications will be refunded the exam fee LESS a \$100 non-refundable processing fee.

When your audit documents and application are approved, you will be sent an email confirming its approval and your CDCES record will be updated accordingly with your updated expiration date and accrual information.

Questions? Contact CBDCE via email: info@cbdce.org or via phone: 847-228-9795



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.

- ☐ Section A: Discipline verification.
Do you have a copy of your current license or verification letter of licensure, certification, or registration²? You will need this to upload in your application audit.

- ☐ Section B: Verification of Professional Practice Experience.
Did you have your Supervisor* complete this form for you?

*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.

- ☐ Section C: Continuing Education Hours – Total of 75 CE hours required to renew.
Have you provided appropriate verification documentation (i.e., CE certificates) for each of your continuing education activities? You will need a minimum of 75 CE hours/credits to meet the renewal requirement.

- ☐ Have you made the first 2 entries the ones that reflect participation in continuing education activities related to the updates to the ADA's Standards of Care in Diabetes?
- ☐ Are the activities diabetes related and is the activity approved by a provider on our List of Recognized CE Providers?
- ☐ 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 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?
- ☐ If you are claiming Expanded activities, reminder there is a 30 CE hour limit using activities from the Expanded group.

² Not needed if you originally certified under a qualifying advanced degree.