



National Certification Board for Diabetes Educators

330 East Algonquin Road | Suite #4 | Arlington Heights, Illinois 60005 | www.ncbde.org
(847) 228-9795 | (877) 239-3233 | FAX (847) 228-8469 | info@ncbde.org

Diabetes Educator Mentorship Program

Mentee Application Packet

*People come in and go out of our lives all the time. Some of these relationships help us grow, and through them, we learn personal and professional lessons of life. Special relationships provide a catalyst for our transformation as individuals and help us grow, open windows to new capabilities, and create new ways of interacting with the world around us. These relationships constitute the reciprocal, interactive process of learning that connects us so we can reach our goals and grow together.**

*Allen, S.L. (2002). "Mentoring – The essential connection." AORN Journal. 75 (3): 440.

Table of Contents

Introduction	3
What is Mentoring	4
What is a Mentor	4
Mentee Eligibility Criteria	4
NCBDE Discipline Requirements	4
Definition of Diabetes Education (DE)	5
Are You Ready To Be a Mentee	6
Matching	6
Reflecting on Professional Goals.....	7
Finding the Right Fit.....	7
Being Open to Feedback and Coaching.....	7
Program Management	8
Final Comments	8
Acknowledgements	8
Mentee Application	Application Pages 1-2



National Certification Board for Diabetes Educators

330 East Algonquin Road | Suite #4 | Arlington Heights, Illinois 60005 | www.ncbde.org
(847) 228-9795 | (877) 239-3233 | FAX (847) 228-8469 | info@ncbde.org

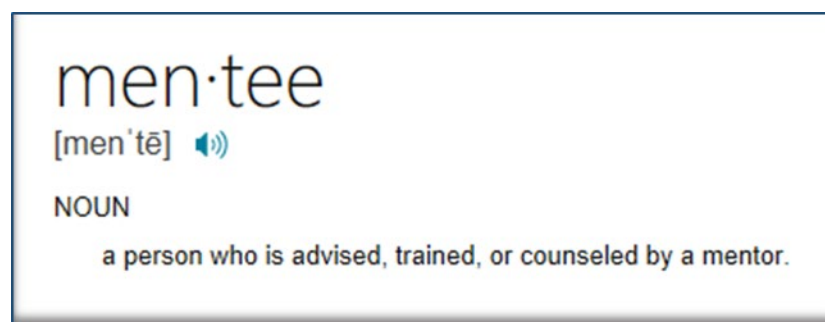
Introduction

Thank you for your interest in learning more about the NCBDE Diabetes Educator Mentorship Program (Program). This optional Program was created to promote careers that will lead to a Certified Diabetes Educator® (CDE®) designation and improve access to much needed diabetes education (DE). The Program was designed to partner experienced CDE-credentialed diabetes educators with health professionals who are interested in gaining experience in providing diabetes education. The goal is to assist these professionals with meeting the current hours of experience practice requirement for CDE® certification.

Mentees can use the hours that they accumulate through our Mentorship Program toward their diabetes education practice hours for initial certification. For those interested in participating in the Program as a 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.

We hope that this information is helpful to you in deciding to become a Mentee in our Program.

Interested in joining? Your next step is to review the information in this packet and complete the Mentee Application available in this packet.



What is Mentoring?

Terms utilized when discussing mentoring:

- Mentor/Mentee refers to the individuals involved
- Mentoring/Mentorship refers to the actual process

Mentoring is more than a professional association and should also include developing a personal rapport with you as a mentee.

One usually charts unfamiliar territory when attempting to define "mentoring." Mentoring is not a term that is easy to define because it is an ever-changing process. The mentoring process links an experienced person (mentor) with a less experienced person (mentee) to help foster the career development and professional growth of the mentee.

The mentoring process requires that the mentor and mentee work together to reach specific goals and to provide each other with sufficient feedback to ensure that the goals are reached. Mentoring can be described as a process by which you open a passageway to knowledge by sharing ideas and information.

What is a Mentor?

Many define a mentor as a teacher who assigns tasks and reviews performance, but a mentor is more than a teacher. A mentor facilitates personal and professional growth in an individual by sharing the knowledge and insights that have been learned through the years. The desire to want to share these "life experiences" is characteristic of a successful mentor.

Mentee Eligibility Criteria

- Meet NCBDE discipline requirements in effect at the time of application (*Note:* to review all of the eligibility requirements for the Certification Examination, visit http://www.ncbde.org/certification_info/eligibility-requirements/)
- Volunteer hours must be accrued within a maximum 4 year period immediately prior to applying for certification
- Provide DE volunteer hours under guidance of NCBDE Mentor

NCBDE Discipline Requirements

To qualify for the Program, the following requirements must be met by the mentee at the time of application:

1. Clinical psychologist, registered nurse, occupational therapist, optometrist, pharmacist, physical therapist, physician (M.D. or D.O.), or podiatrist holding a current, active, unrestricted license from the United States or its territories.

OR

2. Registered Dietitian/Dietitian Nutritionist holding active registration with the Commission on Dietetic Registration, PA holding active registration with the NCCPA, clinical exercise professional holding active certification with American College of Sports Medicine (ACSM) as a Certified Clinical Exercise Physiologist (ACSM CEP), or a health educator holding active certification as a Master Certified Health Education Specialist with the National Commission for Health Education Credentialing.

NCBDE Discipline Requirements (continued)

OR

3. Health care professional with a minimum of a master's degree* in social work from a United States college or university accredited by a nationally recognized regional accrediting body.
** To verify the program of study specific to social work, an official transcript that indicates that the advanced degree in social work was awarded must be submitted with the Mentee Application.*

Definition of Diabetes Education (DE)

Editor's Note: The 2017 National Standards for Diabetes Self-Management Education and Support (NSDSMES) reflect a change in terminology from 'program' to 'services', along with other revisions. Please refer to the NSDSMES standards for full details[±].

Diabetes self-management education and support or DSMES, also referred to as diabetes self-management training or diabetes education, is performed by health professionals who have appropriate credentials and experience consistent with the particular profession's scope of practice. For purposes of this Handbook, diabetes education (DE) is used.

DE[±] involves the person with prediabetes or diabetes and/or the caregivers and the educator(s) and is defined as the ongoing process of facilitating the knowledge, skill, and ability necessary for prediabetes and diabetes self-care, as well as activities that assist a person in implementing and sustaining the health practices needed to manage the condition on an ongoing basis, beyond or outside of formal self-management training. It is a component of a comprehensive plan of diabetes care. The process incorporates the needs, goals and life experiences of the person with prediabetes or diabetes and is guided by evidence-based standards. DE should include practical problem-solving approaches and collaborative care, address psychosocial issues, lifestyle change, and strategies to sustain self-management.

For purposes of certification eligibility, some or all of the following components of the DE process may be performed and counted towards meeting the DE practice experience requirement:

- **Assessment:** The participant's DE needs are identified. This process is led by the participant with assessment and support of the educator.
- **Education Plan:** The participant's individualized education plan is developed. The plan reflects the participant's self-management goals and current evidence and practice guidelines and includes criteria for evaluating outcomes.
- **Interventions:** The educator delivers intervention options to assist the participant in meeting self-management goals.
- **Ongoing Support:** The educator provides options for ongoing support and resources. The support option(s) is selected by the participant to best meet their self-management goals.
- **Participant Progress:** The educator will monitor and communicate whether the participant is achieving their self-management goals and other outcome(s) to evaluate effectiveness of interventions. Additional assessments are based on the participant's needs across the lifespan.
- **Documentation:** The educator documents the assessment, education plan, intervention, and outcomes in the participant's health record.
- **Services Development/Administration:** Development and administrative activities performed as part of DES services.

Note: Regardless of discipline, knowledge (and the ability to apply that knowledge) is necessary across all areas of the examination content outline.

±Adapted from 2017 National Standards for Diabetes Self-Management Education and Support, American Diabetes Association. Diabetes Care, Published online August 2017.

Are You Ready to be a Mentee?

Individuals considering this program will want to take time to reflect on whether becoming a mentee is right for them. Things to think about include the following:

- Time – how many hours per week and/or per month can you serve as a mentee?
- Professional Goals
 - What experience are you looking for?
 - What are you going to get out of the mentoring experience?
- Do you have a timeline for taking the Certification Examination for Diabetes Educators?
- Volunteer Hours
 - Will your current job provide you with practice hours?
 - Do you need to travel to other programs to accrue practice hours besides the mentoring hours?
- Considerations
 - Do you have the ability to travel?
 - Do you have access to a computer?
 - Does your workplace buy-in to your plans to be in this program?
 - Have you thought about the expenses that might be incurred, i.e., travel expenses, time off of work, study materials?
 - What flexibility do you have to support your mentoring experience in relation to your personal and professional commitments?

Matching

NCBDE will not be matching mentees to mentors. A list of mentors by state will be available for review on NCBDE's web site. You may want to review this list to verify that mentors are located in areas that you can access prior to applying. Note: If you do not see a mentor in your area, please consider encouraging CDEs you may already know to review the Program information and to apply for approval as a mentor if they meet the eligibility requirements.

Once a mentee's application for the Program has been approved, an approval letter with a list of available mentors with full contact information will be provided via mail and it is the responsibility of the mentee to contact mentors regarding their availability. When you and a mentor have decided to participate in the program together, the mentor will send the NCBDE national office a completed partnership agreement form for our records.

The steps a mentee decides to use in finding a compatible mentor is left in the hands of the individual. An application for an approved mentee is valid for one year from the date of the approval notice. If a mentor match cannot be finalized in that time frame, an updated application may be required before continued participation in the program is allowed. Below is some information that may prove helpful in identifying a good match.

Matching (continued)

Mentees are empowered to play a very strategic and proactive role in this program. In order to take full advantage of the mentoring experience, they must become active players by: 1) reflecting on professional goals, 2) finding the right fit, and 3) being open to feedback and coaching.

Reflecting on Professional Goals

In preparation for the mentoring relationship, individuals should:

- Think about short- and long-term professional goals,
- Assess current situations,
- Determine where they wish to be in terms of their professional field, and
- Review and update their curriculum vitae and/or resume

Finding the Right Fit

Mentees should carefully think about what characteristics and knowledge are personally important to them in a mentoring relationship. When searching for a mentor who is a good “fit,” mentees should look for someone who has the characteristics and abilities mentioned below:

- Understanding of diabetes education
- Understanding vision, values, and norms of their practice/organization
- Strong interpersonal skills
- Organizational knowledge
- Supportive and patient demeanor
- Can maintain confidentiality of the mentoring relationship
- Sense of personal power
- Strong leadership skills
- Interested in people and their development
- Motivates and inspires others to reach their full potential
- Comfortable providing constructive feedback

Prior to your initial meeting, plan to provide your curriculum vitae and/or resume to the prospective mentor.

At the initial meeting with a prospective mentor, mentees should discuss their specific professional needs and expectations for the relationship, and ask a few probing questions. More insight on the potential mentor may be gained through such questions as:

- What knowledge do you have of diabetes education and management?
- What can you, as a mentor, bring to a mentoring relationship?
- What positions have you held in the past?
- How much time do you anticipate being able to spend working with me?
- What type of communication methods (i.e., phone, in person, email) would you prefer for this mentoring relationship?
- What is a typical day on the job like for you?

Being Open to Feedback and Coaching

Mentees should want feedback and coaching from their mentors to enable professional growth. Participation in the Program provides opportunities to receive confidential one-to-one guidance, feedback, and coaching to improve performance and support the achievement of professional goals. Also, regular feedback sessions help mentees to put newly acquired knowledge and skills into use.

Program Management

Mentoring Progress - In order to ensure effective mentor/mentee relationships and status, NCBDE will monitor the progress of the participants and mentoring pairs, and availability of mentors. The goal is to ensure that information is kept up to date and to detect any potential issues as early as possible.

Mentorship Survey – Program participants will be asked to evaluate the Mentorship program via an online survey on a biennial (every two years) basis. The purpose of the survey is to evaluate the Program’s overall effectiveness, how participants use the Program, as well as to identify any areas for improvement. Evaluation is important in measuring what, if any, adjustments are to be made to ensure the continued success of the Program.

Final Comment

We appreciate your interest in the possibility of participating as a mentee in the Program. If after reviewing the information in this packet, you wish to pursue participation, please complete the application and submit it to the NCBDE national office.

If after reviewing the packet, you feel now is not the right time for you to apply as a mentee, we thank you for your consideration and hope you will consider spreading the word to others interested in diabetes education about the Program.

Acknowledgments

The information used in creation of this packet was derived from numerous sources including the Department of Health and Human Services Mentoring Program, Blood Matters Breakthrough Collaborative Mentor Information Packet, USDOT Mentor Handbook, and various web resources including about.com.



National Certification Board for Diabetes Educators

330 East Algonquin Road | Suite #4 | Arlington Heights, Illinois 60005 | www.ncbde.org
(847) 228-9795 | (877) 239-3233 | FAX (847) 228-8469 | info@ncbde.org

Mentee Application

Page 1 of 2

Thank you for your application to participate as a mentee in the Diabetes Educator Mentorship Program. Please complete the application and submit it to the NCBDE national office (contact information above).

First Name	Middle Initial	Last Name
Mailing Address		
City, State, Zip		
Daytime phone (w/ area code) Alternative phone (w/ area code)- <i>circle</i> → <i>mobile</i> <i>home</i> <i>other</i>		
Fax (w/ area code)		Email address* (<i>required</i>)
<i>*Please be sure to add @ncbde.org to your safe senders list to ensure receiving communications from NCBDE.</i>		

1. LICENSE OR REGISTRATION*

Indicate the license or registration under which you are applying.

- | | |
|---|---|
| <input type="checkbox"/> Certified Clinical Exercise Physiologist (ACSM-CEP) | <input type="checkbox"/> Occupational Therapist-Registered (OTR) |
| <input type="checkbox"/> Clinical Nurse Specialist (CNS) | <input type="checkbox"/> PA (PA-C) |
| <input type="checkbox"/> Clinical Psychologist (LP) | <input type="checkbox"/> Physical Therapist (PT) |
| <input type="checkbox"/> Doctor of Medicine (MD) | <input type="checkbox"/> Registered Dietitian (RD) |
| <input type="checkbox"/> Doctor of Optometry (OD) | <input type="checkbox"/> Registered Dietitian Nutritionist (RDN) |
| <input type="checkbox"/> Doctor of Osteopathy (DO) | <input type="checkbox"/> Registered Nurse (RN) |
| <input type="checkbox"/> Doctor of Podiatric Medicine (DPM) | <input type="checkbox"/> Registered Pharmacist (RPh w/ baccalaureate degree) |
| <input type="checkbox"/> Master Certified Health Education Specialist (MCHES) | <input type="checkbox"/> Registered Pharmacist (RPh w/ Doctor of Pharmacy degree) |
| <input type="checkbox"/> Nurse Practitioner (NP) | |

***NOTE: Verification of licensure, including original date of licensure and current expiration date must be submitted with the application.**

Please include a copy of your current license or registration.

License/Registration/Certificate Number: _____

Date Lic/Reg/Certificate Originally _____ (MM/DD/YYYY)

Issued: Lic/Reg/Certificate Expiration _____ (MM/DD/YYYY)

Please continue to Application Page 2

Mentee Application

Page 2 of 2

Name _____

OR

2. ADVANCED DEGREE**

Advanced degree in social work

***NOTE: An official transcript that indicates the degree, date awarded and area of concentration/major must be submitted with the application.*

3. PROGRAM VERIFICATION

Please review the requirements below and verify your understanding of the program with your initials.	
Initials	Requirements
	Should I be accepted into the Program, I agree to complete and submit appropriate documentation by the identified deadlines.
	I agree that NCBDE may rely on the accuracy of the representations made herein. Should I be accepted in the Program, I agree that NCBDE shall not be responsible for my actions or inactions during participation in the Program.

Applicant's Signature _____ Date _____