



NATIONAL CERTIFICATION BOARD FOR DIABETES EDUCATORS

Retired Status Information and Request Form Packet

Information:

Retired Status Definition

- The Retired status recognizes a retired Certified Diabetes Educator's service and commitment to the diabetes educator profession, as well as their achievement and maintenance of the CDE® credential.
- This voluntary status is available to active status CDEs who are no longer actively working, volunteering, or practicing in diabetes education, but wish to maintain their relationship with NCBDE.
- Individuals obtaining Retired status will receive a certificate of recognition and be included on a published listing of Retired Status Certified Diabetes Educators.

Retired Status Guidelines

1. Individuals must actively hold the CDE® credential in good standing or have been in good standing at the time their credential expired in order to request Retired status.
2. Individuals who have allowed their CDE® credential to expire due to retirement can apply for Retired status within 5 years from their expiration date, e.g., expired on 12/31/2014 due to retirement prior to that date can apply for retired status through 12/31/2019.
3. The individual must (1) hold an active CDE® credential for a minimum of 10 years (e.g., 2 cycles), and (2) have no unresolved adverse disciplinary actions or canons of ethics violations actions at the time of their request for Retired status or the date their credential expired, whichever is earlier.
4. Retired status is for certificants who retire(d) from the field of diabetes education with no plans to return or to renew their CDE® certification.
5. A one-time processing fee is required with the Retired Status Request Form.
6. Once the Retired Status Request Form and fee have been processed, a Retired Status certificate identifying the individual's retired status will be mailed to the individual within four to six weeks.
7. The Retired status designation does not expire or need to be renewed.
8. Retired status does NOT allow individuals to use the CDE® acronym. Use of the CDE® acronym and registration mark associated with their name is strictly prohibited. Individuals may use the designation "Certified Diabetes Educator (Retired)", but NOT CDE (Retired).
9. Individuals holding Retired status do not qualify for open CDE® seats on the NCBDE Board of Directors. Qualifications for other volunteer positions may vary, but in general, individuals holding Retired status will not usually qualify for these positions.
10. Retired status explicitly identifies that an individual does not hold active status. Retired status is permanent.
11. If Retired status individuals wish to reactivate the credential, they must apply, pay for and pass the Certification Examination for Diabetes Educators using the initial certification eligibility requirements and fee in place at the time of application.
12. The NCBDE has the right to establish policies and procedures to designate a CDE® or individual with an expired credential as holding Retired Status who may not meet all of the above requirements. The designation will be restricted to individuals with past volunteer leadership roles on NCBDE Boards and/or committees.

Retired Status Request Process

- A qualifying individual may request that their status be changed to Retired status through completion of the "Retired Status Request Form" and submission of a one-time \$30 fee via mail (note: this fee may change at any time).
- Requests must be postmarked no later than 5 years after expiration date.
- Once a qualifying individual completes and submits the "Retired Request Form", along with the fee, your designation will be changed to "Retired" in the NCBDE database record.
- A letter confirming Retired status will be provided, along with a certificate.
- The names of those approved for Retired status will be added to the listing on the NCBDE web site on a special recognition page.

Benefits of Retired Status

- Receipt of a Certificate of Recognition
- Listing on Retired Status Recognition page on NCBDE web site
- No renewal fee or requirements
- Access to the NCBDE Newsletter



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Retired Status Request Form

*Please mail completed request form and \$30 fee, made payable to NCBDE, to:
NCBDE, Attn: Retired Status Request, 330 E. Algonquin Rd, Suite 4, Arlington Heights, IL 60005.*

Section A: Personal Information *(please print neatly)*

<i>Name</i>		
<i>Home Address</i>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Home Phone</i>	<i>Home Fax</i>	<i>Home Email Address</i>
Retirement Date (mm/dd/yyyy):		
<p><i>Check 'Yes' if you agree to having your name published upon approval of Retired status designation</i></p> <p><input type="checkbox"/> Yes, include my name on the listing of Certified Diabetes Educators (Retired)</p> <p><input type="checkbox"/> No, do not include my name on the listing of Certified Diabetes Educators (Retired)</p>		

Section B: Certification Information

Note: A CDE® requesting Retired Status must hold an active CDE® credential for a minimum of 10 years (e.g., 2 certification cycles)

<u>CDE® Number</u>	<u>Year of Initial CDE® Certification</u>	<u>Certification Expiration Date</u>

Section C: Retired Status Attestation

The following statement must be signed and dated.

I hereby apply for Retired status and attest to:

- being retired from the field of diabetes education. I am no longer actively working, volunteering, or practicing in diabetes education;
- holding an active CDE® credential or if applying with an expired CDE® credential, Retired status form is being mailed with a postmark date no later than 5 years after expiration, e.g., credential expired 12/31/2014, must apply no later than 12/31/2019;
- holding the CDE® credential for a minimum of 10 years (e.g., 2 certification cycles);
- having no unresolved adverse disciplinary actions or canons of ethics violations actions at the time of this request for Retired status;
- understanding that after obtaining Retired status, I am NOT allowed to use the CDE acronym. Use of the CDE® acronym and registration mark associated with my name is strictly prohibited. Once Retired status is approved, I am allowed to use the designation “Certified Diabetes Educator (Retired)”, but NOT “CDE (Retired)”; this designation cannot be listed following my name and/or other credentials, but can be listed on a separate line;
- understanding that individuals holding Retired status do not qualify for open CDE® seats on the NCBDE Board of Directors. Qualifications for other volunteer positions may vary, but in general, individuals holding Retired status will also not usually qualify for these positions;
- understanding that Retired status explicitly identifies that an individual does not hold active status;
- understanding that Retired status is permanent (see below for reactivation requirements)
- understanding that reactivation requires use of the initial certification eligibility requirements and fee in place at the time of reactivation.

Signature

Date