



NCBDE News

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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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Message from the Chair

Dear Colleagues:

This year, it is my privilege to serve as chair of the NCBDE board. In this capacity I find I am both humbled and honored to serve with such an active, professional volunteer board, committee members and excellent, committed staff whose combined purpose is to maintain our organizational mission!

Together we all work tirelessly to serve you, our constituents,

and preserve the quality and integrity of the CDE® credentialing process. I look forward all the future opportunities this position offers.

On behalf of the Board, we are pleased to report that the number of CDEs currently practicing in the U.S. continues to increase. As of early 2017, there were just over 19,484 active CDEs, the highest number of active certificants since NCBDE offered the initial exam in 1986. For those CDEs up for renewal in 2016, over 2,750 CDEs who renewed used the continuing education option, and the vast majority of those individuals made use of the online renewal application option, which first launched in 2014. You are in for a very



Carolé Mensing,
RN, MA, CDE®, FAADE

pleasant experience if you last renewed by continuing education in 2013 or earlier.

The Board continues to look at the organization's strategic plan for 2016-2020 when making decisions and choices about activities and opportunities. Though Tommy Johnson, NCBDE's 2016 Chair mentioned some of the following information in his message last year, I wanted to provide you

all with some of the information again. The 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, as we attempt to meet the current and growing need for diabetes education; 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

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Planning to Attend the AADE Annual Meeting This August in Indianapolis?

Individuals pre-registering by mid-late June should receive their 2017 CDE® Buttons in the mail before the meeting. Buttons will also be available for distribution on a first-come, first-served basis to late/on-site registrants at the NCBDE exhibit booth (#606). 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 two presentations during the meeting. The first

one created for attendees interested in initial certification, Becoming a Certified Diabetes Educator (CDE®): Facts, Common Myths, and Exciting News, will take place on Friday, August 4 from 5-6 pm. On Saturday, August 5, starting at 5 pm, check out Maintaining Your CDE® Credential: Remind Me Again – How Do I Renew? Look forward to seeing you in Indianapolis!



Welcome New Committee Members

The NCBDE is happy to announce some changes to the Credentials and Professional Development Committees serving the 2017 year.

Credentials Committee: Welcome Sue McLaughlin, MOL, BS, RD CDE®, Nebraska. Sue joins the current Committee members: Patti Duprey, MSN, APRN, CDE®, Chair of the Committee, New Hampshire; Jasmine Gonzalvo, PharmD, BCPS, BC-ADM, CDE®, Indiana; JoAnn L. Manty, RN, DNP, CDE®, Michigan; Cathy Mullooly, RCEP, CDE®, Massachusetts; Katheryn Peebles, RD, CDE®, Virginia. and Carol Rasmussen, MSN, NP-C, FAADE, CDE®, Utah.

Welcome!

Professional Development Committee (PDC): Deanna C. Spears, RN, CDE®, Florida joins Joan K. Bardsley, MBA, RN, FAADE, CDE® Maryland, Chair, John “Tommy” Johnson, PharmD, CDE®, BC-ADM, FAADE, South Carolina, Andrea M. Knatz, RD, CDE® North Carolina; and Geetha Krishnan, MS, MA, RD, CDE®, LD, Nevada on the PDC.

Farewell to Our Committee Members

We said a sad farewell to the following committee members whose committee work ended in 2016 -- Ramona Corson, RPh, PharmD, BCPS, CDE®, Hawaii, as a member of the Credentials Committee; Liz Savaria-Porter, RN, MS, CDE®, Massachusetts as a member of the Examination Committee; Rosalyn Haase, RDN, CD, CDE®, MPH, BC-ADM, Wisconsin; and Alissa Segal, PharmD, CDE®, Boston from the Outreach Committee. Thank you for your 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, 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 2017, the CDE® positions to be filled for 4 year terms beginning in January 2018 are:

- One registered dietitian (or registered dietitian nutritionist)
- One registered nurse
- One pharmacist

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

The application is now available. The document may be requested by telephone at 877-239-3233 or 847-228-9795, by fax at 847-228-8469, or by e-mail at lsayler@ncbde.org. Please include your name and address with your request. The application can be found at https://www.ncbde.org/assets/1/7/BdAppl2017_Final_Fillable.pdf.

The application outlines eligibility requirements and procedures for completing the process. 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.

All of the documents can also be accessed via the web site: <https://www.ncbde.org/call-for-open-cde-board-positions---application-now-available/>.

Applicants must submit a completed application, current resume or curriculum vitae, and two letters of recommendation. The postmark deadline for submitting applications is August 1, 2017.

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.

***Note: NCBDE will also be filling the position of public member in 2017 for a term beginning in 2018. To be eligible for appointment to the public member position, an individual needs to represent the interests of consumers of diabetes education services and NOT be a diabetes educator or CDE®. If you know an individual who might be a good fit for this role, please have them contact Michele Luckman at the NCBDE National Office (mluckman@ncbde.org or 877-239-3233) for additional information.*

Showcase Yourself

Check out the available resources for CDEs to share! https://www.ncbde.org/currently_certified/resources/

Due to Renew in 2017?

If your credential will expire December 31, 2017 and you can document meeting the renewal practice requirement* (see “Renewal Practice Requirement” on page 7), you may choose to renew either by continuing education (see page 5) or by taking the examination.

The standard window for renewal by continuing education is July 17 - September 15. Additional deadlines are available, but do require additional fees. Refer to the 2017 Renewal by Continuing Education Handbook for important details.

If you are pursuing renewal by examination, examination application submission and testing can be done year-round. Refer to the 2017 Certification Examination Handbook for important details on the new application and testing processes.

Renewal of certification notices were mailed in late October 2016 to CDEs whose credentials will expire December 31, 2017. 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, along with a post card reminder in early May. 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.

Obtaining a Handbook

Continuing Education Renewal: The 2017 Renewal by Continuing Education Handbook includes the instructions on how to renew by continuing education. The Handbook may be downloaded from the NCBDE web site (<https://www.ncbde.org/assets/1/7/CEHandbookCurrent.pdf>) or contact the NCBDE national office, by telephone at 877-239-3233, facsimile at 847-228-8469, or e-mail at 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 2017 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. Individuals may still submit paper applications, but a paper application is not included in the Handbook. It will need to be obtained via a pdf download for completion and submission. In addition, per the information in the Handbook, please note that processing time will be significantly longer when using a paper application than using the online renewal method. CDEs wishing to still submit paper applications to renew will need to obtain one using the following link: <https://www.ncbde.org/assets/1/7/PaperAppCurrent.pdf>.

Examination Renewal

The 2017 Examination Handbook includes the instructions and paper application form to renew by the Certification Examination. If renewing by exam, you can complete the application and scheduling process in one online session by visiting www.goAMP.com. To obtain the 2017 Examination Handbook and Application, 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 (be sure to include “NCBDE Application” in the subject line of the request and your mailing address in the message). The Handbook and Application are also available in pdf format and may be downloaded from the NCBDE web site (http://www.ncbde.org/assets/1/7/Handbook_Current.pdf). 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.

*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. Visit the web site at https://www.ncbde.org/currently_certified/renewal-information/ for additional information and access to required documentation.

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 active status 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.

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 from their expiration date, e.g., expired on 12/31/2014 due to retirement prior to that date can apply for retired status through 12/31/2019.

- 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

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 starting with 2017 renewals. Starting with CDEs renewing in 2017, the following activities - identified under a designation known as 'Expanded Activities' - have been approved by the NCBDE Board of Directors: academic coursework, giving

presentations, authoring publications, and serving as a Mentor in 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.

You can find detailed information in the document titled *Renewal by Continuing*

Education Update for CDEs Renewing in 2017 and Later: 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/RenewalGuidelinesExpDoc_final.pdf.

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

NCBDE Launches New Self-Service Online Verification

NCBDE is very excited to announce that this spring, it launched a new self-service online verification system. Verification of status for CDEs holding active certifications can now be done directly through the NCBDE web site. The new 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 certificate 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 the web site at <https://www.ncbde.org/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.

Changes to Reinstatement of Expired Credentials Requirements

Do you know a person 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 2017, individuals whose credentials expired on 12/31/2012 to 12/31/2016 can make use of this reinstatement process. The Examination Handbook has full details, including the applicable accrual cycles. See "Renewal Practice Requirement", page 7, for more information on that specific requirement.

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 traficano@ncbde.org. Depending on the demand and success of the presentations, NCBDE will likely consider funding presentations going into 2018 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 of the year your credential will expire (e.g., applying using the standard deadline 9/15/2017 for those with credentials expiring 12/31/2017 OR 9/15/2018 for those with credentials expiring 12/31/2018). 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.

General Information

Renewal of certification demonstrates that professionals previously certified have maintained a level of contemporary knowledge in diabetes education.

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 use activities from both 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

Continuing Education Accrual Cycle Examples

Example	75 Hours required for each	Credential Expires	Hours may be accrued from
A	G. Doe – newly certified in 2012	12/31/2017	1/1/2013
B	K. Evans – renewed by continuing education in 2012 (9/17/2012 deadline)	12/31/2017	9/18/2012
C	D. Wright – renewed by continuing education in 2012 (10/15/2012 deadline)	12/31/2017	10/16/2012
D	J. Smith – newly certified in 2016	12/31/2021	1/1/2017
E	M. Johnson – renewed by continuing education in 2016 (9/15/2016 deadline)	12/31/2021	9/16/2016
F	J. Davis – renewed by continuing education in 2016 (10/15/2016 deadline)	12/31/2021	10/16/2016
G	P. Jones – renewed by continuing education in 2016 (12/15/2016 deadline)	12/31/2021	12/16/2016

the Expanded categories. All continuing education hours need to be related to diabetes and activities from the Formal category must be approved from one of our Recognized Providers. Please refer to the enclosed insert “*Renewal by Continuing Education Update for CDEs Renewing in 2017 and Later: Guidelines for Reporting Continuing Education*” for complete details on the qualifying activities and requirements for Formal CE Activities.

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 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 a Mentor in NCBDE mentorship program)

NOTE: CDEs renewing in 2017 – the application to renew by continuing education can be completed using an online renewal option via the CDE area of the web site. Check the Renewal Handbook for more details!

Recognized Providers

The list of recognized providers is available in the 2017 Renewal of Certification by Continuing Education Handbook, on the web site and in the enclosed insert.

Other Information

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 on NCBDE’s web site after logging into the CDE Log In portal of the site. You can access the CDE portal from the home page (www.ncbde.org). Choose the CDE Log In 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. Please note that you will need your certificate number handy to log in to this area of the site for the first time.

Individuals who choose to renew using the continuing education option should maintain a file of verifications of attendance or other supporting documentation verifying participation for each continuing education

Renewal of Certification by Continuing Education Tips

For CDEs renewing in 2017:

- Obtain a copy of the 2017 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.
- Try out the continuing education tracking area available on the NCBDE website - www.ncbde.org. You can access this area of the site to make use of the Continuing Education Tracking area after logging into the CDE Log In area of the site. Choose the CDE Log In 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 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 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 hours 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 under the Formal Activities category than the number required, it is advisable to report them. This step will save the review committee from having to request more information if it isn’t clear that some activities 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 Formal 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 Formal 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 Formal 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.

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Practice Examination Available

A practice examination (PE) is designed to provide candidates with a meaningful resource as they prepare to take the Certification Examination (Examination). It is available to be purchased and is administered over the internet through PSI/AMP, 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.

REMINDER: Practice Requirement for Renewal of Certification

For renewal of certification, CDEs need 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. 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. Since 2011, the original definition was expanded to include applicable volunteer activities.

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 2017, those

who renewed by continuing education on September 17, 2012, accrual starts September 18, 2012; for a CDE® who renewed by exam on June 6, 2012, the accrual date starts on September 18, 2012). 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 a 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 1,000 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.

Three CDEs Win at 2016 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 San Diego, CA, held August 12-15, 2016! These CDEs will be able to renew certification without paying the \$250 fee, which is being waived by NCBDE.

- Jill Chen, RN, CDE®, California
- Beth Nichols, RD, CDE®, Iowa
- Jennell Reed, RN, CDE®, Arizona

Buttons were mailed 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 Indianapolis this August!

TIPS / Continued from page 6

- 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.

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

Summary of the 2016 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.

Certification Examination for Diabetes Educators — 2016

The current Examination Content Outline was implemented beginning with the 2014 Examinations reflecting the results of a 2013 practice analysis, which surveyed Certified

not passed, 2% were previously certified individuals whose credentials had expired, and 6% renewed certification status.

2016 Renewal of Certification by Continuing Education

Renewal by continuing education in 2016 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 1,000 hours of professional practice, and b) earn 75 hours of continuing education in content areas applicable to diabetes. For those CDEs

Pass/Fail Statistics for the 2016 Calendar Year

Category of Candidates	Total	Pass	Fail
Candidates writing the examination for the first time — standard pathway	1,040	66.73%	33.27%
Candidates writing the examination for the first time — unique qualifications pathway	7	57.14%	42.86%
Candidates renewing certification by examination	91	86.96%	13.04%
Candidates with expired credentials (expired 2015)	27	88.89%	11.11%
Candidates with expired credentials (expired prior to 2015)	31	74.19%	25.81%
Candidates repeating due to unsuccessful previous attempt(s)	390	42.31%	57.69%
Candidates repeating due to unsuccessful previous attempt(s) — unique qualifications pathway	3	66.67%	33.33%
Total Testing Candidates in 2016	1,589	62.93%	37.07%

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.

Beginning in mid-January 2016, NCBDE moved from two two-month testing windows (spring and fall) to year-round testing. Individuals were able to apply to take the examination year-round at a time convenient to their own schedule. After approval of eligibility, a 90 day window for taking the examination was provided.

A total of 1,589 candidates took the Examination in 2016. Of the total, 66% took the examination for the first time, 14% had previously taken the examination, but had

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.

A total of 2,759 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 2017, there were 19,323 credentialed CDE® health professionals.

Examination Available Year-Round and Additional Testing Centers Added

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 beginning in May 2017, PSI/AMP has increased the number of available assessment centers from 200 to approximately 300. There are no more application windows or testing windows per se. Individuals can apply to take the examination year-round. Once approved, they will 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 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!



CHECK IT OUT!

NCBDE's web site can be found at:
www.ncbde.org

MESSAGE / Continued from page 1

possible as part of meeting the organization's goals.

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

Officers Update



Tommy Johnson, Immediate Past Chair

Many thanks to Tommy Johnson, PharmD, CDE®, BC-ADM, FAADE, of Clinton, South Carolina, who completed his term as the 2016 Chair. Tommy will continue his service on the Board in the role of Immediate Past Chair in 2017.



Joan Bardsley, Chair-elect

I am happy to announce that Joan Bardsley, MBA, RN, FAADE, CDE® of Hyattsville, Maryland, was elected to the position of Chair-elect for 2017. Joan will begin her role as Chair on January 1, 2018.



Kelly Rawlings, Treasurer

Kelly Rawlings, from West Des Moines, Iowa, who serves as our wonderful public member, is serving a 2nd term as Treasurer in 2017.

Diabetes Prevention Program Expansion Support

NCBDE wants to encourage CDEs to be a part of the expansion of the National Diabetes Prevention Program. In this vein, we have committed to supporting some of the travel expenses for up to ten CDEs who are approved by American Association of Diabetes Educators (AADE) to pursue the position of Master Trainer. The CDEs who complete the required training and are approved by AADE as Master Trainers will support AADE's expansion of their Lifestyle Coach Training Sessions. The travel expenses would support the CDE's travel to the required in-person training session that AADE will set up in July 2017 as part of the approval process. CDEs who had attended AADE's Lifestyle Coach received invitations in early May to apply by May 26.

Outreach Efforts

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 including the LA Times Hispanic Heritage Month and USA Today Diabetes Month publications; 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, and the American Association of Diabetes Educators (AADE); advertising/sponsorship in Today's Dietitian, with inclusion in the publication's Resource Guide, and National Association of Pediatric Nurse Practitioners.

Expansion of Qualifying Continuing Education Activities Announced

The NCBDE Board approved the recommendations from the Credentials Committee to expand activities that could be used to qualify as part of the renewal by continuing education option. The expansion covers such kinds of activities as providing original presentations to fellow health professionals, taking an academic course, etc. Learn more by checking out the insert on Update page1-4.

Online Self-Service Verification Now Available

In the 'olden' days, employers or credential verification entities had to submit a request

for verification of certification for a CDE® via mail or facsimile. NCBDE staff responded in a timely manner, but had to request a 5 day response time. No longer! NCBDE now provides access to verification information via the NCBDE web site 24 hours/day, 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 announcement on page 4 for more information.

Advocacy

Last year, we reported that the NCBDE would offer to serve as the examination administrator for any future state licensure legislation that would require an examination for individuals who are not already CDEs. In addition, AADE supported the idea to include wording reflecting this in future legislation when they work with state level organizations that wish to pursue licensure. As my predecessor noted in the last newsletter, by serving in this role, the NCBDE allows states to keep costs to establish licensure at a minimum, and licensed diabetes educators would be encouraged to pursue certification when they are able to document meeting all certification eligibility requirements. NCBDE will also look closely at the cost for the licensure exam in relation to initial certification to ensure that individuals choosing to apply for certification would not pay more than those taking the licensure examination.

The NCBDE Board and other volunteer leadership did go to "the Hill" in December 2016 to assess the overall mood of the legislature and particularly the sponsor of the bill titled, "Access to Quality Diabetes Education Act of 2015" (H.R. 1274 and S. 945), which would establish reimbursement for diabetes education for CDEs (and select others). It was clear that no action would be taken by legislators before the end of the 2016 session. With that being the case, the bills will die and need to be resubmitted for a new session of Congress to consider. The mood on the Hill is also not too favorable to submission of the bill again in the new Congress, though NCBDE will keep an eye and ear to the ground if something changes in regards to this legislation. We will be sure to alert you if anything changes in regards to reimbursement.

*MESSAGE / Continued from page 9***Think about it!**

Have you ever considered applying for a seat on the NCBDE Board of Directors? Learn more about the open seats and the process on page 2. It is a great opportunity to expand your leadership skills, contribute to the profession, and pursue personal and professional development goals.

* * *

Finally, I had the privilege of participating on the 2017 Standards Revision Task Force. This Task Force of the American Diabetes

Association and American Association of Diabetes Educators had the charge of reviewing and revising the National Standards for Diabetes Self-Management Education and Support (NSDSMES). Revisions are to be presented at ADA Scientific Sessions this June and published shortly thereafter. The revised NSDSMES will also be presented at the AADE Annual Meeting this August. In addition, we look forward to seeing the results of the next NCBDE practice analysis that will take place in 2018. This analysis is conducted every five years and helps ensure that the

certification exam reflects what CDEs are doing in their jobs. The Practice Analysis Task Force will be assembled this year and begin their work in early 2018 - more news and info to come next year as we begin that process!

Best wishes for the balance of 2017!



Carolé Mensing, RN, MA, CDE®, FAADE
Chair, NCBDE Board of Directors

Web Site: CDE Portal Information

We hope that our CDEs make use of the NCBDE website to keep abreast of any NCBDE news. 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, along with providing access to product order forms, newsletters archive, and other documents. CDEs also have the ability, once they have initially accessed the CDE, to change both their user name and password if they wish.

To access the CDE portal the first time, 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.

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.

4. 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.)

5. 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 of both Formal and Expanded Activities, maintain activities over more than one cycle, and filter the activities by date.

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.

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/

Continuing Education FAQs: https://www.ncbde.org/currently_certified/continuing-education-faqs/

Renewal FAQs: https://www.ncbde.org/currently_certified/renewal-faqs/



Renewal by Continuing Education Update for CDEs Renewing in 2017 and Later

Guidelines for Reporting Continuing Education Activities

Minimum Total of 75 Hours of Acceptable Activities Required

1. Self-Assessment

It is expected that health professionals specializing in diabetes self-management education will want to demonstrate through renewal of certification that their knowledge and skills are up-to-date and that they are able to practice proficiently and safely. It is hoped 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.

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 2017, those who renewed by continuing education using the standard deadline of September 17, 2012, accrual starts September 18, 2012; for a CDE who renewed by examination on June 6, 2012, the accrual date starts on September 16, 2012).

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 (and available on the web site) 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 self-management 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

Reminder: The total number of clock hours must be at least 75 when adding the hours from the two different types of activities together, e.g., 45 clock hours of formal activities, plus 30 clock hours of expanded activities.

4. Activities - Additional Information/Requirements

See Tables A and B on pages Update 2 and 3



Renewal by Continuing Education Update for CDEs Renewing in 2017 and Later

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"> ■ Minimum of 45 clock hours 	<ul style="list-style-type: none"> ■ Must be approved by a provider on the NCBE List of Recognized Providers (See Formal Activities – Recognized Continuing Education Providers on page Update 4). ■ 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. ■ 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. ■ 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. <p>Activities NOT acceptable.</p> <ul style="list-style-type: none"> ■ Other 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 (Exception – See Expanded Activities – Table B) ■ Research ■ Volunteer activities 	<ul style="list-style-type: none"> ■ Proof of meeting the continuing education requirements by providing copies of certificates of completion, verifications of attendance issued by a recognized provider on NCBE's list, or other relevant proof of attendance issued by the recognized provider for each continuing education activity submitted. ■ 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.



Renewal by Continuing Education Update for CDEs Renewing in 2017 and Later

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"> ■ No minimum required ■ Can mix and match with other non-formal categories ■ Maximum if only use this non-formal category: 2 semester credit hours (30 CE hours) 	<ul style="list-style-type: none"> ■ Offered through an accredited college or university ■ Content must be applicable to diabetes ■ 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 	<ul style="list-style-type: none"> ■ 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.
Presentations	One presentation = 10 hours of formal continuing education activity hours	<ul style="list-style-type: none"> ■ No minimum required ■ Can mix and match with other non-formal categories ■ Maximum if only utilizing this non-formal category: 3 presentations (30 CE hours) 	<ul style="list-style-type: none"> ■ Primary presenter ■ Content must be applicable to diabetes ■ Delivered in a structured teaching/learning framework as part of conference, seminar, or teleconference where continuing education credits are awarded to attendees ■ Minimum of 45 minutes in length ■ Original presentation; repeat or modified presentations of previous presentations cannot be counted ■ Excludes poster presentations 	<ul style="list-style-type: none"> ■ Supporting documents such as a copy of the program, abstract, objectives, course content, as well as evidence that the individual actually presented the topic.
Publications	One publication = 10 hours of formal continuing education activity hours	<ul style="list-style-type: none"> ■ No minimum required ■ Can mix and match with other non-formal categories ■ Maximum if only utilizing this non-formal category: 3 publications (30 CE hours) 	<ul style="list-style-type: none"> ■ Primary author ■ One peer-reviewed article or book chapter related to diabetes 	<ul style="list-style-type: none"> ■ Supporting documents, such as cover page with author's name, abstract or actual copy of the entire article or chapter, indicating peer review.
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"> ■ No minimum required ■ Can mix and match with other non-formal categories ■ Maximum if only utilizing this non-formal category: 3 mentees (30 CE hours) 	<ul style="list-style-type: none"> ■ Verification of completion of mentor/mentee partnership during their accrual cycle 	<ul style="list-style-type: none"> ■ Diabetes Education Mentorship Program Experience Verification Document



Renewal by Continuing Education Update for CDEs Renewing in 2017 and later

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://www.diabeteseducator.org/education-career>

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

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

Accreditation Council for Pharmacy Education (ACPE) Accredited or Approved Providers

<http://www.acpe-accredit.org/pharmacists/default.asp>

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 Physician Assistants (AAPA) <https://www.aapa.org/navigatorlanding.aspx?id=389>

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

American College of Endocrinology (ACE)

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

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

American Nurses Association (ANA) <https://learn.ana-nursingknowledge.org/>

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) <http://www.socialworkers.org/ce/approval/default.asp>

National Commission for Health Education Credentialing (NCHEC) Designated Providers

<http://www.nchec.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.

Mentorship Program Report

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 self-management education (DSME).

Some historical background on the program — the optional program kicked off in early 2011 and partners experienced CDE-credentialed diabetes educators with healthcare professionals who are interested in gaining experience in providing diabetes self-management education. The goal is to assist these professionals with meeting the current hours of experience practice requirement for CDE® certification.

The NCBDE Board of Directors approved several eligibility changes that kicked off in 2014. One of these changes effectively removed the limit to the number of volunteer DSME hours that can be accrued in the Program to qualify for initial certification. In fact, volunteer DSME hours are no longer only available through participation in the Program, but can be obtained in any volunteer setting (e.g., free medical clinic). With those changes, the Board also felt it was time to formalize the oversight of the Program under NCBDE's Credentials Committee. With feedback from mentor and mentee surveys the Credentials Committee created a Mentee Information and Resource Packet and Mentor Toolkit that are available on the NCBDE website. In addition, an article has been authored by J. Beck that summarizes the first few years of the program. The article, *Diabetes Educator Mentorship Program: Mentors Requested* was published in *The Diabetes Educator*, February 2015 41: 38-42.

Last year, the Board approved changes to the mentor requirements that will encourage CDEs who are not in recognized or accredited programs to apply as a mentor. We are always looking for new CDEs to join in the program. Please look over the new requirements (below) and see if you may now 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 Table B: Expanded Activities.

At press time, there were 151 CDEs serving as active mentors, over 92 approved mentees are in active partnerships with mentors, and over 100 individuals are approved to move forward in seeking a partnership with a mentor. A total of 169 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 110 of those mentees having successfully passed the certification examination - becoming CDEs!

Take A Look!

Mentee information is available on the NCBDE mentorship page and the Mentor Toolkit is 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 DSME services
- Other preceptor/mentoring experience
- Verify that DSME 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 and is required if the application is chosen for audit. Random audits will be conducted. In addition, applications can be audited for any reason. If an application is chosen for audit, the practice's diabetes education curriculum and other documentation verifying components of DSME as identified above will be required.

Interested in Serving as a Mentor?

First, thank you for your interest in serving as mentor. The application packet is available on NCBDE's web site as a downloadable file - either in pdf or word format. 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 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 DSME 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 4/27/2017)

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

MENTORSHIP / Continued from page 11**AZ**

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

CA

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Harry Avellona, RN, MSD/ED, CDE®
Good Samaritan Hospital

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

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

Harriett Ann (Sue) Fernstrom, MPH, 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

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Bay Area Diabetes and Wellness Center

Michelle Mason-Chadd, RN, CDE®
Kaiser Permanente

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Martha Quintana, RN, BSN, CDE®, CPT
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Jacqueline Thompson, MS, RD, CDE®
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Lois Weiss, RN, CNS, CDE®
St. Mary's Medical Center

CO

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Sharon Ferguson, RN, CDE®
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Linda Mills, RN, BSN, CDE®
Baptist Regional Medical Center

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MA

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Joslin Diabetes Center

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Dee Romine, RN, RD, CDE®
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Diabetes Health Services

NY

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Rosalia Doyle, RD, CDE®
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Samuel Grossman, BS Pharm, PharmD, CDE®
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Chukwuma Madu, PharmD, CDE®
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Inc.

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Nathan Littauer Hospital

Julia Schulman, RN, MSN, CDE®
North Shore LIJ Health Systems

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Syracuse Veteran's Administration

Laura Smith, RN, CDE®
Our Lady of Lourdes Memorial Hospital

OH

Elizabeth Downey, RN, CDE®
Louis Stokes VA Medical Center

Mary Julius, RD, LD, CDE®
Louis Stokes Cleveland VAMC

Tamara Lincoln, CNP, CDE®
Community Health Care

Chrysa Nasca Kirsch, RN, CDE®
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Jane Scott, RN, FNP-BC, CDE®
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OU Children's Diabetes Center

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University of Pittsburgh Diabetes Institute

*MENTORSHIP / Continued from page 13***PA**

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PMSI

SC

Minnie Cleveland, RN, CDE®
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HopeHealth Diabetes Center

Pamela Mazza, MSN, APRN, CDE®,
BC-ADM
Ralph H. Johnson VA Medical Center

SD

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TN

Carol Carter, RD, CDE®
Wellmont Diabetes Treatment Center

LaTonya Ivy, RN, MSN, BC-ADM, CDE®
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Sherry Ivy, APN, CNS, CDE®
LeBonheur Children's Hospital

Kristy Merritt, RN, BSN, CDE®
Methodist LeBonheur Healthcare

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Baylor Regional Medical Center at Plano

Tracy Foster, BSN, RN, CDE®
Baptist Hospitals of Southeast Texas

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Seton Diabetes Education Center

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Memorial Hermann Greater Heights Hospital

Janice Hertz, RN, CDE®
Memorial Hermann Southwest Hospital

Mary Beth Pawlak, RN, CDE®
Memorial Hermann The Woodlands

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WA

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Aspirus Wausau Hospital

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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:

Shirley Ackerman, PhD, CRRN, CDE®, from New York; Monica Aungier, BSN, RN, CDE®, from New York; Cheryl Barry, RN, MS, CDE®, from New Hampshire; Tammy Bartz, RD, CDE®, from Michigan; Tami Bates, RN, CDE®, from New Mexico; Jean Baumann, RN, BSN, CDE®, from Colorado; Christie Beatson, RD, CDE®, from Colorado; Janice Beattie, RN, BSN, CDE®, from Pennsylvania; Debbie Bell, RD, LD, CDE®, from Kentucky; Sonia Benel, RN, CDE®, from Georgia; Claire Blum, MEd, RN, CDE®, from Tennessee; Denise Brown, RD, LD, CDE®, from Minnesota; Patricia Ines Camazon-Herrera, RN, CDE®, from California; Jennifer Campbell, PharmD, CDE®, from Tennessee; Carol Carioti, RN, MSN, NP, CDE®, from New York; Susan Carter, MS, RD, CDE®, from California; Marisa Castaldini, MS, RD, CDE®, from California; Arun Chowdhary, RD, CDE®, from California; Mary Jean Christian, RD, CDE®, from California; Patricia Cochrane, BS, RN, CDE®, from New York; Linda Cohen, RN, CDE®, from New York; Gayle Curto, RN, BSN, CDE®, from California; Joan Czarnowski-Hill, RD, CDE®, from Massachusetts; Linda Dale, RN, CDE®, from Michigan; Kimberly Davidsaver, RN, CDE®, from Ohio; Patricia Davidson,

DCN, RD, CDE®, from New Jersey; Gloria Dobies, RN, BSN, CDE®, from Florida; Wendy Drew, MSN, RN, CDE®, from New Hampshire; Tracy Egan, RD, CDE®, from New Jersey; Azza Elmorsy, RN, CDE®, from Michigan; Terri Lynne Epler, RN, CDE®, from Pennsylvania; Marilyn Finch, RN, MS, CDE®, from Florida; Eileen Fiorina, RD, CNSD, LD, CDE®, from Pennsylvania; Jo Fleming, RN, CDE®, from Massachusetts; Mariya Fox-Rabinovich, RD, LDN, CDE®, from Maryland; Carol Freshley, RN, CDE®, from Maine; Kristin Geist, RN, CDE®, from Texas; Amparo Gonzalez, RN, CDE®, from Georgia; Martha Gonzalez, RD, LD, CDE®, from Texas; Valarie Diane Greenleaf, MS, RD, LD, CDE®, from Kansas; Heidi Gunderson, RD, LD, CDE®, from Minnesota; Jennie Hahn, RD, CDE®, from Michigan; Elissa Hallen, RN, CDE®, from California; Amie Hardin, RD, LD, CDE®, from Alabama; Sharon Evette Hawks, MS, RD, LDN, CDE®, from Maryland; Patricia Heck, RN, CDE®, from New Mexico; Loretta Holley, RN, MSN, CDE, WCC®, from Florida; Karen Hollis, RD, LDN, CDE®, from Maryland; Nancy Hughes, RD, CDE®, from California; Patricia Hutchinson, RN, MSN, CDE®, from Pennsylvania; Loretta Iazzetti, DNP, CPNP, CDE®, from New York; Debra Iverson, APRN, BC-ADM, CDE, CTN®, from Colorado; Susan Iwasa, RN, MSN, CDE®, from Idaho; Kathleen Jarvis, RN, CDE®, from California; Nancy Jerger, RN, RD, CDE, CPT®, from Illinois; Melissa Jernigan, RN, BSN, CDE®, from North Carolina; Jeanne Johnson, RN, CDE®, from California; John Johnson, PharmD, CDE, BC-ADM®, from South Carolina; Kimberly Johnson, RN, BSN, CDE®, from Massachusetts; Lynn Johnson, PA-C, CDE®, from California; Kay Jordan, RN, MSN, CDE®, from Georgia; Marlene Kelly, RN, CDE®, from Illinois; Linda Kerr, RN, MSN, NP, CDE®, from California; Mary Lucina Kessler, APRN, ACNS-BC, CDE®, from Indiana; Sharon Krispinsky, RN, BSN, CDE®, from Florida; Kathryn Kudlapur, RN, BSN, CDE®, from Ohio; Debra Lane, RN, CDE®, from Minnesota; Lucy Larsen, RN, BSN, CDE®, from Arizona; Tina Layton, RD, LD, CDE®, from New Hampshire; Sandra Leal, PharmD, MPH, CDE®, from Arizona; Bridget Levich, RN, CNS, CDE®, from California; Lorna Lovett, RDN, CD, CDE®, from Wisconsin; Linda Long, BSN, CDE®, from Missouri; Linda Lowey, RN, MS, CDE, CWON, CPT®, from Georgia; Sherry Ludwig, RN, BSN, CDE®, from Florida; Ruth Lundstrom, MSN, ANP, RN, CDE®,

RENEWAL OPTION / Continued from page 5

activity. When renewal is due, the CDE® will need to apply for renewal by the deadline date; 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 Formal Expanded activities used for renewal.

Continuing Education Q & A Corner

How many CE hours do I need to satisfy the renewal by continuing education option?

When renewing by the continuing education option (in addition to earning the 1,000 practice hours), you will need to earn a minimum of 75 CE hours during your accrual cycle. You can do this by only accruing 75 CE hours under the Formal Activities or you can mix and match with Formal and Expanded Activities.

Activities in the Formal Category must meet identified requirements. If you are using Expanded Activities, there are limits on each Expanded Activity, and the maximum hours you can claim during your accrual cycle is 30 CE hours from the Expanded Activities Category. Using 30 hours under the Expanded Activities Category, you would need the minimum requirement of 45 CE hours under the Formal Activities Category.

I read a publication (book/article) on Diabetes? Would this qualify for CE hours under the Expanded Category? Under the Formal Category?

Reading publications do not qualify for CE hours under either the Formal or Expanded Activities Categories.

What is acceptable documentation for CEs under the Formal Activities Category?

You must provide documentation that confirms your attendance in/at the event; such as, certificates of completion, verifications of attendance or other relevant proof of attendance issued by the recognized provider for each activity submitted. 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. You can find a list of NCBDE Recognized Providers in the attached insert.

For more FAQs, visit our CE FAQ web page at https://www.ncbde.org/currently_certified/continuing-education-faqs/.

Can People with Diabetes Find You? Add Your Name to "Find a CDE" Search

Help us be sure that people with diabetes or prediabetes who are looking for CDEs to help them can indeed find you. The NCBDE's web site (www.ncbde.org) includes a section identified as "Living with Diabetes?" This section provides information to people living with diabetes about how a CDE® can help them manage their diabetes.

It also allows individuals to search for CDEs in their area. Your participation is vital to ensure that the search function can provide this information to consumers. CDEs need to take a few moments to enter (and be sure to maintain) their practice/program contact information on the web site. Please take a moment and log in to the CDE Login area of the site and choose to "become locatable". You are encouraged to review the "Web site: CDE Portal Information" article on page 10.

Reminder — Initial Eligibility Requirement Changes

For individuals who have held the CDE® credential for some time – this article is just a reminder that there have been some changes to the initial certification requirements in recent years. In particular, NCBDE approved three changes effective in 2014 related to initial certification as a diabetes educator.

- NCBDE is very aware of the need for qualified diabetes educators to be available to help the increasing numbers of people affected by prediabetes and diabetes achieve the best outcomes. In 2014 – the Master Certified Health Education Specialist (MCHES) – a credential awarded by the National Commission for Health Education Credentialing, Inc. was added to the list of health professionals who can qualify for initial certification. Since 2015, individuals holding the MCHES credential and who meet all of the NCBDE eligibility requirements could begin applying for the Certification Examination for Diabetes Educators (Examination).

The rigorous requirements to obtain the MCHES credential and the documentation provided by the Society for Public Health Education when submitting the request were important factors in the approval. In addition, the most recent publication of the National Standards for Diabetes Self-Management Education and Support identify that health educators can be an effective part of the diabetes self-management education team.

- In the past, only volunteer diabetes self-management education (DSME) practice

hours accrued through the Diabetes Education Mentorship Program could be accepted as part of the required 1,000 hours of DSME needed for initial certification.

Individuals can now count volunteer DSME hours of practice experience towards eligibility. As with any eligibility requirement, verification of volunteer DSME hours will be needed if an applicant is randomly chosen for an audit.

- NCBDE also approved the launch of an alternative pathway for eligibility to become a CDE® – known as the Unique Qualifications Pathway – for individuals providing diabetes education that do not qualify under the current list of health professionals applying for initial certification. This pathway is designed for health professionals holding an advanced degree in a health-related area/concentration. This pathway has different eligibility requirements and involves a "pre-application" process. The information and application for the Unique Qualifications Pathway are available on the NCBDE web site.

With the expansion of qualifying practice hours and the development of the alternative pathway, NCBDE hopes more health professionals will pursue a passion for diabetes education and, ultimately, certification as diabetes educators, the gold standard that helps the public and the health care industry identify a health professional with knowledge and experience in diabetes education.

RETIRED / Continued from page 3

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) or contact the NCBDE national office (info@ncbde.org or 877-239-3233) to request the Retired Status Information and Request Form Packet.

MENTORSHIP / Continued from page 14

BC-ADM®, from Massachusetts; Andrea McCarty, MS, RD, LD, CDE®, from West Virginia; Susan McLaughlin, RN, CDE®, from Illinois; Ronda Merryman-Valiyi, RN, CDE®, from Kentucky; Jennifer Mikulich, RD, CDE®, from Wisconsin; Mary Miller, RD, MEd, CDE®, from Illinois; Colleen Miller-Owen, RN, CDE®, from Illinois; Sharon Morgan, RN, CDE®, from Virginia; Janet Morrison, RD, CDE®, from Minnesota; Patricia Morrison, BSN, RN, CDE®, from California; Barbara Nakanishi, RD, LD, CDE®, from Ohio; Debra Nelson, RN, CDE®, from Maryland; Kelley Newlin, APRN, CDE®, from New York; Stacey O'Donnell, RN, CDE®, from Massachusetts; Lisa Olszowy, RN, CDE®, from New York; Osa Peck, RN, BSN, CDE®, from Oregon; Annette Pedersen, APRN, RD, LD, BC-ADM, CDE®, from Ohio; Shirley Pinckney, RN, CDE®, from Virginia; Patricia Pugsley, RN, MSN, CDE®, from Connecticut; Gail Radosevich, RD, CDE, LD®, from Minnesota; Katherine Rataj, RN, BSN, CDE®, from Illinois; Brenda Rendelman, RD, CDE®, from Ohio; Julie Diane Roberts, RD, CDE®, from Minnesota; 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; Robin Talley, RN, CDE®, from California; Sheryl Tindell, MS, FNP-BC, CDE®, from Florida; Cynthia Tucker, BSN, RN, CDE®, from Maryland; 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.

Don't Lose Your Certificate... Frame It!

NCBDE office staff members often receive calls from CDEs who have misplaced their certificates. Don't take the chance of being one of those people. Take advantage of NCBDE's arrangement with Framing Success to have the certificate framed, choosing from a variety of handsome styles.

Each frame includes a custom mat with the NCBDE logo highlighted in gold to match the design of the certificate. The design of the frames allows you to easily insert the certificate yourself, making it unnecessary to send the certificate to the framing company and risk losing it along the way. The frame options range in price, and because NCBDE does not earn royalties on the sales and you deal directly with Framing Success, you obtain the lowest possible price. See all the options by visiting the Framing Success site at <https://www.framingsuccess.com/category/list/sid/1953>.

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® Artwork Available

Camera-ready artwork of the CDE® logo is available to Certified Diabetes Educators at no cost from the NCBDE national office. This artwork may be used by CDEs on their business cards, letterhead, or other stationery. Contact the NCBDE office (877-239-3233 or info@ncbde.org) to obtain your artwork.



CDE[®] Record Update Form 2017

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 <input type="radio"/>	
Employer*	
Work Address* (include department, street address, city, state, and postal code)	
Work Telephone Number* (Inc. area code)	
Work Email Address Preferred <input type="radio"/>	
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 _____

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

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

June 2017

BLANK



CDE[®] 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, RD, LDN, CDE
Chair, NCBDE

Front of Sample Wallet Card


CDE[®] - Certified Diabetes Educator[®]
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



**National Certification Board
for Diabetes Educators**

330 East Algonquin Road, Suite 4
Arlington Heights, IL 60005

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2017 CALENDAR

NCBDE EVENT/DEADLINE DATE	LOCATION	DATE
National Association of Hispanic Nurses (NAHN)	Phoenix	July 18 - 21
NCBDE Exhibit – American Association of Diabetes Educators Annual Meeting	Indianapolis	August 4 - 7
Becoming a CDE®: Facts, Common Myths, and Exciting News		August 4
Maintaining Your CDE® Credential: Remind Me Again – How Do I Renew?		August 5
NCBDE Board of Directors Meeting	Chicago area	August 19 - 20
Standard Application Filing Date - 2017 Renewal of Certification by Continuing Education Deadline		September 15
NCBDE Exhibit – Academy of Nutrition and Dietetics Food & Nutrition Conference & Expo	Chicago	October 21 - 24
Extended Application Filing Date - 2017 Renewal of Certification by Continuing Education Deadline		October 15
NCBDE Board of Directors Meeting	Chicago area	November 18 - 19
Late Application Filing Date - 2017 Renewal of Certification by Continuing Education Deadline		December 15
Grace Period Option Filing Date – 2017 Renewal of Certification		March 31, 2018