



Credentials Committee: Charter, Policies, and Procedures

CBDCE Policy & Procedure Manual Appendix D1

Reference Policy Number: 109

Approved By: Board of Directors

Date Approved: v2_11/21

Date Revised: Originally approved 6/20/09; revisions 6/14; 11/18; v2_11/21

Date Last Reviewed: 11/21

Charter

As a Standing Committee of the CBDCE Board of the Directors, the Credentials Committee (Committee) is responsible for providing oversight and guidance in the application of certification eligibility criteria for initial and renewal of certification candidates. In this capacity, the Committee also serves as the key advisor to the Board of Directors in recommending additions to and revisions of certification eligibility criteria. The Committee also serves as the Professional Discipline Committee. To that end, the Committee:

- 1) Determines eligibility of candidates for initial and renewal of certification when the applications do not reflect compliance with current eligibility requirements.
- 2) Periodically, or as directed by the board of directors, reviews current or proposed criteria for certification eligibility and makes appropriate recommendations to the board for adoption.
- 3) Periodically, reviews and makes appropriate recommendations for modification of the application processes for both initial and renewal of certification.
- 4) Serves as the Professional Discipline Committee (Canons of Ethical Conduct).
- 5) Oversees the Diabetes Education Mentorship Program (Mentorship Program), includes periodically, or as directed by the board of directors, reviewing the Mentorship Program criteria and process and making appropriate recommendations to the Board for adoption.

The Committee may also develop products (e.g., surveys, tools) to support the program.



Membership and Participation on the Committee

- 1) The Committee shall be composed of a least five (5) and no more than ten (10), with at least one (1) and no more than four (4) individuals having previously served as member of the board of directors and, to the extent possible, represents the professional disciplines for which certification is available. (Supports a manageable committee size, allows for continued experience from past Board members when available and interested, while providing more opportunities for those without past Board experience to serve.) [Approved 11/21]
- 2) The members of the committee must be Certified Diabetes Care and Education Specialists in good standing, with the exception of one (1) position available for a public member using the same qualifications as for the board of director's public member. The inclusion of a public member is optional and not required. (Supports public member participation on committee) [Approved 11/21].
- 3) The Committee Chair shall be recommended by the Professional Development Committee and approved by the CBDCE Board of Directors.
- 4) The Committee Chair will serve as liaison to the Board of Directors.
- 5) One Committee Member shall also service as Chair-Elect. The Chair-Elect shall be appointed in the year prior to the current Chair term ending and shall be a committee member who is a past CBDCE Board member or has served at least two [2] years on the Committee (provides experience relative to CBDCE, certification program, and scope of Credential Committee's Charter). [Approved 11/18].
- 6) Prior to appointment, a potential committee member shall submit an application and curriculum vitae (CV) to CBDCE. The application and CV will be reviewed by the Professional Development Committee and the Credentials Committee Chair.
- 7) Members of the Committee shall be recommended by the Professional Development Committee, in consultation with the Credentials Committee Chair, and approved by the CBDCE Board of Directors.
- 8) The Committee Chair shall designate subcommittees as needed, to review applications that do not reflect compliance with current eligibility requirements.
- 9) Committee members normally serve a term of three years. Terms may be staggered in order to facilitate orderly turnover of members without jeopardizing committee experience/discipline representation (e.g. two [2] year terms vs. three [3] year term). At the discretion of the Board of Directors, members may be appointed for additional terms. Except for circumstances involving either discipline representation or specific knowledge/skills/experience required to accomplish the Committee's work. It is recommended that members typically serve no more than two consecutive terms (or a maximum of six [6] years). However, no member should serve more than three [3] consecutive terms for a maximum of nine [9] years. [Approved 11/18]
- 10) Each member must annually sign the CBDCE Voluntary Disclosure of Conflicts of Interest form and a Non-Disclosure Agreement.



- 11) It is expected that members will participate in periodic telephone conference calls, and, on occasion attend a face-to-face meeting(s) of the committee.
- 12) Member performance will be reviewed annually by the Committee Chair and forwarded to the CBDCE Professional Development Committee.
- 13) A member may be removed from the committee for reasons including, but not limited to, failure to complete assignments, excessive absences from scheduled meetings, or violation of Conflict of Interest or Non-Disclosure Agreements.

General Policies

- 1) With respect to eligibility determinations for initial (standard pathway) and renewal of certification applications, at least two members of the Committee shall be assigned application review responsibilities on an as needed basis. For purposes of equitable work load distribution, these assignments shall be rotated among the Committee members. Unique qualification pathway applications for initial certification may be reviewed using different guidelines, as determined by the Committee.
- 2) The Committee shall be responsible for reviewing and assuring that the Certification Handbooks, Applications, and audit documentation appropriately reflect the policies adopted by the board of directors and the administrative procedures required for the administration of the certification program.
- 3) In regards to the Mentorship Program, the Committee may solicit informal feedback from other CBDCE representatives, as well as CDCESs identified as representatives from various organizations, on changes to the Mentorship Program. The organizations may include the Academy of Certified Diabetes Educators, Association of Diabetes Care and Education Specialists, and the American Diabetes Association.

Key Committee Procedures

- 1) Committee procedures, other than those implied in the General Policies, will be developed, as needed.