Maintaining the CDE® Credential

NCBDE Mission

Define, develop, maintain and protect the certification and credentialing process to promote ongoing quality diabetes education and support

NCBDE Chair

Sue McLaughlin
BS, MOL, BS, RD, CDE®
2015 Chair
National Certification Board for Diabetes Educators
Arlington Heights, IL

Sheryl Traficano
MBA
CEO
National Certification Board for Diabetes Educators
Arlington Heights, IL

What We’ll Talk About Today:
• Important Info About Renewal
• Eligibility requirements
• Continuing Education Option
• Examination
• How Do You Get Involved?
• Questions

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What’s New?

• NCBE Mission
• What is a CDE®? Who is a CDE®?
• Benefits of Holding CDE® Credential
• What’s New?
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What is NCBDE?

Purpose: Conduct certification activities in a way that upholds standards for competent practice in diabetes self-management education (DSME).

What is a CDE®?

• A health professional who possesses comprehensive knowledge of and experience in prediabetes, diabetes prevention and management.
• Educates and supports people affected by diabetes to understand and manage the condition.
• Promotes self-management to achieve individualized behavioral and treatment goals that optimize health outcomes.

As of January 2015 - just over 18,800 CDEs

RN (includes CNS and NP) 60%
RD & CDN 41%
Other 1%

Benefits of Holding the CDE® Credential

• Better able to contribute to the overall goal of improving patient outcomes.
• Showing patients, colleagues & employers that you have comprehensive knowledge necessary to provide the high level of education and care needed.
• Standing out from other, non-certified practitioners, especially in a competitive market.

What’s New for Initial Certification?

• Tweaked wording in definition of CDE, DSME definition, etc. throughout Handbook.
• Addition to standard discipline: Master Certified Health Education Specialist (MCHES).
• Volunteer DSME experience accepted.
• Unique Qualifications pathway available.
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What's New for Renewal of Certification?
- New – Retired status available – for those no longer practicing in diabetes education (volunteer or employment) – small one-time fee, recognition on NCBDE website
- Practice Requirement – no changes
- Examination
  - No changes in application process
  - Update of exam content outline/test form launched in 2014

What's New for Renewal of Certification? (continued)
- Renewal by Continuing Education
  - 2014 - National Commission for Health Education Credentialing (NCHEC) designated providers added to Recognized Providers list
  - Additional deadline – “Grace period” – available from December 16 – March 31

Important Info About Renewal
1. Know your expiration date
2. Be sure NCBDE has your current contact info
3. Review the renewal practice requirement

Eligibility Requirements
- Maintain original license/registration held at the time of your initial certification
- Acquire minimum of 1000 hours of professional practice experience during five-year certification cycle
- Apply and pay application fee for renewal method chosen
- Document 75 hours of continuing education activities or pass exam.

Eligibility Requirements
- Renewal professional practice
  - What it is?
    - Providing direct/indirect professional contribution to the care and self-management education of people with diabetes
  - What it is not?
    - Employment in manufacture, direct sales or distribution of diabetes-related products or services
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Eligibility Requirements
• Renewal professional practice
  • Myth – Working in industry is not acceptable – NOT TRUE. Clinical roles in industry related to diabetes ARE acceptable.
  • Myth – I must accrue 200 hours per year to meet the practice requirement – NOT TRUE. 1000 hours ANY TIME over the cycle is acceptable.

Eligibility Requirements
• Guidelines
  • Overall – at least 75 clock hours of continuing education in content areas applicable to diabetes within cycle.
  • For “first timers”, accrual cycle begins January following year certified, e.g., passed spring 2013 exam – can count c.e. completed 1/1/2014 or later.
  • For those who have renewed previously, day after deadline used to renew, e.g., renewed 2013 regular Sept deadline, can count c.e. completed 9/16/2013.

Continuing Education Option
• Guidelines
  • Self-Assessment
    • Identify needs and appropriate activities to maintain up-to-date knowledge and skills
  • Approved by Provider on NCBDE List of Recognized Providers
    • Myth – The organization providing the activity MUST be on NCBDE’s list – NOT TRUE. Activity must only be APPROVED for c.e. hours by one of the organizations on our list.

Continuing Education Option
• Guidelines
  • Applicable to diabetes – what does that mean?
    • Any subject matter related to exam content outline
      • Myth – The word “diabetes” must be in the activity’s title to count – NOT TRUE. Refer to ECO above w/ a caveat – reviewers need to be able to identify content from title, e.g., “Annual Conference” – rather than “Annual Diabetes Conference of SE States” or “In It To Win It” vs. “In It To Win It – How to Help People Lower their Blood Pressure”.

Continuing Education Option
• Guidelines
  • At professional level that enhances the quality and effectiveness of diabetes self-management education practice.
    • Does NOT have to be discipline-specific, nor does it have to be in any specific area of concentration.

Continuing Education Option
• Guidelines
  • Some types of activities acceptable; others are not. Review guidelines in full.
    • Acceptable – e.g., c.e. courses, independent study, seminars, online programs, etc.
    • Not Acceptable – e.g., academic courses, other certification/credentials awarded, journal clubs, presentations by certificant, exhibits or poster sessions, etc.
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Continuing Education Option

- Guidelines
  - Clock hours – what does this mean?
  - History
  - Documenting
    - Online tracking option – 1.5 hours on certificate = 1:30 hours:minutes.
    - Audit - PDF fillable or hard copy summary form – 1.5 hours on certification can be marked down as 1.5 hours.

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Early on
- Decide how you will track your c.e. activities
- Create a folder for filing hard copy verification forms for completed activities, along with copies of programs/outlines
- Complete a self-assessment to identify areas of need subject-wise

Continuing Education - Tips
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Continuing Education - Application

• When you are up for renewal
• Verify submission/deadline dates
• Obtain the Renewal Handbook
• Read Handbook and decide if you'll make use of the NEW on-line renewal option or OLD paper application option.

Note: Specific documentation of c.e. activities or practice requirement is NOT required with application.

For the paper application option, use the checklist to complete application and submit by mail
• Add “@ncbde.org” to your safe senders/friends list
• Read any email messages from NCBDE re: your application

How do I access and use the online renewal form?

Click the link below the login button

Forgot your password?

Visit the login help link on the website.
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Click here

Many fields on this page will prefill; change as needed.

Be sure to review and make your desired choices.

Provide your professional information

Verifying eligibility to renew - must identify that you agree to move on.
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- Confirming you understand you may be audited and will provide documentation if chosen.

- Confirming you understand how NCBDE will communicate with you.

- Final attestation.

- Amount for renewal.

- Submission of payment screen options:
  - Credit card or PayPal.

- Important notes!! Be sure to fill in all the necessary information.

- Confirmation of submission – be sure to print out!
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Continuing Education – Review/Approval

• Once an on-line application is submitted
  • Submission verification immediate
  • Within 24 hours, email message sent with acceptance notification OR audit notification.
  • Acceptance notification includes:
    • Verification of payment (“receipt”)
    • New expiration date
    • Renewal accrual cycle information
    • Website data updated with new expiration date

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Continuing Education – Review/Approval

• Once a paper application received:
  • Reviewed for necessary paperwork
  • Entered into renewal database
  • Fee processed
  • Receipt notification email sent (within 6 weeks)
  • Audit notification email sent as needed
  • From October - December, renewal approved letter sent with updated expiration date and accrual dates for next cycle

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Continuing Education – Review/Approval

For all approved, wallet card and certificates mailed in following January.

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Continuing Education – Review/Approval

• Recommendations for a smooth process:
  • Read the Handbook
  • Use the on-line renewal option
  • Submit earlier vs. later in chosen app window
  • (On-line app) Don't wait until only 1-2 hours is left before the deadline is up to start (e.g., start at 9/15/2015 at 10:30pm CT, with 9/15/2015 11:59pm CT regular deadline).
  • (Paper app) Use the checklist

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Continuing Education – Review/Approval

• Recommendations for a smooth process: (continued)
  • Check your email in-box for any NCBDE email messages (and it doesn’t hurt to check your spam box too!)

• Fact: Over 99% of CDEs who apply using the continuing education option are successful in renewing!

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Continuing Education – Review/Approval

• You’ve received an email message that you have been chosen for an audit.
  • What did you do wrong? Absolutely nothing! Just random selection
  • Verify the deadline
  • Review the audit documentation
  • Complete and return audit packet via traceable mail
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Examination - Application
- Applied Measurement Professionals (AMP) administers the examination process for NCBDE, including application submission.
- Apply on-line or using paper application
- 2015 fee - $250 renewal

Examination - Details
- Computer-based test offered at over 190 different test centers
- Based on examination content outline (ECO) developed from 2013 practice analysis for 2014 exam and future.
- Each question is linked directly to a task or tasks on ECO

Examination - Studying
- Review ECO (Handbook/web site)
- Responsible for knowledge over all of ECO
- Also, consider your typical patient – be sure to study aspects of the ECO outside of that profile
- Review Handbook information on studying for the examination and references
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Examination - Studying
- Check around for other resources for review courses/materials
- Consider forming a study group
- Still nervous about exam day? Consider making use of the Practice Examination (PE).

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How do you get involved with NCBDE?
Look for:
- mentorship program details – would you consider being a mentor?
- opportunities to communicate with other CDEs
- calls for applications for open Board positions
- calls for applications for open Committee/Task Force positions
- opportunities to complete surveys

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How do you get involved with NCBDE? (continued)
Where?
- NCBDE web site
- NCBDE’s facebook page: CertifiedDiabetesEducators
- NCBDE’s LinkedIn group page: https://www.linkedin.com/groups?home=&gid=8233015
- NCBDE News (annual available via web site; new issues are announced via email blasts)
- NCBDE email blasts

Questions?
How to contact NCBDE:
www.ncbde.org • info@ncbde.org
Voice 877-239-3233 (toll free) or 847-228-9785
Fax: 847-228-9469
National office:
330 E. Algonquin Rd, Suite 4
Arlington Heights, IL 60005