



NCBDE Mission

To promote comprehensive and ongoing quality diabetes clinical management, education, prevention and support by defining, developing, maintaining, and protecting the certification and credentialing processes.

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Dear Colleagues:

Diabetes education and support remain a cornerstone of treatment and prevention for those with and at risk for diabetes. The mission of NCBDE is to promote comprehensive and ongoing quality diabetes clinical management, education, prevention, and support by defining, developing, maintaining, and protecting the certification and credentialing process. Our vision is that all persons with or at risk for diabetes received education and services from NCBDE certificants. It is my honor and privilege to serve as the 2019 chair of the Board and work with experienced and knowledgeable individuals that support our mission and vision. I am pleased to share with you our Summer newsletter that updates information about NCBDE activities and the CDE credential.

On behalf of the Board, I am pleased to report that the number of CDEs for the start of the new year has reached its highest level yet - 19,783 active CDEs. This number represents the largest number of CDEs since NCBDE began offering the CDE examination in the fall of 1986. As with many health-related certifications and professions, the number of CDEs who are nearing retirement age is increasing, but we are happy to report that in the last three years, NCBDE has seen the addition of over 3,100 new CDEs. The ages for those health professionals when newly certified were an average of 20% between the ages of 25-29, 22% between 30-34 years old, and 15% between 35-39 years old. Fifty-seven percent on average were less than

40 years old the first time they became certified. We are happy to see the certification program continuing to be pursued by younger individuals, while also maintaining a healthy 75% renewal rate for those with more experience in the field.

For the just over 2,800 CDEs who renewed in 2018 using the continuing education option, the vast majority used the online renewal application option, which was first launched with those renewing in 2014. We have received positive feedback over the last five years about the online application and have made improvements to the application each year to better meet the needs of those who are renewing.

Changes in diabetes and health care have led the Board to create a new document reflecting updated strategic priorities for 2019-2021. These priorities fall under the following categories: a) Growth - Drive growth in the number of NCBDE-certified professionals and potential credentialing of other individuals; b) Perception and Awareness - Increase awareness and value of the NCBDE certificants to key stakeholders; and c) Organizational Health - Ensure resources and processes are available in order to foster innovation and deliver core functions and

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Leonard R. Sanders,
MD, FACP, BC-ADM, CLS, CDE®



Planning to Attend the AADE Annual Meeting This August in Houston?

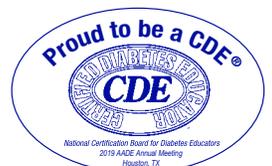
Individuals attending the AADE Annual Meeting can pick up their 2019 CDE® Button in the AADE registration area. Buttons will also be available for distribution on a first-come, first-served basis to late/on-site registrants at the NCBDE exhibit booth (#1538). Note: Quantities are limited.

Don't forget to complete the ticket attached to the button and drop it off at the NCBDE exhibit booth. Entrants will qualify for a daily drawing. Winners of the drawings will receive a credit of \$250 for use in renewing. You need not be present to win!

NCBDE will be providing a joint presentation along with AADE – "Certifications for

Diabetes Educators: An Overview of the BC-ADM and CDE Options" on Sunday, August 11 at 4:00 p.m. The presentation will cover eligibility requirements, test taking tips, renewal criteria for the certifications, as well as a Q & A session. Check your program for details.

We look forward to seeing you at the NCBDE booth and hope you will be able to join us at the NCBDE – AADE certification presentation.



Welcome New Committee Members

NCBDE is happy to announce some changes to the Credentials, Outreach, and Professional Development Committees serving the 2019 year.

Credentials Committee:

Welcome April Eddy, RN, BC-ADM, CDE®; Wisconsin and Carolé Mensing, RN, MA, FAADE, CDE®, Massachusetts. April and Carolé join the current Committee members: Patti Duprey, MSN, APRN, CDE®, Chair of the Committee, Maine; Bradly Hinrichs, RN, CDE®, Texas; Diana Isaacs, PharmD, BCPS, BC-ADM, CDE®, Ohio; Jane Kadohiro, DrPH, APRN, FAADE, CDE®, Nevada.; JoAnn Manty, RN, DNP, CDE®, Michigan; Sue McLaughlin, MOL, BS, RD, CDE®, Nebraska; Cathy Mullooly, RCEP, CDE®, Massachusetts; and Katheryn Peebles, RD, CDE®, Virginia.

Examination Committee:

Welcome Laura Andromalos, MS, RD, CD, CDE®, Washington. Laura joins fellow Exam Committee members: Fran Cogen, MD, CDE®, Chair of the Committee, Maryland; Claire Banks, MS, RD/LD, BC-ADM, CLC, CDE®, Oklahoma; Nancy Letassy, PharmD, CDE®, Oklahoma; Helen Levitt, RN, MS, CDE®, Minnesota; Christopher Lopez, PharmD, BCACP, CDE®, New Hampshire; Doris Meehan, MSN, APRN, ACNS-BC, CDE®, California; Erica Moore, MHS, RDN, LD, CDE®, BC-ADM, South Carolina; Richard Peng, MS, MBA, ACSM-RCEP, CDE®, California; Jo-Anne Rizzotto, MEd, RDN, LDN, CDE®, Chair-Elect, Massachusetts; Moe Schlachter, MS, RD, LD, CDE®, Texas; Michael See, MS, CEP, CWC, CDE®;

Massachusetts; Kelly Sinclair, MS, RD, LDN, CDE®, Massachusetts; Randi Streisand, PhD, CDE®, Maryland; and Robyn Tyler, RN, MS, CNS, CDE®, BC-ADM, South Dakota.

Outreach Committee:

Hello to Board members who joined the Committee, Chrystyne Olivieri, DNP, FNP-BC, CDE®, New York and Jenni Osborne, CDE®, MCHES, MPH, Virginia; and welcome Melanie Batchelor, MHS, RD, LDN, CDE®, North Carolina and Sarah Chapel, RDN, CDE®, Michigan. Chrystyne, Jenni, Melanie, and Sarah join fellow Outreach Committee members: Kirsten Ward, MS, CEP, CDE®, Chair of the Committee, Massachusetts; Brenda Addario Leavitt, Maine; Barbara Eichorst, MS, RD, CDE®, Illinois; Ben Klein, BS, Board Public Member, Massachusetts; and Elizabeth Nix, PhD, MSN, APRN-BC, CNS, CDE®, Arkansas.

Farewell to Our Committee Members

We said a sad farewell to the following committee members whose committee work ended at the end of 2018 —

Examination Committee: Sue Drogos, RN, BSN, MPA, CDE®, Illinois; Gopika Gangupantula, MD, CDE®, California; and Andrea Knatz, RD, CDE®, North Carolina.

Outreach Committee: Patty Anson, MS, RD, LD, CDE®, Oklahoma; Marsha Menke, MS, BSN, RN, CDE®, Iowa; Melisa Sigley, PharmD, CDE®, West Virginia; and Ambassador Workgroup member Jane Kadohiro, DrPH, APRN, CDE®, FAADE, Nevada.

Thank you for the 2018 year of service on these Committees!

Thank you for serving!

Call for Applications for Open Board Positions

Are you a CDE® who has served as a committee or task force member for NCBDE or another organization or has experience as a Board member of a state or national not-for-profit organization? If so, we hope that you will consider applying for a position on NCBDE's Board of Directors.

The Board understands that the health of an organization is determined by its leadership, and one of the benefits of being certified by a professional credentialing organization is the opportunity to actively participate in a leadership position and positively impact its strength and recognition on a national basis. Serving on a board of directors can be challenging and rewarding, but at the same time requires personal commitments of time, skills, and resources.

The composition of the Board of Directors is identified in the organization's bylaws: The number of "Professional Discipline" Directors

shall be no more than eleven voting members.

These shall consist of at least nine Certified Diabetes Educators (CDEs) to include

- three registered nurses
- three registered dietitians/registered dietitian nutritionists
- one physician
- one pharmacist
- one "other" professional whose discipline is other than those specified in this section.

In addition, one public member and the Immediate Past-Chair shall serve as directors.

In accordance with the bylaws, specific positions must be filled to maintain the Board composition. In 2019, the CDE® positions to be filled for 4 year terms beginning in January 2020 are:

- One registered dietitian/registered dietitian nutritionist)
- One registered nurse
- One physician (M.D. or D.O.)

To be eligible for nomination for one of these positions, one must be a CDE® (conferred by NCBDE).

The application is now available online and outlines eligibility requirements and procedures for completing the process. A document titled "NCBDE Board of Directors Role Description" is also available. This document provides an overview of responsibilities and expectations of those elected to serve on the Board. Understanding and appreciation of the responsibilities and commitments necessary to serve effectively are of critical importance before making the decision to apply. You may also be interested in reviewing the bylaws of the organization.

All of the documents can also be accessed via the web site: <https://www.ncbde.org/currently-certified/boardapp2019/>.

OPEN POSITIONS / Continued on page 6

Due to Renew in 2019?

If your credential will expire December 31, 2019 and you can document meeting the renewal practice requirement* you may choose to renew either by continuing education (CE) or by taking the examination.

If you are pursuing renewal by continuing education (CE), the standard window for renewal by continuing education is July 15 - September 15. Additional renewal windows and deadlines are available, but do require additional fees. Once renewals are open, you can apply for renewal by CE safely and securely via our online renewal application. Please refer to the 2019 Renewal Handbook for additional details on the Renewal Practice Requirement (page 7) and continuing education guidelines (Update pages 1 - 4).

If you are pursuing renewal by examination, examination application submission and testing can be done year-round. Please keep in mind that to avoid any interruption in your CDE certification, you must test and pass the exam by December 31, 2019. Refer to the 2019 Certification Examination Handbook for important details on applying for renewal via exam.

Renewal of certification notices were mailed in late October 2018 to CDEs whose credentials will expire December 31, 2019. Because of name and/or address changes, a number of these notices could not be delivered. It is important to note that non-receipt of this courtesy mailing does not relieve the certificants of meeting renewal certification requirements. An email notice was also sent in March to all those with an email address on file and a post card reminder in April. Remember that it is the responsibility of the renewing individual to submit a current Application and fee prior to the applicable deadline date. The NCBDE cannot be held responsible for lost, misdirected or late mail.

Email Notifications: NCBDE uses a communication platform as a means to notify CDEs about the certification program, including transactional information, e.g. courtesy renewal reminders, etc. If you choose to unsubscribe to our email service, you will not receive news regarding your CDE credential (including important renewal information) and will want to make arrangements to visit the NCBDE web site on a regular basis to review your certification status, renewal details, and to learn of any changes in the program.

Obtaining a Handbook Renewal by Continuing Education The 2019 Renewal by Continuing Education Handbook includes the instructions on how to renew by continuing education. The Handbook is available in pdf format and may be downloaded from the NCBDE web site (<https://www.ncbde.org/assets/1/7/CEHandbookCurrent.pdf>). If you wish to obtain a hard copy Renewal by Continuing Education Handbook, contact the NCBDE national office, by telephone at 877-239-3233, facsimile at 847-228-8469, or e-mail at info@ncbde.org (be sure to include "NCBDE CE Renewal Handbook" in the subject line of the request and your mailing address in the message).

Reminder that 2019 renewals open July 15 for those renewing by CE. For those renewing in 2019 by CE, the online renewal by CE option is very user-friendly and convenient. Refer to page 16 for online instructions.

If you prefer to renew via paper application, you can download the paper application at: <https://www.ncbde.org/assets/1/7/PaperAppCurrent.pdf>. Please note that processing time will be significantly longer when using a paper application than using the online renewal method.

Renewal by Examination: If you plan to renew by Examination, the 2019 Examination Handbook includes instructions to renew by Examination. Those planning to renew by examination can place their registration online at www.goamp.com. If you prefer to apply using a paper application, the application is available in the Examination Handbook.

The Examination Handbook is available in pdf format and may be downloaded from the NCBDE web site (http://www.ncbde.org/assets/1/7/Handbook_Current.pdf). If you wish to obtain a hard copy of the 2019 Examination Handbook, contact the testing agency, PSI/AMP, by telephone at 913-895-4600, facsimile at 913-895-4651, or e-mail at info-AMP@goAMP.com (be sure to include "NCBDE Application" in the subject line of the request and your mailing address in the message). Please note that those who do not pass the Certification Examination or successfully renew by continuing education before the credential expiration date must stop using the CDE® designation until such time as they successfully renew certification.

Kindly refer questions about renewal of certification to the NCBDE national office at 877-239-3233 or by e-mail at info@ncbde.org.

*If you do not meet the renewal practice requirement and still wish to maintain the credential, renewal can only be accomplished through documentation of acceptable continuing education hours and passing the examination or if you meet the renewal practice requirement but cannot meet the continuing education requirement, renewal can only be accomplished through passing the exam. If either of these situations applies to you, visit the web site at https://www.ncbde.org/currently_certified/renewal-information/ for additional information on applying for renewal.

Retired Status Available

A retired status recognition is available for CDEs who have retired and no longer provide diabetes education in any capacity and do not plan to maintain an active CDE® credential.

General Information

The Retired status was established to recognize a retired Certified Diabetes Educator's service and commitment to the diabetes educator profession, as well as their achievement and maintenance

of the CDE® credential. This voluntary status is available to CDEs who are no longer actively working, volunteering, or practicing in diabetes education, but wish to maintain their relationship with NCBDE. Individuals obtaining Retired status will receive a certificate of recognition and be included on a published listing of Retired Status Certified Diabetes Educators on the NCBDE Website.

Retired Status Guidelines

- a) Individuals must actively hold the CDE® credential in good standing or have been in good standing at the time their credential expired in order to request Retired status.
- b) Individuals who have allowed their CDE® credential to expire due to retirement can apply for Retired status within 5 years

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Reinstatement of Expired Credentials Requirements

Has your CDE expired within the last 5 years? Do you know of someone who let their CDE credential expire several years ago? Is there an interest in gaining the credential back?

Individuals whose certification expired within the last 5 years are allowed to apply for the Examination using either 1,000 hours of renewal practice experience or 75 hours of acceptable continuing education activities. For 2019, individuals whose credentials expired on 12/31/2014 to 12/31/2018 can make use

of this reinstatement process. Upon approval of the application and passage of the exam, the individual will be issued a new CDE certification number and new accrual cycle. (Note that certification credit is NOT given between the lapsed date and new certification date.) The Examination Handbook has full details, including the applicable accrual cycles. See “Reinstatement of Expired Credentials” (page 8) in the Examination Handbook for details.

Examination Available Year-Round at Approximately 300 Testing Centers

Will you be renewing by Exam? Do you know of someone working toward their CDE® and will be applying for the examination? Many things have changed over time regarding the program, including eligibility requirements and how and when people apply for the examination. We hope that you’ll steer people to the NCBDE web site or the national office whenever questions about eligibility and the examination arise.

The exciting news is that individuals can apply and test basically any time during the year and at any of the approximately 300 testing centers. There are no more application windows or testing windows per se. Individuals can apply to take the examination year-round at a time and place that is convenient to their schedule. Once approved, they will have 90 days to schedule and take the examination. Even with

the increase in available testing centers, there are only so many seats available each day at each testing center, and it’s first-come, first-served. Be sure to encourage your fellow diabetes educators who are ready to sit to apply and test now or schedule as early as possible upon approval notification. If applicants all wait to apply in say October with a goal of testing by December – there may not be enough seats for all interested in testing in those last few months of the year. But, with roughly 300 testing centers available and the 90 day testing window, we hope that everyone applying will be able to find a convenient date and time to sit for the exam.

To register for the CDE® exam, visit www.goamp.com to place the registration. Please spread the word!

Need a Speaker to Talk About the CDE Certification? Arrange a Visit from the NCBDE CEO

Are you in need of a speaker to come to your organization to speak on the CDE® certification? NCBDE has set aside limited funds for Sheryl Traficano, MBA, CAE, NCBDE’s CEO, to talk about CDE® certification at diabetes educator meetings. Content* will be similar to the presentations that have been given at the American Association of Diabetes Educators (AADE) annual meeting over the past few years. Please help spread the word about this opportunity. If you know of anyone planning a meeting where a presentation on initial or renewal of certification might be a good fit for the audience, please have the coordinator

reach out with the dates and location of the meeting. It’s first-come, first-served as far as the budget and required attendance at other events is concerned, but Sheryl would love to be a part of as many meetings as possible this year. Sheryl can be reached at 847-228-9795, ext. 22, or straficano@ncbde.org. Depending on the demand and success of the presentations, NCBDE will likely consider funding presentations going into 2020 and beyond.

*Note: These presentations are considered information sessions and should not be considered continuing education activities.

Self-Service Online Verification — Available 24/7

Are you in need of a verification of your CDE certification? NCBDE has received a tremendous response to its’ self-service online verification system that was launched a few years ago. In case you were not aware, verification of status for CDEs holding active certifications can be done directly through the NCBDE web site. The self-service online verification system allows CDEs, individuals, employers, and representatives of agencies that provide credentialing verification services to easily obtain verification documentation for active CDEs. If CDEs access the self-service system through the CDE portal, after logging in, they will also have the option to print a wallet card. Employers and other parties who use the self-service system can search by the CDE’s certification number or name. A verification letter is made available immediately and provides options for printing the document or emailing it as a pdf file to any interested party. The self-service verification letter includes the CDE’s name, certification number, expiration date, date of initial certification or most recent renewal, and verifies active status as a certificant.

To learn more about the online verification system and how it works, visit our verification page at <https://www.ncbde.org/verification>. Alternatively, CDEs can log into the CDE portal to view the verification options available which include the ability to print out a wallet card. Instructions on using the online verification system, or to provide to your organization needing to verify your CDE status are available here: https://www.ncbde.org/assets/1/7/CDE_Verification_Online_Instructions.pdf.

CHECK IT OUT!

NCBDE’s web site can be found at:
www.ncbde.org

Renewal of Certification by Continuing Education Option

For CDEs who can document meeting the renewal practice requirement (1,000 hours providing direct or indirect professional contribution to the care and self-management education of people with diabetes), renewal by continuing education option is available as an alternative to the Certification Examination for Diabetes Educators. If renewal of certification by continuing education is chosen, 75 hours of continuing education applicable to diabetes will have to be completed for the 5 year cycle. The continuing education option may be used each time renewal of certification is due, provided the CDE® can document meeting all current eligibility requirements at the time of application.

The renewal of certification by continuing education is intended to enhance continuing competence of certificants by providing each practitioner the opportunity to choose between the Certification Examination or using continuing education. The deadline dates for applying to renew certification is provided in the Renewal Handbook and renewal by CE can be done online or via hard copy application. *All continuing education hours must be completed by the date you apply for your renewal and you will need to apply by the applicable deadline in the year your credential will expire.*

Renewals for CDEs expiring in 2019 will open mid-July. You will want to make sure you meet the renewal requirements prior to applying. The standard deadline falls in mid-September, extended deadline is mid-October and late deadline is mid-December. An additional grace period option is available through March 31 of the following year. Refer to the CE Handbook, page 1, for additional details on the renewal windows.

General Information

Renewal of certification demonstrates that professionals previously certified have maintained a level of contemporary knowledge in diabetes education. It is expected that health professionals specializing in diabetes education will demonstrate through renewal of certification that their knowledge and skills are up-to-date and the ability to practice proficiently, safely, and in a manner consistent with current National Standards of Diabetes Self-Management Education and Support (NSDSMES). It is also expected that all CDEs 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

Continuing Education Accrual Cycle Examples

Example	75 Hours required for each	Credential Expires	CE Hours may be accrued from
A	G. Doe – newly certified in 2014	12/31/2019	1/1/2015
B	K. Evans – renewed by continuing education in 2014 (9/16/2014 deadline)	12/31/2019	9/17/2014
C	D. Wright – renewed by continuing education in 2014 (10/15/2014 deadline)	12/31/2019	10/16/2014
D	J. Smith – newly certified in 2018	12/31/2023	1/1/2019
E	M. Johnson – renewed by continuing education in 2018 (9/15/2018 deadline)	12/31/2023	9/16/2018
F	J. Davis – renewed by continuing education in 2018 (10/15/2018 deadline)	12/31/2023	10/16/2018
G	P. Jones – renewed by continuing education in 2017 (12/15/2017 deadline)	12/31/2022	12/16/2017

inclusive of the Examination Content Outline in the current Handbook. NCBDE requires all CDEs to renew certification every 5 years. It is the responsibility of the individual certificant to maintain certification and to stay abreast of any changes in certification and renewal requirements. The dates of the credential should be monitored and applications for renewal submitted by published deadlines. You can find this information in your CDE portal of the NCBDE website. You can earn CEs from activities from the Formal and Expanded categories. If renewing by CE, you will need a minimum of 75 hours with no more than 30 hours being used from the Expanded categories. All continuing education hours need to be related to diabetes and activities from the Formal group must be approved from one of our Recognized Providers. Please refer to the enclosed insert “Renewal by Continuing Education Guidelines for Reporting Continuing Education Activities” for complete details on the qualifying activities which includes Formal activity requirements, Expanded activity categories including limitations, and NCBDE’s List of Recognized Continuing Education Providers.

Renewal by Continuing Education Cycles

After initial certification, continuing education, activities must be completed between January 1 of the year following the certification year and the date of application. For subsequent certification periods, all continuing education must be completed between the day after the application deadline date of their last renewal, i.e., September 16, and the application deadline date for renewal, i.e., September 15, five years later. See Accrual Cycle Examples box above.

Activities NOT acceptable for renewal of certification by continuing education:

- 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 (except as Mentor in NCBDE mentorship program)

NOTE: CDEs renewing in 2019 – the application to renew by continuing education can be completed using an online renewal option via the CDE portal of the web site. Friendly, fast, and secure! Try it out if you are renewing this year!

Recognized Providers

The list of recognized providers is available in the 2019 Renewal of Certification by Continuing Education Handbook, on the web site, and in the enclosed insert. All Formal CE activities must be provided by or approved by a provider on NCBDEs List of Recognized Providers.

(Note: *Several state licensure boards require continuing education for renewal of licensure. Acceptance by a state board of licensure does not guarantee that a continuing education program meets NCBDE criteria. The continuing education must be applicable to diabetes and the licensing board must be approved or accredited by a provider on the NCBDE List of Recognized Providers.)

RENEWAL OPTION / Continued on page 23

Renewal of Certification by Continuing Education Tips

For CDEs renewing in 2019:

- Obtain a copy of the 2019 Renewal of Certification by Continuing Education Handbook or download a PDF copy from the NCBDE website. **Then, before doing anything else, read all instructions for submitting an application and identify the requirements to make sure you meet the renewal requirements prior to applying for renewal.**
- Try out the continuing education tracking area available in the CDE portal on the NCBDE website - www.ncbde.org. To access, choose the CDE Log In menu option (top of screen on left-hand side of page) and enter your CDE login credentials. From there select 'Track Hours', 'Continuing Education Tracking' and enter your CEs. Can't remember your login? Contact the NCBDE office at 1-877-239-3233 or email to info@ncbde.org.
- If you are chosen for audit, some Summary of Continuing Education Activities Form tips:
 - Track and report your activities by Formal and Expanded Activities categories in the appropriate reporting summary sheet. **Remember that during each accrual cycle you need a total of 75 CE hours and no more than 30 can be used from the Expanded Activities category.**
 - Avoid using initials or acronyms for courses and providers the first time you list the course or provider. Or better yet – make use of the fillable audit form and use the drop down box to identify the provider.
 - Each activity must include a full title, not just a course number.
 - If it is not evident from the activity's title that the content is applicable to diabetes, submit an outline or include a brief description of how the activity is applicable to diabetes. Do not submit outlines or descriptions if it is clear from the title of the activity that it is applicable to diabetes.

- Specify the number of hours being claimed if the entire activity/course is not applicable to diabetes (e.g., "10 hours/24 hrs total"). You may want to report sessions individually or include a program/course outline with applicable content highlighted.
- In a multiple day workshop, claim only content applicable to diabetes if diabetes is not the total focus of the program.
- You will want to make note of the deadline date for your submission of your audit documentation which was provided in your audit notice. A late fee of \$25 will be required if your audit documentation is not received by the stated return date.
- If you have more continuing education hours than the number required, it is advisable to report them. This will save the review committee from having to request more information if it isn't clear that some courses were applicable to diabetes.

For ALL CDEs anticipating renewal of certification by continuing education:

- These items cannot be over-emphasized:
 - Check NCBDE web site regularly to verify eligibility requirements, application deadline dates, and published time frame for continuing education activities.
 - Make sure the providers of continuing education activities that are being considered for certification renewal are on (or approved by an organization on) NCBDE's Recognized Provider List.
 - Remember that individual state boards of licensure, including state boards of nursing, are only acceptable providers if they are accredited/approved by one of the providers recognized by NCBDE, such as the American Nurses Credentialing Center (ANCC). The provider on the Recognized List is the organization that must be reported on the Summary form (and appear on the CE certificate or attendance or verification document) if you are chosen for audit.

- Lastly, simply because a continuing education activity is offered by a provider recognized by NCBDE, it does not automatically ensure that the activity itself is acceptable for renewal by continuing education. You will want to make sure the activity meets all the requirements before including it in your list of activities for renewal by continuing education.
- Keep a copy of the activity's outline and/or program brochure in your file in case you need it when documenting the content specifically applicable to diabetes (e.g., a dietetic or nursing meeting with a non-specific title of "2017 State Conference" or an item such as "Prescribers Letter" – neither of these titles would be specific enough to verify content is applicable to diabetes if you are chosen for audit and need to verify the hours). You will want to review the outline/brochure to report the appropriate content.
- Mark the name of the recognized provider on your certificates or verification of attendance as the activities are completed if the organization offering the activities are accredited or approved by an organization on the Recognized Provider list. You may not be able to locate this important information if you need to fill out audit documentation several years later.
- Be certain that the continuing education offerings you wish to claim were completed within the allowed time frame.
- If you opt for the Extended or Late Application Deadline Date, it is important to understand that you may accrue continuing education (and practice) hours up to the date of application submission. However, your accrual cycle for the next renewal will begin after the chosen deadline date.
- If you opt for applying under the Grace Period Option, your CEs **must** be earned by December 15th of your renewal year.
- Applications and audit documentation must be completed in English and handwriting must be legible.

OPEN POSITIONS / Continued from page 2

Applicants must submit a completed application, current resume or curriculum vitae, and two letters of recommendation. The deadline for submitting applications is August 1, 2019.

This is a tremendous opportunity to share your knowledge and professional talents at a national level and to be involved in maintaining the high standards of NCBDE credentialing in diabetes education.

Showcase Yourself

Check out the available resources for CDEs to share!

https://www.ncbde.org/currently_certified/resources/

REMINDER: Practice Requirement for Renewal of Certification

For renewal of certification, CDEs need to be able to document a minimum of 1,000 hours of professional practice experience during the five-year certification cycle, in addition to either taking the Certification Examination or renewing by continuing education (CE). The professional practice requirement for renewal of certification, however, is NOT the same as that required for initial certification. Please note that there is also an option available for any CDE® who cannot document meeting the practice requirement but who still wishes to maintain their CDE® credential.

NCBDE recognizes that diabetes education is an evolving specialty and that experienced CDEs often assume roles other than the practice of diabetes self-management education required for initial certification.

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 renewal practice requirement is intended to be as inclusive as possible of positions currently held by CDEs, 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 1,000 hours of professional practice experience must:

- Take place in the United States or its territories
- Be completed during the appropriate five year certification cycle. For those renewing for the first time, the start date for accruing practice hours is the January 1 following the year of initial certification. For those who have previously renewed, the start date for accruing practice hours is the day after the deadline date of their last renewal by continuing education or the fall exam deadline date (e.g., for those renewing in 2019, those who renewed by continuing education on September 15, 2014, accrual starts September 16, 2014; for a CDE® who renewed by exam on June 6 or November 10, 2014, the accrual date starts on September 16, 2014). All hours must be obtained prior to the date of application for renewal.

There is no requirement about how or when this must be accomplished, e.g., to complete 200 hours per year, or to be practicing at the time of application.

What documentation do you need to provide to show you have accumulated at least 1,000 hours of practice?

It is always prudent to keep detailed information for your personal records. In fact, if you plan to have someone verify your practice hours (if you are audited), you should check with them to see what would satisfy their need for detail. The good news, however, is that there is no requirement for you to document these hours in detail on the application for renewal. You will be asked to attest to meeting all of the current

eligibility requirements, including the 1000 hour practice requirement.

If an application is chosen for audit, you will need to have a supervisor (or for those in private practice, another qualified health care professional) sign a similar statement that confirms you have fulfilled the practice requirement. You can view the audit documents at: <https://www.ncbde.org/assets/1/7/AuditDocumentsCurrent.pdf>.

For Those Unable to Meet the Practice Requirement

For CDEs who wish to maintain certification status but do not or cannot meet the practice requirement, there is still an avenue available to you for maintaining your credential. During the five year period that certification is valid, if a CDE® has practiced less than the required 1000 hours, has taken employment unrelated to diabetes care and education, is on leave from employment or has retired, but still wishes to maintain certification as a diabetes educator, the requirements to hold a current, active unrestricted license or registration for the same discipline held at the time of initial certification and to demonstrate knowledge of current standards and practices by documenting relevant continuing education activities and passing the examination. No exceptions will be available.

For Those Unable to Meet the Continuing Education (CE) Requirement

For CDEs who wish to maintain certification status but do not or cannot meet the continuing education requirement but meet the practice requirement and continue to hold the license or registration of the same discipline held at the time of initial certification, renewal by examination is the only option to renew. Refer to the Examination Handbook for details on how to apply for renewal by examination under this situation.

Practice Examination Available

A practice examination (PE) is available. The PE is designed to provide candidates with a meaningful resource as they prepare to take the Certification Examination (Examination). It is purchased and administered over the internet through PSI/AMP, NCBDE's testing agency (<http://store.lxr.com/dept.aspx?id=71>).

The PE is intended to give Examination applicants an understanding of the type and format of items used on a particular Examination and to practice taking an abbreviated version of the Examination. The questions were selected from the NCBDE item bank in proportion to the number of items in each content area of the major outline headings and subheadings within the major content headings of the Examination Content Outline. The questions are also representative of the three cognitive levels used in the Examinations, i.e., recall, application, and analysis. Just like Examination score reports, the score report for the PE provides a total of correct answers for each major area of the content outline. It will not include details on the specific items answered incorrectly. The PE includes a total of 50 questions and the fee to take the PE is \$55.

Summary of the 2018 Certification Examinations and Renewal of Certification by Continuing Education

To inform the public, potential candidates, and those currently holding the Certified Diabetes Educator® (CDE®) credential, NCBDE each year publishes a summary of the results of the certification examination for diabetes educators (Examination) administered the previous year, and the results of renewal of certification by continuing education.

Certification Examination for Diabetes Educators — 2018

The current Examination Content Outline was implemented beginning with the 2014 Examinations reflecting the results of a 2013 practice analysis that will be in effect until June 30, 2019. A new Examination Content Outline reflecting the results of a 2018 practice analysis that surveyed diabetes educators about the tasks they performed will be in effect July 1, 2019. Questions on the Examination are linked directly to a task or tasks. Each question, therefore, is designed to test if the candidate possesses the knowledge necessary to perform the task or has the ability to apply it to a job situation.

NCBDE offers year-round application submission and testing. Individuals can apply to take the examination year-round at a time convenient to their own schedules and the online exam registration is a fast and easy process. Once approved, individuals have 90 days to schedule and take the examination.

A total of 1,862 candidates took the Examination in 2018. Of the total, 69.5% took the examination for the first time, 22% had previously taken the examination, but had not passed, 2.4% were previously certified individuals whose credentials had expired, and 6% renewed certification status.

2018 Renewal of Certification by Continuing Education

There were no changes to the requirements for renewal of certification by continuing education in 2018.

Renewal by continuing education in 2018 required that CDEs hold the license or registration for the same discipline held at the time of initial certification and, during the five year recertification cycle, a) meet the renewal practice requirement of 1,000 hours of professional practice, and b) earn 75 hours of continuing education in content areas applicable to diabetes. For those CDEs who meet the practice experience requirement, the renewal by continuing education option may be

Pass/Fail Statistics for the 2018 Calendar Year			
Category of Candidates	Total	Pass	Fail
Candidates writing the examination for the first time — standard pathway	1,275	67.00%	33.00%
Candidates writing the examination for the first time — unique qualifications pathway	20	30.00%	70.00%
Candidates renewing certification by examination	110	92.72%	7.28%
Candidates with expired credentials (expired 2017)	17	78.26%	21.74%
Candidates with expired credentials (expired prior to 2017)	27	82.35%	17.65%
Candidates repeating due to unsuccessful previous attempt(s)	404	47.77%	52.23%
Candidates repeating due to unsuccessful previous attempt(s) — unique qualifications pathway	9	11.11%	88.89%
Total Testing Candidates in 2018	1,862	64.12%	35.88%

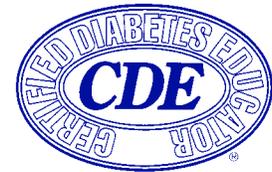
used each time recertification is due. A CDE® who cannot document meeting the practice requirement must accrue the required hours of continuing education at the time of application for the Examination and successfully pass the Examination.

To support lifelong learning and continuing competence, several activities beyond formal CE activities - identified as “Expanded Activities” - were approved by the NCBDE Board of Directors for use by CDEs pursuing renewal via the CE option and became available to CDEs renewing in 2017. The Expanded Activities include academic coursework, giving presentations, authoring publications, and serving as a Mentor in the NCBDE mentorship program. A minimum of 45 of the required 75 CE hours must still be accrued using formal CE activities. The Expanded Activities must be applicable to diabetes and there are limits on the number of hours that can be claimed in the qualifying categories.

A total of 2,844 CDEs submitted applications for renewal of certification by continuing education; more than 99% successfully completed the process.

Overall Numbers of CDEs

In fall 1986, 1,248 health professionals successfully completed the certification process to become the inaugural group of CDEs. There were 19,783 credentialed CDE® health professionals as of January 1, 2019.



Three CDEs Win at 2018 AADE Annual Meeting

Congratulations to the three CDEs who were winners of the NCBDE drawings held during the 2018 American Association of Diabetes Educators Annual Meeting in Baltimore, MD, held August 17-20! These CDEs will be able to renew certification without paying the \$250 fee, which is being waived by NCBDE.

- Carmen Eucker, RN, CDE®, Washington
- Janet Wall, RD, CDE®, Arkansas
- Dawn Posh, RN, CDE®, Pennsylvania

Buttons were issued to over 900 CDEs who had attended the meeting and a number of CDEs stopped by the NCBDE exhibit booth to pick up a button on-site. It was great to visit with the many CDEs that stopped by the booth with questions or just to drop off their tickets for the drawing. We enjoy meeting our wonderful CDEs.

We look forward to seeing many CDEs in Houston this August!

MESSAGE / Continued from page 1

strategic priorities. Whenever possible, NCBDE will continue to pursue collaboration with other organizations and stakeholders as part of meeting the organization's goals.

Under growth, NCBDE will seek to increase the number of new NCBDE-certified professionals by 8%, maintain certification retention rate of 75%, investigate other disciplines to qualify for certification, and investigate credentialing for other levels of diabetes education and support. Under the category of perception and awareness, NCBDE will promote NCBDE certificants as experts in diabetes clinical management, education, prevention and support, market NCBDE as the premier organization for certification, increase visibility among key stakeholders, increase referrals for diabetes education provided by NCBDE certificants, and advocate for NCBDE-certified professionals to receive reimbursement for diabetes education. Regarding the organizational health category, NCBDE will explore opportunities to support organizational health, assess volunteer leadership structure and skills to support areas for opportunities and strategic priorities, prioritize financial resources to align with opportunities and strategic priorities, and optimize use of technology across the entire organization.

HERE ARE SOME HIGHLIGHTS FROM THE LAST 12 MONTHS AND GOING FORWARD...

Many Thanks to Outgoing Board Members

We said a fond farewell to three Board members at the end of 2018 including Carolé Mensing, RN, MA, CDE®, FAADE, Walpole, Massachusetts, who served as Chair while on the Board, Geetha Krishnan, MS, MA, RD, CDE®, LD, Las Vegas, Nevada, and Gail Overton, MScN, LN, CDE®, Granbury, Texas. We greatly appreciate the leadership and commitment these CDEs brought to the Board of Directors. Carolé and Gail are contributing to NCBDE with a role on the Credentials Committee and Professional Development Committee respectively.

New NCBDE Board Members



Chrystyne Olivieri, DNP, FNP-BC, CDE®



Jenni Osborne, CDE®, MCHES, MPH



Becky Sulik, RDN, LD, CDE®

We are happy to announce and welcome three CDEs elected to serve on the Board at the November 2018 Board meeting: Chrystyne Olivieri, DNP, FNP-BC, CDE®, Greenlawn, New York, Jenni Osborne, CDE®, MCHES, MPH, Portsmouth, Virginia, and Becky Sulik, RDN, LD, CDE®, Idaho Falls, Idaho. These individuals started their roles as Board members in January 2019 and will serve four-year terms. We look forward to these CDEs bringing their experiences and skills to the organization!

Officers Update



Joan Bardsley, MBA, RN, FAADE, CDE®, Immediate Past Chair

The NCBDE Board members express their thanks to Joan Bardsley, MBA, RN, FAADE, CDE®, Great Falls, Virginia, who completed her term as the 2018 Chair. Joan will continue her service on the Board in the role of Immediate Past Chair in 2019. In that role, she will also participate as a member of the Professional Development Committee.



Jasmine D. Gonzalvo, PharmD, BCPS, BC-ADM, CDE®, LDE, Chair-elect

Jasmine D. Gonzalvo, PharmD, BCPS, BC-ADM, CDE®, LDE of Indianapolis, Indiana was elected to the position of Chair-elect for 2019. For 2019, she will also serve as Chair of the Professional Development Committee. Her role as Chair will begin on January 1, 2020.



Benjamin Klein, BS, Treasurer

Benjamin Klein, BS, Boston, Massachusetts, NCBDE's Public Member, was elected to serve as Treasurer in 2019. He continues to also serve as a member of the Outreach Committee.



Britt Rotberg, MS, RDN, LD, BC-ADM, CDE®

Thank you to Britt Rotberg, MS, RDN, LD, BC-ADM, CDE®, from Atlanta, Georgia, who served as Treasurer in 2019. Britt continues to serve on the NCBDE Board of Directors.

Practice Analysis 2018

NCBDE conducted a practice analysis in 2018, also known as a role delineation study or job analysis. A survey of the tasks identified in the practice of diabetes education was conducted with a sample of CDEs and other diabetes educators. The PATF reviewed the results and worked with PSI, NCBDE's testing agency,

to statistically review the results. A revised Examination

Content Outline was finalized based on the results of the survey process. The Outline will go into effect in July 2019. Thank you to those individuals who participated in the online survey. In following best practices and meet accreditation standards, it is important that NCBDE regularly verify that the certification examination continues to reflect the knowledge and skills needed for current practice as a diabetes educator. Many thanks to the Practice Analysis Task Force members (see page 16), including John Zrebiec, MSW, CDE®, Osprey, Florida, who served as Chair of the Task Force.

Outreach Efforts

NCBDE has continued to commit funds to increase the numbers of CDEs and also to help people living with diabetes and those referring for education learn more about CDEs. Hopefully, you've noticed some of the places that NCBDE has been placing advertisements and had staff and volunteer leaders providing information about CDEs and the certification program. Avenues include:

- sponsorship of consumer-related activities in the Hispanic community, USA Today Diabetes Month publications; public safety announcements (PSAs) through NPR in Texas and North Carolina;
- exhibits at the National Association of Hispanic Nurses Annual Meeting, American Pharmacists Association Annual Meeting, Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo, American Diabetes Association Scientific Sessions Annual meeting, and the AADE Annual Meeting;
- advertising/sponsorship in Today's Dietitian, with inclusion in the publications Resource Guide, Clinical Exercise Professionals Association sponsorship with related web site and publication advertisements; and
- an email blast to physicians promoting working with a CDE for November's Diabetes Awareness Month and a follow-up email blast message in December.

The Outreach Committee is continuing to work on a program for interested CDEs to serve as 'ambassadors'. The Committee has conducted some pilot programs with a focus on spreading the word about becoming certified and to managers and administrators about the need for education and what CDEs can provide. In the future, the plans are that we can encourage ambassadors to not only talk about becoming a CDE but to also talk with people living with diabetes about education and working with a CDE and providers to encourage referrals to CDEs.

Online Self-Service Verification Available 24/7

Launched a few years ago (and if you haven't checked it out yet, we hope you'll take a look), NCBDE has available an online self-service verification system. Employers and credential verification entities can access verification information via the NCBDE web site 24 hours/day 7 days a week. CDEs who log in to their portal can also produce verification documents and email them to individuals/companies as needed. Check out the information on page 4 for more details.

Diabetes Prevention Program Expansion Support

NCBDE continued to encourage CDEs to be a part of the expansion of the National Diabetes Prevention Program. In this vein, we provided support in 2018 for the travel expenses for three CDEs to pursue positions as Master Trainers through the American Association of Diabetes Educators (AADE). Yvonne Grant, PharmD, CDE®, BC-ADM, Sherman Oaks, California, Elva Hooker, RDN, CDE®, Gilbert, Arizona, and Linda Schoon, RD, CDE®, Loveland, Colorado, were the recipients of the 2018 support. NCBDE has committed funds for 2019 to support travel expenses for several CDEs as well, depending on AADE's needs. Keep your eye open for announcements from NCBDE and AADE when applications become available.

We will also be supporting efforts for developing programs in underserved areas in collaboration with AADE. More news on that as it becomes available.

* * *

Are You Ready for a Leadership Position with NCBDE?

NCBDE will have positions open on the Board for CDE again in 2020, so elections will take place in 2019. Have you ever thought about applying for a Board position? Check out the details and the process on page 2. It is a wonderful way to contribute to the profession, while also being an opportunity to expand your leadership skills and pursue personal and professional development goals.

* * *

Vision of the Profession Discussions

Many CDEs who are AADE members know of the many discussions have been taking place over the past year regarding the future of the profession and the organization. AADE has included NCBDE in many of those discussions and has actively requested our feedback and thoughts. Even if you are not an AADE member, it is important to know what's happening. We encourage you to visit their website (www.diabeteseducator.org) to learn

more about what's happening in the field related to these plans.

* * *

Legislation Related to Certification

In the last few years, state legislation has been proposed and sometimes passed which has caused confusion in the certification industry and may affect individuals holding certifications. NCBDE is actively participating in the Professional Certification Coalition to help address these issues. If NCBDE reaches out to you regarding a possible letter or email message to your state legislators about a concern in your state, please take the time to educate yourself and take action.

* * *

The numbers of individuals with diabetes in the US (>30 million) and those at risk for diabetes (>84 million) continue to grow. Thus, the Board's strategic priorities of growth in numbers of NCBDE certificants, perception and awareness of the CDE credential, and overall health of the NCBDE is even a higher priority now and for the foreseeable future. The CDE credential identifies individuals with a core of knowledge in the field of diabetes that is necessary for the best education of those with diabetes and those at risk for the disease. I encourage those of you with the CDE credential to ask your eligible colleagues to prepare for and take the CDE examination. The Board is here to support you as a CDE and your diabetes educational endeavors. Please contact us if you have questions about the CDE credential, the examination, or diabetes education in general. Thank you for all you do.



Leonard Sanders, MD, FACP, BC-ADM, CLS, CDE®
Chair, NCBDE Board of Directors

Join the Discussion

If you haven't had a chance yet, be sure to check out the NCBDE Facebook page. Join the 3,000 others who have liked our page. This more casual communication platform is a great way to get updates on NCBDE activities. Here's the link: <https://www.facebook.com/CertifiedDiabetesEducators>.

We've also created a NCBDE group on Linked In: <https://www.linkedin.com/groups/8233015>.

Join the discussions!

Mentorship Program

The NCBDE Diabetes Educator Mentorship Program (Program) was formed back in 2010 in association with the American Association of Diabetes Educators (AADE) and the American Diabetes Association (ADA). This optional Program was created to promote careers that will lead to a Certified Diabetes Educator® (CDE®) designation and improve access to much needed diabetes education (DE).

The program was designed to partner experienced CDE-credentialed diabetes educators with health professionals who are interested in gaining experience in providing diabetes education. The goal is to assist these professionals with meeting the current hours of experience practice requirement for CDE® certification.

We are always looking for new CDEs to join in the program. Please look over the new requirements (below) to see if there is an interest and if you qualify as a mentor. NCBDE Mentors in the program can now earn up to 10 CEs for each completed partnership during any one accrual cycle; up to a maximum of 30 CEs or 3 completed partnerships. You can find CE information for those serving as a NCBDE mentor in the attached insert on Expanded Activities.

At press time, there were 147 CDEs serving as active mentors, over 50 approved mentees are in active partnerships with mentors, and over 60 individuals are approved to move forward in seeking a partnership with a mentor. A total of 216 health professionals have completed the Program – accumulating volunteer hours towards eligibility for certification and hopefully providing them with a foot in the door to securing a hired position as a diabetes educator, with a grand total of 130 of those mentees having successfully passed the certification examination - becoming CDEs!

Take A Look!

Mentorship information is available on the NCBDE mentorship page and the Mentor Toolkit available in the CDE portal of the web site.

Mentor Eligibility Criteria

The current eligibility criteria for mentors are:

- CDE®, in good standing, for 3 years
- Current practice as a Diabetes Educator, providing DE services
- Other preceptor/mentoring experience
- Verify that DE provided includes*:
 - a process to coordinate educational activities

- the individual's learning needs and goals
 - a curriculum (appropriate diabetes content areas, learning objective, methods of instruction delivery and methods for learning evaluation)
 - documentation of the educational activities
 - communication to the individual's primary care provider and/or the referring provider
 - regular assessment of the needs of your community and changes made based upon those needs
 - regular evaluation of the educational effectiveness and outcomes with results used to make changes in the educational activities
- Agree to complete and submit appropriate Mentor/Mentee monitoring documentation
 - * Additional information may be requested for any application.

Interested in Serving as a Mentor?

First, thank you for your interest in serving as mentor. The application packet is available on NCBDE's web site as a downloadable file - either in pdf or word format. If you would like a hard copy of the application mailed to you, please contact the NCBDE national office.

Mentee Eligibility Criteria

The eligibility criteria for mentees are:

- Meet NCBDE's standard pathway discipline requirements in effect at the time of application
- Volunteer hours must be accrued within a maximum 4 year period immediately prior to applying for certification
- Accrue DE volunteer hours under guidance of NCBDE Mentor

For those interested in participating in the program as mentee, it is recommended that the individual carefully review the Examination discipline requirements prior to applying to verify that she/he meets that aspect of NCBDE's eligibility criteria. The application packet is available on NCBDE's web site as a downloadable file in pdf format. If you would prefer to receive a hard copy version of the application, please send an email message requesting the document (info@ncbde.org). Be sure to include your mailing address when sending your request.

Listing of Mentors by State (as of 3/30/2019)

We are so grateful to the CDEs who have applied to serve as mentors – thank you! Without their participation, there could be no Program! We'd also like to express our sincere

appreciation to their institutions/practices for taking the steps needed to support the Program.

AZ

Rachel Calendo, RN, CPNP, CDE®
Cardon Children's Medical Center/Bannerhealth

Jeanne Fenn, RN, PNP, CDE®
University of Arizona Medical Center

Alberta Rand, MSN/Ed, RN, CDE®
Phoenix Indian Medical Center - Diabetes Center of Excellence

Robin Wineinger, RD, CDE®, MED
Carondelet Diabetes Care Centers/St. Joseph's Diabetes Care Center

Kelli Jo Yee, MS, RD, CDE®
Banner University Medical Center-Tucson

CA

Dana Armstrong, RD, CDE®
Diabetes & Nutrition Support Services

Harry Avellona, RN, MSN/Ed, CDE®
Good Samaritan Hospital

Lou Erin Castillo, RN, CDE®
Diabetes Care Center - Shasta Regional Medical Center

Mary Jean Christian, RD, CDE®
University of California, Irvine

Ann Doherty, RN, CDE®
Alta Bates Summit Diabetes Center

Danielle Halewijn, RD, CDE®
PIH Health

Elizabeth Leong, RD, CDE®
Bay Area Diabetes and Wellness Center

Michelle Mason-Chadd, RN, CDE®
Kaiser Permanente

Vicky McKay, MS, RD, CDE®
Kaiser Permanente

Terrye Peterson, RN, CDE®
University of California, Irvine Health Care

Martha Quintana, RN, BSN, CDE®, CPT
Diabetes Health Center

Elaine Reynolds, RD, CDE®
Plante Endocrinology, Diabetes and Wellness

Virginia Smelser, RN, CDE®
John Muir Health, Diabetes Center

Susan Smith, PhD, CDE®
Kaweah Delta Medical Foundation/Visalia Medical Clinic

Jacqueline Thompson, MS, RD, CDE®
Diabetes Health Center

Lois Weiss, RN, CNS, CDE®
St. Mary's Medical Center

CO

Lisa Harris, MS, RD, CDE®
Poudre Valley Hospital Center for Diabetes Services

DC

Andrea Troutner, RD, LD, LDN, CDE®, FAND
Providence Hospital Diabetes and Nutrition Center

FL

Sharon Hershey, RN, CDE®
Gulf Coast Medical Center

Deanna Howard-Gonzalez, RD, LD, CDE®
Twin Cities Hospital

Deanna Spears, RN, CDE®
Central Florida Regional Hospital

GA

Allison Fox, PharmD, CDE®
Atlanta Veterans Affairs Medical Center

Julie Joiner, RD, CDE®
Phoebe Putney Memorial Hospital

Heather O'Connor, RD, CDE®
Phoebe Diabetes Resource Center

Susan Ullrich, RN, MA, Ed, CDE®
Southeast George Health System

HI

Naomi Fukuda, RPRN, BC-ADM, CDE®, CPT
The Queen's Medical Center, West Oahu

IA

Sharon Ferguson, RN, CDE®
Mahaska Health Partnership

IL

Julie Allen, MS, RD, LDN, CDE®
Riverside Diabetes Wellness Center

Randi Barbon, RN, CDE®
Centegra Diabetes Center

Gloria Boland, BSN, RN, CDE®
Advocate Condell Medical Center

Carole Corder, MS, RD, CDE®
St. Anthony's Memorial Hospital

Sarah Ferguson, RN, ACNS-BC, BC-ADM, CDE®
Centegra Diabetes Center

Amy Fischl, MS, RD, LDN, BC-ADM, CDE®
University of Chicago Kovler Diabetes Center

Catherine Geraci, RN, APN, CDE®
LaRabida Children's Hospital

Nancy Jerger, RN, RD, CDE®
University of Chicago Medicine

Beryl Larson, RN, MSN, CDE®, CNL
Mercy Hospital and Medical Center, Diabetes Center

Colleen Miller-Owen, APN, CNP, CDE®
Northwestern Medicine Regional Medical Group

Deborah Redd, RN, CDE®
Illinois Valley Diabetes Center for Excellence

Tavia Vital, RN, CDE®
Unity Point Health, Trinity

IN

Rose Flinchum, MS, CNS, CDE®
Indiana University Health, La Porte Hospital

Freda Schafer, RDN, CDE®
Witham Endocrinology

KS

Andrea Dohman, RN, APRN, CDE®
University of Kansas Health Systems/Cray Diabetes Center

Patricia Hohman, APRN, CDE®
Lawrence Memorial Hospital

Amy Huelle, RD, CDE®
The University of Kansas Medical Center

KY

Theresa Clark, MS, RD, LD, CPT, CDE®
Diabetes Resource Center of Hopkinsville

Deborah Deck, RN, CDE®
Jennie Stuart Medical Center

Linda Mills, RN, BSN, CDE®
Baptist Health Corbin

LA

Jen Avis, MEd, LD, RD, CDE®
St Francis Diabetes and Nutrition Center

MA

Jo Fleming, RN, CDE®
Milford Regional Medical Center

Caron Gruppiso, RN, CDE®
Milford Regional Medical Center

MD

Andrea Ford, BSN, RN, CDE®
Shady Grove Adventist Hospital

Angela Ginn-Meadow, RN, LDN, CDE®
University of Maryland Center for Diabetes & Endocrinology

Eva Gonzales, RD, CDE®
Holy Cross Hospital Silver Spring

Linda Henderson, RN, CDE®
Holy Cross Hospital

ME

Jody Coy, RN, BSN, CDE®
Mayo Practice Associates

MI

Pamela Milan, RD, MBA, CDE®
Henry Ford Health System

Timira Perry, RN, BSN, CDE®
Oaklawn Hospital

Virginia Ramsay, RN, MSN, CDE®
St. Mary Mercy Hospital

Ericka Ridgeway, PharmD, BCACP, BC-ADM, CDE®
St. Joseph Mercy Oakland

Clisty Sturdy, RD, CDE®
St. Joseph Mercy Center for Diabetes

Judith Zielke, RN, CDE®
McLaren Macomb Hospital

MO

Ami Faerber, BSN, RN, CCRN-k, CDE®
Mercy Hospital Jefferson

Mary Lawrence, RN, MSN, CDE®
Mercy Hosiptal-St Louis

Ruth Mencl, RN, MN, CDE®, CPT
St Lukes East Hospital Diabetes Center

Vicky Taylor, RN, CDE®
Saint Luke's Hospital

MS

Patricia Stuart, BS, MPH, MS, CDE®
Keyhabits, LLC

NC

Timothy Daly, PharmD, CDE®
Mission Hospital's Diabetes & Health Education Center

Sara Foreman, RD, LDN, CDE®
Albemarle Regional Health Services

Kimberly Freeman, RN, CIC, CTTS, CDE®
Mission Hospital-McDowell

NC

Karen Hoerner, RN, CDE®, MSN, FNP
Mission Hospital Diabetes Education Center

Wanda Honeycutt, RN, CDE®
Rowan Regional Medical Center

Susan Houston, RN, CDE®, CHC
Vidant Employee Wellness

Brenda Lillard, RD, LDN, CDE®
Jackson County Department of Public Health

NH

Karen Adams, APRN, FNP-BC, MSN, CDE®
KLA Diabetes Care PLLC

Shawna Bedard, MS, RD, LD, CDE®
Concord Hospital Diabetes and Nutrition Services

Lucy Gordon, RN, CDE®
Littleton Regional Healthcare

Jane Hackett, RD, MA, LD, CDE®
Exeter Hospital

NJ

Lois J. Gerst, RN, BSN, CDE®
Virtua Center for Nutrition & Diabetes Care

Meaghan Kim, RN, CDE®
AtlantiCare

Robin Stout, RN, CDE®
Virtua Center for Nutrition and Diabetes Care

NM

Bernadette Chavez, RN, CDE®
Christus St Vincent Regional Diabetes Center

Rebecca Kiss, RN, BSN, CDE®
NMVAHCS - New Mexico VA Healthcare System

Barbara Macmillan, RN, CNS, CDE®, BC-ADM
University of New Mexico Hospital

Linda Reineke, RD, CDE®
University of New Mexico Hospital

Dee Romine, RN, RD, CDE®
Veteran's Medical Center

NY

Julia Bergen, RN, MSN, CDE®
North Shore LIJ Health Systems

Rosalia Doyle, RD, CDE®
North Shore University Hospital

Alefiya Faizullahoy, MS, RD, CDE®, CDN
Northwell Division of Endocrinology

Marie Frazzitta, NP, DNP, CDE®
Northshore Center - Diabetes in Pregnancy

Debra Gates, DNP, NPC, CDE®
Rochester Regional Health @ Clifton

Ann Marie Hasse, RN, BSN, CDE®, CPT
North Shore University Hospital

Nancy Jones, BSN, RN, CDE®
Albany Medical Center Division of Pediatric Endocrinology

Chukwuma Madu, PharmD, CDE®
Xtra Care Pharmacy/Freeport Medical Supply Inc.

Susan Rioux, MS, RN, CNS, CDE®
St. Joseph's Hospital Health Center

Gail Serino, RN, BSN, CDE®
Syracuse Veteran's Administration

Laura Smith, RN, CDE®
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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 CDEs 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 hours is the January 1 following the year of initial certification.

For those who have previously renewed, 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 that previously renewed by Examination, the start date for accruing CE hours is September 16 of their previous renewal year. Refer to the Renewal Handbook or call the NCBDE National Office for your accrual dates.

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

3. Activities:

- all Formal CE activities must be provided by or approved by a provider on the NCBDE 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.
- 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 NCBDE's Mentorship Program

4. Activities - Additional Information/Requirements

See Tables A and B on pages Update 2-3



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"> ■ Minimum of 45 clock hours 	<ul style="list-style-type: none"> ■ Must be approved by a provider on the NCBDE List of Recognized Providers (See Formal Activities – Recognized Continuing Education Providers on page 14). ■ 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. <p>Activities NOT acceptable.</p> <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 meeting the continuing education requirements by providing copies of certificates of completion, verifications of attendance issued by a recognized provider on NCBDE'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.



2019 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"> ■ No minimum required ■ Can mix and match with other non-formal categories ■ Maximum if only use 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. CDEs 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 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 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 NCBDE 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



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) <http://professional.diabetes.org/>

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/>

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

American Nurses Association (ANA) <https://www.nursingworld.org/ana/>

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) <http://www.nacns.org>

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

National Commission for Health Education Credentialing (NCHEC) Designated Providers

<https://www.nchec.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 NCBDE 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, NCBDE is not responsible for links that may be incorrect or become inactive. In addition, though NCBDE may have a professional relationship with any number of these organizations, NCBDE is separate and autonomous from all of the organizations included on the list.

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- from their expiration date, e.g., expired on 12/31/2016 due to retirement prior to that date can apply for retired status through 12/31/2021.
- c) The individual must (1) hold an active CDE® credential for a minimum of 10 years (e.g., 2 cycles), and (2) have no unresolved adverse disciplinary actions or canons of ethics violations actions at the time of the request for Retired status.
 - d) Retired status is for certificants who retire from the field of diabetes education and are no longer providing diabetes education with no plans to return or to renew their CDE® certification.
 - e) A one-time processing fee is required with the Retired Status Request Form.
 - f) Once the Retired Status Request Form and fee have been processed, a Retired Status certificate identifying the individual's retired status will be mailed to the individual within four to six weeks.
 - g) The Retired status designation does not expire or need to be renewed.
 - h) Retired status does NOT allow individuals to use the CDE® acronym. Use of the CDE® acronym and registration mark associated with their name is strictly prohibited. Individuals may use the designation "Certified Diabetes Educator (Retired)", but NOT CDE (Retired).
 - i) Individuals holding Retired status do not qualify for open CDE® seats on the NCBDE Board of Directors. Qualifications for other

volunteer positions may vary, but in general, individuals holding Retired status will not usually qualify for these positions.

- j) Retired status explicitly identifies that an individual does not hold active status. Retired status is permanent.
- k) If Retired status individuals wish to reactivate the credential, they must apply, pay for and pass the Certification Examination for Diabetes Educators using the initial certification eligibility requirements and fee in place at the time of application.

Retired Status Request Process

- A qualified individual may request that their status be changed to Retired status through completion of the "Retired Status Request Form" and submission of a one-time fee via mail – currently \$30.
- Requests must be postmarked no later than 5 years after expiration date.
- Once a qualifying individual completes and submits the "Retired Request Form", along with the fee, their designation will be changed to "Retired" in the NCBDE database record.
- A letter confirming Retired status will be provided, along with a certificate.
- The names of those approved for Retired status will be added to the listing on the NCBDE web site on a special recognition page.

Visit the NCBDE web site (www.ncbde.org) or contact the NCBDE national office (info@ncbde.org or 877-239-3233) to request the Retired Status Information and Request Form Packet.

Web Site: CDE Portal Information

We hope that our CDEs make use of the NCBDE website to keep abreast of any NCBDE news and encourage CDEs to log into their CDE portal from time to time for updates. One of the most exciting aspects of the site is that it includes content to help individuals with diabetes understand how having a CDE® in their corner can make a difference in their ability to manage their disease. It also provides a way for those individuals to search for a CDE® in their area.

Your CDE portal includes valuable information such as your CDE certification details including your last renewal date (whether by examination or by continuing education), expiration date and personal contact information to name a few. The CDE only portal remains the place where (optionally) a CDE® can enter and track their continuing education activities details, along with providing access to product order forms, newsletters archive, and other documents. CDEs also have the ability, once they have initially accessed the CDE only area, to change both their user name and password if they wish.

Accessing your CDE Portal

To access the CDE only area, a CDE® will need to log in to this section of the site. Access to this area can be found in several places, but the easiest access can be found by clicking on the “CDE Login” menu option shown at the top left-hand section of any page of the site.

Scroll down to “Yes, I am a CDE” section:

- 1) Unless you have changed it, for the user name field: enter the certificate number (full 8 digits, and no dashes). The certificate number can be found on your certificate or wallet card.
- 2) Unless you have changed it, for the password field: enter last name as maintained in NCBDE’s database (case sensitive format, e.g., Doe, not DOE or doe). The last name as maintained in the database can be found in the To: portion of the header of the email message or certificate/wallet card.
- 3) Hit the “Log In” menu button.

Login Note: If you previously changed your user name and/or password and cannot remember it, you can either select “forgot your password?” located at the bottom of the login page or contact the NCBDE national office for login assistance.

Review the data available on the “Welcome to the CDE area” screen to ensure NCBDE has

the correct personal contact information (Please note this personal information is not accessible or provided to those individuals looking for a CDE®). From this screen, a CDE® can change their password using the “Change Password” menu button from the left-hand side of the screen. If a change is made, please be sure to make a record of the password. If your contact information has changed, you will want to make sure you notify NCBDE by completing and submitting a CDE Record Change Form with your new information. You can find the change form at the end of this newsletter or in the CDE area of the website.

It is important to note that NCBDE will need the help of all CDEs to make the “Find a CDE” search successful for those individuals who are looking for your guidance. Each CDE® who wishes to be included in the search database will need to add their practice information to the site and will also want to be sure to keep this information up to date.

Becoming Searchable through “Find A CDE”

If a CDE® wishes to become part of the “Find a CDE” search database, choose “Become Locatable” menu button from among the left-hand menu options or link available at the bottom of that page. Here the CDE® will then enter the contact information for their practice/program and save it. Once the information has been saved, the CDE® is a part of the “Find a CDE” database. (Be sure to keep this information up to date. Individual may want to set a reminder in their task list to check this information once or twice a year.)

Tracking your CEs

If a CDE® would like to track their continuing education activities, please choose the “Track Hours” menu button from among the left-hand menu options, and then click on “Continuing Education Tracking” link. You can track your hours by Formal and Expanded Activities category, maintain activities over more than one cycle, and filter the activities by date. Use of this feature is optional and not required for renewal of the CDE.

Documents for CDEs

Your CDE portal also contains various CDE related documents and brochures. Once on your CDE landing page, select Documents from the left-hand menu options. Documents include: Record Change Form, Certificate and Pin Reorder Forms, and mentorship materials to name a few. NCBDE also has available

referral brochures for providers and persons with diabetes which you can download to use with your practice. We hope that our CDEs will make use of the features on the site. If there are any questions, please contact the NCBDE national office.

Continuing Education Q & A Corner

I took a graduate level academic course in diabetes management at a local university last year and earned 3 semester credit hours for the course. Will this count for CE credits? How many CE hours can I claim for this course?

Yes, you may claim CE hours for an academic course that you took in diabetes management under the Expanded Activities Category. You can claim 15 CE hours per semester credit hour, up to a maximum of 30 CE hours or 2 semester credit hours. For this course, you can claim the maximum of 30 hours of CE in the Expanded Category (30 hours determined by using the allowed maximum of 2 semester credit hours at 15 hours of CE per semester credit hour). Noting you may not use any additional Expanded Activities as 30 hours of CE is the maximum amount you can claim under the Expanded Activities Category during any accrual cycle. The remaining 45 CE hours must be from the Formal Activities Category.

I attended a conference and my CE certificate says I can earn UP TO A MAXIMUM OF 24 CE for this conference. Can I claim all 24 CE?

You can only claim CE hours for the sessions/times that you attended. For example, if the conference was 3 days long and you only attended for two days, you will claim CE for the sessions you attended on the two days. Additionally, if the provider includes a printout of the sessions you attended with your certificate, if selected for an audit, you will need to include this with your documentation as validation for the number of hours claimed. Please be reminded that CE activities need to be related to diabetes and approved by a Provider on our Recognized Provider List and that poster sessions do not qualify for CE.

For more FAQs, visit our CE FAQ web page at https://www.ncbde.org/currently_certified/continuing-education-faqs/.

Renewing by Continuing Education (CE)? Step by Step Guide to the Online Renewal Application Process

When renewing by CE, individuals can place their renewal application via NCBDE's online renewal application process. The online renewal application is a very user-friendly application. Before placing your renewal by CE application you will want to make sure you have met the renewal requirements and read through the Renewal Handbook. (To refresh: renewal by CE requirements are to continue to hold the discipline originally certified under, accrual of 1,000 professional practice hours and 75 CE hours.) Once you are ready you will:

- 1) Log into your CDE portal of the NCBDE Website.
- 2) Once logged in, click on "Online Renewal Application" located in the left hand navigation bar. From there you will be redirected to the 1st renewal page.
- 3) You will need to read the information on each page and, if in agreement (and/or attest to the information on the page), you will select "I Agree" and then select "Move on to next page". You will continue through all the renewal pages/screens.
- 4) On the last page of the renewal application you will enter your payment details and select SUBMIT. This will submit your application.
- 5) Upon submittal you will receive a pop-up notification either indicating you are approved or selected for an audit. An email will follow for either the approval or audit notification.

Initial Eligibility Requirements

Our initial eligibility requirements have changed over the years. If you know of someone who is interested in becoming a CDE®, please direct them to our website at https://www.ncbde.org/certification_info/eligibility-requirements/ for details. And thank you for supporting the CDE® program.

Practice Analysis Completed

Every five years, NCBDE conducts a practice analysis, also known as a job analysis, to be certain that the Certification Examination for Diabetes Educators continues to reflect current practice in diabetes education. A practice analysis is crucial for ensuring that future examinations reflect contemporary practice and important advances in the field of diabetes education. In 2018 a practice analysis was conducted including a survey of those practicing in the field. The first step of this process involved developing a comprehensive list of job activities pertinent to diabetes educators practice and a survey document. The second step was distributing the survey to a sampling of diabetes educators, and the final step was analyzing the survey responses. These procedures also provided documentation for meeting standards developed by the National Commission for Certifying Agencies (NCCA) of which NCBDE's CDE® program is accredited.

The end result of the practice analysis is a new Examination Content Outline (ECO) that will be implemented beginning July 1, 2019. You can find the new ECO online at: https://www.ncbde.org/certification_info/examination-content-outline/ as well as in the current Examination Handbook.

NCBDE would like to take this time to express our thanks to those individuals who completed the survey. The responses to the survey assisted NCBDE in determining the activities necessary

for thorough and effective practice as a diabetes educator including the significance of the activities.

Additional thanks to our 2018 Practice Analysis Task Force members for their hard work on the practice analysis: Chair, John Zrebiec, MSW, CDE®, Florida; Abigail Chesterson, RDN, CDE®, Michigan; Marjorie Cypress, PhD, CNP, CDE®, New Mexico; Sue Drogos, RN, BSN, MPA, CDE®, Illinois; Barbara Eichorst, MS, RD, CDE®, Illinois; Barbara Kocurek, BS, PharmD, BCPS, FAADE, CDE®, Texas; Stephen Ponder, MD, FAAP, CDE®, Texas; Anthony Pick, MD, CDE®, Illinois; and Charles D. Ponte, BS, PharmD, BC-ADM, BCPS, CDE®, West Virginia.

Note: With the implementation of an updated examination content outline on July 1, 2019, prior to final scoring, all candidate scores and the passing point will be reviewed to ensure accuracy. Because this information will not be finalized when the July testing begins, PSI will not be able to initially release examination scores or pass/fail status at the conclusion of the testing appointments. Every effort will be made to mail score reports as quickly as possible after sufficient data has been collected.

Please keep this in mind if you or if you know of someone that will be taking the exam within the first few months of implementation of the new ECO.

Renewing by Examination?

To renew by Examination, you must meet either the 1,000 professional practice hour requirement OR have earned 75 CE by the application date AND have continued to hold the discipline/license initially applied under. We recommend you review the Examination Handbook for information and particulars on how to apply. Note that if you are renewing by Examination, you will want to make sure you take/pass the Examination by 12/31/2019 to avoid any interruption in your certification.

If you are renewing by Examination, with the practice requirement, you can apply for the Exam online at www.goamp.com.

If you are renewing by Examination, with only the CE requirement, you will need to complete and submit a hard copy application along with a CE summary. The exam application is available in the Examination Handbook; the CE summary available at: <https://www.ncbde.org/assets/1/7/CEPacketRenewalNonPractice2019.pdf>.

CDE® Artwork Available

Camera-ready artwork of the CDE® logo is available to Certified Diabetes Educators at no cost from the NCBDE national office. This artwork may be used by CDEs on their business cards, letterhead, or other stationery.

Contact the NCBDE office (877-239-3233 or info@ncbde.org) to obtain your artwork.



CDE[®] Record Update Form

NCBDE requests that all CDEs take a few minutes to complete this record update form in its entirety on an annual basis.

Return Completed Form To:

NCBDE • 330 E. Algonquin Road, Suite 4 • Arlington Heights, IL 60005

Fax: 847-228-8469 • Email: info@ncbde.org

To prevent data entry errors, please enter information neatly.

Full Name (first, middle initial, last)	
Former Name/Maiden Name*	
CDE Certificate Number (8 digits)** OR birthday (mm/dd)*	
Home Address (include street address, city, state, and postal code)	
Home Telephone Number* (Inc. area code)	
Mobile Phone Number* (Inc. area code)	
Home Email Address Preferred <input type="checkbox"/>	
Employer*	
Work Address* (include department, street address, city, state, and postal code)	
Work Telephone Number* (Inc. area code)	
Work Email Address Preferred <input type="checkbox"/>	
Professional Discipline (nurse, dietitian, pharmacist, etc)	

1) Check "NO" if you do not wish your name and mailing address to be made available to those organizations/parties requesting use of NCBDE mailing lists. (Uses may include announcements of job openings or educational offerings, research inquiries, state diabetes & diabetes-related equipment/supplies information, membership solicitations, etc).

NO

2) Check "NO" if you do not wish your name and preferred email address to be made available to those organizations/parties requesting use of NCBDE email lists. (Uses similar to mailing lists above).

NO

Signature _____ Date _____

If you currently serve on a NCBDE Committee,
please indicate the Committee name: _____

**This information is requested for contact and/or identification purposes only. It is considered confidential and is not made available to anyone requesting CDE[®] information.*

***This information may be provided for verification purposes, including job/program related verifications and verification of active status as a CDE[®].*

Updated Jan 2018

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CDE[®] Certificate and Wallet Card Order Form

National Certification Board for
Diabetes Educators
hereby states that
Janet Doe
has successfully completed requirements for board
certification in diabetes education

Certification Valid through December 31, 2023

Certificate No. 1234-5678

Remond Anderson MD CDE
Chair, NCBDE

Front of Sample Wallet Card


CDE[®] - Certified Diabetes Educator[®]

Direct any inquiries concerning certification to:

 National Certification Board for
Diabetes Educators
330 E. Algonquin Road, Suite 4
Arlington Heights, IL 60005
847-228-9795
www.ncbde.org • info@ncbde.org

Reverse Side of Sample Wallet Card

NCBDE Wallet Card and Certificate Order Form

Item	Quantity	Price	Cost
Certificate(s)	_____	\$ 15.00 each =	_____
Wallet Card(s)	_____	\$ 10.00 each =	_____
		Subtotal =	_____
		10.00% Sales Tax (Illinois Only) =	_____
		TOTAL =	_____

Ship to (PRINT/TYPE):

Note: Orders take approximately 4-6 weeks.

Name: _____

Daytime Phone: (_____) _____

CDE #: _____ Exp Date: _____

Address: _____

City, State, Zip: _____

Full payment is required.

Check one:

- Check or Money Order enclosed, payable to NCBDE
- VISA MasterCard American Express

If paying with charge card, complete section below.

Card #: _____

Security Code _____ (last 3 digits on back of V/M card or 4 non imprinted digits on front of AMEX card)

Expiration Date (MM/YY): _____

Total Amount (minimum \$15 order): _____

Signature: _____

Send this form with payment to:

NCBDE
330 E. Algonquin Road, Suite 4
Arlington Heights, IL 60005
Credit Card Order Only – Fax: 847-228-8469
Questions? Call 877-239-3233.

Office Use only: CDE # verified: _____ Exp Date Verified: _____ Check #: _____

Circle: MO P or C

BLANK

Dedication.

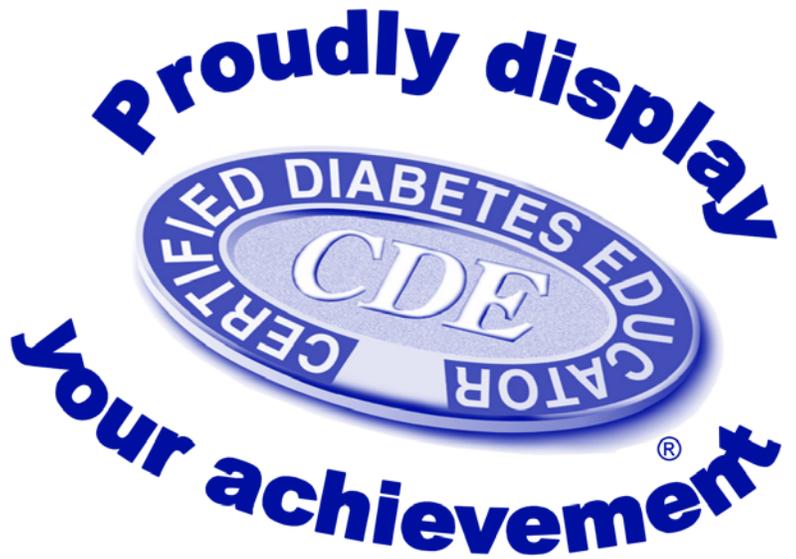
It's one of the reasons you chose to become a Certified Diabetes Educator.



Congratulations! Your success in achieving certification through the National Certification Board for Diabetes Educators reflects professional dedication for which you should be recognized.

To help others recognize your special achievement, wear this attractive lapel pin in your workplace, when you meet with patients, and at professional meetings.

This gold plated beautifully crafted lapel pin is available only to those who are NCBDE certified.



What better way to show your personal commitment to your profession! After all, dedication deserves recognition.

NCBDE Jewelry Order Form

Item	Quantity	Price	Cost
Lapel Pin	_____	\$ 16.00 each	= _____
		Shipping and handling	= <u>Included</u>
		Subtotal	= _____
		10.00% Sales Tax (Illinois Only)	= _____
		TOTAL	= _____

Ship to (PRINT/TYPE):

Note: Orders take approximately 4-6 weeks.

Name: _____

Daytime Phone: (_____) _____

CDE #: _____ Exp Date: _____

Address: _____

City, State: _____

Zip Code: _____

Full payment is required.

Check one:

- Check or Money Order enclosed, payable to NCBDE
- VISA MasterCard American Express

If paying with charge card, complete section below.

Card #: _____

Security Code _____ (last 3 digits on back of V/M card or 4 non imprinted digits on front of AMEX card)

Expiration Date (MM/YY): _____

Total Amount: _____

Signature: _____

Send this form with payment to:

NCBDE
330 E. Algonquin Road, Suite 4
Arlington Heights, IL 60005
Credit Card Orders Only – Fax: 847-228-8469
Questions? Call 877-239-3233.

Office Use only: CDE # Verified: _____ Exp Date Verified: _____ Check #: _____

01/19

Circle: MO P C

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Expanded Activities Accepted for Renewal by Continuing Education (CE) Option

To support lifelong learning and continuing competence, several activities – identified as ‘Expanded Activities’ – were approved by the NCBDE Board of Directors back in 2017 for use by CDEs pursuing renewal via the CE option. The “Expanded Activities” include taking academic coursework, giving presentations, authoring publications, and serving as a Mentor in NCBDE Mentorship Program. Expanded Activities must be applicable to diabetes and there are limits on the number of hours that can be claimed in the qualifying categories. Of the 75 continuing education hours needed for renewal of certification by continuing education option only a maximum of 30 hours can be used from the Expanded Activities categories. Please refer to the Continuing Education Guidelines referenced below for complete details on the Expanded requirements and limitations.

You can find detailed information in the document titled Renewal by Continuing Education Guidelines for Reporting Continuing Education available in the insert in this newsletter and on the NCBDE web site at https://www.ncbde.org/assets/1/7/RenewalGuidelinesExpansionDocument_Revised_0118.pdf.

We encourage all CDEs, regardless of their expiration dates, to take a few minutes to review the details. The NCBDE Board hopes that you’ll be excited about the opportunity to expand your diabetes education knowledge with these new activities.

RENEWAL OPTION / Continued from page 5

Continuing Education Hours (Clock Hours)

- If using NCBDE’s online CE tracking: 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 half hour equals 30 minutes (00:30).

Likewise if a recognized provider awarded 2 contact hours for an activity that was 2 hours in length, 2 clock hours (02:00) would be reported to NCBDE for that activity. The clock hours submitted cannot be more than the number of contact hours/credits/units awarded by the recognized provider.

- For presentations, participants may include in the time to be counted as clock hours the course overview/introductions, educational presentation, and questions and answers. Time may not be counted for general announcements, breaks, lunch, exhibits, etc. For self-study programs (on-line or written booklets), participants may count the actual time spent on completing the activity.

Other Information

The course title should provide an indication of the content of the course. If you are chosen for audit, a brief description of content (or course outline or brochure) should be attached when the course title does not indicate course content. Individuals are welcome to make use of the Continuing Education Tracking area that is available in the CDE portal of the web site. You can access the CDE portal from the home page (www.ncbde.org). Choose the CDE Log In menu option at the top of screen on the left-hand side of page. You may also access it by choosing the “CDE Log In” item on the drop

down menu option of the “Currently Certified” menu located on the right-hand corner of most pages of the web site. If this is your first time logging in or you forgot your login credentials, there are ‘Log In Reminders’ on the page. Please note that you may also need your certificate number to log in so you may want to make sure you have your number handy.

Renewal and Audits

Individuals who choose to renew using the continuing education option should maintain a file of their continuing education documentation - certificates of attendance or other supporting documentation verifying participation for each continuing education activity. When renewal is due, the CDE® will need to apply for renewal within one of the stated renewal windows; this can be done online or via hard copy application form. If chosen for audit, individuals will need to verify all eligibility requirements, including the continuing education activities used for renewal. For the audit, continuing education activities will need to be documented by submitting a Summary of Continuing Education Activities, including indicating the name of the provider from the Recognized Provider List that provided or approved the activity, as well as providing copies of certificates of completion, verifications of attendance, and/or other supporting documentation verifying participation for each continuing education activity reported. Audit materials must be received at the NCBDE National Office by the deadline date identified on the audit notice (within 14 days from date of application). If not received by the deadline date, payment of a past due processing fee of \$25 will be required to complete application processing.

FAQs

NCBDE has a number of Frequently Asked Questions on the web site to assist current and future CDEs. Take a look!

Certification FAQs: https://www.ncbde.org/certification_info/certification-faqs/

Continuing Education FAQs: https://www.ncbde.org/currently_certified/continuing-education-faqs/

Renewal FAQs: https://www.ncbde.org/currently_certified/renewal-faqs/

Don't Lose Your Certificate... Frame It!

NCBDE office staff members often receive calls from CDEs who have misplaced their certificates. Don't take the chance of being one of those people. Take advantage of NCBDE's arrangement with Framing Success to have the certificate framed, choosing from a variety of handsome styles.

Each frame includes a custom mat with the NCBDE logo highlighted in gold to match the design of the certificate. The design of the frames allows you to easily insert the certificate yourself, making it unnecessary to send the certificate to the framing company and risk losing it along the way. The frame options range in price, and because NCBDE does not earn royalties on the sales and you deal directly with Framing Success, you obtain the lowest possible price. See all the options by visiting the Framing Success site at <https://www.framingsuccess.com/list/sid/1953>.

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2019 CALENDAR

NCBDE EVENT/DEADLINE DATE	LOCATION	DATE
Standard Window Opens for 2019 Renewals		July 15
NCBDE Exhibit – National Association of Hispanic Nurses (NAHN) Annual Conference	Reno, NV	July 16 - 19
Board Application Deadline		August 1
NCBDE Exhibit – American Association of Diabetes Educators Annual Meeting - Exhibit	Houston, TX	August 9 - 12
Certification for Diabetes Educators: An Overview of the BC-ADM and CDE® Options - Presentation		August 10
NCBDE Board of Directors Meeting	Chicago area	August 24 - 25
Standard Application Filing Date - 2019 Renewal of Certification by Continuing Education Deadline		September 15
NCBDE Exhibit – Academy of Nutrition and Dietetics Food & Nutrition Conference & Expo	Philadelphia, PA	October 26 - 29
Extended Application Filing Date - 2019 Renewal of Certification by Continuing Education Deadline		October 15
NCBDE Board of Directors Meeting	Chicago area	November 16 - 17
Late Application Filing Date - 2019 Renewal of Certification by Continuing Education Deadline		December 15
Grace Period Option Filing Date – 2019 Renewal of Certification		March 31, 2020