

CHECKLIST FOR UNIQUE QUALIFICATIONS PATHWAY APPLICATION

Use this checklist to ensure that you have met the requirements before submitting your application.

Applicants will apply online at CBDCE.

Log in to an existing CBDCE account at www.cbdce.org > Sign in > Enter your login details

Need to create an account: Go to www.cbdce.org > Sign In > New User? Create an Account!

- ☐ **SECTION A: CANDIDATE DEGREE/TRANSCRIPT FORM.** Have you submitted **EITHER** an official transcript verifying receipt of a minimum of a master's degree in a health-related area/concentration from a United States college or university that is accredited by a nationally recognized regional accrediting body? The transcript must identify the date the degree was conferred and the major/concentration; **OR** an official independent evaluation verifying equivalency to a minimum of a master's degree in a health-related area/concentration from a United States college or university. If using a degree from outside the US, the degree must be independently evaluated and the official independent evaluation submitted for use in the degree evaluation. Any evaluation must be provided by an organization that is a current member of the National Association of Credential Evaluation Services (www.naces.org/members.html). A comprehensive evaluation is required and must verify equivalency to a minimum of a master's degree in a health-related concentration/area from a United States college or university.

- ☐ **SECTION B: PROFESSIONAL PRACTICE AND DCE HOURS FORM: ALL DCE HOURS MUST BE EARNED IN THE UNITED STATES AND/OR ITS TERRITORIES.**

2 YEARS EXPERIENCE IN DEGREE. Do you have a minimum of 2 years of experience working/volunteering under the auspices of your advanced degree? This may or may not include DCE. Were your DCE hours earned in the United States and/or its territories? Did you have a completed **Section B** as verification for that experience?

2000 HOURS DCE EXPERIENCE. Do you have the minimum of 2000 hours of diabetes care and education (DCE) experience accrued within the 5 years prior to your application date with at least 200 of those hours accrued in the year prior to your date of this application? Did you include a completed **Section B** as verification of that experience? If this was accrued with more than one employer, you will need to submit a separate Section B for each employer needed to bring you to the required 2000 hours.

- ☐ **SECTION C: 30 CONTINUING EDUCATION (CE) HOURS.** Did you earn at least 30 CE hours related to diabetes and are those activities approved by a recognized provider on CBDCE List of Recognized Continuing Education Providers?

Do you have the certificates of completion for the 30 CE hours to upload in the application? *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. Reminder that continuing education needs to be provided by or approved by one of the providers on our list of Recognized Continuing Education Providers.*

- ☐ **SECTION D: CDCES RECOMMENDATION FORM.** Do you have a CDCES who will be completing a recommendation form (Section D) for you, have them complete Section D? If not, you will need two (2) Section Es.

- ☐ **SECTION E: HEALTHCARE PROFESSIONAL RECOMMENDATION FORMS.** If you do NOT have a CDCES recommendation, you will need two (2) recommendation forms from two (2) healthcare professionals. Have each healthcare professional each complete a Section E form.

- ☐ **COPIES FOR YOUR RECORDS.** We recommend you keep a file of the UQ pathway application materials submitted.

- ☐ **SUBMITTING THE APPLICATION AND PAYING THE APPLICATION REVIEW FEE.** Upon submittal of the application, you will need to pay the \$150 non-refundable application review fee. You will do this online. Once your eligibility is approved, you'll need to submit the exam fee balance. This is done in your CDCES account.

- ☐ **TRACKING APPLICATION STATUS.** You can track the status of your UQ application in your CDCES account.