



**2025**

***Certification Examination***

***Board Certified-  
Advanced Diabetes Management  
(BC-ADM®)***

***Handbook***



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## INTRODUCTION

As of January 1, 2025, the program for Board Certified-Advanced Diabetes Management (“BC-ADM<sup>®</sup>”) is owned by the Certification Board for Diabetes Care and Education (“CBDCE”). CBDCE is an autonomous specialty board responsible for the development and administration of the program for the advanced diabetes management certification. CBDCE is independent and separate from any other organization or association.

The BC-ADM<sup>®</sup> credential is conferred only by CBDCE, a national, nongovernmental, not-for-profit certification organization. Upon successful achievement of BC-ADM<sup>®</sup> certification, individuals are awarded the Board Certified-Advanced Diabetes Management certification designation of BC-ADM<sup>®</sup>. Certification is valid for a period of five (5) years. Candidates may use this designation as long the professional license or registration used to qualify for certification remains active and unrestricted and their certification is current. A registry of individuals holding the BC-ADM<sup>®</sup> is maintained by CBDCE.

This *Certification Examination for Board Certified-Advanced Diabetes Management Handbook* (“Handbook”) contains information about CBDCE’s BC-ADM<sup>®</sup> examination. Individuals who elect to participate in the certification program are responsible for utilizing the most current Handbook and knowing its contents. This publication replaces all previous editions of the Handbook.

CBDCE updates the information, fees and requirements in this Handbook on a regular basis and makes every effort to present all policies and directions clearly. Questions regarding policies or clarification of information should be directed to CBDCE. CBDCE is not responsible for information that is not understood by the reader or obtained from any source other than CBDCE. CBDCE does not endorse, financially benefit from, or participate in the development of any preparatory or review courses or published materials claiming to be study guides for the BC-ADM<sup>®</sup> exam, except those published or sponsored by CBDCE.

CBDCE has partnered with Meazure Learning, a leading provider of digital assessments and which holds industry leading expertise in test development, psychometrics, and large-scale implementations to manage this examination. Meazure Learning has been contracted to process applications and payments, schedule testing sessions and sites, and oversee the entire BC-ADM application process. If you need assistance with anything related to the application, testing or payment process, please contact Meazure Learning.

## CONTACT INFORMATION

### CBDCE:

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Schaumburg, IL 60173  
847.228.9795  
Email: [info@cbdce.org](mailto:info@cbdce.org)  
Web: [www.cbdce.org](http://www.cbdce.org)

### Meazure Learning:

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Morrisville, NC 27560  
919.572.6880  
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Web: [www.meazurelearning.com](http://www.meazurelearning.com)

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## GENERAL INFORMATION ON CBDCE AND THE BC-ADM CERTIFICATION

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### MISSION

The mission of the Certification Board for Diabetes Care and Education (CBDCE) is to promote ongoing quality diabetes care, education, prevention and support by providing certification and credentialing programs that incorporate and reflect best practices.

### DEFINITION OF HEALTH PROFESSIONAL HOLDING THE BOARD CERTIFIED-ADVANCED DIABETES MANAGEMENT (BC-ADM®) CERTIFICATION

The professional holding the BC-ADM® certification skillfully manages complex patient needs and assists people at risk for and with diabetes and other cardiometabolic conditions with therapeutic problem-solving. *Within their discipline's scope of practice and licensure*, health professionals who hold the BC-ADM® certification may adjust (and in some cases, prescribe) medications, treat, and monitor acute and chronic complications and other comorbidities, counsel people living with diabetes on lifestyle modifications, address psychosocial issues, and participate in research and mentoring. **Holding the BC-ADM® credential does not confer a change in scope beyond current licensure or registration.**

### PURPOSE

The purpose of this CBDCE certification program is to conduct certification activities in a manner that upholds standards for competent practice in advanced diabetes management. The BC-ADM® credential demonstrates that the certified advanced practice health professional possesses distinct and specialized knowledge, thereby promoting quality care for persons with diabetes. The BC-ADM® certification is a voluntary process used to assess and validate qualified health professionals' knowledge in advanced diabetes management. It is an evaluative process that demonstrates that eligibility requirements have been met. Certification is not required by law for employment, although some agencies may use board certification as a basis for employment, job promotions, salary increases, or other considerations.

Potential benefits of the BC-ADM® certification include but are not limited to:

- Validates expertise and competency to colleagues and people with diabetes
- May be used by a hiring manager as “shorthand” for qualifications and resume
- May lead to increased compensation or the ability to leverage higher salary or promotion
- Available to multiple disciplines (nurses, dietitian nutritionists, pharmacists, MD/DO, and PAs)
- Increases marketability in job search
- Increases the visibility of the profession and organization
- Helps to fulfill increased need for advanced clinicians to manage the growing population of individuals with diabetes
- Personal satisfaction

## PROFESSIONAL INTEGRITY AND HONESTY

### Verification of Information

Candidates who apply for the BC-ADM® exam are expected to provide accurate and honest information on their application. They will need to complete a verification of information declaration which says, “I declare and affirm under penalties of perjury that the facts and matters contained in the application are true and correct.”

### Discounted Examination Application Fee for ADCES members

For 2025, CBDCE does offer a discounted application fee for individuals that hold an active ADCES membership. In order to receive the discounted pricing, the individual MUST be a current ADCES member at time of initial application.

Members of ADCES will be asked to enter their ADCES member ID into the application as proof of active ADCES membership. CBDCE has the authority to conduct audits to verify that ADCES membership was active at the time of the application. If a candidate is found not to have had a current membership at the time of application, CBDCE will invoice the candidate for the balance of the application fee rate of a member versus nonmember. As payment of the application fee is required, exam results and certificate packet will be withheld until such payment is made. Note that ADCES membership status at the time the application is completed will determine the rate that is charged if a candidate fails their first attempt and wishes to retake the exam.

### Misconduct

Individuals who engage in any of the following behaviors will be dismissed from the examination, their scores will not be reported, and examination fees will not be refunded. Examples of misconduct include, but are not limited to, when a candidate:

- Creates a disturbance, is abusive, or otherwise uncooperative
- Displays and/or uses electronic communications equipment, e.g., cellular phone, personal digital assistant device
- Gives or receives help or there is reasonable suspicion that individual has done so
- Attempts to take the examination for another individual or have an individual take the examination for the candidate
- Is observed with notes, books, or other aids

### Disciplinary Policy

Certification may be withheld, denied or revoked, or applications rejected for reasons including, but not limited to, the following:

- Failure to complete or fulfill requirements for certification or certification renewal
- Failure to provide appropriate and qualifying audit documentation

- Determination that certification or certification renewal was improperly granted or that there was misstatement of facts submitted by a candidate in his/her application for certification or recertification
- Failure to maintain professional integrity
  - Integrity demands honesty and candor which must not be subordinated to gain a personal advantage. Allowance can be made for innocent error and legitimate differences of opinion, but integrity cannot co-exist with deceit or subordination of one's principles
- Revocation for failure to maintain professional licensure is automatic and non-discretionary. All other grounds for revocation of certification are discretionary.

### Unauthorized Use of the BC-ADM® Credential

Use of the credential before it has been awarded or after it has expired is not permitted. Reports received of unauthorized use will result at a minimum in cease-and-desist notification.

## EXAMINATION APPLICATION FEES AND DEADLINES

Testing Window	Application Fee <sup>1</sup> (Standard Rate)	Discounted <sup>4</sup> Application fee for ADCES members*	Application Deadline <sup>2</sup>	Notes
June 1-30	\$900  (equivalent to \$180/year for 5 years)	\$600  (equivalent to \$120/year for 5 years)	May 1  Late: up to May 15 +\$50 late fee	Includes the processing of the exam registration and one testing appointment. A second testing appointment in the next test window will incur retest fees. <sup>3</sup>
December 1-31	\$900  (equivalent to \$180/year for 5 years)	\$600  (equivalent to \$120/year for 5 years)	November 1  Late: up to November 15 +\$50 late fee	Includes the processing of the exam registration and one testing appointment. A second testing appointment in the next test window will incur retest fees. <sup>3</sup>

<sup>1</sup>The fee must be paid in U.S. funds to Meazure Learning by Visa or MasterCard.

<sup>2</sup>Initial application must be completed within 90 days of starting it. Candidates are strongly encouraged to complete their applications at least 60 days prior to their desired testing date. Applications NOT completed within 90 days of initial creation; the application will be closed out.

<sup>3</sup>Retake fees will be based on ADCES membership status *filed on the initial application*. Becoming an active ADCES member after completing the initial application will NOT result in a change of their application status -- fees and retake fees will be at the standard rate.

<sup>4</sup>CBDCE offers discounted pricing for individuals that hold active ADCES membership. In order to receive the discounted pricing, the individual MUST be a current ADCES member at time of initial application.

## RETAKE FEES (NONREFUNDABLE)

Candidates who do not pass the certification examination may retake the exam in the next consecutive testing window (second testing appointment to retake exam can only occur once per year). For 2025, the examination retake fee is \$340; discounted to \$220 for ADCES members.

To qualify for the ADCES member fee, you must have been an active member of ADCES and have entered in your membership ID at the time you registered for the initial exam. The retake fee must be paid before scheduling a new testing appointment.

Candidates who fail the examination will receive information on scheduling a second testing appointment. Individuals may not take the examination more than two times in any 12-month period. Candidates may not take exam three times in a row over three (3) consecutive windows. If a candidate does not pass the exam after two attempts, the candidate will need to skip the next examination window.

## PROGRAM ADMINISTRATION

CBDCE has contracted with Meazure Learning to process applications and payments, schedule testing sessions and sites, and oversee the entire process. If you need assistance with anything related to the application, testing or payment process, please contact Meazure Learning at [candidatesupport@Meazurelearning.com](mailto:candidatesupport@Meazurelearning.com) or 919.572.6880.

If you have any questions for CBDCE related to the BC-ADM credential, please contact us at [info@cbdce.org](mailto:info@cbdce.org).



## INITIAL CERTIFICATION

Frequently asked questions about initial certification can be found on the CBDCE [HERE](#).

### Eligibility Requirements

Candidates must MEET the following requirements before applying for the examination. Refer to the eligibility Criteria chart below:

Eligibility Criteria	Nurse	Dietitian	Pharmacist	PA (Physician Assistant/Physician Associate)	Physician
<b>License/Registration</b>	Current, active RN and/or advanced practice nursing license	Current, active dietitian nutrition registration	Current, active pharmacist license	Current active physician assistant license	Current active MD/DO license
<b>Advanced Degree</b>	Master's or higher degree in a relevant clinical, educational, or management area	Master's or higher degree in a clinically relevant area	Master's or higher degree in Pharmacy	Master's or higher degree in a relevant clinical, educational, or management area	MD/DO degree
<b>Experience</b>	500 clinical practice hours within 48 months prior to applying for certification examination. (Clinical hours must be earned after relevant licensure/registration and advanced degree was obtained)				
<b>Level of Practice</b>	Skillfully manages complex patient needs and assists patients with therapeutic problem-solving. Within their discipline's scope of practice, healthcare professionals may adjust (and in some cases prescribe) medications, treat, and monitor acute and chronic complications and other comorbidities, counsel on lifestyle modifications, address psychosocial issues, and participate in research and mentoring.				

## Discipline-Specific Interpretation of Eligibility Criteria

The interpretations below apply to the health professions listed in this handbook: Advanced practice nurses, dietitians, pharmacists, PAs, and physicians.

1. **License Requirement Interpretation:** Practitioner has a license and/or registration to practice in the specific geographic area/country where candidate is practicing. License/registration must be active, current, and unrestricted at the time of application, examination and throughout time certification is held.
2. **Academic Requirement Interpretation:**
  - If candidate is educated outside the United States, the degree must be earned from an academic program accredited by one of the listed credentialing bodies. An evaluation must be provided by an organization that is a current member of the National Association of Credential Evaluation Services ([www.naces.org/members.html](http://www.naces.org/members.html)). A comprehensive evaluation is required and must verify equivalency to a minimum of a master's degree in a health-related concentration/area from a United States college or university.
  - Years of practice in lieu of advanced degree is not acceptable.

### *Registered Nurse Eligibility Criteria:*

1. Hold a current, active, and unrestricted RN license from one of the United States or its territories or the professional, legally recognized equivalent in another country where practicing.
2. Hold a master's or higher degree in a relevant clinical, educational, or management area such as family medicine, nutrition, gerontology, advance diabetes management, or other area relevant to the credential from an accredited school. For example:
  - ACEN (Accreditation Commission for Education in Nursing): accredits nursing programs in clinical doctorate, master's, baccalaureate.
  - CCNE (Commission on Collegiate Nursing Education) is affiliated with AACN (American Association of Colleges for Nursing) and accredits nursing programs in higher education institutions (baccalaureate, master's doctorate).
  - NLN-CNEA (Commission for Nursing Education Accreditation) accredits bachelor, master's, and clinical doctorate degree programs).
3. Within 48 months prior to applying for this certification exam, complete a minimum of 500 clinical practice hours in advanced diabetes management. Clinical hours must be earned after relevant licensure and advanced degree were obtained.

***Registered Dietitian/Registered Dietitian Nutritionist Eligibility Criteria:***

1. Hold a current, active, and unrestricted registration as a dietitian/dietitian nutritionist from the Commission of Dietetic Registration (CDR). Practitioner must hold the Registered Dietitian credential (RD/RDN) or equivalent if practicing outside of the United States.
2. Hold a master's or higher degree in a clinically relevant discipline, such as nutrition, public health, exercise, sports physiology, counseling, mental health, or gerontology.
3. Within 48 months prior to applying for this certification exam, complete a minimum of 500 hours of clinical practice in advanced clinical diabetes management after obtaining the registered dietitian (RD/RDN) credential. Clinical hours must be earned after relevant registration and advanced degree were obtained.

***Registered Pharmacist Eligibility Criteria:***

1. Hold a current, active, and unrestricted pharmacist license from one of the United States or its territories or the professional, legally recognized equivalent in another country where candidate is practicing.
2. Hold a master's or PharmD degree in pharmacy from an Accreditation Council for Pharmacy Education (ACPE) accredited school or the equivalent if practicing outside of the United States.
3. Within 48 months prior to applying for this certification exam, complete a minimum of 500 hours of clinical practice in advanced clinical diabetes management after obtaining licensure as a pharmacist. Clinical hours must be earned after relevant licensure and advanced degree were obtained.

***Physician Assistant/Physician Associate Eligibility Criteria:***

1. Hold a current, active, and unrestricted physician assistant license from one of the United States or its territories or the professional, legally recognized equivalent in another country where practicing.
2. Hold a master's degree or higher from an ARC-PA accredited school in a clinically relevant area, such as nutrition, public health, exercise, sports nutrition, counseling, or gerontology.
3. Within 48 months prior to applying for this certification exam, complete a minimum of 500 hours of clinical practice in advanced clinical diabetes management. Clinical hours must be earned after relevant licensure and advanced degree were obtained.

***Physician Eligibility Criteria:***

1. Hold a current, active, and unrestricted MD/DO license from one of the United States or its territories or the professional, legally recognized equivalent in another country where practicing in a state or territory of the United States or the professional, legally recognized equivalent in another country where practicing.

2. Within 48 months prior to applying for this certification exam, complete a minimum of 500 hours of clinical practice in advanced clinical diabetes management. Clinical hours must be earned after relevant licensure was obtained.

***All requirements must be met prior to submitting an application for the examination.***

## Application Audits

Ten percent (10%) of exam applications will be audited to ensure compliance with the eligibility criteria. Applications for audit will be selected randomly at the time of application. If selected for audit, a candidate will receive an email message with instructions on how to supply satisfactory documentation that supports compliance with the eligibility criteria. For initial applications upon successful compliance with the audit, the application will be approved and candidate may then schedule to take the exam. Applicants who DO NOT comply with the audit process or cannot successfully verify the eligibility requirements upon audit, will be marked as incomplete and fees refunded less a \$100 processing fee.

## WHAT QUALIFIES AS PRACTICE HOURS?

If a candidate is selected for an audit, the candidate will need to submit proof of their practice hours in the form of a letter from a supervisor or other professional who can attest to and verify their claimed hours. A minimum of 500 practice hours providing advanced diabetes management is required. Hours of direct clinical supervision of, or precepting students/residents, and/or volunteer hours in diabetes care may be counted towards practice hours.

### **Activities that count towards practice hour requirement:**

- Managing complex patient needs
  - Monitoring, interpreting, and applying results generated from complex patient data sets
  - Formulating and prioritizing a problem list
  - Educating individuals about medical nutrition therapy
  - Incorporating technologies into practice for maintenance and/or management of diabetes and cardiometabolic conditions
  - Managing and adapting interventions for special populations
- Assisting patients with therapeutic problem-solving
  - Conducting therapeutic interviews using a systematic approach
  - Counseling patients on lifestyle modifications
  - Incorporating appropriate behavior change models and techniques to improve health outcomes through problem solving and teamwork
  - Collaborating with individuals to individualize and prioritize their care
  - Establishing and implementing measurable self-care goals to improve health outcomes
  - Utilizing technology enhanced devices to collect, analyze, and inform judgements for individual and/or aggregated health data
- Adjusting medications if within their discipline's scope of practice
  - Managing pharmacologic therapy options and interventions for diabetes, cardiometabolic, and related conditions

- Treating and monitoring acute and chronic complications and other comorbidities
  - Performing comprehensive assessments of diabetes, complications, and related chronic and cardiometabolic conditions across the lifespan (e.g., functional status, sensory/foot, eye exam, medication, and complementary alternative medication review)
  - Implementing standards of diabetes care and clinical practice guidelines pertaining to assessment
  - Interpreting and applying results generated from assessment and diagnostic tests
  - Performing screenings and understanding diagnostic criteria for diabetes, cardiometabolic and related conditions
  - Implementing interventions that reflect standards of diabetes care and clinical practice guidelines
  - Discussing surgical options for diabetes management including eligibility, risks, benefits, and long-term outcomes
  - Collaborating with healthcare providers to coordinate care for individuals and populations
  - Managing diabetes in the hospital and during transitions of care
  - Engaging in telehealth services for diabetes management
  - Performing interventions pertaining to follow-up care, reflecting standards of diabetes care and clinical practice guidelines
- Addressing psychosocial issues
  - Evaluating self-care behavior and perform behavioral health assessment
  - Assessing social determinants of health
  - Collaborating with mental health providers to adjust interventions for psychosocial conditions
- Participating in research
  - Utilizing QI infrastructure to gauge population level diabetes measures
- Mentoring other clinicians in diabetes care
  - Reviewing treatments and outcomes, comparing, and explaining results
  - Evaluating and adjusting diabetes and cardiometabolic treatment care plans accordingly

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## INITIAL APPLICATION PROCESS AND TESTING INFORMATION

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### General Exam and Application Information

- The BC-ADM examination is offered in June and December of each year (in 30-day windows).
- The BC-ADM exam consists of 175 multiple choice questions given over a 3 ½ hour period. Of the 175 questions, 150 are scored and 25 are pre-test.
- Applicants will apply for the BC-ADM exam through Meazure Learning, CBDCEs BC-ADM testing vendor.
- Applications and supporting documents are electronically accepted continually throughout the year (paper applications are not accepted). The application should be completed at least 30 days prior to the opening of the testing window. **Late applications are accepted, but only up to 15 days prior to the opening of the testing window for an additional non-refundable fee of \$50.**
- The testing appointment must be scheduled at least two days prior to the test date at a physical testing site and 24 hours prior to the test date for LRP. Note: Testing center appointments are limited to first-come, first-served and cannot be guaranteed.

### Applying for BC-ADM Certification

Applicants will apply for the BC-ADM certification online through Meazure Learning. Candidates will need to first create an online profile with Meazure Learning. Follow the prompts to create an online profile that will serve as the basis for all interaction with Meazure Learning.

Click <https://www.cbdce.org/bcadm-portal> to begin the BC-ADM application process.

Candidates should note their username, password, and email address used on the application for future reference and for access to the system at a later time. The name on your application **MUST** be the name that appears on your government-issued photo identification (ID) that will be used onsite at the testing center or to access the LRP session.

To apply for the BC-ADM examination, candidates must do the following:

1. Complete the on-line application form, including demographic information, information associated with the required 500 advanced diabetes management practice hours, and attestation regarding the veracity of the information submitted
2. Upload a copy of current licensure as a RN, RPh, MD/DO, or PA license (or a letter from the State Board of Licensing) or copy of registration as a RD/RDN from the CDR
3. Upload a copy of transcript or school diploma for eligible advanced degree

4. Pay the appropriate fee.

\*For 2025, CBDCE does offer discounted fees for individuals that are members of ADCES; in order to be charged the ADCES membership rate for the initial exam and any retest fees, a candidate must be an active member of the ADCES at the time of the application and will be asked to enter their ADCES member ID as part of the initial application process. Becoming a member of ADCES after completing an initial application will not change membership status with regard to retest fees.

Only complete applications will be evaluated, and candidate eligibility determined within seven (7) business days of submission (or if chosen for audit, after audit has been approved). If the application is incomplete, a notice will be issued to the candidate by email. If the application is not completed within 90 days of initial creation, the application will be closed.

If an application is selected for an audit, candidates MUST supply the appropriate and qualifying documentation in support of meeting the BC-ADM eligibility requirements.

## CANDIDATES DEEMED NOT ELIGIBLE

Once the electronic application is completed and the information is processed by Measure Learning, applications with eligibility requirements in question are sent to CBDCE for staff for review. If it is determined that a candidate does not meet the eligibility criteria, CBDCE will refund the paid fee minus a \$100 service fee. International reimbursement costs (i.e., wire transfer expenses) are non-refundable and will be deducted from the reimbursement amount accordingly.

## ELIGIBILITY PERIOD

Candidate eligibility will be valid for two consecutive testing windows, and candidates will be permitted one testing attempt per window. If a candidate fails the first attempt, there will be a retake fee for the 2<sup>nd</sup> window. If a candidate does not take the examination for which he/she applied or successfully complete the application within the two consecutive testing windows, the application will be closed, and the candidate must submit a new application with the required supporting documentation and “first-time” candidate fees in order to sit for the exam again. If candidate chooses not to take the exam within the next two windows following the application completion, the candidate forfeits **ALL** fees paid.

<b>Application</b>	<b>First Testing Window</b>	<b>Second Testing Window</b>
Pay new candidate fee	If do not pass, move to second window	Pay retake fee. If do not pass again, must reapply as new applicant after another window has passed.
Pay new candidate fee	If no show or opt to not take first window exam, move to second window	If do not pass, must reapply as new applicant.

## Testing Modalities

The examination is computer-based and offered only through Meazure Learning's approved in-person proctored testing centers across the United States and internationally or via their live remote proctoring (LRP) program. For a list of testing sites around the world, go to <https://www.meazurelearning.com/candidate-services>.

Candidates may choose to take the exam by either testing at a Meazure Testing Center or testing by Live Remote Online Proctoring (LRP). Candidates should thoroughly review the information on testing choices to determine which one is best for them.

It is recommended that candidates schedule their testing appointment as soon as possible as appointment times are available on a first come, first-served basis.

Candidates will receive a notice to schedule email that includes information about rescheduling, cancelling and/or transferring test windows from Meazure Learning.

Note that candidates who wish to test at an international test site will incur an additional non-refundable scheduling fee of \$150 to test in person. There is no additional scheduling fee for international candidates who select LRP.

## SCHEDULING PROCESS

You will schedule your exam through Meazure Learning. As early as 30 days prior to the beginning of the testing window, Meazure Learning will send, via email, notification of eligibility to sit for the examination with directions on how to schedule a testing appointment through Meazure Learning's online scheduling system. Most test sites will have morning and afternoon testing appointments available. Meazure Learning will do its best to accommodate the requested test site and date. Seats are filled on a first come, first-served basis, based on test center and live online proctoring availability.

Note that candidates who wish to test in-person at an international test site must pay an additional scheduling fee of \$150 (non-refundable). There is no additional scheduling fee for international candidates who select remote live proctoring. Payment is due at the time of scheduling.

Once the candidate has scheduled the exam, the candidate will be sent, via email, a scheduling confirmation including the exact test location, testing date and time. Candidates will need a hard copy version of the scheduling confirmation message to present **to the site staff on the test date** or shown to the proctor if testing via LRP.

## Failure to Schedule Test Appointment

Once the application is completed and a confirmation email has been sent, it is the responsibility of the candidate to schedule a testing appointment before the end of the eligibility period, which is two testing windows. If the candidate does not follow up with the steps stated in the notice-to-schedule email sent by Meazure Learning and schedule their test appointment before the end of their eligibility (2 testing windows), the candidate's application will be null-and-void and all fees paid will be forfeited.



## Rescheduling/Cancelling

Once the completed application is approved, the notice to schedule test appointment was received, and the candidate scheduled their test appointment but needs to cancel or reschedule, they must request this through Meazure Learnings online scheduling system up to two business days before their testing appointment at a Meazure Learning testing site. A \$50 nonrefundable rescheduling fee will apply to testing site changes. A LRP appointment needs to be cancelled or rescheduled within 24 hours of the testing appointment.

Testing site deadline for canceling is **2 days before** the originally scheduled exam date.

- Testing on **Monday** -End of the day **Saturday**
- Testing on **Tuesday** – End of day **Sunday**
- Testing on **Wednesday** –End of the day **Monday**
- Testing on **Thursday** – End of the day **Tuesday**
- Testing on **Friday** –End of the day **Wednesday**
- Testing on **Saturday**- End of the day **Thursday**
- Testing on **Sunday**-End of the day **Friday**

If a candidate misses the reschedule deadline or does not appear for their testing appointment, they will be marked as a no-show/absent candidate and ALL testing fees will be forfeited.

## Emergency Rescheduling Policy

In the event that a candidate is unable to keep their scheduled testing appointment due to one of the emergency reasons listed below, the candidate may request a reschedule. To request a reschedule, the candidate must submit supporting legal paperwork within 5 business days from the original scheduled testing appointment to [candidatesupport@meazurelearning.com](mailto:candidatesupport@meazurelearning.com). Requests submitted beyond 5 days will not be honored.

1. Serious illness-either self or immediate family
2. Death in immediate family-spouse, parent, child, sibling, grandparent, uncle or aunt, mother or father-in-law, or stepchild
3. Disabling accident
4. Court appearance
5. Jury duty
6. Unexpected military deployment
7. Natural disaster
8. War

If emergency rescheduling is approved, the candidate must request a new testing appointment that falls within the current testing window. If the current testing window is not available, they may be able to test in the next exam window, depending on eligibility status.

## SAMPLE TEST DEMO

Meazure Learning offers a free online tutorial and sample test demo to familiarize candidates with the computer-based testing environment. The online demonstration and tutorial are accessible at anytime, anywhere, through any computer with Internet access. Candidates may access the tutorial and demo on Meazure Learning's website: <https://www.assessments.meazurelearning.com/preparing-for-your-test/>

**The demo is not intended to be a review of BC-ADM examination content or study tool.**

## LIVE REMOTE PROCTORING

Candidates considering testing via live remote proctoring will want to review the resources for remote exam, as the candidate's computer/internet/environment MUST meet specific requirements.

### Resources for Remote Exam

- [BC-ADM scheduling and cost information](#)
- [What to expect on exam day \(Guardian Browser\) – ProctorU](#)
- [Help Center link](#)
- [Equipment Requirements – ProctorU](#)
- [Candidate experience video](#)

**Scheduling your LRP exam:** You may schedule your exam once you receive your scheduling notice. Candidates will be required to submit scheduling requests no less than 24 hours prior to the and time they wish to test. If a candidate fails to schedule their testing appointment prior to 24 hours before the end of their eligibility or testing window, the candidate will not be able to schedule a testing appointment.

**Rescheduling requests:** Candidates will be required to submit cancellations or rescheduling requests no less than 24 hours prior to their current testing appointment. To reschedule a testing appointment, click on this link: <https://assessments.meazurelearning.com/registration/app/#/login> and log in with the username and password provided in the Notice to Schedule email.

Candidates who fail to appear for their scheduled testing appointment will be considered a no-show, forfeiting their eligibility, resulting in no refund of the testing fee.

\*NOTE: Candidates testing using LRP will not be charged a rescheduling or cancelation fee for any changes made 24 hours or more before their scheduled testing appointment.

## TESTING AT A TESTING SITE

Candidates testing at a testing site will be notified of the exact test location, date, and time via email and MUST bring a printed copy of the confirmation to the test site.

Candidates must have proper identification to gain admission to the test center or to test via LRP. The identification must be valid, current and include your name, signature, and photograph. The name on your ID MUST match the name on your exam registration. Acceptable forms of identification include driver's license, passport, and government-issued identification card. Unacceptable forms of identification include those from gym membership, warehouse membership, school identification card, credit card, and identification with signature only (no photograph).

Please plan to arrive at the testing center at least 15 minutes prior to the start of the testing session. Those who arrive late for testing sessions may not be permitted to test.

Candidates will be given three and a half (3.5) hours to complete the examination. The testing platform includes an online calculator which you can use to perform any calculations needs.

## TESTING RULES

CBDCE and Meazure Learning follow industry standard testing rules as outlined below.

### PROHIBITED ITEMS

Candidates are expressly prohibited from bringing the following items to the test center or room being used for LRP session:

- Cameras, cell or smart phones, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials
- Notes, paper, books, dictionaries, or language dictionaries
- Book bags or luggage
- iPads, iPods, headphones, or pagers
- Calculators, computers, tablets, or other electronic devices with digital memory or internet access
- Personal writing utensils (i.e., pencils, pens, and highlighters)
- Watch or smart watch
- Food and beverage, including water bottles (unless approved in advance)
- Hats, hoods, or other headgear

If Meazure Learning testing personnel determine the candidate has brought any such items to the test site, the items may be remanded and held for an indefinite period by Meazure Learning testing personnel. We reserve the right to review the memory of any electronic device in the candidate's possession at the testing center to determine whether any test materials have been photographed or otherwise copied.

## PROHIBITED ITEMS (continued)

If our review determines that any test materials are in the memory of any such device, we reserve the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of our review and any applicable deletions, we will return the candidate's device to them, but will not be responsible for the deletion of any materials that may result from our review, whether or not such materials are test materials.

By bringing any such device into the test site in contravention of our policies, the candidate expressly waives any confidentiality or other similar rights with respect to their device, our review of the memory of the device and/or the deletion of any materials. Meazure Learning, the examination site, and the test administration staff are not liable for lost or damaged items brought to the examination site.

## ACCOMMODATIONS

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

Reasonable accommodations generally are provided for candidates who have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, and performing manual tasks); have a record of such physical or mental impairment; or are regarded as having a physical or mental impairment.

Candidates with diabetes are allowed to continue to use technology related to glucose monitoring and medication delivery and access to snacks and low blood glucose treatments. Requests of this type will need to be requested during the application process.

To apply for reasonable accommodations, the candidate must request the accommodations in the application process and provide documentation that supports reasonable accommodations provided by an appropriate licensed professional on the professional's letterhead. The documentation must include a diagnosis of the disability and specific recommendations for accommodations.

Requests for accommodations must be submitted no later than 45 days prior to opening of the candidate's preferred testing window and candidates must submit their scheduling request at least 30 days prior to their preferred test date within the testing window. It is recommended that this documentation be submitted at least 45 days prior to the preferred testing date.

For more information regarding reasonable accommodations, please contact Meazure Learning or CBDCE.

## POST EXAMINATION PROCESS

### QUALITY CONTROL AND EXAMINATION SCORING

CBDCE follows testing industry standards and guidelines when developing and administering new exam forms. Adhering to industry standards and best practice requires that certain statistical analyses and quality control procedures need to be performed before exam scores are released to candidates. Therefore, BC-ADM® scores are held until the end of each testing window so that statistical and quality control analyses can be conducted on the full set of candidate scores from a given testing window. This approach assures the fairness and accuracy of the examination scores. In the event of testing irregularity, or breach of security which may compromise the examination, CBDCE reserves the right to void or withhold examination results. Any such occurrences will be investigated to ensure the integrity of the credential.

### PASS/FAIL DETERMINATION

The minimum passing score on any certification exam is set for the purpose of public protection, to ensure that certified individuals possess a sufficient amount of knowledge to practice safely and competently and without causing harm. To help achieve this goal, the minimum passing standard on the BC-ADM® examination is set using a method called the Modified Angoff technique. This is a widely used methodology for determining the number of questions a candidate must answer correctly to demonstrate that he or she possesses sufficient knowledge to practice safely and competently. A diverse panel of professionals who possess the BC-ADM certification are involved in the process of setting the passing standard. Once the passing standard has been established, statistical methods are used to ensure that new versions of the examination conform to the same passing standard. This methodology ensures that all candidates who take the BC-ADM examination are held to the same standard, regardless of which version of the examination they take.

### SCORING THE EXAM

Measure Learning scores all candidate answer records after the close of the testing windows. The BC-ADM exam uses a validated method of scoring that equates different versions of the exam. Preliminary item and option analysis statistics are computed and reviewed for key validation purposes. After key validation decisions have been implemented, option analysis studies are done. Candidate scores are then computed as common item linear equated scores with all questions equally weighted and converted to a scaled score.

Scaled scores are determined by converting the raw score, or the number of questions answered correctly, to a score on a scale. The use of scaled scores ensures that the score required to pass the exam remains constant regardless of which version of the exam is administered and its raw passing score. Every form of the BC-ADM® exam is mathematically equated to a predetermined passing standard, ensuring that every candidate who takes the exam—regardless of which version of the exam they receive—is held to the same standard.

## REPORTING RESULTS

Candidates receive documentation to confirm that their examination has been submitted (but not the result) while still at the computer terminal (this applies to testing center and LRP testing methods). Scores for all candidates, regardless of testing method (test center or LRP) are held and reported after the completion of the testing window. Score reports are prepared after all scoring and quality assurance steps for the testing window have been completed.

Passing BC-ADM® candidates will be sent a letter of congratulations and certificate information.

Candidates who do not pass the BC-ADM® examination receive a report with diagnostic information on strengths and weaknesses in content areas for each domain.

Applicants/Candidates may NOT:

>>Obtain copies of the examination.

>>Appeal the content or interpretation of the examination questions or examinations.

## EXAM SCORE REVIEW

CBDCE does not offer the option of having BC-ADM® exams rescored or to appeal the pass/fail result. The results for each exam window are closely reviewed by Meazure Learning staff and CBDCE before release, with several layers of oversight for the scoring of the BC-ADM® examination. The correct response for each item is checked multiple times by panels of experts – several times during item development, again during exam assembly and exam reviews, and again once the window closes and before scores are sent out. The exam is developed to have a consistent difficulty for each window. All of this process is managed according to standard practices in the testing industry.

## EXAM SCORE RELEASE

Approximately six (6) weeks after the close of the testing window, candidates will be sent an email from Meazure Learning with instructions on how to access their results on Meazure Learning's Score Report Portal. Candidates will be able to view and download their results from the portal for one (1) year after their examination date. Examination results are not released by telephone, fax, or email.

## RETAKE POLICY

Candidates who test in their first window of eligibility and do not pass the BC-ADM® examination are eligible for a retake for a fee of \$340 (discounted to \$220 for candidates who were an ADCES member at the time of the initial application\*). A retake notice to schedule will be sent 30 days before the opening of the next testing window. If a candidate does not sit for the exam in their first window of eligibility, they will be automatically moved to the second window and will only have one attempt to pass. Candidates may not take the examination more than two times in any 12-month period.

\*Fees are not discounted for individuals who join ADCES membership **AFTER** initial application.

## CERTIFICATES

Within approximately 30 days after receiving notice of passing the examination, candidates will be sent a BC-ADM certificate and wallet card.

Candidates may start including the BC-ADM® designation once they receive confirmation that they passed the exam.

Candidates may request a verification of their BC-ADM® certification at any time from CBDCE by emailing a request to [info@cbdce.org](mailto:info@cbdce.org).

## POST CERTIFICATION ACTIVITIES

CBDCE appreciates the support and enthusiasm of new certified BC-ADM®. Share your achievement of the BC-ADM® certification on social media including Facebook, LinkedIn, and Instagram.

A media release template is available for those who wish to announce their new certification status to their communities or institutions. Please send a request to [info@cbdce.org](mailto:info@cbdce.org) for the template.

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## SUMMARY OF COMMUNICATIONS TO INITIAL APPLICANTS

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*Reminder: It is the candidate's responsibility to update Meazure Learning with any changes to contact information at [candidatesupport@meazurelearning.com](mailto:candidatesupport@meazurelearning.com).*

Timing	Type	When it will be sent
During completion of initial application	Application	No communication until the application and payment are submitted.
Notice of application being closed after 90 days	Application	Applications that are started only remain open for 90 days. After 90 days, the application is closed, but there is no warning or communication with the candidate other than what is stated in the Handbook.
Once application has been submitted	Application	The application completed email is sent when the application and payment is completed. It explains next steps in the process.
Notice issued within 7 days of submission if incomplete	Application	Meazure Learning reaches out to the candidate via email and phone advising on what the candidate needs to do to resolve the application documentation criteria.

Notice to schedule a testing appointment	Scheduling Test Appointment	Notice is sent by email to candidate 30 days before the opening of the testing window.
Reminder to candidates that have not yet scheduled an appointment.	Scheduling Test Appointment	Reminder to schedule is sent within the first week of the testing window.
Confirmation Notice-in person testing	Testing	This is sent as soon as the candidate schedules a testing appointment.
Confirmation Notice-Live online proctoring testing	Testing	Only one reminder confirmation email is sent at 3 or 4 days before their scheduled testing appointment. If they schedule in under the 3 or 4-day period from their testing appointment, they will not receive a reminder.
Reschedule Notice	Testing	If a candidate reschedules their testing appointment, they will receive an exam cancellation notice that allows them to reschedule within their eligibility guidelines.
Cancellation Notice	Testing	If a candidate cancels their testing appointment, they will receive an exam cancellation notice and their eligibility will expire.
Notice about a registration change by a testing site	Testing	These emails are sent, when Meazure Learning receives updates about a change of address from a test center.
Notice to access scoring portal	Post-exam	Candidates who sat for the exam receive an email notification with their log in information to access the score portal once the scores have been released by the Scoring department at Meazure Learning, approximately six (6) weeks after the close of the testing window.
Score Report	Post-exam	Score reports are hosted within the score report portal for a candidate to access for up to one year from their examination date.
Retake notice for candidates for 2 <sup>nd</sup> window	Failed attempt in first window, retaking test in 2 <sup>nd</sup> window	Retake notices to schedule are emailed 30 days before the start of the 2 <sup>nd</sup> test window.
Certificate	Post-exam	Candidates that pass the BC-ADM are sent a certificate packet which includes their BC-ADM certificate and wallet card.



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## STUDYING FOR THE EXAM

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### EXAM INFORMATION

The Examination is a written examination composed of 175 multiple-choice, objective questions given over a total testing time of three and one-half (3.5) hours.

Of the 175 questions, 150 are scored questions and 25 are pre-test questions. Inclusion of these pre-test questions allows for collection of meaningful statistics about new questions, but are not used in the determination of individual Examination scores. These questions are not identified and are scattered throughout the Examination so that candidates will answer them with the same care as the questions that make up the scored portion of the Examination. This methodology assures candidates that their scores are the result of sound measurement practices and that scored questions are reflective of current practice. A candidate's score, however, is based solely on the 150 scored questions.

Areas that are included on the examination as well as the percentage and number of questions in each of the major categories of the scored portion of the examination are shown in the chart below.

Category	Domains of Practice	Percent	No. of Questions
I	Assessment and Diagnosis	30%	45
II	Planning and Intervention	33%	50
III	Evaluation and Follow-up	23%	34
IV	Population Health, Advocacy, and Professional Development	14%	21

Examination Content Outline: Visit [Study Sheets to review the full outline](#).

The BC-ADM® exam is a practice-based certification and it requires candidates to have been in practice for a certain number of hours performing advanced diabetes management prior to applying and sitting for the exam. Practice experience should include providing at least some or all of advanced diabetes management services as defined in the Domains of Practice.

CBDCE does not create or provide educational review materials specific to the BC-ADM® exam as this constitutes a conflict of interest and could potentially imply guarantee of passing the exam. CBDCE does provide:

- An examination content outline (or exam blueprint) and study sheets available online [here](#).
- BC-ADM practice exam – Now available at Meazure Learning.
- Test-taking tips found in this handbook

The content of the examination is not based on any one text, reference book or journal. Regardless of discipline, knowledge (and the ability to apply that knowledge) is necessary across all areas of the examination content outline.

Suggested Study Steps:

1. Do a self-evaluation of current knowledge and skills in advanced diabetes management to identify any gaps.
2. Determine how to best fill those gaps in knowledge. The BC-ADM® exam measures both foundational knowledge such as interviewing and teaching techniques, but the major focus is on clinical management: physical assessment, pharmacology, complications, and comorbidities.

### Filling gaps in foundational knowledge

Resources advertised for exam prep for the BC-ADM exam would typically provide foundational information, e.g. national standards, medication use and teaching skills. These are great topics if there are weaknesses in those content areas. While they are not the focus of the BC-ADM® exam, basic knowledge is helpful for meeting some of the content listed in the exam content outline.

### Filling gaps in advanced management knowledge

Knowing the American Diabetes Association's Standards of Care in Diabetes and other guidelines for management of diabetes and other comorbidities is critical. Regional activities updating primary care providers in diabetes are also good sources for reviewing current practice standards. You can search online to see if any specific continuing education activities are available on topics of interest.

Organizations such as [ADCES](#), [ADA](#), and others may have pertinent educational activities available to meet your needs has some advanced management courses, webinars, and other resources available. Search the web for activities that fit your needs.

3. Plan review methods well in advance of the examination. Think about the study method that is best (e.g., individual review, study group, class) and the types of materials that are most helpful (e.g., textbooks, audio or video programs, outlines, memory aids). It may also be helpful to use materials obtained during training activities related to work.
4. Ask peers for study tips or consider joining practice discussion group just for BC-ADMs.

## PRACTICE EXAM

A Practice Examination is available for the BC-ADM® examination. The practice exam contains 72 multiple-choice questions covering the four Domains of Practice. Questions are based on the current Examination Content Outline.

The Practice Examination is now LIVE! [Click here to learn more and purchase the BC-ADM Practice Exam.](#)

## MANAGING TEST ANXIETY

A little anxiety regarding test taking can be helpful because it stimulates and motivates you to perform at your best; however, severe anxiety can hinder test performance. If you know that you frequently experience severe test anxiety, consider preparing yourself for the examination by developing coping mechanisms to make your tension work for you. Before the day of the examination, visualize and rehearse the testing situation. Imagine yourself taking the examination with a positive attitude and focused, but calm, behavior.

Take measures to reduce your stress during the examination. Use deep-breathing techniques and be sure to stretch your muscles periodically. Such exercises can reduce both physical and mental stress. If necessary, take a few minutes to imagine a calm, pleasant scene, and repeat positive phrases. Do not let the comments or behavior of testing personnel or other examinees make you anxious. Examinees who finish more quickly than you may not perform any better than you. Everyone works at his or her own speed. Some of the best test performers routinely use the total allocated time. Remember that (a) there is no limit to the number of examinees who can receive passing scores, (b) there is no bonus for completing the examination early, and (c) you are not competing with anyone else.

Eating well, avoiding too much alcohol, and maintaining a regular sleep pattern for several days before the examination will help you to be physically prepared. Also, on the day before you take the test, collect all the supplies you will need and choose comfortable clothing. Knowing that you are prepared for the test will help to reduce your anxiety. Finally, your best method for controlling your anxiety is to feel prepared for the test. Designing a study plan well in advance will help you get ready.

## TEST TAKING TIPS

- Budget your time well. Because you will have three and a half (3.5) hours to complete 175 questions, you will want to complete more than half (87) in less than half the time. This is because you will want extra time after completing the full examination to review questions you either skipped or questions you may have marked for review.
- Do not overanalyze or try to “read into” a question. Questions are not written to be tricky. Do not assume additional information beyond what is given in the test question. All information necessary to answer the question will be given in the text of the question or scenario.
- Remember that this is an international test. The questions will be based upon an accepted knowledge base. Choose options that you know to be correct in any setting.
- Pay close attention to key words such as “best,” “most,” “primary,” or “usually.” These words indicate that other options may at times be correct but given the wording or situation in the test question, you must judge which option is the best.
- Skip difficult questions and come back to them later. Questions on the test are not ordered by difficulty (i.e., they do not go from easiest to hardest). Also, content areas (the domains) and topics are addressed randomly in questions throughout the test.

- When guessing, use the process of elimination. Treat each option as a true or false statement and eliminate those that you would not select. Narrow your choices and then make an educated guess.
- You are only scored on your correct answers, so answer every question. There is no penalty for guessing. Go through the entire test, answering the questions you believe you know and skipping the ones you do not. Leave time at the end of the testing period to go back to the questions you skipped or want to review. If you are running out of time, leave a minute or so at the end to complete all the blank questions randomly. Remember, you have a 25% probability of answering a question correctly by chance alone, so don't miss any!
- If English is not your primary language and reading English requires more time, maximize your time by reading and answering all the shorter questions first. After completing all the short questions, go back and attempt to answer the longer questions.

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## WHAT'S NEXT AFTER INITIAL CERTIFICATION: RENEWAL OF CERTIFICATION

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Congratulations on earning the BC-ADM® credential! The certification cycle is 5 years, and though it seems like a long time, it's always good idea to start planning for your renewal. At a minimum, after you receive your certificate, make a note of your expiration date in your calendar. Measure Learning sends out reminders by email and U.S. mail six months, 3 months and 1 month prior to certification expiration. It is the responsibility of the candidate to renew certification prior to their certification expiration date using the available deadlines. Detailed information on the renewal requirements can be found on the CBDCE website. You can find your certification expiration date on the BC-ADM® certificate or by sending an inquiry to [info@cbdce.org](mailto:info@cbdce.org).

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**Questions? Contact us:**

**Email: [info@cbdce.org](mailto:info@cbdce.org)**

**Phone: 847.228.9795**

**Visit us at <https://www.cbdce.org/bc-adm-transition>**

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