

**Summary Form<sup>±</sup> DOCUMENTING Important Notes and Possible Errors  
That May Cause Rejection or Audit**

**NCBDE Renewal by Continuing Education Application – Part II**

Applicant's Name: Jane Doe

**SUMMARY OF CONTINUING EDUCATION ACTIVITIES  
Renewal by Continuing Education Only**

Renewal of certification by continuing education activities requires that CDE<sup>®</sup>s meet eligibility requirements and complete 75 clock hours of continuing education in content areas applicable to diabetes during their applicable accrual cycle (e.g., newly certified in 2007, January 1, 2008 to date of application; certified as of January 1, 2007, September 18, 2007 to date of application). Activities must be completed at the time of application and the application needs to be postmarked by the published deadline date.

**NOTE: In this example, Ms. Doe was initially certified in 2002 and last renewed in 2007 by continuing education. Therefore, for this renewal cycle, her accrual start date for continuing education hours is September 18, 2007. If she had been initially certified in 2007 or reinstated the credential in 2007 after lapsing, her accrual start date would be January 1, 2008.**

Title of Activity	NCBDE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) <b>*Provider must appear on the NCBDE List of Recognized Providers.</b>	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed.
1. Diabetes Symposium	Grandview Hospital Nurses Association  <i>Please note: Sample program has approval from the American Nurses Credentialing Center (ANCC), an organization which appears on the NCBDE List of Recognized Providers. Therefore, the American Nurses Credentialing Center must appear in this section of the form, not Grandview Hospital Nurses Association.</i>	October 2-4, 2007	24
2. Clinical Perspectives in Type 2 Diabetes Care	Michigan Nurses Association, Michigan Dietetic Association, or Michigan Association of Diabetes Educators  <i>Please note: State or local chapters of recognized providers are not included on the NCBDE List of Recognized Providers. Only an organization on the NCBDE List of Recognized Providers should be identified in this section of the form. Often, program/course brochures and/or certificates include this information.</i>	<i>Please note: Exact dates (mm/dd/yyyy) must appear on the form.</i>	1.5
3. ADA P.G. Course  <i>Please note: An acronym should not be used as it may represent more than one organization or activity; spell out the name of the organization, etc..</i>	Commission on Dietetic Registration American Nurses Credentialing Center  <i>Please note: CDR, ADA (American Diabetes Association) or any other Provider appearing on the NCBDE List of Recognized Providers that has approved the meeting for continuing education would be acceptable.</i>	February 10-15, 2008	20
<b>SUBTOTAL THIS PAGE:</b>			45.5 hours
<b>TOTAL:</b>			121.5 <i>Please note: only 75 hours are needed for renewal. However, you are encouraged to submit additional hours if available and applicable.</i>

**ATTESTATION:** This statement must be signed and dated in ink by the applicant.

*Please note: Application must be dated/ mailed after application window opens AND postmarked no later than 9/ 17/ 2012 for the standard deadline (refer to Handbook for opening window date and other important dates). All continuing education activities must have been completed/ taken place prior to completion of the application.*

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Title of Activity	NCBDE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) <b>*Provider must appear on the NCBDE List of Recognized Providers.</b>	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed.
4. Type 2 Diabetes in the Elderly	<p><i>Nursing 2008</i></p> <p><i>Please note: Nursing 2008 is a journal. This activity has approval from ANCC (American Nurses Credentialing Center), a provider that appears on the NCBDE List of Recognized Providers, and therefore, this information (ANCC) must appear in this section of the form, not "Nursing 2008".</i></p>	July 8, 2008	<p>3</p> <p><i>Please note: Enter the actual time spent on the activity. HOWEVER, hours may not exceed total units/credits awarded by provider. In this example, this activity has been approved only for 2 clock hours.</i></p>
<p>5. Sweet Success</p> <p><i>Please note: Content matter applicable to diabetes is not evident from this abbreviated entry, e.g., full title is Sweet Success: Diabetes and Pregnancy. If an activity cannot be identified as being applicable to diabetes by the title, submit an explanation on a separate sheet of paper or submit copy of brochure or program with areas applicable to diabetes identified.</i></p>	<p>Joslin Diabetes Center/Bayer Health Care</p> <p><i>Please note: Provider must appear on the NCBDE List of Recognized Providers. Reporting either Joslin Diabetes Center or Bayer Health Care is not acceptable; identify which organization on NCBDE List of Recognized Providers approved or accredited the organization. Only an organization on the List of Recognized Providers should appear in this column.</i></p>	July 15-17, 2009	12
<p>6. ADA FNCE 2009</p> <p><i>Please note: Do not use abbreviations or acronyms. Also: this entry does not provide any indication that the hours documented are applicable to diabetes.</i></p>	Commission on Dietetic Registration	October 1-5, 2009	<p>35</p> <p><i>Please note: Be sure to review the activities acceptable for continuing education before claiming hours. It is important to include only those activities applicable to diabetes and not to include such things as poster and/or exhibit sessions, or other non acceptable forms of continuing education.</i></p>
<p>7. Conference</p> <p><i>Please note: Content matter applicable to diabetes is not evident from this abbreviated entry, e.g., sample activity is actually the "American Association of Diabetes Educators Annual Meeting". If an activity cannot be identified as being applicable to diabetes by the entry, submit an explanation on a separate sheet of paper or submit copy of brochure or program with areas applicable to diabetes identified.</i></p>	<p>ADA</p> <p><i>Please note: Because some acronyms can represent more than one organization, it is not recommended that an acronym be used for at least the first listing of a recognized provider. Rather, spell out the full name of the organization one time, along with acronym. Also: American Association of Diabetes Educators or any other Provider appearing on the NCBDE List of Recognized Providers that has approved the meeting for continuing education would be acceptable. However, if you are using the fillable format of the Summary Form, you may use the acronyms provided in the drop down box.</i></p>	<p>August 2011</p> <p><i>Please note: Exact dates (mm/ dd/ yyy y) must appear on the form.</i></p>	<p>26</p> <p><i>Please note: It is important not to include hours for non-acceptable activities such as poster and/or exhibit sessions.</i></p>
<b>SUBTOTAL THIS PAGE:</b>			76 hours
<b>TOTAL:</b>			121.5 hours

*Summary Form<sup>±</sup> Reflecting Correct Documentation  
versus “INCORRECT” Summary Form on Pages 1-2 (Above)*

**SUMMARY OF CONTINUING EDUCATION ACTIVITIES**  
**Renewal by Continuing Education Only**

Title	Provider* (Do not use abbreviations or acronyms)	Date Attended or Completed	Clock Hours Being Claimed**
1. Diabetes Symposium	American Nurses Credentialing Center <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	October 2-4, 2007	24
2. Clinical Perspectives in Type 2 Diabetes Care	American Dietetic Association <i>or</i> ANCC (American Nurses Credentialing Center) <i>or</i> AADE (American Association Diabetes Educators) <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	November 18, 2007 <i>Entry now includes date of attendance/activity.</i>	1.5
3. American Diabetes Association Annual Advanced Postgraduate Course	Commission on Dietetic Registration <i>or</i> American Nurses Credentialing Center <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	February 10-15, 2008	20
4. Type 2 Diabetes in the Elderly	ANCC (American Nurses Credentialing Center)	July 8, 2008	2 <i>Entry now reflects awarded number of hours.</i>
5. Sweet Success: Diabetes and Pregnancy <i>Entry now includes a title that clarifies activity. If title does not make it obvious that content is applicable to diabetes – include a written description, program, brochure or other documentation that identifies this information.</i>	Commission on Dietetic Registration <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	July 15-17, 2009	12
6. American Dietetic Association Food & Nutrition Conference & Expo 2009 a) behavior change (6 hr) b) type 1 diabetes and nutrition (2 hr) c) insulin and diet (8 hr) d) identifying weight loss goals (10 hr) <i>Entry now includes information to clarify that hours are applicable to diabetes. If title does not make it obvious that content is applicable to diabetes – include a written description, program, brochure or other documentation that identifies this information.</i>	Commission on Dietetic Registration <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	October 1-5, 2009	26 <i>Number reported now includes only those hours applicable to diabetes and it does not include any exhibit/poster session hours, etc.</i>
7. American Association of Diabetes Educators Annual Meeting <i>Entry now includes a title that clarifies activity is applicable to diabetes.</i>	American Association of Diabetes Educators <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	August 1-5, 2011 <i>Entry now includes full dates of attendance.</i>	15 <i>Total hours reported do NOT include any exhibit/poster session hours.</i>
<b>SUBTOTAL THIS PAGE:</b>			100.5 hours
<b>TOTAL:</b>			100.5 hours

<sup>±</sup> The two versions of the Summary Form are provided as information only. The continuing education activities and the provider information documented have been created for sample purposes only and do not necessarily represent actual activities.  
**Please refer to the 2012 Renewal of Certification by Continuing Education Handbook upon publication for the instructions and complete application.**