



## **Guidelines for Reporting Continuing Education Activities**

### **1. Self-Assessment**

It is expected that health care professionals specializing in diabetes self-management education will want to demonstrate that their knowledge and skills are up-to date and that they are able to practice proficiently and safely. It is hoped that all who participate in the initial/renewal of certification process will engage in a personal assessment to identify professional needs and participate in appropriate activities.

### **2. Continuing Education Cycles for 2016 Applications**

Refer to the Accrual Cycles Table on the following page.

### **3. Continuing education activities:**

- must be approved by a provider on the NCBDE List of Recognized Providers.
- must be applicable to diabetes. All subject matter on the Certification Examination Content Outline published in the 2016 Certification Examination for Diabetes Educators Handbook is considered applicable to diabetes.
- must be completed as defined by the renewal of continuing education cycles policy. (All continuing education 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.
- does not have to be discipline specific nor does it 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.

### **Activities acceptable for continuing education**

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

### **Activities NOT acceptable for continuing education**

- Academic courses
- Other certification/credentials awarded
- Elected office or serving on Boards and/or Committees
- Articles or books written by the certificant
- Journal clubs or professional reading
- Presentations or lectures by the certificant
- Posters or poster sessions and exhibits
- Preceptorships or mentor hours
- Research
- Volunteer activities

### **4. Continuing Education Hour**

- A. 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. Clock hours submitted cannot be more than the number of contact hours/credits/units awarded by the recognized provider.
- B. 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.
- C. 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.

±Needed only by those CDEs who CANNOT document meeting the renewal practice requirement or those individuals whose CDE credentials expired between 2011 to 2015 who CANNOT document meeting the renewal practice requirement. Individuals in either of these groups must successfully document 75 hours of acceptable continuing education activities and pass the Examination to renew or reinstate their credentials.



## 5. Recognized Continuing Education Providers

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

American Association of Diabetes Educators (AADE)  
American Diabetes Association (ADiabA)  
Academy of Nutrition and Dietetics (Academy), formerly the American Dietetic Association  
Accreditation Council for Pharmacy Education (ACPE) Accredited or Approved Providers  
Accreditation Council for Continuing Medical Education (ACCME-AMA) Accredited or Approved Providers  
American Nurses Credentialing Center (ANCC) Accredited or Approved Providers  
American Academy of Family Physicians (AAFP)  
American Academy of Nurse Practitioners (AANP)  
American Academy of Optometry (AAO)  
American Academy of Physician Assistants (AAPA)  
American Association of Clinical Endocrinologists (AACE)  
American College of Endocrinology (ACE)

American College of Sports Medicine (ACSM)  
American Medical Association (AMA)  
American Nurses Association (ANA)  
American Occupational Therapy Association (AOTA)  
American Osteopathic Association (AOA)  
American Physical Therapy Association (APTA)  
American Psychological Association (APA)  
American Podiatric Medical Association (APMA)  
Commission on Dietetic Registration (CDR) Accredited or Approved Providers  
Council on Continuing Medical Education (CCME-AOA) Approved Sponsors  
Council on Podiatric Medical Education (CPME-APMA) Approved Sponsors  
International Diabetes Federation (IDF)  
National Association of Clinical Nurse Specialists (NACNS)  
National Association of Social Workers (NASW)  
National Commission for Health Education Credentialing (NCHEC) Designated Providers

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.

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**Accrual Cycles Information**

Information below is applicable ONLY for current CDEs who CANNOT document meeting the practice requirement. Renewal is dependent upon successfully documenting 75 hours of applicable continuing education activities and successfully passing the Examination.				
Category	Number of Continuing Education Hours Required	Accrual Date for Continuing Education Activities	Professional Practice Experience	Accrual Start Date for Professional Practice Experience
Renewal of Certification – 1st Renewal (e.g., first certified in 2011)	75 hours	January 1, 2012	n/a	n/a
Renewal of Certification – certified prior to 2011		September 16, 2011		

Information below is applicable ONLY for individuals whose credentials expired between 12/31/2011 to 12/31/2015. Upon application, individuals must be able to document EITHER 75 hours of acceptable continuing education activities OR 1000 renewal practice hours. Reinstatement is dependent upon documenting 75 hours if applicable continuing education activities OR 1000 hours of renewal practice hours and then successfully passing the Examination. Refer to Renewal Practice Requirement of the 2016 Certification Examination for Diabetes Educators Handbook, page 6, for definition of practice.		
Category	Number of Continuing Education Hours OR Renewal Practice Hours	Accrual Start Date for Continuing Education Activities OR Renewal Practice Hours
Credential Expired 12/31/2011 to 12/31/15	75 continuing education hours <u>OR</u> 1000 renewal practice hours	1/15/2011



Name: \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

**Summary of Continuing Education Activities Form**

Submit this form with the Examination Application. Refer to the Guidelines for Reporting Continuing Education Activities provided with the Continuing Education Activities packet before completing this form.

Title of Activity	NCBDE Recognized Provider* <b>*Provider must appear on the NCBDE List of Recognized Providers.</b>	Date Attended or Completed	Hours Being Claimed
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<b>TOTAL HOURS (for all pages submitted)</b>			



NCBDE 2016 Continuing Education Activities Packet

Name: \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

Title of Activity	NCBDE Recognized Provider* *Provider must appear on the NCBDE List of Recognized Providers.	Date Attended or Completed	Hours Being Claimed
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Title of Activity	NCBDE Recognized Provider* *Provider must appear on the NCBDE List of Recognized Providers.	Date Attended or Completed	Hours Being Claimed
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Title of Activity	NCBDE Recognized Provider* *Provider must appear on the NCBDE List of Recognized Providers.	Date Attended or Completed	Hours Being Claimed
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