



# Appendix I

## Renewal of Certification:

### Guidelines for Reporting Continuing Education Activities

### 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.

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 CDCESs renewal year. Refer to the Renewal Handbook or call the CBDCE national office for your accrual dates.

All hours must be obtained prior to the date of application for renewal.

#### 3. Activities:

- formal Continuing Education Activities must be provided by or approved by a provider on the CBDCE List of Recognized Providers
- must be applicable to diabetes. All subject matter on the Certification Examination Content Outline published in the current Handbook is considered applicable to diabetes. (See Appendix II, pages 15-16)
- 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 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 on pages 12-13

**Table A. Formal Continuing Education Activities – Additional Information/Requirements**

Category	Hours Required/Allowed	Requirements	Documentation for Audit and Grace Period Application
Formal Continuing Education Activities	<ul style="list-style-type: none"> <li>■ Minimum of 45 clock hours</li> </ul>	<ul style="list-style-type: none"> <li>■ Must be approved by a provider on the CBDCE List of Recognized Providers (See Formal Activities – Recognized Continuing Education Providers on page 14).</li> <li>■ 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.</li> <li>■ 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.</li> <li>■ 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.</li> </ul> <p><b>Activities NOT acceptable.</b></p> <ul style="list-style-type: none"> <li>■ Other certification/credentials awarded</li> <li>■ Elected office or serving on Boards and/or Committees</li> <li>■ Journal clubs or professional reading</li> <li>■ Posters or poster sessions and exhibits</li> <li>■ Preceptorships or mentor hours (Exception – See Expanded Activities – Table B)</li> <li>■ Research</li> <li>■ Volunteer activities</li> </ul>	<ul style="list-style-type: none"> <li>■ Proof of meeting the continuing education requirements 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.</li> <li>■ 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.</li> </ul>





## 2020 Renewal by Continuing Education

**Table B. Expanded Activities - Additional Information/Requirements**

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



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

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

American Association of Diabetes Educators (AADE) <https://www.diabeteseducator.org/education>

American Diabetes Association (ADA) <https://professional.diabetes.org/continuing-education/>

Academy of Nutrition and Dietetics (ACADEMY) <https://www.eatrightstore.org/cpe-opportunities>

Accreditation Council for Pharmacy Education (ACPE) Accredited or Approved Providers

<http://www.acpe-accredit.org/>

Accreditation Council for Continuing Medical Education (ACCME-AMA) Accredited or Approved Providers

<http://www.accme.org/>

American Nurses Credentialing Center (ANCC) Accredited or Approved Providers

<https://www.nursingworld.org/Organizational-Programs/Accreditation/Find-an-Accredited-Organization>

American Academy of Family Physicians (AAFP) <http://www.aafp.org/cme.html>

American Association of Nurse Practitioners (AANP)

<http://www.aanp.org/education/continuing-education-ce/ce-opportunities>

American Academy of Optometry (AAO) <http://www.aaopt.org/>

American Academy of PAs (AAPA) <https://www.aapa.org/learning-central/>

American Association of Clinical Endocrinologists (AACE) <https://www.aace.com/>

American College of Endocrinology (ACE) <https://www.aace.com/college/>

American College of Sports Medicine (ACSM) <https://www.acsm.org/learn-develop-professionally/ceonline2/>

American Medical Association (AMA) <https://www.ama-assn.org/education-center>

American Nurses Association (ANA) <https://www.nursingworld.org/education-events/>

American Occupational Therapy Association (AOTA) <http://www.aota.org/Education-Careers/Continuing-Education.aspx>

American Physical Therapy Association (APTA) <http://www.apta.org/CareersEducation/>

American Psychological Association (APA) <http://www.apa.org/ed/ce/index.aspx>

Commission on Dietetic Registration (CDR) Accredited or Approved Providers

<https://www.cdrnet.org/products/continuing-professional-development-education>

Council on Continuing Medical Education (CCME-AOA) Approved Sponsors <https://www.osteopathic.org/cme/>

Council on Podiatric Medical Education (CPME-APMA) Approved Sponsors

<http://www.cpme.org/education/content.cfm?ItemNumber=2422&navItemNumber=2237>

International Diabetes Federation (IDF) <http://www.idf.org/>

National Association of Clinical Nurse Specialists (NACNS) <https://nacns.org/professional-resources/education/>

National Association of Social Workers (NASW) <https://www.socialworkers.org/careers/continuing-education>

National Commission for Health Education Credentialing (NCHEC) Designated Providers

<https://www.nche.org/continuing-education>

Continuing education hours from accredited academic institutions within the United States or its territories granting degrees related to professional practice are also accepted. Contact the CBDCE national office for information.

\* NOTE: The links to the various organizations on the list are provided as a courtesy, and though all attempts are made to ensure the links are viable, CBDCE is not responsible for links that may be incorrect or become inactive. In addition, though CBDCE may have a professional relationship with any number of these organizations, CBDCE is separate and autonomous from all of the organizations included on the list.