CDE®
RENEWAL BY
CONTINUING EDUCATION (CE)
TAKE A QUICK TOUR OF THE ONLINE RENEWAL APPLICATION

THIS TOUR WILL PROVIDE YOU WITH THE LOOK AND FEEL OF THE VARIOUS RENEWAL PAGES AND THE INFORMATION ON EACH PAGE SO YOU WILL KNOW WHAT TO EXPECT WHEN PLACING YOUR ONLINE RENEWAL APPLICATION.
CDE® RENEWAL BY CONTINUING EDUCATION (CE)

BEFORE YOU BEGIN….

1. DID YOU READ THE RENEWAL HANDBOOK?

2. ARE YOU RENEWING BY CONTINUING EDUCATION?*

3. DID YOU EARN 1,000 PRACTICE HOURS?

4. DID YOU EARN 75 CE HOURS?

5. DO YOU STILL HOLD YOUR LICENSE/CERTIFICATION?

*This online renewal application process is for those that are renewing by continuing education (CE). If you are renewing by exam, you are not able to renew through this application and will need to place your exam registration at www.goamp.com.
CDE® RENEWAL BY CONTINUING EDUCATION (CE)

Ready?

1st – You will need to log in to your CDE Portal
Go to www.ncbde.org

Once at the NCBDE website, click here to get to the CDE login page

Copyright 2019 NCBDE
CDE® RENEWAL BY CONTINUING EDUCATION (CE)

CDE – Log In Page

Scroll down to the lower left hand corner to enter your username and password.

Need a reminder? You can find it here!

Copyright 2019 NCBDE
A Few Notes: Left Hand Navigation Bar Guides You Through the Various Renewal Pages Appears on Every Renewal Page with the Page Status

An error message in red highlighted in yellow will appear at the top of the page for any required information that was not completed for that page.

* (red asterisk) Denotes required field. You must complete to proceed.

Selecting EXIT will exit you from the form. If you select EXIT before entering your payment information or completing the renewal process, your information will NOT be saved.
You are now on the CDEs landing page

Let's start the Online Renewal Application

Welcome to the CDE Area!

CDE Information Details

Click on Online Renewal Application to start the process.
Landing Page - Online Renewal by CE Process

Upon selecting ‘Online Renewal Application, you will be redirected to the 1st page of the renewal by CE application.

Application Processing Info – Screen 1 (Top of Page)

Thank you for choosing to renew your certification as a diabetes educator. This is the 1st renewal page of the online application and is for those that are renewing by continuing education (CE).

Please continue reading...

The 2019 windows to renew by continuing education are:

- Standard window: July 15 – September 15
- Extended window: September 16 – October 15
- Late window: October 16 – December 15
- Grace Period window: December 16, 2019 – March 31, 2020

If you prefer to renew with a paper application, please exit this online renewal application. You can download the paper application here:

Please review the 2019 Renewal Handbook for full details.

If you are renewing by Exam, please exit this online renewal by CE application and refer to the Examination Handbook.

We want your renewal to be an easy process for you, so this screen and the next few screens contain information that will support a smooth renewal process.
Landing Page - Online Renewal by CE Process (continued)
Application Processing Info – Screen 1 (Bottom of Page)

1st Read through the information on the page, select I agree to confirm that you have read and understand, 2nd select Save and Move to Application Processing Info – Screen 2

1st - Review the information. If in agreement, select ‘I agree’

2nd - Then select, Save and Move to Application Processing Info - Screen 2
Application Processing Info – Screen 2

2a Read information referencing browsers and error message on the page, if you read and agree with the information, select ‘I agree’

2b Then, Select Save and Move to Application Processing Info – Screen 3

Copyright 2019 NCBDE
Read the information concerning the audit and records update in the renewal process. Select ‘I agree’ if you read and understand the information.

Then, select Save and Move to Application Processing Info – Screen 4.
Application Processing Info – Screen 4

Informs you of process after you ‘submit’ your application and notifications for either approval of the application or audit selection (including audit deadlines).

4a Select ‘I agree’ if you read and understand, then 4b move on to next page.

4b Then, select Save and Move to Personal Information Screen

4a Read page, if in agreement, select ‘I agree’
Personal Information

This page contains your contact information and mailing list permissions. Enter your information, making any updates to your contact information (email, mailing address, etc). When all the information has been entered, select Save and move to Professional Information. An error message in red highlighted in yellow will appear at the top of the page for any required information that was not completed.
Personal Information

Important Note: Are you logged into your CDE area?
The information on this page is pre-populated from the NCBDE database. If you do not see your information on this page it is an indication that you are NOT logged into your CDE area. If this is your case, please exit out of this application and login to your CDE portal to renew online.

- Exit.
- Go to login page.
- Log into your CDE Portal.
- Start online application again.

The information is not populated which means you are not logged into your CDE portal.
Professional Information

This page contains information regarding your professional practice. When all the information has been entered, select Save and move to Eligibility Verification – Step 1.

* Denotes required information

When completed, select save and Move to Step 1.
Eligibility Verification – Step 1

You will verify meeting the renewal requirements on this page. Verification includes Discipline, Renewal Practice, and Continuing Education (CE); Canons and reading the Renewal Handbook.

A. Discipline Requirement

B. Renewal Practice Requirement

C. CE Requirement

D. Canons

Attestation includes Handbook

Attest to all of the requirements, then move to Step 2.
Confirmation of Audit – Step 2
During the renewal process a random audit will be held to verify eligibility requirements. This step provides details and information on the audit, should you be selected.

Read the details regarding if you are selected for the audit.

When completed, select save and Move to Step 3.
Communication Permission – Step 3
This step provides information regarding the methods NCBDE communicates with its CDEs. It also includes information regarding unsubscribing from its email service.

Read the information on the page.

If in agreement, select I Agree, then save and move to Step 4.
Final Attestation – Step 4

This step provides important information regarding your renewal application and the information which you have entered in the application and are attesting to.

Read the information thoroughly on the page.

If in agreement, select I Agree, then save and move to payment page.
Payment

This is your payment page. You will enter your payment information on this page. Select your payment method: Credit Card or Paypal, enter your details, then select SUBMIT to submit your application.

Important:
1) Processing your payment may take a few moments. Please do not hit ‘submit’ more than one time.
2) Do not use the back button once you have submitted your payment or your application will be processed two times and you will be charged twice. You must choose the log out link on the submission confirmation screen that will appear after your payment has been processed.

Renewal Application Fee: $0.00

Enter in your payment information.

Selecting SUBMIT, will submit your application.
After Submittal of the Application
Approval Pop Up Notification

You will receive a pop up notification indicating either you were approved or selected for an audit. In either case an email will follow concerning the approval or audit instructions if selected for the audit. Below is a sample of the approval pop up notification. You will need your pop up blocker enabled in order to receive the pop up.
After Submittal of the Application
Selected for Audit

You will receive a pop up notification indicating either you were approved or selected for an audit. In either case an email will follow concerning the approval or audit instructions if selected for the audit. Below is a sample of the audit pop up notifications. You will need your pop up blocker enabled in order to receive the pop up.
Receipt of Payment
You can find your payment receipt in one of two areas.

After you close the pop up window, you can print out a screen shot of the web page with your payment information.

Email confirmation sent upon approval. This also serves as your receipt of payment.
Thank You!

QUESTIONS? NEED LOGIN ASSISTANCE?
Your NCBDE staff is ready to assist you with your questions.

Email us at info@ncbde.org
Phone us at 877-239-3233