

Ambassador Orientation Initial CDCES® Certification Applying for the Exam

(last updated Sept 2024)

Applying/Taking the Exam

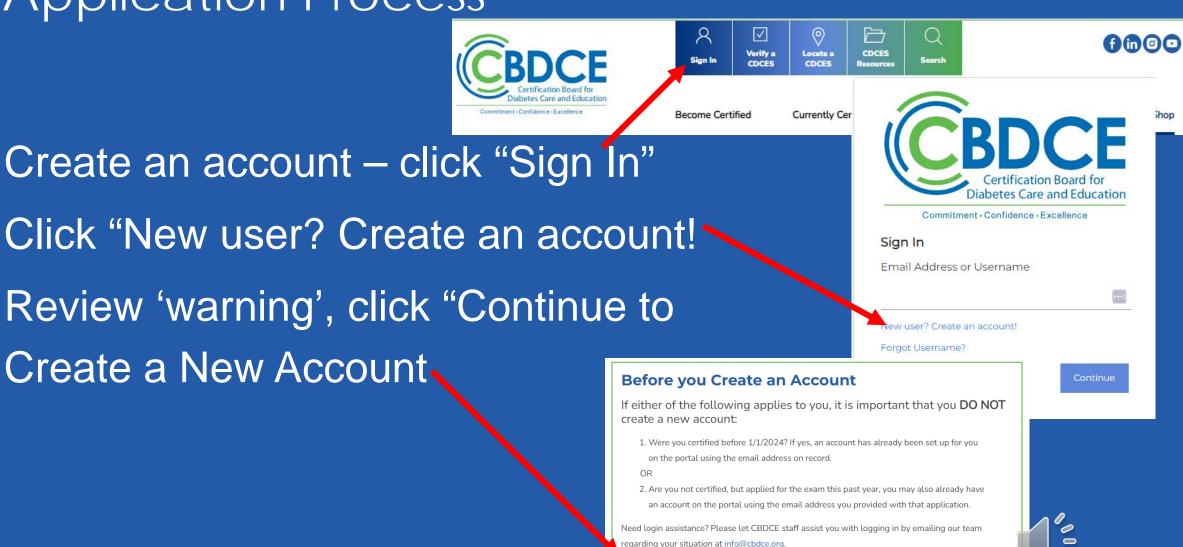
- Ways to take the Exam
 - Year-Round Application Submission and Testing
 - Simplified Application
 - In-person test centers
 - Live remote proctoring (launched 2022)



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

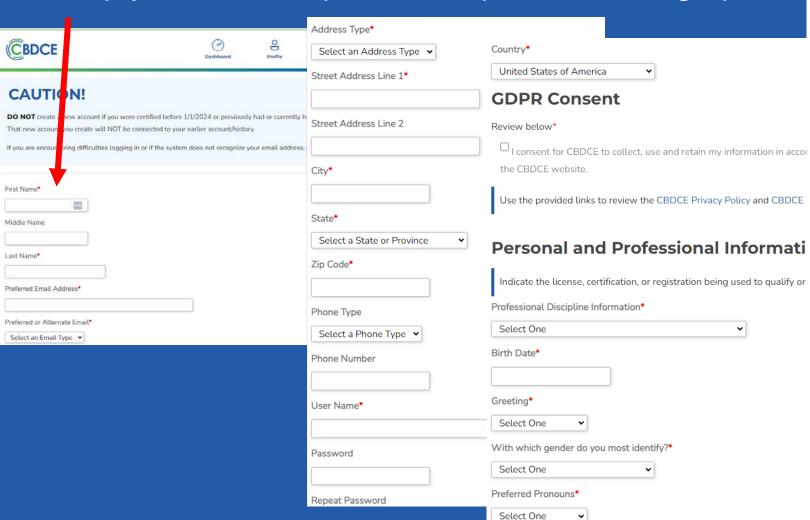


Create a New Account



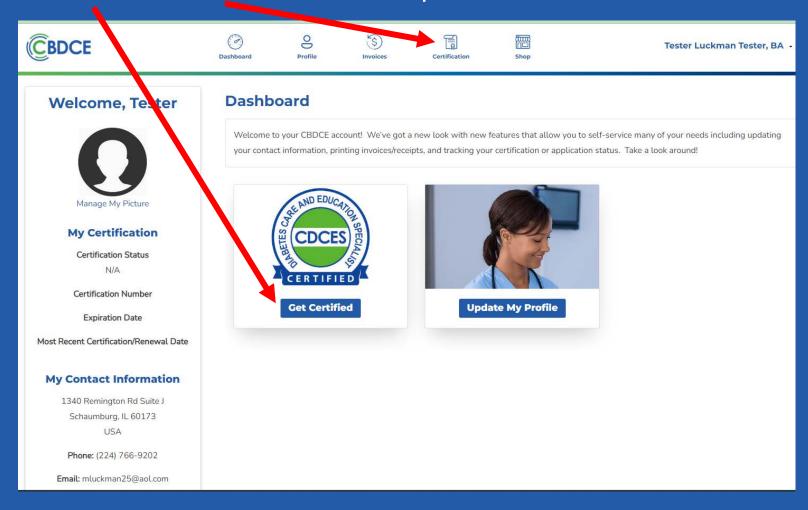
Continue to Create a New Accoun

Set up your account profile and provide demographics



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

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





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

Program
typically to
launches
March 15

- Recipients also gain access to practice exam at no cost (\$55 value)
- Learn more







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









