



## NCBDE Mission

To promote comprehensive and ongoing quality diabetes education and support by defining, developing, maintaining, and protecting the certification and credentialing processes.

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Dear Colleagues:

I am very honored to introduce myself as the Chair of the National Certification Board for Diabetes Educators. In this role, I have the privilege of working with a diverse and talented Board, committee members and staff. Together we work to fulfill our mission “to promote comprehensive and ongoing quality diabetes education and support by defining, developing, maintaining, and protecting the certification and credentialing processes.” I look forward to an exciting year.

On behalf of the Board, I am pleased to report that the number of CDEs currently practicing in the U.S. continues to increase. As of early 2018, there were just over 19,584 active CDEs, the highest number of active certificants since NCBDE offered the initial exam in 1986. For the 2,600 CDEs who renewed in 2017 using the continuing education option, the vast majority used the online renewal application option, which was first launched with those renewing in 2014. We have received positive feedback over the last four years about the online application and have made improvements to the application each year to better meet the needs of those who are renewing.

Although we have a record number of CDEs, the environment in which we practice is changing while the number of people with diabetes is growing. We would be ill advised to think we can continue to practice in the same way. I challenge you to expand your knowledge

to areas outside of your comfort zone, embrace the changes around you, and grow in your experiences. CDEs provide proven value to the fight against diabetes and we need to capitalize on this.

The Board’s work is driven by the strategic plan for 2016-2020.

This plan includes: a) maintaining the integrity and relevance of the certification process; b) increasing the demand for education provided by CDEs; c) advocating for CDEs to receive reimbursement for diabetes self-management education; d) increasing the number of CDEs in practice; and e) looking at organizational development, including cultivating future leadership and building organizational capacity. We will continue to pursue collaboration with other organizations and stakeholders whenever possible as part of meeting the organization’s goals.

HERE ARE SOME HIGHLIGHTS FROM THE LAST 12 MONTHS AND GOING FORWARD...

## Many Thanks to Outgoing Board Members

We said a fond farewell to four Board members at the end of 2017 including John “Tommy” Johnson, PharmD, CDE®, BC-ADM, FAADE,

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Joan Bardsley  
MBA, RN, FAADE, CDE®



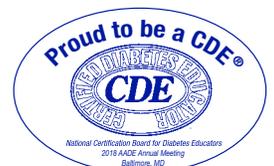
## Planning to Attend the AADE Annual Meeting This August in Baltimore?

Individuals attending the AADE Annual Meeting can pick up their 2018 CDE® Button in the AADE registration area. Buttons will also be available for distribution on a first-come, first-served basis to late/on-site registrants at the NCBDE exhibit booth (#259). Note: Quantities are limited.

Don’t forget to complete the ticket attached to the button and drop it off at the NCBDE exhibit booth. Entrants will qualify for a daily drawing. Winners of the drawings will receive a credit of \$250 for use in renewing. NCBDE will be providing a joint presentation along with AADE—“Certifications for Diabetes

Educators: An Overview of the BC-ADM and CDE Options” on Saturday, August 18th at 1:00 p.m. The presentation will cover eligibility requirements, test taking tips, renewal criteria for the certifications, as well as a Q & A session. Check your program for details.

We look forward to seeing you at the NCBDE booth and hope you will be able to join us at the NCBDE - AADE certification presentation.



## Welcome New Committee Members

The NCBDE is happy to announce some changes to the Credentials, Outreach, and Professional Development Committees and Practice Analysis Task Force serving the 2018 year.

**Credentials Committee:** Welcome Bradly W. Hinrichs, RN, CDE®, Texas and Diana Isaacs, PharmD, BCPS, BC-ADM, CDE®, Ohio, and Jane K. Kadohiro, DrPH, APRN, CDE®, FAADE, Nevada. Bradly, Diana, and Jane join the current Committee members: Patti Duprey, MSN, APRN, CDE®, Chair of the Committee, Maine; JoAnn L. Manty, RN, DNP, CDE®, Michigan; Sue McLaughlin, MOL, BS, RD, CDE®, Nebraska; Cathy Mullooly, MS, RCEP, CDE®, Massachusetts; and Kathryn Peebles, RD, CDE®, Virginia.

**Examination Committee:** Welcome Andrea M. Knatz, RD, CDE®, North Carolina and Moe Schlachter, MS, RD, LD, CDE®, Texas. Andrea and Moe join fellow Exam Committee members: Fran R. Cogen, MD, CDE®, Chair of the Committee, Maryland; Claire Banks, MS, RD/LD, BC-ADM, CLC, CDE®, New Mexico; Sue Drogos, RN, BSN, MPA, CDE®, Illinois; Gopika Gangupantula, MD, CDE®, California;

Nancy Letassy, PharmD, CDE®, Oklahoma; Helen S. Levitt, RN, MS, CDE®, Minnesota; Christopher Lopez, PharmD, BCACP, CDE®, New Hampshire; Doris Meehan, MSN, APRN, ACNS-BC, CDE®, California; Erica Moore, MHS, RDN, LD, CDE®, BC-ADM, South Carolina; Richard Peng, MS, MBA, ACSM-RCEP, CDE®, California; Jo-Anne M. Rizzotto, MEd, RDN, LDN, CDE®, Massachusetts; Michael See, MS, RCEP, CWC, CDE®, Massachusetts; Kelly Sinclair, MS, RD, LDN, CDE®, Massachusetts; Randi Streisand, PhD, CDE®, Maryland; and Robyn L. Tyler, RN, MS, CNS, CDE®, BC-ADM, South Dakota.

**Outreach Committee:** Hello to Board member who joined the Committee, Benjamin H. Klein, BS, Massachusetts and welcome Brenda Addario Leavitt, New Hampshire and Terrye Peterson, RN, BSN, CDE®, California. Benjamin, Brenda and Terrye join fellow Outreach Committee members: Kirsten Ward, MS, RCEP, CDE®, Chair of the Committee, Massachusetts; Patty Ann Anson, MS, RD, LD, CDE®, Oklahoma; Barbara Eichorst, MS, RD, CDE®, Illinois; Marsha Menke, MS, BSN, RN, CDE®, Iowa; Elizabeth S. Nix, PhD, MSN, APRN-BC, CNS, CDE®, Arkansas;

Melisa Sigley, PharmD, CDE®, West Virginia; and Ambassador Workgroup member Jane K. Kadohiro, DrPH, APRN, CDE®, FAADE, Nevada.

**Professional Development Committee:** Greetings to Leonard R. Sanders, MD, FACP, BC-ADM, CLS, CDE®, as new Chair; Carolé Mensing, RN, MA, CDE®, FAADE, Massachusetts; Gail Overton, MScN, LN, CDE®, Texas; and past Board Public Member Kelly Rawlings, Iowa. These four will join Geetha Krishnan, MS, MA, RD, CDE®, LD, Nevada on the PDC.

**Practice Analysis Task Force:** Welcome and thanks to our Task Force members working on the practice analysis: Chair, John Zrebiec, MSW, CDE®, Florida; Abigail Chesterson, RDN, CDE®, Virginia; Marjorie Cypress, PhD, CNP, CDE®, New Mexico; Sue Drogos, RN, BSN, MPA, CDE®, Illinois; Barbara Eichorst, MS, RD, CDE®, Illinois; Andrea M. Knatz, RD, CDE®, North Carolina; Barbara Kocurek, BS, PharmD, BCPS, FAADE, CDE®, Texas; Stephen Ponder, MD, FAAP, CDE®, Texas; Anthony Pick, MD, CDE®, Illinois; and Charles D. Ponte, BS, PharmD, BC-ADM, BCPS, CDE®, West Virginia.

## Farewell to Our Committee Members

We said a sad farewell to the following committee members whose work ended at the end of 2017 -- Allison B. Wiseman, RD, LD, CDE®, Maryland as a member of the Examination Committee; Deanna C. Spears, RN, CDE® from Florida as a member of the Professional Development Committee. Thank you for the 2017 year of service on these Committees!

## Thank you for serving!

## Call for Applications for Open Board Positions

Are you a CDE® who has served as a committee or task force member for NCBDE or another organization or has experience as a Board member of a state or national not-for-profit organization? If so, we hope that you will consider applying for a position on NCBDE's Board of Directors.

The Board understands that the health of an organization is determined by its leadership, and one of the benefits of being certified by a professional credentialing organization is the opportunity to actively participate in a leadership position and positively impact its strength and recognition on a national basis. Serving on a board of directors can be challenging and rewarding, but at the same time requires personal commitments of time, skills, and resources.

The composition of the Board of Directors is identified in the organization's bylaws: The

number of "Professional Discipline" Directors shall be no more than eleven voting members. These shall consist of at least nine Certified Diabetes Educators (CDEs) to include three registered nurses, three registered dietitians/registered dietitian nutritionists, one physician, one pharmacist, and one "other" professional whose discipline is other than those specified in this section. In addition, one public member and the Immediate Past-Chair shall serve as directors.

In accordance with the bylaws, specific positions must be filled to maintain the Board composition. In 2018, the CDE® positions to be filled for 4 year terms beginning in January 2019 are:

- One registered dietitian/registered dietitian nutritionist
- One registered nurse
- One 'Other'\* or professional\*

To be eligible for nomination for one of these positions, one must be a CDE® (conferred by NCBDE).

\*Those who qualify in the "other" professional category are CDEs who are NOT registered dietitians/registered dietitian nutritionists, registered nurses (or nurse practitioners/clinical nurse specialists), physicians, or pharmacists.

The online Board application is now available at: <https://www.ncbde.org/currently-certified/boardapp2018/>. If you are interested in applying, please click on the Board application link and read through the eligibility requirements and procedures for completing the process on application pages 1 and 2. Questions concerning the application can be directed to the national office by telephone at 877-239-3233 or 847-228-9795 or by e-mail at [info@ncbde.org](mailto:info@ncbde.org).

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## Due to Renew in 2018?

If your credential will expire December 31, 2018 and you can document meeting the renewal practice requirement\* you may choose to renew either by continuing education (CE) or by taking the examination. Please refer to the 2018 Renewal Handbook for additional details on the Renewal Practice Requirement (page 7) and continuing education guidelines (pages 11 -14).

**If you are pursuing renewal by continuing education (CE),** the standard window for renewal by continuing education is July 16 - September 15. Additional renewal windows and deadlines are available, but do require additional fees. Once renewals are open, you can apply for renewal by CE safely and securely via our online renewal application.

**If you are pursuing renewal by examination,** examination application submission and testing can be done year-round. Please keep in mind that to avoid any interruption in your CDE certification, you must test and pass the exam by December 31, 2018. Refer to the 2018 Certification Examination Handbook for important details on applying for renewal via exam.

Renewal of certification notices were mailed in late October 2017 to CDEs whose credentials will expire December 31, 2018. Because of name and/or address changes, a number of these notices could not be delivered. It is important to note that non-receipt of this courtesy mailing does not relieve the certificants of meeting renewal certification requirements. An email notice was also sent in March to all those with an email address on file and a post card reminder in April. Remember that it is the responsibility of the renewing individual to submit a current Application and fee prior to the applicable deadline date. The NCBDE cannot be held responsible for lost, misdirected or late mail.

**Email Notifications:** NCBDE uses a communication platform as a means to notify CDEs about the certification program, including transactional information, e.g. courtesy renewal reminders, etc. If you choose to unsubscribe to our email service, you will not receive news regarding your CDE credential (including important renewal information) and will want to make arrangements to visit the NCBDE web site on a regular basis to review your certification status, renewal details, and to learn of any changes in the program.

### Obtaining a Handbook

**Renewal by Continuing Education:** The 2018 Renewal by Continuing Education Handbook includes the instructions on how to renew by continuing education. The Handbook is available in pdf format and may be downloaded from the NCBDE web site (<https://www.ncbde.org/assets/1/7/CEHandbookCurrent.pdf>). If you wish to obtain a hard copy Renewal by Continuing Education Handbook, contact the NCBDE national office, by telephone at 877-239-3233, facsimile at 847-228-8469, or e-mail at [info@ncbde.org](mailto:info@ncbde.org) (be sure to include "NCBDE CE Renewal Handbook" in the subject line of the request and your mailing address in the message).

Since your last renewal, you'll notice a lot of different information in the 2018 Handbook as NCBDE now has the option to renew by continuing education online. We hope CDEs will find the online renewal option user-friendly and convenient.

If you prefer to renew via paper application, you can download the paper application at: <https://www.ncbde.org/assets/1/7/PaperAppCurrent.pdf>. Please note that processing time will be significantly longer when using a paper application than using the online renewal method.

**Renewal by Examination:** If you plan to renew by Examination, the 2018 Examination Handbook includes instructions to renew by Examination. Those planning to renew by examination can place their registration online at [www.goamp.com](http://www.goamp.com). If you prefer to apply using a paper application, the application is available in the Examination Handbook.

The Examination Handbook is available in pdf format and may be downloaded from the NCBDE web site ([http://www.ncbde.org/assets/1/7/Handbook\\_Current.pdf](http://www.ncbde.org/assets/1/7/Handbook_Current.pdf)). If you wish to obtain a hard copy of the 2018 Examination Handbook, contact the testing agency, PSI/AMP, by telephone at 913-895-4600, facsimile at 913-895-4651, or e-mail at [info-AMP@goamp.com](mailto:info-AMP@goamp.com) (be sure to include "NCBDE Application" in the subject line of the request and your mailing address in the message). Please note that those who do not pass the Certification Examination or successfully renew by continuing education before the credential expiration date must stop using the CDE® designation until such time as they successfully renew certification.

Kindly refer questions about renewal of certification to the NCBDE national office at 877-239-3233 or by e-mail at [info@ncbde.org](mailto:info@ncbde.org).

\*If you do not meet the renewal practice requirement and still wish to maintain the credential, renewal can only be accomplished through documentation of acceptable continuing education hours and passing the examination or if you meet the renewal practice requirement but cannot meet the continuing education requirement, renewal can only be accomplished through passing the exam. If either of these situations applies to you, visit the web site at [https://www.ncbde.org/currently\\_certified/renewal-information/](https://www.ncbde.org/currently_certified/renewal-information/) for additional information on applying for renewal.

## Retired Status Available

A retired status recognition is available for CDEs who have retired and do not plan to maintain an active CDE® credential.

### General Information

The Retired status was established to recognize a retired Certified Diabetes Educator's service and commitment to the diabetes educator profession, as well as their achievement and maintenance

of the CDE® credential. This voluntary status is available to CDEs who are no longer actively working, volunteering, or practicing in diabetes education, but wish to maintain their relationship with NCBDE. Individuals obtaining Retired status will receive a certificate of recognition and be included on a published listing of Retired Status Certified Diabetes Educators on the NCBDE Website.

### Retired Status Guidelines

- a) Individuals must actively hold the CDE® credential in good standing or have been in good standing at the time their credential expired in order to request Retired status.
- b) Individuals who have allowed their CDE® credential to expire due to retirement can apply for Retired status within 5 years

## Reinstatement of Expired Credentials Requirements

Do you know someone who let their CDE® credential expire several years ago and then wished to become certified again, but could not meet the initial certification eligibility requirements? Prior to 2016, if an individual's certification expired, the person had one year following expiration to reinstate their certification by applying for and passing the examination. At the time of application, the individual would need to document either 1,000 hours of renewal practice experience or

75 hours of acceptable continuing education activities. After one year, individuals needed to document meeting initial eligibility requirements, including 1,000 hours of diabetes self-management education within a 4 year window, with 400 hours of that time within the last 12 months.

Beginning 2016 and forward, individuals whose certifications had expired within the last 5 years are allowed to apply for the Examination

using either 1,000 hours of renewal practice experience or 75 hours of acceptable continuing education activities. For 2018, individuals whose credentials expired on 12/31/2013 to 12/31/2017 can make use of this reinstatement process. The Examination Handbook has full details, including the applicable accrual cycles. See "Reinstatement of Expired Credentials", page 8, for more information on that specific requirement.

## Examination Available Year-Round at Approximately 300 Testing Centers

As one of the vast majority of CDEs who choose to renew by continuing education, you may not think about the examination too often these days. But, if you know other diabetes educators who are working toward applying for the examination, we hope that you'll steer people to the NCBDE web site and the national office whenever questions about eligibility and the examination come up. Many things have changed over time regarding the program, including eligibility requirements and how and when people apply for the examination.

The exciting news is that individuals can apply and test basically any time during the year and at any of the approximately 300 testing centers. There are no more application windows or testing windows per se. Individuals can apply to take the examination year-round. Once

approved, they have 90 days to schedule and take the examination. Even with the increase in available testing centers, there are only so many seats available each day at each testing center, and it's first-come, first-served. Be sure to encourage your fellow diabetes educators who are ready to sit to apply and test now or schedule as early as possible upon approval notification. If applicants all wait to apply in say October with a goal of testing by December – there may not be enough seats for all interested in testing in those last few months of the year. But, with roughly 300 testing centers available and the 90 day testing window, we hope that everyone applying will be able to find a convenient date and time to sit for the exam.

Please spread the word!

## Self-Service Online Verification — A Hit with Users

Are you in need of a verification of your CDE certification? NCBDE has received a tremendous response to its' self-service online verification system that was launched in April 2017. In case you were not aware, verification of status for CDEs holding active certifications can be done directly through the NCBDE web site. The self-service online verification system allows CDEs, individuals, employers, and representatives of agencies that provide credentialing verification services to easily obtain verification documentation for active CDEs. If CDEs access the self-service system through the CDE portal, after logging in, they will also have the option to print a wallet card. Employers and other parties who use the self-service system can search by the CDE's certification number or name. A verification letter is made available immediately and provides options for printing the document or emailing it as a pdf file to any interested party. The self-service verification letter includes the CDE's name, certification number, expiration date, date of initial certification or most recent renewal, and verifies active status as a certificant.

To learn more about the online verification system and how it works, visit our verification page at <https://www.ncbde.org/verification/verification/>. Alternatively, CDEs can log into the CDE portal to view the verification options available. Instructions on using the online verification system, or to provide to your organization needing to verify your CDE status are available here: [https://www.ncbde.org/assets/1/7/CDE\\_Verification\\_Online\\_Instructions.pdf](https://www.ncbde.org/assets/1/7/CDE_Verification_Online_Instructions.pdf).

## Need a Speaker to Talk About the CDE Certification? Arrange a Visit from the NCBDE CEO

Are you in need of a speaker to come to your organization to speak on the CDE® certification? NCBDE has set aside limited funds for Sheryl Traficano, MBA, CAE, NCBDE's CEO, to talk about CDE® certification at diabetes educator meetings. Content\* will be similar to the presentations that have been given at the American Association of Diabetes Educators (AADE) annual meeting over the past few years. Please help spread the word about this opportunity. If you know of anyone planning a meeting where a presentation on initial or renewal of certification might be a good fit for the audience, please have the coordinator

reach out with the dates and location of the meeting. It's first-come, first-served as far as the budget and required attendance at other events is concerned, but Sheryl would love to be a part of as many meetings as possible this year. Sheryl can be reached at 847-228-9795, ext. 22, or [straficano@ncbde.org](mailto:straficano@ncbde.org). Depending on the demand and success of the presentations, NCBDE will likely consider funding presentations going into 2019 and beyond.

*\*Note: These presentations are considered information sessions and should not be considered continuing education activities.*

## Renewal of Certification by Continuing Education Option

For CDEs who can document meeting the renewal practice requirement (1,000 hours providing direct or indirect professional contribution to the care and self-management education of people with diabetes), renewal by continuing education option is available as an alternative to the Certification Examination for Diabetes Educators. If renewal of certification by continuing education is chosen, 75 hours of continuing education applicable to diabetes will have to be completed for the 5 year cycle. The continuing education option may be used each time renewal of certification is due, provided the CDE® can document meeting all current eligibility requirements at the time of application.

The renewal of certification by continuing education is intended to enhance continuing competence of certificants by providing each practitioner the opportunity to choose between the Certification Examination or using continuing education. The deadline dates for applying to renew certification is provided in the Renewal Handbook and renewal by CE can be done online or via hard copy application. All continuing education hours must be completed by the date you apply for your renewal and you will need to apply by the applicable deadline in the year your credential will expire. Renewals for the current year open mid-July (e.g., applying using the standard deadline 9/15/2018 for those with credentials expiring 12/31/2018 OR 9/15/2019 for those with credentials expiring 12/31/2019). The standard deadline falls in mid-September, extended deadline is mid-October and late deadline is mid-December. An additional grace period option is available through March 31 of the following year. Refer to the CE Handbook, page 1, for additional details on the renewal windows.

### General Information

Renewal of certification demonstrates that professionals previously certified have maintained a level of contemporary knowledge in diabetes education. It is expected that health professionals specializing in diabetes education will demonstrate through renewal of certification that their knowledge and skills are up-to-date and the ability to practice proficiently, safely, and in a manner consistent with current National Standards of Diabetes Self-Management Education and Support (NSDSMES). It is also expected that all CDEs who select renewal of certification by continuing education will engage in a personal assessment to identify professional needs and participate in appropriate activities that are inclusive of

### Continuing Education Accrual Cycle Examples

Example	75 Hours required for each	Credential Expires	Hours may be accrued from
A	G. Doe – newly certified in 2013	12/31/2018	1/1/2014
B	K. Evans – renewed by continuing education in 2013 (9/16/2013 deadline)	12/31/2018	9/17/2013
C	D. Wright – renewed by continuing education in 2013 (10/15/2013 deadline)	12/31/2018	10/16/2013
D	J. Smith – newly certified in 2017	12/31/2022	1/1/2018
E	M. Johnson – renewed by continuing education in 2017 (9/15/2017 deadline)	12/31/2022	9/16/2017
F	J. Davis – renewed by continuing education in 2017 (10/15/2017 deadline)	12/31/2022	10/16/2017
G	P. Jones – renewed by continuing education in 2017 (12/15/2017 deadline)	12/31/2022	12/16/2017

the Examination Content Outline in the current Handbook.

NCBDE requires all CDEs to renew certification every 5 years. It is the responsibility of the individual certificant to maintain certification and to stay abreast of any changes in certification and renewal requirements. The dates of the credential should be monitored and applications for renewal submitted by published deadlines. You can find this information in your CDE area of the NCBDE website. You can earn CEs from activities from the Formal and Expanded categories. If renewing by CE, you will need a minimum of 75 hours with no more than 30 hours being used from the Expanded categories. All continuing education hours need to be related to diabetes and activities from the Formal group must be approved from one of our Recognized Providers. Please refer to the enclosed insert “Renewal by Continuing Education Guidelines for Reporting Continuing Education Activities” for complete details on the qualifying activities which includes Formal activity requirements, Expanded activity categories including limitations, and NCBDE’s List of Recognized Providers.

### Renewal by Continuing Education Cycles

After initial certification, continuing education activities must be completed between January 1 of the following year and the application deadline date for renewal, i.e., September 15, five years later. For subsequent certification periods, all continuing education must be completed between the day after the application deadline date, i.e., September 16, and the application deadline date for renewal, i.e., September 15, five years later. See Accrual Cycle Examples box above.

Activities NOT acceptable for renewal of certification by continuing education:

- Certification/credentials awarded
- Elected office or serving on Boards and/or Committees
- Journal clubs or professional reading
- Posters or poster sessions and exhibits
- Preceptorships or mentor hours (except as Mentor in NCBDE mentorship program)

**NOTE: CDEs renewing in 2018 – the application to renew by continuing education can be completed using the online renewal application via the CDE® portal of the web site. Try it out if you are renewing this year!**

### Recognized Providers

The list of recognized providers is available in the 2018 Renewal of Certification by Continuing Education Handbook, on the web site and in the enclosed insert.

*(Note: \*Several state licensure boards require continuing education for renewal of licensure. Acceptance by a state board of licensure does not guarantee that a continuing education program meets NCBDE criteria. The continuing education must be applicable to diabetes and the licensing board must be approved or accredited by a provider on the NCBDE List of Recognized Providers.)*

### Continuing Education Hours (Clock Hours)

- All continuing education activities must be reported in clock hours, i.e., the actual time spent on the continuing education activity,

**RENEWAL OPTION / Continued on page 10**

## Renewal of Certification by Continuing Education Tips

For CDEs renewing in 2018:

- Obtain a copy of the 2018 Renewal of Certification by Continuing Education Handbook. Information about how to do this will be found elsewhere in the newsletter. **Then, before doing anything else, read all instructions for submitting an application and identify the requirements to make sure you meet the renewal requirements prior to applying for renewal.**
- Try out the continuing education tracking area available in the CDE portal on the NCBDE website - [www.ncbde.org](http://www.ncbde.org). To access, choose the CDE Login menu option (top of screen on left-hand side of page). You may also access it by choosing the “CDE Log In” item on the drop down menu option of the “Currently Certified” menu located on the right-hand corner of most pages of the [ncbde.org](http://ncbde.org) web site. Please note that you will need your certificate number handy to log in to this area of the site for the first time.
- If you are chosen for audit, some Summary Form of Continuing Education Activities Form tips:
  - Track and report your activities by Formal and Expanded Activities categories in the appropriate reporting summary sheet. Remember that during each accrual cycle you need a total of 75 CE hours and no more than 30 can be used from the Expanded Activities category.
  - Avoid using initials or acronyms for courses and providers the first time you list the course or provider. Or better yet – make use of the fillable audit form and use the drop down box to identify the provider.
  - Each activity must include a full title, not just a course number.
  - If it is not evident from the activity’s title that the content is applicable to diabetes, submit an outline or include a brief description of how the activity is applicable to diabetes. Do not submit outlines or descriptions if it is clear from the title of the activity that it is applicable to diabetes.

- Specify the number of hours being claimed if the entire activity/course is not applicable to diabetes (e.g., “10 hours/24 hrs total”). You may want to report sessions individually or include a program/ course outline with applicable content highlighted.
- In a multiple day workshop, claim only content applicable to diabetes if diabetes is not the total focus of the program.
- You will want to make note of the deadline date for your submission of your audit documentation which was provided in your audit notice. A late fee of \$25 will be required if your audit documentation is not received by the stated return date.
- If you have more continuing education hours than the number required, it is advisable to report them. This will save the review committee from having to request more information if it isn’t clear that some courses were applicable to diabetes.

### For ALL CDEs anticipating renewal of certification by continuing education:

- These items cannot be over-emphasized:
  - Check NCBDE web site regularly to verify eligibility requirements, application deadline dates, and published time frame for continuing education activities.
  - Make sure the providers of continuing education activities that are being considered for certification renewal are on (or approved by an organization on) NCBDE’s recognized provider list.
  - Remember that individual state boards of licensure, including state boards of nursing, are only acceptable providers if they are accredited/approved by one of the providers recognized by NCBDE, such as the American Nurses Credentialing Center (ANCC). The provider on the Recognized List is the organization that must be reported on the Summary form (and appear on the CE certificate or attendance or verification document) if you are chosen for audit.

- Lastly, simply because a continuing education activity is offered by a provider recognized by NCBDE, it does not automatically ensure that the activity itself is acceptable for renewal by continuing education. You will want to make sure the activity meets all the requirements before including it in your list of activities for renewal by continuing education.
- Keep a copy of the activity’s outline and/ or program brochure in your file in case you need it when documenting the content specifically applicable to diabetes (e.g., a dietetic or nursing meeting with a non-specific title of “2013 State Conference” or an item such as “Prescribers Letter” – neither of these titles would be specific enough to verify content is applicable to diabetes if you are chosen for audit and need to verify the hours). You will want to review the outline/ brochure to report the appropriate content.
- Mark the name of the recognized provider on your certificates or verification of attendance as the activities are completed if the organization offering the activities are accredited or approved by an organization on the Recognized Provider list. You may not be able to locate this important information if you need to fill out audit documentation several years later.
- Be certain that the continuing education offerings you wish to claim were completed within the allowed time frame.
- If you opt for the Extended or Late Application Deadline Date, it is important to understand that you may accrue continuing education (and practice) hours up to the date of application submission. However, your accrual cycle for the next renewal will begin after the chosen deadline date.
- If you opt for applying under the Grace Period Option, your CEs need to be earned by December 15<sup>th</sup> of your renewal year.

Applications and audit documentation must be completed in English and handwriting must be legible.

### OPEN POSITIONS / Continued from page 2

A document titled “NCBDE Board of Directors Role Description” is also available. This document provides an overview of responsibilities and expectations of those elected to serve on the Board. Understanding and appreciation of the responsibilities and

commitments necessary to serve effectively are of critical importance before making the decision to apply. You may also be interested in reviewing the bylaws of the organization.

Visit the website for details.

Applicants must submit a completed online application, uploading a current resume

or curriculum vitae, and two letters of recommendation. The deadline for submitting applications is August 1, 2018.

This is a tremendous opportunity to share your knowledge and professional talents at a national level and to be involved in maintaining the high standards of NCBDE credentialing in diabetes education.

## REMINDER: Practice Requirement for Renewal of Certification

For renewal of certification, CDEs need to be able to document a minimum of 1,000 hours of professional practice experience during the five-year certification cycle, in addition to either taking the Certification Examination or renewing by continuing education (CE). The professional practice requirement for renewal of certification, however, is NOT the same as that required for initial certification. Please note that there is also an option available for any CDE® who cannot document meeting the practice requirement but who still wishes to maintain their CDE® credential.

NCBDE recognizes that diabetes education is an evolving specialty and that experienced CDEs often assume roles other than the practice of diabetes self-management education required for initial certification.

### Definition of Professional Practice

For purposes of recertification, practice means providing a direct or indirect professional contribution to the care and self-management education of people with diabetes.

### What is Included in this Definition

This definition is intended to be as inclusive as possible of positions currently held by CDEs, including program development, program management, public health/community surveillance, volunteer activities, diabetes related research, clinical roles in diabetes industry, case management, professional education, consultant roles to industry or other providers, or others.

### What is NOT Included

Employment in the manufacture, direct sales, or distribution of diabetes-related products or services in pharmaceutical or other diabetes related industries, or jobs or volunteer activities unrelated to diabetes will not meet the practice requirement.

### The 1,000 hours of professional practice experience must:

- Take place in the United States or its territories
- Be completed during the appropriate five year certification cycle. For those renewing for the first time, the start date for accruing practice hours is the January 1 following the year of initial certification. For those who have previously renewed, the start date for accruing practice hours is the day after the deadline date of their last renewal by continuing education or the fall exam deadline date (e.g., for those renewing in 2018, those who renewed by continuing education on September 16, 2013, accrual starts September 17, 2013; for a CDE® who renewed by exam on June 6, 2013, the accrual date starts on September 16, 2013). All hours must be obtained prior to the date of application for renewal.

There is no requirement about how or when this must be accomplished, e.g., to complete 200 hours per year, or to be practicing at the time of application.

### What documentation do you need to provide to show you have accumulated at least 1,000 hours of practice?

It is always prudent to keep detailed information for your personal records. In fact, if you plan to have someone verify your practice hours (if you are audited), you should check with them to see what would satisfy their need for detail. The good news, however, is that there is no requirement for you to document these hours in detail on the application for renewal. You will be asked to attest to meeting all of the current eligibility requirements, including the 1,000 hour practice requirement.

If an application is chosen for audit, you will

need to have your supervisor (or for those in private practice, another qualified health care professional) sign a similar statement that confirms you have fulfilled the practice requirement. Of course, if you are renewing by the continuing education pathway, you will need to maintain copies of your continuing education credits/certificates as you will need to submit copies to NCBDE in the event you are selected for an audit.

### For Those Unable to Meet the Practice Requirement

For CDEs who wish to maintain certification status but do not or cannot meet the practice requirement, there is still an avenue available to you for maintaining your credential. During the five year period that certification is valid, if a CDE® has practiced less than the required 1000 hours, has taken employment unrelated to diabetes care and education, is on leave from employment or has retired, but still wishes to maintain certification as a diabetes educator, the requirements to hold a current, active unrestricted license or registration for the same discipline held at the time of initial certification and to demonstrate knowledge of current standards and practices by documenting relevant continuing education activities and passing the examination. No exceptions will be available.

### For Those Unable to Meet the Continuing Education (CE) Requirement

For CDEs who wish to maintain certification status but do not or cannot meet the continuing education requirement but meet the practice requirement and continue to hold the license or registration of the same discipline held at the time of initial certification, renewal by examination is the only option to renew. Refer to the Examination Handbook for details on how to apply for renewal by examination under this situation.

## Practice Examination Available

A practice examination (PE) is available. The PE is designed to provide candidates with a meaningful resource as they prepare to take the Certification Examination (Examination). It is purchased and administered over the internet through PSI, NCBDE's testing agency (<http://store.lxr.com/dept.aspx?id=71>).

The PE is intended to give Examination applicants an understanding of the type and format of items used on a particular Examination and to practice taking an abbreviated version of the Examination. The questions were selected from the NCBDE item bank in proportion to the number of items in each content area of the major outline headings and subheadings within the major content headings of the Examination Content Outline. The questions are also representative of the three cognitive levels used in the Examinations, i.e., recall, application, and analysis. Just like Examination score reports, the score report for the PE provides a total of correct answers for each major area of the content outline. It will not include details on the specific items answered incorrectly. The PE includes a total of 50 questions and the fee to take the PE is \$55.

# Summary of the 2017 Certification Examinations and Renewal of Certification by Continuing Education

To inform the public, potential candidates, and those currently holding the Certified Diabetes Educator® (CDE®) credential, NCBDE each year publishes a summary of the results of the certification examination for diabetes educators (Examination) administered the previous year, and the results of renewal of certification by continuing education.

## 2017 Renewal of Certification by Continuing Education

Renewal by continuing education in 2017 required that CDEs hold the license or registration for the same discipline held at the time of initial certification and, during the five year recertification cycle, a) meet the renewal practice requirement of 1000 hours

A total of 2,596 CDEs submitted applications for renewal of certification by continuing education; more than 99% successfully completed the process.

## Overall Numbers of CDEs

In fall 1986, 1,248 health professionals successfully completed the certification process to become the inaugural group of CDEs. As of January 2018, there were 19,584 credentialed CDE® health professionals.

## Pass/Fail Statistics for the 2017 Calendar Year

Category of Candidates	Total	Pass	Fail
Candidates writing the examination for the first time — standard pathway	1,296	66%	34%
Candidates writing the examination for the first time — unique qualifications pathway	20	55%	45%
Candidates renewing certification by examination	95	88.40%	11.60%
Candidates with expired credentials (expired 2016)	23	78.26%	21.74%
Candidates with expired credentials (expired prior to 2016)	31	83.87%	16.13%
Candidates repeating due to unsuccessful previous attempt(s)	402	44.53%	55.47%
Candidates repeating due to unsuccessful previous attempt(s) — unique qualifications pathway	4	50%	50%
<b>Total Testing Candidates in 2017</b>	<b>1,871</b>	<b>62.80%</b>	<b>37.20%</b>

## Certification Examination for Diabetes Educators — 2017

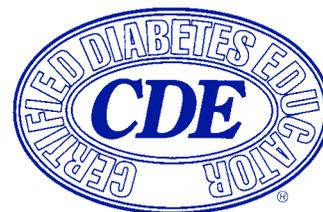
The current Examination Content Outline was implemented beginning with the 2014 Examinations reflecting the results of a 2013 practice analysis, which surveyed Certified Diabetes Educators about the tasks they performed. Questions on the Examination are linked directly to a task or tasks. Each question, therefore, is designed to test if the candidate possesses the knowledge necessary to perform the task or has the ability to apply it to a job situation.

Since 2016, NCBDE has offered year-round application submission and testing. Individuals can apply to take the examination year-round at a time convenient to their own schedules and the online exam registration is a fast and easy process. Once approved, individuals have 90 days to schedule and take the examination.

A total of 1,871 candidates took the Examination in 2017. Of the total, 70% took the examination for the first time, 22% had previously taken the examination, but had not passed, 3% were previously certified individuals whose credentials had expired, and 5% renewed certification status.

of professional practice, and b) earn 75 hours of continuing education in content areas applicable to diabetes. For those CDEs who meet the practice experience requirement, the renewal by continuing education option may be used each time recertification is due. A CDE® who cannot document meeting the practice requirement must accrue the required hours of continuing education at the time of application for the Examination and successfully pass the Examination.

To support lifelong learning and continuing competence, several activities beyond formal CE activities - identified as “Expanded Activities” - were approved by the NCBDE Board of Directors for use by CDEs pursuing renewal via the CE option and became available to CDEs renewing in 2017. The Expanded Activities include academic coursework, giving presentations, authoring publications, and serving as a Mentor in the NCBDE mentorship program. A minimum of 45 of the required 75 CE hours must still be accrued using formal CE activities. The Expanded Activities must be applicable to diabetes and there are limits on the number of hours that can be claimed in the qualifying categories.



## Three CDEs Win at 2017 AADE Annual Meeting

Congratulations to the three CDEs who were winners of the NCBDE drawings held during the American Association of Diabetes Educators Annual Meeting in Indianapolis, IN, held August 3-7, 2017! These CDEs will be able to renew certification without paying the \$250 fee, which is being waived by NCBDE.

- Mary Badel, RN, CDE®, California
- Rebecca Mount, RDN, CDE®, Indiana
- Jennifer Wenzel-Wamhoff, PharmD, CDE®, Illinois

Buttons were issued to over 1,000 CDEs who had pre-registered for the meeting and a number of CDEs stopped by the NCBDE exhibit booth to pick up a button on-site. Many CDEs also dropped by the booth to deliver their tickets for the drawings. It was great to visit with all of you!

We look forward to seeing many CDEs in Baltimore this August!

## Showcase Yourself

Check out the available resources for CDEs to share!

[https://www.ncbde.org/currently\\_certified/resources/](https://www.ncbde.org/currently_certified/resources/)

## MESSAGE / Continued from page 1

Clinton, South Carolina, who served as Chair while on the Board, Jane Kadohiro, DrPH, APRN, CDE®, FAADE, Sparks, Nevada (but still calling Hawaii home), Andrea M. Knatz, RD, CDE®, Charlotte, North Carolina, and Kelly Rawlings, West Des Moines, Iowa, our public member. Kelly served as Treasurer in both 2016 and 2017, in addition to her role as Board member. These four individuals brought a real passion and commitment to serving CDEs and those living with diabetes to the Board. Both Jane and Andrea will continue to contribute to NCBDE with roles on the Credentials Committee and Examination Committee respectively. We thank them all for their time and service on behalf of NCBDE.

### New NCBDE Board Members



Jasmine D. Gonzalvo,  
PharmD, BCPS, BC-ADM, CDE®, LDE



Allyson Jackson, RD, CDE®



Benjamin Klein, BS



Carol Rasmussen,  
MSN, NP-C, CDE®, FAADE

A very warm welcome to the CDEs and public member who were elected to the Board at the November 2017 Board meeting: Jasmine Gonzalvo, PharmD, BCPS, BC-ADM, CDE®, LDE, Indianapolis, Indiana, Allyson Jackson, RD, CDE®, Eastvale, California, Benjamin Klein, BS, Boston, Massachusetts, and Carol Rasmussen, MSN, NP-C, CDE®, FAADE, Tabiona, Utah. These individuals started in their role as Board members in January 2018 and will serve four year terms. We look forward to the contribution of their wide-ranging experiences and skills to NCBDE's efforts!

### Officers Update



Carolé Mensing, Immediate Past Chair

A heartfelt thanks to Carolé Mensing, RN, MA, CDE®, FAADE, Walpole, Massachusetts, who completed her term as the 2017 Chair. Carolé will continue her service on the Board in the role of Immediate Past Chair in 2018.



Leonard R. Sanders, Chair-Elect

Leonard R. Sanders, MD, FACP, BC-ADM, CLS, CDE® of Monterey, California was elected to the position of Chair-Elect for 2018. Leonard will begin his role as Chair on January 1, 2019.



Britt Rotberg, Treasurer

Britt Rotberg, MS, RDN, LD, BC-ADM, CDE®, from Atlanta, Georgia, was elected to serve as Treasurer in 2018.

### Practice Analysis 2018

In following best practices meeting accreditation standards, it is important for NCBDE to verify on a regular basis that the certification examination continues to reflect the knowledge and skills needed for current practice as a diabetes educator. NCBDE will conduct a practice analysis in 2018, also known as a role delineation study or job analysis. A survey of the tasks identified in the practice of diabetes education will be conducted with a sample of CDEs and other diabetes educators. The PATF will review results and work with PSI, NCBDE's testing agency, to statistically review the results. A revised Examination Content Outline will be finalized based on the results of the survey process. The Outline will likely go into effect in mid-2019. If you are selected to participate in the online survey, we ask that you set aside the time to complete and submit it. The practice analysis process is the foundation of a quality certification program, so your participation is vital to the outcome. Please participate if you are chosen! See who is serving on the PATF on page 2.

### Outreach Efforts

NCBDE has committed significant funds over the last few years to increase the numbers of CDEs, but to also help people living with diabetes and those referring for education learn more about CDEs. We hope you've noticed some of the places that NCBDE has been placing advertisements and had staff and volunteer leaders providing information about CDEs and the certification program. Avenues include:

- sponsorship of consumer-related activities in the Hispanic community, USA Today Diabetes Month publications; public safety announcements (PSAs) through NPR in Texas and North Carolina;
- exhibits at the National Association of Hispanic Nurses Annual Meeting, American Pharmacists Association Annual Meeting, Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo, American Diabetes Association Scientific Sessions Annual meeting, and the AADE Annual Meeting;
- advertising/sponsorship in Today's Dietitian, with inclusion in the publications Resource Guide, Clinical Exercise Professionals Association sponsorship with related web site and publication advertisements; and
- an email blast to physicians for November's Diabetes Awareness.

The Outreach Committee is also working on a program for interested CDEs to serve as ‘ambassadors’. The Committee is conducting some pilot programs with a focus of spreading the word about becoming certified and managers and administrators about the need for education and what CDEs can provide. Eventually, we hope to support ambassadors to not only talk about becoming a CDE, but to also talk with people living with diabetes about education and working with a CDE and providers to encourage referrals to CDEs.

#### **Online Self-Service Verification Now Available**

Launched last year (and if you haven’t checked it out yet, we hope you’ll take a look), NCBDE now has available an online self-service verification system. Employers and credential verification entities can access verification information via the NCBDE web site 24 hours/7 days a week. CDEs who log in to their portal can also produce verification documents and email them to individuals/companies as needed. Check out the information on page 4 for more details.

#### **Expansion of Qualifying Continuing Education Activities Launch**

CDEs who renewed in 2017 had the first opportunity to include several activities outside of the traditional continuing education activities

as part of their renewal by continuing education application. Through the audit process, we know that a number of CDEs were able to take advantage of those activities, which allow certificants to show professional development through some alternate experiences. The Credentials Committee will continue to monitor and review the use of the expanded activities and make recommendations to the NCBDE Board as we move forward. As a reminder, the expansion covers such kinds of activities as providing original presentations to fellow health professionals, taking an academic course, etc. Find out more on pages Update 1-4.

#### **Diabetes Prevention Program Expansion Support**

NCBDE wants to continue to encourage CDEs to be a part of the expansion of the National Diabetes Prevention Program. In this vein, we provided support in 2017 for the travel expenses for two CDEs to pursue positions as Master Trainers through the American Association of Diabetes Educators (AADE). Bridget Jennings, RN, BAS, CDE®, Orange Park, Florida, and Maurine Thieszen, RD, LD, CDE®, Lake City, Iowa, were the recipients of the 2017 support. We will again be funding travel expenses for several CDEs in 2018, depending on AADE’s needs. Keep your eye open for announcements from NCBDE and AADE when applications become available.

We will also be supporting efforts for development of programs in underserved areas in collaboration with AADE. More news on that as it becomes available.

\* \* \*

#### **Are You Ready for a Leadership Position with NCBDE?**

NCBDE will have positions open on the Board for CDE again in 2019, so elections will take place in 2018. Have you ever thought about applying for a Board position? Check out the details and the process on page 2. It is a wonderful way to contribute to the profession, while also being an opportunity to expand your leadership skills and pursue personal and professional development goals.

\* \* \*

There are many areas in which NCBDE is working to expand the number and utilization of CDEs, both nationally and internationally. This work is evidence-based and reflects the strategic plan of the organization. We are here to support you and your practice.

Sincerely,



Joan Bardsley, MBA, RN, FAADE, CDE®  
Chair, NCBDE Board of Directors

#### **RENEWAL OPTION / Continued from page 5**

not contact hours, credits, or units awarded by the recognized provider. One clock hour equals 60 minutes.

- If a recognized provider awarded 2 contact hours for an activity that was 2 hours in length, 2 clock hours would be reported to NCBDE for that activity. The clock hours submitted cannot be more than the number of contact hours/credits/ units awarded by the recognized provider.

For presentations, participants may include in the time to be counted as clock hours the course overview/introductions, educational presentation, and questions and answers. Time may not be counted for general announcements, breaks, lunch, exhibits, etc.

#### **Other Information**

The course title should provide an indication of the content of the course. If you are chosen for audit, a brief description of content (or course outline or brochure) should be attached when the course title does not indicate course content. Individuals are welcome to make use

of the Continuing Education Tracking area that is available in the CDE portal of the web site.. You can access the CDE portal from the home page ([www.ncbde.org](http://www.ncbde.org)). Choose the CDE Login menu option at the top of screen on the left- hand side of page. You may also access it by choosing the “CDE Log In” item on the drop down menu option of the “Currently Certified” menu located on the right-hand corner of most pages of the web site. If this is your first time logging in or you forgot your login credentials, there are ‘Log In Reminders’ on the page. Please note that you may also need your certificate number to log in so you may want to make sure you have your number handy. Individuals who choose to renew using the continuing education option should maintain a file of their continuing education documentation - certificates of attendance or other supporting documentation verifying participation for each continuing education activity. When renewal is due, the CDE® will need to apply for renewal within one of the stated renewal windows; this can be done online or via hard copy application

form. If chosen for audit, individuals will need to verify all eligibility requirements, including the continuing education activities used for renewal. For the audit, continuing education activities will need to be documented by completing a Summary of Continuing Education Activities form and providing copies of certificates of completion, verifications of attendance, and/or other supporting documentation verifying participation for each continuing education activity reported.

**CHECK IT OUT!**

NCBDE’s web site can be found at:  
[www.ncbde.org](http://www.ncbde.org)



### **Renewal of Certification: Guidelines for Reporting Continuing Education Activities Minimum Total of 75 Hours of Acceptable Activities Required**

#### **1. Expectations**

- Health professionals specializing in diabetes education will demonstrate through renewal of certification:
  - knowledge and skills are up-to-date
  - ability to practice proficiently, safely, and in a manner consistent with current National Standards of Diabetes Self-Management Education and Support (NSDSMES)
- All CDEs who select renewal of certification by continuing education will engage in a personal assessment to identify professional needs and participate in appropriate activities that are inclusive of the Examination Content Outline in the current Handbook.

#### **2. Renewal by Continuing Education Cycles**

For those renewing for the first time, the start date for accruing professional practice hours is the January 1 following the year of initial certification.

For those who have previously renewed, the start date for accruing practice hours is the day after the deadline date of their last renewal by continuing education or the fall exam deadline date (e.g., for those renewing in 2018, those who renewed by continuing education using the standard deadline of September 16, 2013, accrual starts September 17, 2013; for a CDE who renewed by examination on June or November 27, 2013, the accrual date starts on September 16, 2013).

All hours must be obtained prior to the date of application for renewal.

#### **3. Activities:**

- must be applicable to diabetes. All subject matter on the Certification Examination Content Outline published in the current Handbook is considered applicable to diabetes.
- must be completed as defined by the renewal of continuing education cycles policy. (All activities must be completed prior to the application deadline and before submitting the application.)

- must be at a professional level that enhances the quality and effectiveness of diabetes education practice.
- do not have to be discipline specific nor do the activities have to be in any specific area of concentration, e.g., social workers may attend a diabetes related nursing program and use those clock hours for renewal of certification.

#### ***Formal continuing education activity formats acceptable for renewal of certification by continuing education - minimum of 45 clock hours of the following:***

- Continuing education courses
- Independent study
- Seminars
- Online programs
- Workshops
- Telephonic or video conference programs
- Conferences

#### ***Expanded activities acceptable for renewal of certification by continuing education - maximum of 30 clock hours of the following:***

- Academic courses
- Presentations or lectures by the certificant
- Publications - Articles or books written by the certificant
- Service as a Mentor in NCBDE's Mentorship Program

#### **4. Activities - Additional Information/Requirements**

See Tables A and B on pages Update 2-3



## Renewal by Continuing Education

**Table A. Formal Continuing Education Activities – Additional Information/Requirements**

Category	Hours Required/Allowed	Requirements	Documentation for Audit and Grace Period Application
Formal Continuing Education Activities	<ul style="list-style-type: none"> <li>■ Minimum of 45 clock hours</li> </ul>	<ul style="list-style-type: none"> <li>■ Must be approved by a provider on the NCBDE List of Recognized Providers (See Formal Activities – Recognized Continuing Education Providers on page Update 4).</li> <li>■ All continuing education activities must be reported in clock hours, i.e. the actual time spent on the continuing education activity, not contact hours, credits, or units awarded by the recognized provider. One clock hour equals 60 minutes.</li> <li>■ Presentations – Participants may include in the time to be counted as clock hours the course overview, introductions, the educational presentation, and questions and answers. Time may not be counted for general announcements, breaks, lunch, exhibits, or poster sessions.</li> <li>■ Self-study programs (online or written booklets) – Participants may count the actual time spent on completing the activity. Clock hours submitted cannot be more than the number of contact hours/credits/units awarded by the recognized provider.</li> </ul> <p><b>Activities NOT acceptable.</b></p> <ul style="list-style-type: none"> <li>■ Other certification/credentials awarded</li> <li>■ Elected office or serving on Boards and/or Committees</li> <li>■ Journal clubs or professional reading</li> <li>■ Posters or poster sessions and exhibits</li> <li>■ Preceptorships or mentor hours (Exception – See Expanded Activities – Table B)</li> <li>■ Research</li> <li>■ Volunteer activities</li> </ul>	<ul style="list-style-type: none"> <li>■ Proof of meeting the continuing education requirements by providing copies of certificates of completion, verifications of attendance issued by a recognized provider on NCBDE's list, or other relevant proof of attendance issued by the recognized provider for each continuing education activity submitted.</li> <li>■ Each document must include the name of the attendee, title of the activity, date(s) the program was attended or completed, the recognized provider(s), and the total number of credits or contact hours awarded.</li> </ul>



## Renewal by Continuing Education

**Table B. Expanded Activities - Additional Information/Requirements**

Category	Category Hour Definition	Hours Required/Allowed	Requirements	Documentation for Audit and Grace Period Application
Academic Coursework	One semester credit = 15 hours of formal continuing education activity	<ul style="list-style-type: none"> <li>■ No minimum required</li> <li>■ Can mix and match with other non-formal categories</li> <li>■ Maximum if only use this non-formal category: 2 semester credit hours (30 CE hours)</li> </ul>	<ul style="list-style-type: none"> <li>■ Offered through an accredited college or university</li> <li>■ Content must be applicable to diabetes</li> <li>■ Repeat courses are not accepted for certification renewal. CDEs may claim credit for a specific course only once, even if they took that course multiple times during their accrual cycle</li> </ul>	<ul style="list-style-type: none"> <li>■ Supporting documents, such as a transcript(s) showing the number of academic credits, sponsoring organization etc. Title must clarify content applicable to diabetes or additional information to verify content applicable to diabetes must be provided.</li> </ul>
Presentations	One presentation = 10 hours of formal continuing education activity hours	<ul style="list-style-type: none"> <li>■ No minimum required</li> <li>■ Can mix and match with other non-formal categories</li> <li>■ Maximum if only utilizing this non-formal category: 3 presentations (30 CE hours)</li> </ul>	<ul style="list-style-type: none"> <li>■ Presents for a minimum of 45 minutes</li> <li>■ Content must be applicable to diabetes</li> <li>■ Delivered in a structured teaching/learning framework as part of conference, seminar, or teleconference where continuing education credits are awarded to attendees</li> <li>■ Original presentation; repeat or modified presentations of previous presentations cannot be counted</li> <li>■ Excludes poster presentations</li> </ul>	<ul style="list-style-type: none"> <li>■ Supporting documents such as a copy of the program, abstract, objectives, course content, as well as evidence that the individual actually presented the topic.</li> <li>■ Proof that continuing education credits were awarded to attendees.</li> </ul>
Publications	One publication = 10 hours of formal continuing education activity hours	<ul style="list-style-type: none"> <li>■ No minimum required</li> <li>■ Can mix and match with other non-formal categories</li> <li>■ Maximum if only utilizing this non-formal category: 3 publications (30 CE hours)</li> </ul>	<ul style="list-style-type: none"> <li>■ Author of one peer-reviewed article or book chapter related to diabetes</li> </ul>	<ul style="list-style-type: none"> <li>■ Supporting documents, such as cover page with author's name, abstract or actual copy of the entire article or chapter, indicating peer review.</li> </ul>
Service as Mentor in NCBDE Mentorship Program	One completed partnership experience = 10 hours of formal continuing education activity hours	<ul style="list-style-type: none"> <li>■ No minimum required</li> <li>■ Can mix and match with other non-formal categories</li> <li>■ Maximum if only utilizing this non-formal category: 3 mentees (30 CE hours)</li> </ul>	<ul style="list-style-type: none"> <li>■ Verification of completion of mentor/mentee partnership during their accrual cycle</li> </ul>	<ul style="list-style-type: none"> <li>■ Diabetes Education Mentorship Program Experience Verification Document</li> </ul>



### 5. Formal Activities - Recognized Continuing Education Providers\*

Continuing education activities must be provided by or approved by one of the following:

American Association of Diabetes Educators (AADE) <https://diabeteseducator.org>

American Diabetes Association (ADA) <http://professional.diabetes.org/>

Academy of Nutrition and Dietetics (ACADEMY) <http://www.eatrightpro.org/resources/practice/professional-development>

Accreditation Council for Pharmacy Education (ACPE) Accredited or Approved Providers  
<http://www.acpe-accredit.org/>

Accreditation Council for Continuing Medical Education (ACCME-AMA) Accredited or Approved Providers  
<http://www.accme.org/physicians-and-health-care-professionals>

American Nurses Credentialing Center (ANCC) Accredited or Approved Providers  
<http://www.nursecredentialing.org/Accreditation/AccreditedOrganizations>

American Academy of Family Physicians (AAFP) <http://www.aafp.org/cme.html>

American Association of Nurse Practitioners (AANP)  
<http://www.aanp.org/education/continuing-education-ce/ce-opportunities>

American Academy of Optometry (AAO) <http://www.aaopt.org/>

American Academy of PAs (AAPA) <https://www.aapa.org/learning-central/>

American Association of Clinical Endocrinologists (AACE) <https://www.aace.com/>

American College of Endocrinology (ACE) <https://www.aace.com/>

American College of Sports Medicine (ACSM) <http://www.acsm.org/find-continuing-education>

American Medical Association (AMA) <https://www.ama-assn.org/education-center>

American Nurses Association (ANA)

<http://www.nursingworld.org/MainMenuCategories/CertificationandAccreditation/Continuing-Professional-Development>

American Occupational Therapy Association (AOTA) <http://www.aota.org/Education-Careers/Continuing-Education.aspx>

American Physical Therapy Association (APTA) <http://www.apta.org/CareersEducation/>

American Psychological Association (APA) <http://www.apa.org/ed/ce/index.aspx>

Commission on Dietetic Registration (CDR) Accredited or Approved Providers

<https://www.cdrnet.org/products/continuing-professional-development-education>

Council on Continuing Medical Education (CCME-AOA) Approved Sponsors

<http://www.osteopathic.org/inside-aoa/development/continuing-medical-education/Pages/default.aspx>

Council on Podiatric Medical Education (CPME-APMA) Approved Sponsors

<http://www.cpme.org/education/content.cfm?ItemNumber=2422&navItemNumber=2237>

International Diabetes Federation (IDF) <http://www.idf.org/>

National Association of Clinical Nurse Specialists (NACNS) <http://www.nacns.org>

National Association of Social Workers (NASW) <https://www.socialworkers.org/careers/continuing-education>

National Commission for Health Education Credentialing (NCHEC) Designated Providers

<https://www.nchech.org/continuing-education>

Continuing education hours from accredited academic institutions within the United States or its territories granting degrees related to professional practice are also accepted. Contact the NCBDE national office for information.

\* NOTE: The links to the various organizations on the list are provided as a courtesy, and though all attempts are made to ensure the links are viable, NCBDE is not responsible for links that may be incorrect or become inactive. In addition, though NCBDE may have a professional relationship with any number of these organizations, NCBDE is separate and autonomous from all of the organizations included on the list.

## Mentorship Program

The NCBDE Diabetes Educator Mentorship Program (Program) was formed back in 2010 in association with the American Association of Diabetes Educators (AADE) and the American Diabetes Association (ADA). This optional Program was created to promote careers that will lead to a Certified Diabetes Educator® (CDE®) designation and improve access to much needed diabetes education (DE).

The program was designed to partner experienced CDE-credentialed diabetes educators with healthcare professionals who are interested in gaining experience in providing diabetes education. The goal is to assist these professionals with meeting the current hours of experience practice requirement for CDE® certification.

We are always looking for new CDEs to join in the program. Please look over the new requirements (below) to see if there is an interest and if you qualify as a mentor. NCBDE Mentorship program participants can now earn up to 10 CEs for each completed partnership during any one accrual cycle; up to a maximum of 30 CEs or 3 completed partnerships. You can find CE information for those serving as a NCBDE mentor in the attached insert on Expanded Activities.

At press time, there were 150 CDEs serving as active mentors, over 50 approved mentees are in active partnerships with mentors, and 100 individuals are approved to move forward in seeking a partnership with a mentor. A total of 195 health professionals have completed the Program – accumulating volunteer hours towards eligibility for certification and hopefully providing them with a foot in the door to securing a hired position as a diabetes educator, with a grand total of 119 of those mentees having successfully passed the certification examination - becoming CDEs!

### Take A Look!

Mentorship information is available on the NCBDE mentorship page and the Mentor Toolkit available in the CDE portal of the web site.

#### Mentor Eligibility Criteria

The current eligibility criteria for mentors are:

- CDE®, in good standing, for 3 years
- Current practice as a Diabetes Educator, providing DE services
- Other preceptor/mentoring experience

- Verify that DE provided includes\*:
  - a process to coordinate educational activities
  - the individual's learning needs and goals
  - a curriculum (appropriate diabetes content areas, learning objective, methods of instruction delivery and methods for learning evaluation)
  - documentation of the educational activities
  - communication to the individual's primary care provider and/or the referring provider
  - regular assessment of the needs of your community and changes made based upon those needs
  - regular evaluation of the educational effectiveness and outcomes with results used to make changes in the educational activities

- Agree to complete and submit appropriate Mentor/Mentee monitoring documentation

\* Additional information may be requested for any application.

#### Interested in Serving as a Mentor?

First, thank you for your interest in serving as a mentor. The application packet is available on NCBDE's web site as a downloadable PDF file. If you would like a hard copy of the application mailed to you, please contact the NCBDE national office.

#### Mentee Eligibility Criteria

The eligibility criteria for mentees are:

- Meet NCBDE's standard pathway discipline requirements in effect at the time of application
- Volunteer hours must be accrued within a maximum 4 year period immediately prior to applying for certification
- Provide DE volunteer hours under guidance of NCBDE Mentor

For those interested in participating in the program as mentee, it is recommended that the individual carefully review the Examination discipline requirements prior to applying to verify that she/he meets that aspect of NCBDE's eligibility criteria. The application packet is available on NCBDE's web site as a downloadable file in pdf format. If you would prefer to receive a hard copy version of the application, please send an email message requesting the document (info@ncbde.org). Be sure to include your mailing address when sending your message.

#### Listing of Mentors by State (as of 5/1/2018)

We are so grateful to the CDEs who have applied to serve as mentors – thank you!

Without their participation, there could be no Program! We'd also like to express our sincere appreciation to their institutions/practices for taking the steps needed to support the Program.

#### AZ

Rachel Calendo, RN, CPNP, CDE®  
Cardon Children's Medical Center/Bannerhealth

Jeanne Fenn, RN, PNP, CDE®  
University of Arizona Medical Center

Alberta Rand, MSN/Ed, RN, CDE®  
Phoenix Indian Medical Center - Diabetes Center of Excellence

Robin Wineinger, RD, CDE®, MEd  
Carondelet Diabetes Care Centers/St. Joseph's Diabetes Care Center

#### CA

Dana Armstrong, RD, CDE®  
Diabetes & Nutrition Support Services

Harry Avellona, RN, MSN/Ed, CDE®  
Good Samaritan Hospital

Lou Erin Castillo, RN, CDE®  
Diabetes Care Center - Shasta Regional Medical Center

Mary Jean Christian, RD, CDE®  
University of California, Irvine

Ann Doherty, RN, CDE®  
Alta Bates Summit Diabetes Center

Harriett Ann (Sue) Fernstrom, RD, CDE®  
Alta Bates Summit Medical Center

Danielle Halewijn, RD, CDE®  
PIH Health

Maribeth Inturrisi, RN, MS, CNS, CDE®  
Physician Foundation at California Pacific Medical Center

Elizabeth Leong, RD, CDE®  
Bay Area Diabetes and Wellness Center

Michelle Mason-Chadd, RN, CDE®  
Kaiser Permanente

Vicky McKay, MS, RD, CDE®  
Kaiser Permanente

Terrye Peterson, RN, CDE®  
University of California, Irvine Health Care

Martha Quintana, RN, BSN, CDE®, CPT  
Diabetes Health Center

Virginia Smelser, RN, CDE®  
John Muir Health, Diabetes Center

Susan Smith, PhD, CDE®  
Kaweah Delta Medical Foundation/Visalia Medical Clinic

Jacqueline Thompson, MS, RD, CDE®  
Diabetes Health Center

Lois Weiss, RN, CNS, CDE®  
St. Mary's Medical Center

#### CO

Lisa Harris, MS, RD, CDE®  
Poudre Valley Hospital Center for Diabetes Services

**FL**

Susan Harms, MPH, RD/LD, CDE®  
Lee Health Endocrinology

Deanna Howard-Gonzalez, RD, LD, CDE®  
Twin Cities Hospital

Deanna Spears, RN, CDE®  
Central Florida Regional Hospital

Sharon Vargo, RN, CDE®  
Gulf Coast Medical Center

**GA**

Allison Fox, PharmD, CDE®  
Atlanta Veterans Affairs Medical Center

Julie Joiner, RD, CDE®  
Phoebe Putney Memorial Hospital

Heather O'Connor, RD, CDE®  
Phoebe Diabetes Resource Center

Susan Ullrich, RN, MA, Ed, CDE®  
Southeast George Health System

**IA**

Sharon Ferguson, RN, CDE®  
Mahaska Health Partnership

**IL**

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Centegra Diabetes Center

Gloria Boland, BSN, RN, CDE®  
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Carole Corder, MS, RD, CDE®  
St. Anthony's Memorial Hospital

Sarah Ferguson, RN, ACNS-BC, BC-ADM, CDE®  
Centegra Diabetes Center

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Catherine Geraci, RN, APN, CDE®  
LaRabida Children's Hospital

Beryl Larson, RN, MSN, CDE®, CNL  
Mercy Hospital and Medical Center, Diabetes Center

Colleen Miller-Owen, APN, CNP, CDE®  
Northwestern Medicine Regional Medical Group

Deborah Redd, RN, CDE®  
Illinois Valley Diabetes Center for Excellence

Tavia Vital, RN, CDE®  
Unity Point Health, Trinity

**IN**

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Indiana University Health, La Porte Hospital

Freda Schafer, RDN, CDE®  
Witham Endocrinology

**KS**

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**KY**

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Deborah Deck, RN, CDE®  
Jennie Stuart Medical Center

**KY**

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Baptist Health Corbin

**LA**

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St Francis Diabetes and Nutrition Center

**MA**

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Milford Regional Medical Center

**MD**

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University of Maryland Center for Diabetes & Endocrinology

Linda Henderson, RN, CDE®  
Holy Cross Hospital

**ME**

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Mayo Practice Associates

**MI**

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Henry Ford Health System

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St. Joseph Mercy Oakland

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**MO**

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**NH**

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Meaghan Kim, RN, CDE®  
AtlantiCare

Robin Stout, RN, CDE®  
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**NM**

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Christus St Vincent Regional Diabetes Center

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Linda Reineke, RD, CDE®  
University of New Mexico Hospital

Dee Romine, RN, RD, CDE®  
Veteran's Medical Center

**NY**

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Seton Health

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Kathryn Dissing, RN, CDE®  
Jamestown Family Health Clinic

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Kennewick General Hospital Diabetes & Nutrition Education

Jennifer Newell, RN, MHA, CDE®  
Auburn Regional Medical Center

**WI**

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Marshfield Clinic

Patti Hafeman, RN, CDE®  
Aspirus Wausau Hospital

**WV**

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Montgomery General Hospital

Anise Nash, RN, FNP-BC, MSN, CDE®  
Bruce S. Chertow Diabetes Center

**WY**

Dian True, RN, CDE®  
Billings Clinic - Cody

We would also like to thank the following CDEs who participated in the mentor program, but who have "retired" from service in that role or are temporarily inactive for various reasons:

Laura Abbey, RN, CDE®, from Texas; Shirley Ackerman, PhD, CRRN, CDE®, from New

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*MENTORSHIP / Continued on page 14*

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Shirley Pinckney, RN, CDE®, from Virginia; Vasanthi Prabhaker, MS, RD, LDN, CDE®, from Illinois; Patricia Pugsley, RN, MSN, CDE®, from Connecticut; Gail Radosevich, RD, CDE, LD®, from Minnesota; Katherine Rataj, RN, BSN, CDE®, from Illinois; Sara Reece, PharmD, CDE®, from Georgia; Brenda Rendelman, RD, CDE®, from Ohio; Julie Diane Roberts, RD, CDE®, from Minnesota; Kathie Rohrs, MSN, BSN, RN, CDE®, from New York; Cynthia (Cindy) Rudolph, RN, CDE®, from California; Joyce Rudolph, RN, MSN, CDE®, from Pennsylvania; Leigh Russell, RN, MSN, CDE®, from Ohio; Julie Sease, PharmD, BCPS, CDE, BCACP®, from South Carolina; Rose Shehan, RN, CDE®, from Colorado; Sunhi Shin, RN, CDE®, from New York; Debbie (Deborah) Sousa Hull, RD, CDE®, from California; Rochelle Southard, RN, BSN, CDE®, from Ohio; Amy Stacy, MS, RD, CDE, CDN®, from New York; Peggy Steere, RN,

CDE®, from Washington; Becky Stubbs, RN, CDE®, from Hawaii; Robin Talley, RN, CDE®, from California; Deborah Thomas, RN, CDE®, from South Carolina; Sheryl Tindell, MS, FNP-BC, CDE®, from Florida; Cynthia Tucker, BSN, RN, CDE®, from Maryland; Robyn Tyler, RN, CNS, CDE®, from South Dakota; Mary Frances Veltri, RN, BSN, RNFA, MS, CDF, CDE®, from West Virginia; Joyce Vergili, Ed.D, RD, CDE®, from New York; April Vincent, RD, CDE®, from California; Mary Kathryn Ashley Voelmle, RN, FNP, CDE®, from Colorado; Teresa Waugh, RN, CDE®, from West Virginia; Denise West, RN, CDE®, from California; Maryellen Westerberg, RD, MPH, DrPH, CDE®, from California; Kathleen Wietrak, APRN, CDE®, from Connecticut; Mara Wilson, RN, MS, FNP-C, CDE®, from Texas; Paula Woodward, RN, CDE®, from Virginia; Hui-ying Yang, CNP, CDE®, from California.

### RETIRED / Continued from page 3

- from their expiration date, e.g., expired on 12/31/2015 due to retirement prior to that date can apply for retired status through 12/31/2020.
- c) The individual must (1) hold an active CDE® credential for a minimum of 10 years (e.g., 2 cycles), and (2) have no unresolved adverse disciplinary actions or canons of ethics violations actions at the time of the request for Retired status.
- d) Retired status is for certificants who retire from the field of diabetes education with no plans to return or to renew their CDE® certification.
- e) A one-time processing fee is required with the Retired Status Request Form.
- f) Once the Retired Status Request Form and fee have been processed, a Retired Status certificate identifying the individual's retired status will be mailed to the individual within four to six weeks.
- g) The Retired status designation does not expire or need to be renewed.
- h) Retired status does NOT allow individuals to use the CDE® acronym. Use of the CDE® acronym and registration mark associated with their name is strictly prohibited. Individuals may use the designation "Certified Diabetes Educator (Retired)", but NOT CDE (Retired).
- i) Individuals holding Retired status do not qualify for open CDE® seats on the NCBDE Board of Directors. Qualifications for other volunteer positions may vary, but in general, individuals holding Retired status will not

usually qualify for these positions.

- j) Retired status explicitly identifies that an individual does not hold active status. Retired status is permanent.
- k) If Retired status individuals wish to reactivate the credential, they must apply, pay for and pass the Certification Examination for Diabetes Educators using the initial certification eligibility requirements and fee in place at the time of application.

### Retired Status Request Process

- A qualified individual may request that their status be changed to Retired status through completion of the "Retired Status Request Form" and submission of a one-time fee via mail – currently \$30.
- Requests must be postmarked no later than 5 years after expiration date.
- Once a qualifying individual completes and submits the "Retired Request Form", along with the fee, their designation will be changed to "Retired" in the NCBDE database record.
- A letter confirming Retired status will be provided, along with a certificate.
- The names of those approved for Retired status will be added to the listing on the NCBDE web site on a special recognition page.

Visit the NCBDE web site ([www.ncbde.org](http://www.ncbde.org)) or contact the NCBDE national office ([info@ncbde.org](mailto:info@ncbde.org) or 877-239-3233) to request the Retired Status Information and Request Form Packet.

## Renewing by Continuing Education (CE)? Step by Step Guide to the Online Renewal Application Process

When renewing by CE, individuals can place their renewal application via NCBDE's online renewal application process. The online renewal application is a very user-friendly application. Before placing your renewal by CE application you will want to make sure you have met the renewal requirements and read through the Renewal Handbook. (To refresh: renewal by CE requirements are to continue to hold the discipline originally certified under, accrual of 1,000 professional practice hours and 75 CE hours.) Once you are ready you will:

- 1) Log in to the CDE portal in the NCBDE website.
- 2) Once logged in, click on "Online Renewal Application" located in the left hand navigation bar. From there you will be redirected to the 1st renewal page.
- 3) You will need to read the information on each page and, if in agreement (and/or attest to the information on the page), you will select "I Agree" and then select "Move on to next page". You will continue through all the renewal pages/screens.
- 4) On the last page of the renewal application you will enter your payment details and select SUBMIT. This will submit your application.
- 5) Upon submittal you will receive a pop-up notification either indicating you are approved or selected for an audit. An email will follow for either the approval or audit notification.

## Initial Eligibility Requirements

Our initial eligibility requirements have changed over the years. If you know of someone who is interested in becoming a CDE®, please direct them to our website at [https://www.ncbde.org/certification\\_info/eligibility-requirements/](https://www.ncbde.org/certification_info/eligibility-requirements/) for details. And thank you for supporting the CDE® program.

## NCBDE Needs Your Help! Practice Analysis for the CDE Exam Being Conducted in 2018

Every five years, NCBDE conducts a practice analysis, also known as a job analysis, to be certain that the Certification Examination for Diabetes Educators continues to reflect current practice in diabetes education. NCBDE has contracted with PSI to facilitate this study in 2018. A task force of Certified Diabetes Educators, who represent the various disciplines and professions eligible for certification and who are content experts, has been convened to ensure that expert knowledge and judgment are available to PSI as the study proceeds. The first step of this study involved developing a comprehensive list of job activities pertinent to Diabetes Educators practice and a survey document. The second step is distributing that survey to a sampling of Certified Diabetes Educators, and the final step will be analyzing the survey responses. The purpose of the survey is to determine the activities necessary for

thorough and effective practice as a Diabetes Educator and the significance of the activities.

In June, the survey will be sent electronically to approximately 5,000 CDEs selected at random, who will be asked to review the list of tasks and, using an importance scale included with the survey, to rate how important each task is to safe and effective practice of Diabetes Educators. If you receive the survey, NCBDE encourages you to participate. This is a tremendous opportunity to contribute to the continued quality and high standard of the CDE credential. Your responses are vital to keep the Certificate Examinations as reflective of current practice as possible, that is, assuring that the examinations continue to mirror what CDEs do in their job. Questions on the practice analysis survey, if selected to participate, can be directed to [info@ncbde.org](mailto:info@ncbde.org).

## Continuing Education Q & A Corner

**I gave a poster presentation at the AADE Annual Conference. Can I claim CE for the poster presentation?**

Poster presentations do not qualify for CE.

**I am due to renew in 2018 but need a few more CEs to meet the 75 hour requirement. By what date do the CE need to be earned?**

If you are renewing by CE, all continuing education hours must be completed by the date you apply for your renewal or by December 15 if applying through the Grace Period Option.

**I teach a Diabetes course at a local college. Can I claim this teaching for CE?**

Teaching an academic course does not qualify for CE. However, you can claim this teaching toward your professional practice hours.

For more FAQs, visit our CE FAQ web page at [https://www.ncbde.org/currently\\_certified/continuing-education-faqs/](https://www.ncbde.org/currently_certified/continuing-education-faqs/).

## Renewing by Examination?

To renew by Examination, you must meet either the 1,000 professional practice hour requirement OR have earned 75 CE by the application date AND have continued to hold the discipline/license initially applied under. We recommend you review the Examination Handbook for information and particulars on how to apply. Note that if you are renewing by Examination, you will want to make sure you take/pass the Examination by 12/31/2018 to avoid any interruption in your certification.

If you are renewing by Examination, with the practice requirement, you can apply online at [www.goamp.com](http://www.goamp.com).

If you are renewing by Examination, with only the CE requirement, you will need to complete and submit the hard copy application along with a CE summary. The exam application is available in the Examination Handbook; the CE summary is available at: <https://www.ncbde.org/assets/1/7/CEPacketRenewalNonPractice2018.pdf>.

## FAQs

NCBDE has a number of Frequently Asked Questions on the web site to assist current and future CDEs. Take a look!

**Certification FAQs:** [https://www.ncbde.org/certification\\_info/certification-faqs/](https://www.ncbde.org/certification_info/certification-faqs/)

**Continuing Education FAQs:** [https://www.ncbde.org/currently\\_certified/continuing-education-faqs/](https://www.ncbde.org/currently_certified/continuing-education-faqs/)

**Renewal FAQs:** [https://www.ncbde.org/currently\\_certified/renewal-faqs/](https://www.ncbde.org/currently_certified/renewal-faqs/)

## Web Site: CDE Portal Information

We hope that our CDEs make use of the NCBDE website to keep abreast of any NCBDE news and encourage CDEs to log into their CDE portal from time to time for updates. One of the most exciting aspects of the site is that it includes content to help individuals with diabetes understand how having a CDE® in their corner can make a difference in their ability to manage their disease. It also provides a way for those individuals to search for a CDE® in their area.

Your CDE portal includes valuable information such as your CDE certification details including your last renewal date (whether by examination or by continuing education), expiration date and personal contact information to name a few. The CDE only portal remains the place where (optionally) a CDE® can enter and track their continuing education activities details, along with providing access to product order forms, newsletter archives, and other documents. CDEs also have the ability, once they have initially accessed the CDE only area, to change both their user name and password if they wish.

### Accessing your CDE Portal

To access the CDE only area, a CDE® will need to log in to this section of the site. Access to this area can be found in several places, but the easiest access can be found by clicking on the “CDE Login” menu option shown at the top left-hand section of any page of the site.

When the “Yes, I am a CDE” log in screen appears, the CDE® will want to:

- 1) Unless you have changed it, for the user name field: enter the certificate number (full 8 digits, and no dashes). The certificate number can be found on your certificate or wallet card.
- 2) Unless you have changed it, for the password field: enter last name as maintained in NCBDE’s database (case sensitive format, e.g., Doe, not DOE or doe). The last name as maintained in the database can be found in the To: portion of the header of the email message or certificate/wallet card.
- 3) Hit the “Log In” menu button. Review the data available on the “Welcome to the CDE area” screen to ensure NCBDE has the correct personal contact information (Please note this personal information is not accessible or provided to those individuals looking for a CDE®). From this screen, a CDE® can change their password using the “Change Password” menu button from the left-hand side of the

screen. If a change is made, please be sure to make a record of the password. If your contact information has changed, you will want to make sure you notify NCBDE by completing and submitting a CDE Record Change Form with your new information. You can find the change form at the end of this newsletter or in the CDE area of the website.

It is important to note that NCBDE will need the help of all CDEs to make the “Find a CDE” search successful for those individuals who are looking for your guidance. Each CDE® who wishes to be included in the search database will need to add their practice information to the site and will also want to be sure to keep this information up to date.

### Becoming Searchable through “Find A CDE”

If a CDE® wishes to become part of the “Find a CDE” search database, choose “Become Locatable” menu button from among the left-hand menu options or link available at the bottom of that page. Here the CDE® will then enter the contact information for their practice/program and save it. Once the information has been saved, the CDE® is a part of the “Find a CDE” database. (Be sure to keep this information up to date. Individual may want to set a reminder in their task list to check this information once or twice a year.)

### Tracking your CEs

If a CDE® would like to track their continuing education activities, please choose the “Track Hours” menu button from among the left-hand menu options, and then click on “Continuing Education Tracking” link. You can track your hours by Formal and Expanded Activities category, maintain activities over more than one cycle, and filter the activities by date.

### Documents for CDEs

Your CDE portal also contains various CDE related documents and brochures. Once on your CDE landing page, select Documents from the left-hand menu options. Documents include: Record Change Form, Certificate and Pin Reorder Forms, and mentorship materials to name a few. NCBDE also has available referral brochures for providers and persons with diabetes which you can download to use with your practice.

We hope that our CDEs will make use of the features on the site. If there are any questions, please contact the NCBDE national office.

## Expanded Activities Now Accepted for Renewal by Continuing Education (CE) Option

To support lifelong learning and continuing competence, the NCBDE Credentials Committee made recommendations to the NCBDE Board of Directors that several activities beyond formal continuing education (CE) activities be able to be used for renewing via the CE option. For CDEs renewing in 2017 and forward, the following activities - identified under a designation known as ‘Expanded Activities’ - were approved by the NCBDE Board of Directors: taking academic coursework, giving presentations, authoring publications, and serving as a Mentor in the NCBDE Mentorship Program. Expanded Activities must be applicable to diabetes and there are limits on the number of hours that can be claimed in the qualifying categories. Of the 75 continuing education hours needed for renewal of certification by continuing education option only a maximum of 30 hours can be used from the Expanded Activities categories. Please refer to the Continuing Education Guidelines referenced below for complete details on the Expanded category requirements and limitations.

You can find detailed information in the document titled Renewal by Continuing Education Guidelines for Reporting Continuing Education available in the insert in this newsletter and on the NCBDE web site at [https://www.ncbde.org/assets/1/7/RenewalGuidelinesExpansionDocument\\_Revised\\_0118.pdf](https://www.ncbde.org/assets/1/7/RenewalGuidelinesExpansionDocument_Revised_0118.pdf).

We encourage all CDEs, regardless of their expiration dates, to take a few minutes to review the details. The NCBDE Board hopes that you’ll be excited about the opportunity to expand your diabetes education knowledge with these activities.

## Join the Discussion

If you haven’t had a chance yet, be sure to check out the NCBDE Facebook page. Join the 3,000 others who have liked our page. This more casual communication platform is a great way to get updates on NCBDE activities. Here’s the link: <https://www.facebook.com/CertifiedDiabetesEducators>.

We’ve also created a NCBDE group on Linked In: <https://www.linkedin.com/groups/8233015>.

Join the discussions!

# CDE<sup>®</sup> Record Update Form

NCBDE requests that all CDEs take a few minutes to complete this record update form in its entirety on an annual basis.

Return Completed Form To:

NCBDE • 330 E. Algonquin Road, Suite 4 • Arlington Heights, IL 60005

Fax: 847-228-8469 • Email: info@ncbde.org

To prevent data entry errors, please enter information neatly.

Full Name (first, middle initial, last)

Former Name/Maiden Name\*

CDE Certificate Number (8 digits)\*\* OR  
birthday (mm/dd)\*

Home Address  
(include street address, city, state, and postal  
code)

Home Telephone Number\*  
(Inc. area code)

Mobile Phone Number\* (Inc. area code)

Home Email Address Preferred

Employer\*

Work Address\*  
(include department, street address, city, state,  
and postal code)

Work Telephone Number\*  
(Inc. area code)

Work Email Address Preferred

Professional Discipline  
(nurse, dietitian, pharmacist, etc)

1) Check "NO" if you do not wish your name and mailing address to be made available to those organizations/parties requesting use of NCBDE mailing lists. (Uses may include announcements of job openings or educational offerings, research inquiries, state diabetes & diabetes-related equipment/supplies information, membership solicitations, etc).

NO

2) Check "NO" if you do not wish your name and preferred email address to be made available to those organizations/parties requesting use of NCBDE email lists. (Uses similar to mailing lists above).

NO

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you currently serve on a NCBDE Committee,  
please indicate the Committee name: \_\_\_\_\_

*\*This information is requested for contact and/or identification purposes only. It is considered confidential and is not made available to anyone requesting CDE<sup>®</sup> information.*

*\*\*This information may be provided for verification purposes, including job/program related verifications and verification of active status as a CDE<sup>®</sup>.*

Updated Jan 2018

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# CDE<sup>®</sup> Certificate and Wallet Card Order Form

National Certification Board for  
Diabetes Educators  
hereby states that  
**Janet Doe**  
has successfully completed requirements for board  
certification in diabetes education  
Certification Valid through December 31, 2021  
Certificate No. 1234-5678  
*Law M. Golderman, Ph.D., CDE*  
Chair, NCBDE

Front of Sample Wallet Card

  
CDE<sup>®</sup> - Certified Diabetes Educator<sup>®</sup>  
Direct any inquiries concerning certification to:  
  
National Certification Board for  
Diabetes Educators  
330 E. Algonquin Road, Suite 4  
Arlington Heights, IL 60005  
847-228-9795  
www.ncbde.org • info@ncbde.org

Reverse Side of Sample Wallet Card

## NCBDE Wallet Card and Certificate Order Form

Item	Quantity	Price	Cost
Certificate(s)	_____	\$ 15.00 each =	_____
Wallet Card(s)	_____	\$ 7.00 each =	_____
		Subtotal =	_____
		10.00% Sales Tax (Illinois Only) =	_____
		TOTAL =	_____

Ship to (PRINT/TYPE):

**Note: Orders take approximately 4-6 weeks.**

Name: \_\_\_\_\_

Daytime Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

CDE #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### Full payment is required.

Check one:

- Check or Money Order enclosed, payable to NCBDE  
 VISA  MasterCard  American Express

If paying with charge card, complete section below.

Card #: \_\_\_\_\_

Security Code \_\_\_\_\_ (last 3 digits on back of V/M card or 4 non imprinted digits on front of AMEX card)

Expiration Date (MM/YY): \_\_\_\_\_

Total Amount (minimum \$15 order): \_\_\_\_\_

Signature: \_\_\_\_\_

### Send this form with payment to:

**NCBDE**  
**330 E. Algonquin Road, Suite 4**  
**Arlington Heights, IL 60005**  
**Credit Card Order Only – Fax: 847-228-8469**  
**Questions? Call 877-239-3233.**

Office Use only: CDE # verified: \_\_\_\_\_ Exp Date Verified: \_\_\_\_\_ Check #: \_\_\_\_\_

Circle: MO P or C

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## 2018 CALENDAR

NCBDE EVENT/DEADLINE DATE	LOCATION	DATE
Standard Window Opens for 2018 Renewals		July 16
NCBDE Exhibit – National Association of Hispanic Nurses (NAHN) Annual Conference	Cleveland, OH	July 30 - Aug 3
Board Application Deadline		August 1
NCBDE Exhibit – American Association of Diabetes Educators Annual Meeting - Exhibit	Baltimore, MD	August 17 - 20
Certification for Diabetes Educators: An Overview of the BC-ADM and CDE® Options - Presentation		August 18
NCBDE Board of Directors Meeting	Chicago area	September 15 - 16
Standard Application Filing Date - 2018 Renewal of Certification by Continuing Education Deadline		September 15
NCBDE Exhibit – Academy of Nutrition and Dietetics Food & Nutrition Conference & Expo	Washington, DC	October 20 - 23
Extended Application Filing Date - 2018 Renewal of Certification by Continuing Education Deadline		October 15
NCBDE Board of Directors Meeting	Chicago area	November 3 - 4
Late Application Filing Date - 2018 Renewal of Certification by Continuing Education Deadline		December 15
Grace Period Option Filing Date – 2018 Renewal of Certification		March 31, 2019

