



®

Ambassador Orientation Initial CDCES® Certification Applying for the Exam

(last updated Sept 2024)



Applying/Taking the Exam

- Ways to take the Exam
 - Year-Round Application Submission and Testing
 - Simplified Application
 - In-person test centers
 - Live remote proctoring (launched 2022)



Application Process

- Individuals create an account on the portal of the CBDCE website (www.cbdce.org)
- Apply for exam via the portal
- Once approved, schedule via the portal
- Refer Exam Handbook for more details



Application Process

Create an account – click “Sign In”

Click “New user? Create an account!”


Review ‘warning’, click “Continue to

Create a New Account

The screenshot shows the CBDCE website interface. At the top left is the CBDCE logo with the tagline "Commitment • Confidence • Excellence". To the right of the logo is a navigation bar with buttons: "Sign In" (highlighted with a red arrow), "Verify a CDCES", "Locate a CDCES", "CDCES Resources", and "Search". Further right are social media icons for Facebook, LinkedIn, Instagram, and YouTube. Below the navigation bar, there are two tabs: "Become Certified" and "Currently Cer". On the right side, there is a "Sign In" section with a text input field for "Email Address or Username" and a "Continue" button. Below the input field, there is a link "New user? Create an account!" (highlighted with a red arrow) and a link "Forgot Username?". At the bottom of the page, there is a modal window titled "Before you Create an Account" with the following text: "If either of the following applies to you, it is important that you DO NOT create a new account: 1. Were you certified before 1/1/2024? If yes, an account has already been set up for you on the portal using the email address on record. OR 2. Are you not certified, but applied for the exam this past year, you may also already have an account on the portal using the email address you provided with that application. Need login assistance? Please let CBDCE staff assist you with logging in by emailing our team regarding your situation at info@cbdce.org." At the bottom of the modal, there are two buttons: "Continue to Create a New Account" (highlighted with a red arrow) and "Back to Sign In". A speaker icon is located at the bottom right of the modal.

Application Process

Set up your account profile and provide demographics



Dashboard

Profile

CAUTION!

DO NOT create a new account if you were certified before 1/1/2024 or previously had or currently have an account. That new account you create will NOT be connected to your earlier account/history.

If you are encountering difficulties logging in or if the system does not recognize your email address, please contact support.

First Name*

Middle Name

Last Name*

Preferred Email Address*

Preferred or Alternate Email*

Select an Email Type

Address Type*

Select an Address Type

Street Address Line 1*

Street Address Line 2

City*

State*

Select a State or Province

Zip Code*

Phone Type

Select a Phone Type

Phone Number

User Name*

Password

Repeat Password

Country*

United States of America

GDPR Consent

Review below*

☐ I consent for CBDCE to collect, use and retain my information in accordance with the CBDCE website.

[Use the provided links to review the CBDCE Privacy Policy and CBDCE Terms of Service.](#)

Personal and Professional Information

Indicate the license, certification, or registration being used to qualify or practice as a diabetes educator*

Professional Discipline Information*

Select One

Birth Date*

Greeting*

Select One

With which gender do you most identify?*

Select One

Preferred Pronouns*

Select One

With which ethnicity do you most identify?*

Select One

Highest Education Level Achieved*

Select One

Primary Practice Setting*

Select One

Secondary Practice Setting*

Select One

Experience in Diabetes Care and Education*

Select One

Percent of Time Spent Providing Diabetes Care and Education*

Select One


The following question focuses solely on diabetes prevention.

Percent of Time Spent in Diabetes Prevention*

Select One

Delivery Method for Diabetes Care and Education*

Select One



Application Process

Once your account is set up and ready to apply, access account on portal and choose 'Get Certified' or from Certifications drop down menu

CBDCE Dashboard Profile Invoices Certification Shop Tester Luckman Tester, BA

Welcome, Tester

My Certification

Certification Status: N/A

Certification Number:

Expiration Date:

Most Recent Certification/Renewal Date:

My Contact Information

1340 Remington Rd Suite J
Schaumburg, IL 60173
USA

Phone: (224) 766-9202

Email: mluckman25@aol.com

Dashboard

Welcome to your CBDCE account! We've got a new look with new features that allow you to self-service many of your needs including updating your contact information, printing invoices/receipts, and tracking your certification or application status. Take a look around!

Get Certified

Update My Profile



Application Information

- Initial certification exam candidates pay a fee of \$350 to apply & take the exam
- Upon submission & approval, candidates have 90 days of eligibility to schedule and sit for the exam.
- CBDCE randomly audits a minimum of 5% of applications each year.
- Audit instructions and forms are publicly available via the website.
- Any application may be audited.
- If chosen for audit, candidates are immediately notified and have 14 days to provide documentation for review.



Application Information

- When scheduling their exam, individuals will chose whether they'll take the test at an in-person test center or via live remote proctoring (LRP).
- Exam Handbook provides extensive details on how to schedule the exam.
- There are over 300 test centers across the U.S./territories.
- LRP requires computer being used to accept security protocol.
- If an individual is not successful in passing the exam, retaking the exam will require another application and \$350 fee.
- Individuals may request a one-time 90 day extension of eligibility to schedule the exam for an additional fee (\$100).



Scholarship Program

- Recipients receive voucher to cover initial certification application fee (\$350 value)
- Categories
 - Diversity and Inclusion
 - Young Professional
 - Veterans/Military Service
 - Profession Expansion
 - Under-Resourced Populations
- Recipients also gain access to practice exam at no cost (\$55 value)
- [Learn more](#)

Program
typically to
launches
March 15





Thank you for reviewing:

Ambassador Orientation – Initial CDCES® Certification - Applying for the Exam

Please scan the QR code or use the link
below to complete the quiz about this
presentation:

<https://form.jotform.com/242685364591163>

