Guidelines for Reporting Continuing Education Activities

Minimum Total of 75 Hours of Acceptable Activities Required

1. Self-Assessment

It is expected that health professionals specializing in diabetes self-management education will want to demonstrate through renewal of certification that their knowledge and skills are up-to-date and that they are able to practice proficiently and safely. It is hoped that 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.

2. Renewal by Continuing Education Cycles

For those renewing for the first time, the start date for accruing professional practice hours is the January 1 following the year of initial certification.

For those who have previously renewed, the start date for accruing practice hours is the day after the deadline date of their last renewal by continuing education or the fall exam deadline date (e.g., for those renewing in 2017, those who renewed by continuing education using the standard deadline of September 17, 2012, accrual starts September 18, 2012; for a CDE who renewed by examination on June 6, 2012, the accrual date starts on September 16, 2012).

All hours must be obtained prior to the date of application for renewal.

3. Activities:

- must be applicable to diabetes. All subject matter on the Certification Examination Content Outline published in the current Handbook is considered applicable to diabetes. (See Examination Handbook, Appendix III, or Renewal by Continuing Education Handbook, Appendix II)
- must be completed as defined by the renewal of continuing education cycles policy. (All 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.
- do not have to be discipline specific nor do the activities 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.

Formal continuing education activity formats acceptable for renewal of certification by continuing education - minimum of 45 clock hours of the following:
- Continuing education courses
- Independent study
- Seminars
- Online programs
- Workshops
- Telephonic or video conference programs
- Conferences

Expanded activities acceptable for renewal of certification by continuing education - maximum of 30 clock hours of the following:
- 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

4. Activities - Additional Information/Requirements

See Tables A and B on pages 2 and 3.
Table A. *Formal* Continuing Education Activities - Additional Information/Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Hour Definition</th>
<th>Hours Required/Allowed</th>
<th>Requirements</th>
<th>Activity Documentation for Audit or Grace Period Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 contact hour = 1 clock hour</td>
<td>Minimum of 45 clock hours</td>
<td>Must be approved by a provider on the NCBDE List of Recognized Providers (See 5. Formal Activities - Recognized Continuing Education Providers on page 4).</td>
<td>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.</td>
<td>Proof of participating in formal continuing education activities is met by providing copies of certificates of completion, verifications of attendance issued by a recognized provider on NCBDE’s list, or other relevant proof of attendance issued by the recognized provider for each continuing education activity submitted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
<td>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.</td>
<td>Each document must include the name of the attendee, title of the activity, date(s) the program was attended or completed, the recognized provider(s), and the total number of credits or contact hours awarded.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Activities NOT acceptable:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Other certification/credentials awarded</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Elected office or serving on Boards and/or Committees</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Journal clubs or professional reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Posters or poster sessions and exhibits</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Preceptorships or mentor hours (Exception - See Expanded Activities - Table B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Volunteer activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Category Hour Definition</td>
<td>Hours Required/Allowed</td>
<td>Requirements</td>
<td>Documentation for Audit or Grace Period Application</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Academic Coursework</td>
<td>One semester credit hour = 15 hours of formal continuing education activity</td>
<td>• No minimum required</td>
<td>• Offered through an accredited college or university</td>
<td>• Supporting documents, such as a transcript(s) showing the number of academic credits, sponsoring organization etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Can mix and match with other non-formal categories</td>
<td>• Content must be applicable to diabetes</td>
<td>• Title must clarify content applicable to diabetes or additional information provided to verify content applicable to diabetes must be provided.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maximum if only utilizing this non-formal category: 2 semester credit hours (30 CE hours)</td>
<td>• Repeat courses are not accepted for certification renewal. CDEs may claim credit for a specific course only once, even if they took that course multiple times during their accrual cycle.</td>
<td></td>
</tr>
<tr>
<td>Presentations</td>
<td>One presentation = 10 hours of formal continuing education activity hours</td>
<td>• No minimum required</td>
<td>• Primary presenter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Can mix and match with other non-formal categories</td>
<td>• Content must be applicable to diabetes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maximum if only utilizing this non-formal category: 3 presentations (30 CE hours)</td>
<td>• Delivered in a structured teaching/learning framework as part of conference, seminar, or teleconference where continuing education credits are awarded to attendees.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Minimum of 45 minutes in length</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Original presentation; repeat or modified presentations of previous presentations cannot be counted</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Excludes poster presentations</td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td>One publication = 10 hours of formal continuing education activity hours</td>
<td>• No minimum required</td>
<td>• Primary author</td>
<td>Supporting documents such as a copy of the program, abstract, objectives, course content, as well as evidence that the individual actually presented the topic.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Can mix and match with other non-formal categories</td>
<td>• One peer-reviewed article or book chapter related to diabetes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maximum if only utilizing this non-formal category: 3 publications (30 CE hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service as Mentor in NCBDE Mentorship</td>
<td>One completed partnership experience = 10 hours of formal continuing education activity hours</td>
<td>• No minimum required</td>
<td>• Verification of completion of mentor/mentee partnership during their accrual cycle.</td>
<td>Diabetes Education Mentorship Program Experience Verification Document</td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td>• Can mix and match with other non-formal categories</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maximum if only utilizing this non-formal category: 3 mentees (30 CE hours)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Published 2/2017
5. **Formal Activities - Recognized Continuing Education Providers**

*Formal* continuing education activities must be provided by or approved by one of the following:

American Association of Diabetes Educators (AADE) [https://www.diabeteseducator.org/education-career](https://www.diabeteseducator.org/education-career)

American Diabetes Association (ADA) [http://professional.diabetes.org/](http://professional.diabetes.org/)

Academy of Nutrition and Dietetics (ACADEMY) [http://www.eatrightpro.org/resources/career/professional-development](http://www.eatrightpro.org/resources/career/professional-development)

Accreditation Council for Pharmacy Education (ACPE) Accredited or Approved Providers


Accreditation Council for Continuing Medical Education (CCME-AMA) Accredited or Approved Providers


American Nurses Credentialing Center (ANCC) Accredited or Approved Providers

[http://www.nursecredentialing.org/Accreditation/AccreditedOrganizations](http://www.nursecredentialing.org/Accreditation/AccreditedOrganizations)

American Academy of Family Physicians (AAFP) [http://www.aafp.org/cme.html](http://www.aafp.org/cme.html)

American Association of Nurse Practitioners (AANP)

[http://www.aanp.org/education/continuing-education-ce/ce-opportunities](http://www.aanp.org/education/continuing-education-ce/ce-opportunities)

American Academy of Optometry (AOA) [http://www.aoopt.org/](http://www.aoopt.org/)


American Association of Clinical Endocrinologists (AACE) [https://www.aace.com/](https://www.aace.com/)

American College of Endocrinology (ACE)

American College of Sports Medicine (ACSM) [http://www.acsm.org/find-continuing-education](http://www.acsm.org/find-continuing-education)

American Medical Association (AMA) [https://www.ama-assn.org/education](https://www.ama-assn.org/education)

American Nurses Association (ANA) [https://learn.ana-nursingknowledge.org/](https://learn.ana-nursingknowledge.org/)

American Occupational Therapy Association (AOTA)


American Physical Therapy Association (APTA) [http://www.apta.org/CareersEducation/](http://www.apta.org/CareersEducation/)


Commission on Dietetic Registration (CDR) Accredited or Approved Providers


Council on Continuing Medical Education (CCME-AOA) Approved Sponsors

[http://www.osteopathic.org/inside-aoa/development/continuing-medical-education/Pages/default.aspx](http://www.osteopathic.org/inside-aoa/development/continuing-medical-education/Pages/default.aspx)

Council on Podiatric Medical Education (CPME-APMA) Approved Sponsors

[http://www.cpme.org/education/content.cfm?ItemNumber=2422&navItemNumber=2237](http://www.cpme.org/education/content.cfm?ItemNumber=2422&navItemNumber=2237)

International Diabetes Federation (IDF) [http://www.idf.org/](http://www.idf.org/)

National Association of Clinical Nurse Specialists (NACNS) [http://www.nacns.org](http://www.nacns.org)

National Association of Social Workers (NASW) [http://www.socialworkers.org/ce/approval/default.asp](http://www.socialworkers.org/ce/approval/default.asp)

National Commission for Health Education Credentialing (NCHEC) Designated Providers


*Formal* continuing education activity 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.

Published 2/2017

**National Certification Board for Diabetes Educators**

330 E. Algonquin Road, Suite 4

Arlington Heights, IL 60005

Voice (877) 239-3233 or (847) 228-9795

Fax: (847) 228-8469

Web: www.ncbde.org

E-mail: info@ncbde.org