



Committees – Positions Open to CDCEs

Credentials Committee

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.

Examination Committee

As a Standing Committee of the CBDCE Board of the Directors, the Examination Committee is responsible for providing oversight and guidance in the administration of the organization's Certification Examination (Examination). In this capacity, the Committee also serves as the key advisor to the Board of Directors in establishing organizational policies and procedures that support the examination process. To that end, the Committee:

- 1) Reviews and approves the Certification Examination for each administration.
- 2) Develops and reviews new Items based on the Examination Content Outline for inclusion in the Item Bank.
- 3) Assures that the Item Bank is accurate and reflects current standards and practice for diabetes educators.
- 4) Periodically ensures that the practice examination reflects the content outline for the Examination.
- 5) Periodically ensures that an effective practice analysis is conducted resulting in an accurate content outline for the Examination and for evaluating continuing education credits for renewal of certification by continuing education.

Outreach Working Groups

The Outreach Working Groups are comprised of four (4) separate working groups – Candidates, CDCES, Providers, and Social Media. Each group has its own charges with the responsibility for supporting marketing strategies for the audiences of potential/future certified individuals, currently certified individuals, raising awareness and value of the CDCES to the audience of providers, or supporting the organization’s social media efforts.

Awards Committee

As a Committee of the CBDCE Board of the Directors, the Awards Committee (Committee) is responsible for oversight of all CBDCE awards including, but not limited to, scholarships, grants, and the Mentor Spotlight Award.

DEIA Task Force

As a Task Force under the CBDCE Board of the Directors, the Diversity, Equity, Inclusion and Accessibility Task Force (DEIA) is responsible for developing a prioritized plan to support CBDCE’s overall mission with a deliberate effort to achieve strategic priorities and influence the culture of CBDCE through the lenses of diversity, equity, inclusion and accessibility.