



The Certification Board for Diabetes Care and Education (CBDCE) offers the use of the list of Certified Diabetes Care and Education Specialists (CDCESs) for email or hard copy mailings to organizations wishing to advertise their conferences, products, publications and services. All proposed mailings are reviewed in relation to current CBDCE Mailing List Usage policies.

Base Rental Rates

Lists are available for **one time use only**.

Disks are not available.

Rates	1-100 names	\$75 (minimum order)
	101-300 names	\$125
	301-500 names	\$175
	501-1000 names	\$275
	Each additional 500 names	\$75

Flat Fees

Handling Fee \$10

Processing

To request use of the mailing list, please contact the CBDCE national office to obtain a Mailing List Order Form and the Mailing List Usage policy. **A completed order form AND sample of the piece you wish to distribute must be sent to CBDCE for review.** CBDCE requires pre-approval of mailings to be distributed to its CDCESs and is the sole judge of the suitability of materials. There is a required minimum 15 business day lead-time to review/process list orders from the receipt date of order form and sample piece. If use of the mailing list is not being paid via credit card, an invoice will follow via mail or email.

Questions?

For more information on the mailing lists, contact the national office at:

CBDCE
1340 Remington Road, Suite J
Schaumburg, IL 60173
Phone: 847-228-9795
Fax: 847-228-8469
Email: info@cbdce.org

Certification Board for Diabetes Care and Education

1340 Remington Road, Suite J, Schaumburg, IL 60173

P: 847.228.9795 • F: 847.228.8469

www.cbdce.org • info@cbdce.org



Mailing List Order Form and Mailing List Usage Policy

Please print or type.

Contact Name: _____

PO Number (if applicable): _____

Company Name: _____

Address: _____

City/State/Zip: _____

Tel: _____

Fax: _____

Email: _____

List set up: Electronic (excel format)

E-mail file to (if different than above):

List Requested:

Type of list:

- Email format
- Mailing address format

Records desired:

- Entire list** (will not include records of those individuals who have opted out of mailings)

Customized list - Check all that apply:

- Specific states (list alphabetically):

- Specific professions/disciplines
 - Dietitians (RD/RDN)
 - Nurses (RN, NP, CNS)
 - Pharmacists (RPh, PharmD)
 - Other Disciplines _____

Fulfillment

Fifteen (15) business days after receipt of sample mailing piece and completed form are required for approval and fulfillment.

Electronic – Via e-mail in excel format. **Flat Fee: A \$10 handling fee will be charged.**

Payment

Check _____ Money Order _____ MasterCard _____ Visa _____ American Express _____

For credit card payments: Check/Circle One → Personal _____ Company _____

Account number _____

Expiration date _____

Security code _____

Name as it appears on card _____

Billing address for card if different from address provided above (street address, city, state, zip code)

Signature (credit card payments only)

By signing above, I accept the charges for the list requested.

I have read and agree to abide by the CBDCE Mailing List Usage Policy. A sample of the mailing piece is attached or enclosed.

Send Order to: CBDCE, Mailing List Request, 1340 Remington Road, Suite J, Schaumburg, IL 60173
Fax: 847-228-8469 • Email: info@cbdce.org

Certification Board for Diabetes Care and Education

1340 Remington Road, Suite J, Schaumburg, IL 60173

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CBDCE Mailing List Usage Policy

The Certification Board for Diabetes Care and Education (CBDCE) certificants' names and addresses are proprietary.

CBDCE is the sole owner of the names and addresses and rents the mailing list electronically for **one-time use for each approved request**. For a fee, the list may be provided to formally recognized national certifying agencies and professional licensing commissions, which include the professional disciplines represented by the credential; professional membership associations, which are involved in diabetes education, practice, or policy development; corporations (for-profit or not-for-profit) involved in the sale of diabetes related products and services (for either the professional or person with diabetes), or related to Diabetes Care and Education Specialists employment opportunities. CBDCE requires pre-approval of all items to be mailed and is the sole judge of the suitability of materials for mailing to its certificants. CBDCE reserves the right to deny requests where the purpose or use may not be considered in the best interests of CBDCE or its certificants.

Each communication using a rental CBDCE list shall include the following disclaimer statement:

Note: CBDCE administers the CDCES program. You are receiving this communication as you have previously agreed to the inclusion of your record when organizations seek to reach out to CDCESs. If you wish to change your preferences, please contact the CBDCE office (info@cbdce.org).

Rental of CBDCE mailing lists to vendors or outside entities does not constitute an endorsement or guarantee or the product or service being marketed. Unless expressly guaranteed by CBDCE in writing, any representation by the buyer(s) and/or his client(s) or agent(s), whether overt or implied, of CBDCE endorsement or guarantee of a product or service is prohibited.

CBDCE specifically prohibits use of its certificants' names and addresses for the following purposes:

- Copying and entering names and addresses from the provided list into a buyer(s) and/or his client(s) or agent(s) database for any purpose. This applies to duplication and/or storage in any form by any means, electronic, mechanical, photocopying, recording or otherwise.
- Announcements of educational programs, equipment or other products and services not related in some way to the field of diabetes education or care.
- Use of certificants' names and addresses for on-site visits to certificants' homes/offices for any reason.

Continued....



CBDCE Mailing List Usage Policies (Continued)

In addition:

- CBDCE shall not act as broker, through providing its lists, for any product or service not manufactured or provided directly by the purchaser of the mailing list.
- Direct mailing list brokers or other third parties soliciting CBDCE's mailing list on behalf of a client assume total responsibility for timely payment to CBDCE, regardless of the client's payment standing with the broker or third party.
- Use of the list is one-time only and limited exclusively to the specific offer or service as described in the mailing sample submitted in conjunction with the order form.
- List may not be resold.
- List will include only names and addresses of those who have not requested to be excluded from mailings.
- Payment is due upon receipt of invoice, and is past due 30 days after billing date. A client with three or more unpaid invoices shall be cause for disqualification regarding use of the CBDCE mailing list. Reinstatement requires the payment of all but the last outstanding invoice.
- Declined credit cards and/or insufficient fund checks returned to CBDCE are subject to a penalty. Repayment of a declined credit card or payment for an insufficient fund check and the penalty must be made with a cashier's or certified check or money order.
- If the completed request is determined to be incorrect, client must notify CBDCE headquarters within 30 days after receipt of list. Otherwise, the list shall be determined correct and payment in full shall be due.
- The client understands that there is a NO-RETURN POLICY on all list orders. If the client has any doubts about how the request will be perceived when processed by CBDCE, then the CBDCE national office must be contacted by the client for clarification before placing the request. No refunds or credits will be made after a request is processed.
- The client represents and warrants that all use of the CBDCE list shall be in compliance with all applicable state, federal, local and international laws, rules and regulations (collectively, "laws") including, without limitation, the U.S. CAN-SPAM ACT, E.U. GDPR, Canadian CASL, California Consumer Privacy Act and all other applicable privacy, data protection and other laws.
 - All list counts received by the client from CBDCE prior to completion of the actual mailing list are approximate and subject to change daily. CBDCE shall not be responsible for shortages or overruns of materials based on estimates.
- CBDCE reserves the right to "seed" the list using decoy names to protect against unauthorized use.
- CBDCE's liability for any damages or losses incurred by client through the use of any list shall be limited to the actual cost of the list rental paid by client to CBDCE and constitutes liquidated damages for any liability.
- This agreement represents the entire agreement and understanding between the parties with respect to the subject matter and may not be amended, modified or terminated except by the written consent of both parties.
- CBDCE reserves the right to refuse list rental to any company or individual, at its sole discretion.

The use of the CBDCE certificants' names and addresses in any of the ways prohibited above shall cause, at a minimum, permanent disqualification of the buyer(s) and/or his client(s) or agent(s) from use of the CBDCE mailing list. Violation of the policies as set forth above may also be grounds for legal action.

Doc: Mailing List Policy_v3
Updated: 12/2022