



National Certification Board for Diabetes Educators

330 East Algonquin Road • Suite #4 • Arlington Heights, Illinois 60005 • www.ncbde.org
847-228-9795 • FAX 847-228-8469 • info@ncbde.org

NCBDE Mailing List Information

The National Certification Board for Diabetes Educators (NCBDE) offers the use of the list of Certified Diabetes Educators® (CDE®s) for mailings to organizations wishing to advertise their conferences, products, publications and services. All proposed mailings are reviewed in relation to current NCBDE Mailing List Usage policies.

Base Rental Rates

Lists are available for **one time use only**.

Disks are not available.

Rates	1-100 names	\$75 (minimum order)
	101-300 names	\$125
	301-500 names	\$175
	501-1000 names	\$275
	Each additional 500 names	\$75

Flat Fees/

Handling Fee \$10

Processing

To request use of the mailing list, please contact the NCBDE national office to obtain a Mailing List Order Form and the Mailing List Usage policy. **A completed order form AND sample of the piece you wish to distribute must be sent to NCBDE for review.** NCBDE requires pre-approval of mailings to be distributed to its CDEs and is the sole judge of the suitability of materials. There is a required minimum 15 business day lead time to review/process list orders from the receipt date of order form and sample piece. If use of the mailing list is not being paid via credit card, an invoice will follow via mail or email.

Questions?

For more information on the mailing lists, contact Sheryl Traficano, Director of Operations, at:

NCBDE
330 E Algonquin Road, Suite 4
Arlington Heights, IL 60005
Phone 847-228-9795, x 22
Fax 847-228-8469
email traficano@ncbde.org



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Mailing List Order Form

Please print or type.

Contact Name: _____

PO Number (if applicable): _____

Company Name: _____

Address: _____

City/State/Zip: _____

Tel: (_____) _____ Ext _____

Fax: (_____) _____

Email: _____

List set up: Electronic (excel format)

E-mail file to (if different than above): _____

Fulfillment

Fifteen (15) business days after receipt of sample mailing piece and completed form are required for approval and fulfillment.

- Electronic – Via e-mail in excel format
- Flat Fee: A \$10 handling fee will be charged.**

Payment

- Check
- Money Order
- Mastercard
- Visa
- American Express

For credit card payments: Circle one → *Personal* *Company*

Account number _____ Expiration date _____ Security code _____

Name as it appears on card _____

Signature (credit card payments only) _____

By signing above, I accept the charges for the list requested.

Billing address for card if different from address provided above (street address, city, state, zip code) _____

I have read and agree to abide by the NCBDE Mailing List Usage Policy. A sample of the mailing piece is attached or enclosed.

Signature _____ Date _____

Send Order to: Attention/Subject: Mailing List Request, NCBDE, 330 E Algonquin Rd, Suite 4, Arlington Heights, IL 60005. Fax: 847-228-8469 • info@ncbde.org



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NCBDE Mailing List Usage Policies

The National Certification Board for Diabetes Educators (NCBDE) certificants' names and addresses are proprietary.

NCBDE is the sole owner of the names and addresses and rents the mailing list electronically for **one-time use for each approved request**. For a fee, the list may be provided to formally recognized national certifying agencies and professional licensing commissions, which include the professional disciplines represented by the credential; professional membership associations, which are involved in diabetes education, practice, or policy development; corporations (for-profit or not-for-profit) involved in the sale of diabetes related products and services (for either the professional or person with diabetes), or related to Certified Diabetes Educators® employment opportunities. NCBDE requires pre-approval of all items to be mailed and is the sole judge of the suitability of materials for mailing to its certificants. NCBDE reserves the right to deny requests where the purpose or use may not be considered in the best interests of NCBDE or its certificants.

Rental of NCBDE mailing lists to vendors or outside entities does not constitute an endorsement or guarantee of the product or service being marketed. Unless expressly guaranteed by NCBDE in writing, any representation by the buyer(s) and/or his client(s) or agent(s), whether overt or implied, of NCBDE endorsement or guarantee of a product or service is prohibited.

NCBDE specifically prohibits use of its certificants' names and addresses for the following purposes:

- Copying and entering names and addresses from the provided list into a buyer(s) and/or his client(s) or agent(s) database for any purpose. This applies to duplication and/or storage in any form by any means, electronic, mechanical, photocopying, recording or otherwise.
- Announcements of educational programs, equipment or other products and services not related in some way to the field of diabetes education or care.
- Use of certificants' names and addresses for on-site visits to certificants' homes/offices for any reason.

In addition:

- NCBDE shall not act as broker, through providing its lists, for any product or service not manufactured or provided directly by the purchaser of the mailing list.
- Direct mailing list brokers or other third parties soliciting NCBDE's mailing list on behalf of a client assume total responsibility for timely payment to NCBDE, regardless of the client's payment standing with the broker or third party.
- Use of the list is one-time only and limited exclusively to the specific offer or service as described in the mailing sample submitted in conjunction with the order form.
- List may not be resold.
- List will include only names and addresses of those who have not requested to be excluded from mailings.
- Payment is due upon receipt of invoice, and is past due 30 days after billing date. A client with three or more unpaid invoices shall be cause for disqualification regarding use of the NCBDE mailing list. Reinstatement requires the payment of all but the last outstanding invoice.
- Declined credit cards and/or insufficient fund checks returned to NCBDE are subject to a penalty. Repayment of a declined credit card or payment for an insufficient fund check and the penalty must be made with a cashier's or certified check or money order.
- If the completed request is determined to be incorrect, client must notify NCBDE headquarters within 30 days after receipt of list. Otherwise, the list shall be determined correct and payment in full shall be due.
- The client understands that there is a NO-RETURN POLICY on all list orders. If the client has any doubts about how the request will be perceived when processed by NCBDE, then the NCBDE national office must be contacted by the client for clarification before placing the request. No refunds or credits will be made after a request is processed.
- All list counts received by the client from NCBDE prior to completion of the actual mailing list are approximate and subject to change daily. NCBDE shall not be responsible for shortages or overruns of materials based on estimates.
- NCBDE reserves the right to "seed" the list using decoy names to protect against unauthorized use.
- NCBDE's liability for any damages or losses incurred by client through the use of any list shall be limited to the actual cost of the list rental paid by client to NCBDE and constitutes liquidated damages for any liability.
- This agreement represents the entire agreement and understanding between the parties with respect to the subject matter and may not be amended, modified or terminated except by the written consent of both parties.
- NCBDE reserves the right to refuse list rental to any company or individual, at its sole discretion.

The use of the NCBDE certificants' names and addresses in any of the ways prohibited above shall cause, at a minimum, permanent disqualification of the buyer(s) and/or his client(s) or agent(s) from use of the NCBDE mailing list. Violation of the policies as set forth above may also be grounds for legal action.