Maintaining Your CDE® Credential: Remind Me Again – How Do I Renew?

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Maintaining the CDE® Credential

What We’ll Talk About Today:

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

- Important Info About Renewal
- Eligibility Requirements
- Continuing Education Option
- Examination
- How Do You Get Involved?
- Questions

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NCBDE Mission

Promote comprehensive and ongoing quality diabetes education and support by defining, developing, maintaining, and protecting the certification and credentialing processes

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What is NCBDE?

- Autonomous specialty board overseen by Board of Directors made up of volunteer CDEs & others
- Committees & Task Forces – volunteer CDEs
- NOT a membership association or dues paying organization
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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)

The National Certification Board for Diabetes Educators received accreditation of its Certified Diabetes Educator Program from the National Commission for Certifying Agencies (NCCA) in March 2016.

What is a CDE®?

A health professional who:

• Possesses comprehensive knowledge & experience in prediabetes, diabetes prevention and management
• Educates & 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

Benefits of Holding the CDE® Credential

19,806 CDEs

As of May 2017

• 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

Benefits of Holding the CDE® Credential

The CDE® credential is considered the "gold standard"

- A recognized designation of a diabetes professional

What’s New for Initial Certification?

• 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?

- Reminder—Retired status available—for those no longer practicing in diabetes education (volunteer or employment)—small one time fee, recognition on NCBDE web site
- Practice Requirement—no changes

What's New for Renewal of Certification? (continued)

- Exam Option—year-round testing in approximately 300 exam sites
- Continuing Education Option—CE Activities
- Additional deadline—“Grace period”—available from December 16—March 31

Important Info About Renewal

1. Know your expiration date and accrual dates
2. Review the renewal practice requirement
3. Be sure NCBDE has your current contact info

Renewal: Eligibility Requirements

- Maintain original license/registration held at the time of your initial certification
- Accrue minimum of 1,000 hours of professional practice experience during five-year certification cycle
- Document 75 hours of continuing education activities or pass exam.
- Apply and pay application fee for renewal method chosen

Renewal: Eligibility Requirements Professional Practice

- Myth—Working in industry is not acceptable—NOT TRUE.
  Truth: Clinical roles in industry related to diabetes ARE acceptable.
- Myth—I must accrue 200 hours per year to meet the practice requirement—NOT TRUE.
  Truth: 1,000 hours ANY TIME over the cycle is acceptable.

1. Know your expiration date and accrual dates
2. Review the renewal practice requirement
3. Be sure NCBDE has your current contact info
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Renewal: Continuing Education Option

Minimum total of 75 clock hours of continuing education in content areas applicable to diabetes within your accrual cycle. You can earn hours through both the Formal and Expanded Continuing Education Activities.

Activities need to be related to Diabetes.

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Renewal: Continuing Education Option – Formal Activities

Formal Continuing Education Activities (Traditional CEs)

1. Need to be approved by a provider on the NCBDE List of Recognized Providers
2. A minimum of 45 of the 75 hours must be earned from this Formal Activities categories (remaining 30 under the Expanded Activities).
3. Not required to earn hours under the Expanded.
4. Note that if you are NOT using hours from the Expanded Activities, you will need to earn all the hours under the Formal Activities.

Renewal: Continuing Education Option – Expanded Activities

1. Includes taking academic courses, giving presentations, writing publications, and Service as Mentor in NCBDE mentorship program
2. Maximum of 30 hours can be used from the Expanded. See Table B in the renewal handbook for individual limits for each Expanded Category.
3. Using Expanded CE hours is not required to renew.
4. If you will not be using hours from the Expanded Activities, then all your CE will need to be earned from the Formal Activities.
5. Expanded activities need to be related to diabetes

For additional details on the Formal and Expanded Activities Categories, please refer to Tables A and B in the: Renewal by Continuing Education Update for CDEs Renewing in 2017 and Later: Guidelines for Reporting Continuing Education Activities or the current Renewal Handbook. Download available on the NCBDE website at: https://www.ncbde.org/assets/1/7/RenewalGuidelinesExpDoc_final.pdf

Overall - Minimum total of 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 exam on March 2016 or October 2016 – can count CE completed 1/1/2017 or later.

• For those who have renewed previously, day after deadline used to renew, e.g., renewed 2012 regular Sept deadline (9/17/2012), can count CE completed 9/18/2012 forward; renewed 2012 extended Oct deadline (10/15/2012), can count CE completed 10/16/2012 forward.
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Renewal: 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.
  - Truth: Activity must only be APPROVED for CE hours by one of the organizations on our list.

Renewal: Continuing Education Option - Guidelines

Applicable to diabetes – what does that mean?

- Any subject matter related to Exam Content Outline (ECO)
  - Myth – The word “diabetes” must be in the activity’s title to count – NOT TRUE.
  - Truth: 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”.

Renewal: 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.

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Continuing Education Option – Clock Hours, Documentation and Online Tracking

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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Tracking Your CE Activities

After logging in to NCBDE’s CDE portal, you will arrive at the CDE landing page.

From here you will select – Track Hours

Welcome to the CDE Area!
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Tracking Your CE Activities

Then select – Continuing Education Tracking

Use the drop down to select the appropriate Type of Activity.

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Tracking Your CE Activities

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Tracking Your CE Activities – Formal Activities

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Tracking Your CE Activities – Expanded Activities

My Continuing Education Hours

<table>
<thead>
<tr>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Formal Activities Form
Use drop down to select the approved recognized provider.

Audit Documentation – Formal Activities Summary Form
Formal Activities – Minimum of 45 CE hours
Formal Activities plus a minimum of 15 credit hours of Nonformal Activities.
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Audit Documentation – Expanded Summary
Form

Expanded Activities

Be aware limits do apply!

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Continuing Education - Tips

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

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Continuing Education - Application

When you are up for renewal
- Verify submission/deadline dates
- Obtain the Renewal Handbook or download from the website
- 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 CE activities or practice requirement is NOT required with application

HOW DO I ACCESS AND USE THE ONLINE RENEWAL FORM?
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Password/Hints: select user name and password

Forgot your password? Use link below login button

Review the notes. Read through the Renewal Handbook.

Click here

"very important to know"
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Review the notes

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

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Be sure to review and make your desired choices

Provide your professional information

* Fields are required. If you miss any of the required fields you will receive a message similar to the above indicating what ‘field’ you missed. You will need to correct any issues before moving to the next page.

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

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Confirming you understand how NCBDE will communicate with you.

Important notes!!

Be sure to fill in all the necessary information.

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Amount for renewal.

Submission of payment screen.

Options:

credit card or paypal

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Submission of payment screen.

Account to be removed.

Important notes!!

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Final attestation...
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Confirmation of submission – be sure to print out! This also serves as your Payment Receipt.

If selected for AUDIT…until your audit is complete, this message will appear in your CDE portal under Renewal Form.

Continuing Education – On-line Application – Review/Approval
- Once an on-line application is submitted, an immediate pop up submission verification notification will appear (make sure your pop up blockers are enabled)
- 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
  - Landing page in portal will update with new expiration date

Continuing Education – Paper Applications – Review/Approval
- Once a paper application received:
  - Reviewed for necessary paperwork
  - Entered into renewal database
  - Fee processed
  - Receipt notification email sent (within 6 weeks of receipt)
  - Audit notification email sent as required
- Upon processing, renewal approved letter sent with updated expiration date and accrual dates for next cycle

Continuing Education – Paper Applications – 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 9/15/2017 at 10:30 pm CT, with 9/15/2017 11:59 pm CT regular deadline). (Paper app) Use the checklist
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Continuing Education – Recommendations for a Smooth Process

Be sure to 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 - Audit

You’ve received a pop up and 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 by the return date specified in your notification

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Continuing Education – New Certificate

Wallet card and certificates mailed approximately 3 months after application approved.

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Examination - Application

YES! Year-round application and testing. Test at a day convenient to you and your schedule.

How does it work?
1. Apply (www.goAMP.com)
2. Receive approval notice (unless chosen for audit)
3. Make exam appointment on-line or by phone
4. Take the test no later than 90 days of date approval notice received

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Examination - Details

• Computer-based test offered at approximately 300 different test centers
• Based on examination content outline (ECO) developed from 2013 practice analysis for 2014 exam and forward.
• Each question is linked directly to a task or tasks on ECO
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Examination - Details
• 200 multiple-choice, objective questions, including 25 pre-test (unscored) questions
• 4 hour time frame
• Normally, score reports provided upon completion of examination

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
• Take a peek at our Exam Tips Brochure (https://www.ncbde.org/assets/1/7/ExamTipsBrochure_Current.pdf)

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

Where?
• NCBDE web site
• NCBDE's facebook page: CertifiedDiabetesEducators
• NCBDE's LinkedIn group page: https://www.linkedin.com/groups/8233015
• NCBDE News (annual - available via web site; new issues are announced via email blast)
• NCBDE email blasts

Questions?
How to contact NCBDE:
www.ncbde.org • info@ncbde.org
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