

**± 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.

<b>Formal Activity</b> Title of Activity	<b>CBDCE Recognized Provider*</b> (Do not use abbreviations or acronyms for the first listing of an organization) <b>*Provider must appear on the CBDCE List of Recognized Providers.</b>	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 <b>American Nurses Credentialing Center</b> 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>
<b>FORMAL ACTIVITIES - SUBTOTAL PAGE 1:</b>			34.5 hours
<b>TOTAL:</b>			<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 certificants.** 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*

<b>Formal Activity</b> Title of Activity	<b>CBDCE Recognized Provider*</b> (Do not use abbreviations or acronyms for the first listing of an organization) <b>*Provider must appear on the CBDCE List of Recognized Providers.</b>	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>
<b>Subtotal Number of Hours for THIS Page:</b>			108 hours
<b>TOTAL HOURS Formal Activities</b>			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)*

<b>Formal Activity</b> Title of Activity	<b>CBDCE Recognized Provider*</b> (Do not use abbreviations or acronyms for the first listing of an organization) <b>*Provider must appear on the CBDCE List of Recognized Providers.</b>	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> <b>Please include backup documentation showing sessions attended.</b>	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>			
<b>Subtotal Number of Hours for THIS Page:</b>			60.5
<b>TOTAL HOURS Formal Activities</b>			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>
<b>Subtotal Number of Hours for THIS Page:</b>			20
<b>TOTAL HOURS Expanded Activities:</b>			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.