



## CERTIFICATION BOARD FOR DIABETES CARE AND EDUCATION

### *Retired Status Information and Request Form Packet*

#### **Information:**

##### Retired Status Definition

- The Retired status recognizes a retired Certified Diabetes Care and Education Specialist's service and commitment to the diabetes educator profession, as well as their achievement and maintenance of the CDCES® credential.
- This voluntary status is available to active status CDCESs who are no longer actively working, volunteering, or practicing in diabetes education, but wish to maintain their relationship with CBDCE.
- Individuals obtaining Retired status will receive a certificate of recognition and be included on a published listing of Retired Status Certified Diabetes Care and Education Specialist.

##### Retired Status Guidelines

1. Individuals must actively hold the CDCES credential in good standing or have been in good standing at the time their credential expired in order to request Retired status.
2. Individuals who have allowed their CDCES credential to expire due to retirement can apply for Retired status within 5 years from their expiration date, e.g., expired on 12/31/2020 due to retirement prior to that date can apply for retired status through 12/31/2025.
3. The individual must (1) hold an active CDCES 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 their request for Retired status or the date their credential expired, whichever is earlier.
4. Retired status is for certificants who retire(d) from the field of diabetes education with no plans to return or to renew their CDCES certification.
5. A one-time processing fee is required with the Retired Status Request Form.
6. Once the Retired Status Request Form and fee have been processed, a retired status certificate identifying the individual's CDCES retired status will be mailed to the individual within four to six weeks.
7. The Retired status designation does not expire or need to be renewed.
8. Retired status does NOT allow individuals to use the CDCES acronym. Use of the CDCES acronym and registration mark associated with their name is strictly prohibited. Individuals may use the designation "Certified Diabetes Care and Education Specialist® (Retired)", but NOT CDCES® (Retired).
9. Individuals holding Retired status do not qualify for open CDCES seats on the CBDCE Board of Directors. Qualifications for other volunteer positions may vary, but in general, individuals holding Retired status will not usually qualify for these positions.
10. Retired status explicitly identifies that an individual does not hold active status. Retired status is permanent.
11. If Retired status individuals wish to reactivate the credential, they must apply, pay for and pass the Certification Examination for Diabetes Care and Education using the initial certification eligibility requirements and fee in place at the time of application.
12. The CBDCE has the right to establish policies and procedures to designate a CDCES or individual with an expired credential as holding Retired Status who may not meet all of the above requirements. The designation will be restricted to individuals with past volunteer leadership roles on CBDCE Boards and/or committees.



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#### Retired Status Request Process

- A qualifying 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 \$30 fee via mail (note: fee subject to change).
- Requests must be postmarked no later than 5 years after expiration date of the CDCES credential.
- Once a qualifying individual completes and submits the "Retired Request Form", along with the fee, your designation will be changed to "Retired" in the CBDCE database record.
- A letter confirming Retired status will be provided, along with a ‘retired’ certificate.
- The names of those approved for Retired status will be added to the listing on the CBDCE web site on a special recognition page (if so agreed to on the Retired Application).

#### Benefits of Retired Status

- Receipt of a Certificate of Recognition
- Listing on Retired Status Recognition page on CBDCE web site
- No renewal fee or requirements
- Access to CBDCE Newsletters



Certification Board for Diabetes Care and Education

## Retired Status Request Form

Return completed form with \$30 fee payable to CBDCE.  
 Mail to CBDCE, 1340 Remington Road, Suite J, Schaumburg, IL 60173.

**Section A: Personal Information** *(please print neatly)*

<i>Name</i>		
<i>Home Address</i>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Home Phone</i>	<i>Cell Phone</i>	<i>Home Email Address</i>
Retirement Date (mm/dd/yyyy):		
<p><i>Check 'Yes' if you agree to having your name published on the CBDCE website upon approval of Retired status designation</i></p> <p><input type="checkbox"/> Yes, include my name on the listing of RETIRED CDCESs.</p> <p><input type="checkbox"/> No, do not include my name on the listing of Retired CDCESs.</p>		

**Section B: Certification Information**

Note: A CDCES® requesting Retired Status must hold an active CDCES credential for a minimum of 10 years (e.g., 2 certification cycles)

<u>CDCES Number</u>	<u>Year of Initial CDCES Certification</u>	<u>Certification Expiration Date</u>	<u>Yrs CDCES</u>

**Section C: Retired Status Attestation**

The following statements must be reviewed, signed and dated.

I hereby apply for Retired status and by signing below attest to:

- being retired from the field of diabetes care and education. I am no longer actively working, volunteering, or practicing in diabetes care and education;
- holding an active CDCES credential or if applying with an expired CDCES credential, Retired Status Request Form is being mailed with a postmark date no later than 5 years after expiration, e.g., credential expired 12/31/2020, must apply no later than 12/31/2025;
- holding the CDCES credential for a minimum of 10 years (e.g., 2 certification cycles);
- having no unresolved adverse disciplinary actions or canons of ethics violations actions at the time of this request for Retired status;
- understanding that after obtaining Retired status, I am NOT allowed to use the CDCES acronym. Use of the CDCES acronym associated with my name is strictly prohibited. Once Retired status is approved, I am allowed to use the designation "Certified Diabetes Care and Education Specialist (Retired)", but NOT "CDCES (Retired)"; this designation cannot be listed following my name and/or other credentials, but can be listed on a separate line;
- understanding that individuals holding Retired status do not qualify for open CDCES seats on the CBDCE Board of Directors. Qualifications for other volunteer positions may vary, but in general, individuals holding Retired status will also not usually qualify for these positions;
- understanding that Retired status explicitly identifies that an individual does not hold active status;
- understanding that Retired status is permanent (refer to below statement for reactivation requirements)
- understanding that reactivation requires use of the initial certification eligibility requirements, payment of fees, and passage of exam in place at the time of reactivation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

<u>Date Rcd</u>	<u>Payment</u>	<u>Emailed Conf.</u>	<u>db Updated</u>	<u>Added to Website</u>	<u>Cert/Ltr Sent</u>



## **CDCES® Retired Status Rules of Usage**

- Retired status recognizes that individuals have retired from the field of diabetes care and education and are no longer actively working, volunteering or practicing in diabetes care and education.
- Retired status is permanent.
- Individuals who are approved for Retired status are allowed to use the designation “Certified Diabetes Care and Education Specialist® (Retired)”.
- The “Certified Diabetes Care and Education Specialist (Retired)” designation cannot be listed following the individual’s name and/or other credentials, but can be listed on a separate line.
- Individuals holding retired status do not qualify for open CDCES seats on the CBDCE Board of Directors.
- Qualifications for other volunteer positions may vary; but in general, individuals holding Retired Status do not qualify for these positions.