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

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

Maintaining the CDE® Credential
What We’ll Talk About Today:
• Important Info About Renewal
• Eligibility Requirements
• Continuing Education Option
• Examination
• How Do You Get Involved?
• Questions

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

Maintaining the CDE® Credential
NCBDE Mission

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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).

What is NCBDE?

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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.

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.

Benefits of Holding the CDE® Credential

The CDE® credential is considered the “gold standard” - the embodiment of a true diabetes professional.

Benefits of Holding the CDE® Credential

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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19,316 CDEs

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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 web site
• Practice Requirement – no changes
• Examination
• Year-round testing
• Update of exam content outline/test form launched in 2014

Important Info About Renewal

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

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

Eligibility Requirements (continued)

• Renewal by Continuing Education
  • 2014 - National Commission for Health Education Credentialing (NCHEC) designated providers added to Recognized Provider list
  • Additional deadline – “Grace period” – available from December 16 – March 31

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.
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Continuing Education Option

- 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 2014 exam – can count c.e. completed 1/1/2015 or later.

- For those who have renewed previously, day after deadline used to renew, e.g., renewed 2011 regular Sept deadline, can count c.e. completed 9/16/2011 forward; renewed 2012 extended Oct deadline, can count c.e. completed 10/16/2012 forward.

- 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.

- 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

Continuing Education - Tips

- 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 - 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.
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Continuing Education - Application

- When you are up for renewal (continued)
  - 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 here
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Review the notes:

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

Be sure to review and make your desired choices.

Review the notes:

Very important that we can reach you.
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Provide your professional information

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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

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Final attestation…

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Amount for renewal

Submission of payment screen

Options:
- credit card
- paypal

Important notes!!
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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

- Recommendations for a smooth process:
  - Check your email in-box for any NCDBE 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

NEW! Year-round application and testing

How does it work?
1. Apply
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 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

Wallet card and certificates mailed approximately 3 months after application approved

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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
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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? (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 blast)
• NCBDE email blasts

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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

Questions?
How to contact NCBDE:
www.ncbde.org  info@ncbde.org
Voice 877-239-3233 (toll free) or 847-228-9795
Fax: 847-228-8469
National office:
330 E. Algonquin Rd, Suite 4
Arlington Heights, IL 60005