



<sup>±</sup>Needed only by those CDEs who CANNOT document meeting the renewal practice requirement or those individuals whose CDE credentials expired between 2014 to 2018 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/re-establish a CDE credential.

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

### **1. Expectations**

- Health professionals specializing in diabetes education will demonstrate through renewal of certification:
  - knowledge and skills are up-to-date
  - ability to practice proficiently, safely, and in a manner consistent with current National Standards of Diabetes Self-Management Education and Support (NSDSMES)
- All CDEs who select renewal of certification by continuing education will engage in a personal assessment to identify professional needs and participate in appropriate activities that are inclusive of the Examination Content Outline in the current Handbook.

### **2. Continuing Education Cycles for 2019 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 2019 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 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:**

#### **Formal Activities**

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

#### **Expanded Activities**

- Academic courses
- Presentations or lectures by the certificant
- Publications – articles or books written by the certificant
- Service as a Mentor in NCBDE's Mentorship Program

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

- Other certification/credentials awarded
- Elected office or serving on Boards and/or Committees
- Journal clubs or professional reading
- Posters or poster sessions and exhibits
- 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.



## 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 PAs (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 R U U H L Q V W D W H P H Q W is dependent upon successfully documenting 75 hours of 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 2014)	75 hours	January 1, 2015	n/a	n/a
Renewal of Certification – certified prior to 2014		September 16, 2014		

Information below is applicable ONLY for individuals whose credentials expired between 12/31/2014 to 12/31/2018. Upon application, individuals must be able to document 75 hours of acceptable continuing education activities e e a practice s Renewal R U U H L Q V W D W H P H Q W is dependent upon documenting 75 hours of acceptable continuing education activities and then successfully passing the Examination. Refer to Renewal Practice Requirement in the 2019 Certification Examination for Diabetes Educators Handbook, page 7, for definition of practice.

Category	Number of Continuing Education Hours	Accrual Start Date for Continuing Education Activities OR Renewal Practice Hours
Credential Expired 12/31/2014 to 12/31/2018	F R Q W L Q X OR 1000 renewal practice hours	Q J H G X F D W L R Q K R X U V 1/1/2014

Name \_\_\_\_\_ CDE NO \_\_\_\_\_

### Formal Continuing Education Activities – Minimum of 45 clock hours

Renewal of certification by continuing education activities requires that CDEs meet eligibility requirements and complete 75 clock hours of continuing education in content areas applicable to diabetes during their applicable accrual cycle. A minimum of 45 of the 75 CE requirements must be Formal activities and must be approved by a provider on the NCBDE List of Recognized Providers. No more than 30 clock hours of Expanded activities can be claimed toward the 75 CE requirement.

Before completing this form, refer to the Guidelines for Reporting Continuing Education Activities, pages 1-3.

Title of Activity	NCBDE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the NCBDE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>Subtotal Number of Hours for THIS Page</b>			
<b>TOTAL HOURS Formal Activities</b>			

Name: \_\_\_\_\_

Title of Activity	NCBDE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the NCBDE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
11.			
12.			
13.			
14.			
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26.			
27.			
<b>Subtotal Number of Hours for THIS Page</b>			
<b>TOTAL HOURS Formal Activities</b>			

Name: \_\_\_\_\_

Title of Activity	NCBDE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the NCBDE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
28.			
29.			
30.			
31.			
32.			
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36.			
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38.			
39.			
40.			
41.			
42.			
43.			
44.			
<b>Subtotal Number of Hours for THIS Page</b>			
<b>TOTAL HOURS Formal Activities</b>			

**NCBDE 2019 Continuing Education Activities Packet**

Name: \_\_\_\_\_

Title of Activity	NCBDE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the NCBDE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
45.			
46.			
47.			
48.			
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56.			
57.			
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60.			
61.			
<b>Subtotal Number of Hours for THIS Page</b>			
<b>TOTAL HOURS Formal Activities</b>			

Name: \_\_\_\_\_

Title of Activity	NCBDE Recognized Provider* (Do not use abbreviations or acronyms for the first listing of an organization) *Provider must appear on the NCBDE List of Recognized Providers.	Date(s) Attended or Completed (mm/dd/yyyy)	Hours Being Claimed
62.			
63.			
64.			
65.			
66.			
67.			
68.			
69.			
70.			
71.			
72.			
73.			
74.			
75.			
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78.			
<b>Subtotal Number of Hours for THIS Page</b>			
<b>TOTAL HOURS Formal Activities</b>			



Name \_\_\_\_\_ CDE NO \_\_\_\_\_

**Expanded Activities - Maximum 30 clock hours**

Renewal of certification by continuing education activities requires that CDEs meet eligibility requirements and complete 75 clock hours of continuing education in content areas applicable to diabetes during their applicable accrual cycle. If using Expanded activities, no more than 30 clock hours of Expanded activities can be claimed toward the 75 CE requirement.

Before completing this form, refer to the Guidelines for Reporting Continuing Education Activities, page 1- 3.

<p><b>Expanded Activity Category (Select one)</b></p> <p>Academic Coursework Presentations Publications Service as a Mentor in the NCBDE Program</p>	<p>Activity Name</p>	<p>Date(s) Attended or Completed (mm/dd/yyyy)</p>	<p>Hours Being Claimed</p>
1.			
2.			
3.			
<b>TOTAL HOURS Expanded Activities</b>			