

Continuing Education Program Accreditation Application Frequently Asked Questions

Can anyone submit an application for CE Credit?

All applicants must complete an Applicant Eligibility form. This is a simple form that will determine whether applicants meet eligibility requirements for offering CE.

What types of CE will I be able to offer with an AADE Application for CE Credit?

Approved applications will be able to offer credits for nurses, pharmacists and certified diabetes educators. We can assist with information on how to apply for dietitian credit through the Commission on Dietetic Registration (CDR).

What are the fees for CE Applications?

AADE has a fee structure that is calculated based on the type of group submitting (i.e. Not-for-Profit, Member-owned Business) and the amount of CE hours requested. You may email AADE at ceapplication@aadnet.org to request information for fees.

How long will be program be approved for?

Approved applications may receive an accreditation period of 1-2 years depending on the discipline(s) requested for credit.

Can I submit an application that was planned with another group?

Applicants may jointly provide educational activities with other organizations. The jointly providing organization cannot be a commercial interest. The Applicant is referred to as the provider of the educational activity; the other(s) is referred to as the joint provider(s). In the event that two or more organizations are approved, one will assume program responsibility. Materials associated with the educational activity, such as marketing materials, advertising, agendas, and certificates of completion, must clearly indicate the approved organization awarding contact hours and responsible for adherence to accreditation criteria.

Can I have Sponsorship or Commercial Support for my program?

Applicants may receive Sponsorship or Commercial Support for their program. A Sponsorship Agreement or Commercial Support Agreement must be sent along with the application for consideration. More information and forms can be found here <https://www.diabeteseducator.org/education-career/ce-provider-approval/commercial-support>

What if my potential speakers and other planners have a financial relationship, can they still present or be involved in the planning of the CE activity?

Employees of commercial interest organizations **are not permitted** to serve as planners, speakers, presenters, authors, and/or content reviewers if the content of the educational activity is related to the products or services of the commercial interest organization. Individuals who have *nonemployee relationships* with commercial interest organizations are permitted to serve as planners, speakers, presenters, authors and/or content reviewers as long as there has been a mechanism to identify, resolve, and disclose the relationship.

How can I ensure that everything on the application is ready to submit?

1. Review the “Attachments” list the end of the application to ensure you have included all of the application materials needed.
2. Review the “Guidelines & Instructions” document to find answers to specific questions about each section of the application.

What is the process and length of time once I submit my application?

Once you submit your application you will receive an email confirmation from AADE that it has been received. We send all communications via email to the Applicant contact designated on the application. After initial review by an AADE staff member, the application will be sent to a multidisciplinary team of trained peer reviewers. Once the peer reviewers have reviewed the application, we will notify the Applicant contact of any specific revisions or requests for additional information that might be needed. The Applicant contact must return a revised application to us by the assigned date. The application will then go through a second review process, and if needed a second round of program coordinator edits will take place. Once all requirements have been met and the program is approved, a final notification will be sent to the Applicant contact. The entire process can take 30-45 **business** days from when the application is received.

If my program is approved for continuing education credit, what will I receive?

You will receive an email notification stating that the program has been approved and the CE program materials:

- Letters of approval containing the Program ID numbers and the expiration date of the accreditation.
- AADE Disclosure slide
- Attendance sign-in sheets to be completed by the attendees and returned to AADE no later than 30 days post-program
- Attendee CE Completion Certificates – to be distributed to attendees after the completion of the activity evaluation and/or post-test
- Summative Activity Evaluation Report to be completed and returned to AADE no later than 30 days post-program
- *Please note: AADE does not provide electronic methods of evaluations*

What if I would like to repeat an already approved program?

Repeat offerings are referred to as Encore Programs. An Encore Program must take place before the program accreditation expires. An Encore Request Form must be sent 15 **business** days prior to the repeated program date. Encore forms can be downloaded from the CE Program Accreditation page on the AADE website. For Encore fees please email ceapplication@aadnet.org

How can I promote my program?

You must submit a draft copy of the program announcement with the application for pre-approval by AADE before distribution. AADE will provide information on the standards of what can be used on any program announcements. Promotional material can be distributed once a program is approved.