**CE Process**

All applicants must complete and submit the application and forms shown below. We will work with you to meet accreditation criteria and to provide high quality educational programs for diabetes educators. External groups (i.e. outside ADCES not for profit groups, etc.) can apply for CE credit for Nurses, Pharmacists, and CDE/CDCES only. External groups cannot apply for dietitian credit through ADCES’s CE Application process.

ADCES does not process applications for continuing education programs developed by commercial entities such as pharmaceutical and medical device companies.

ADCES does not process applications for continuing education programs that have already occurred (retro-active approval).

In order to be in compliance with the Accreditation Council for Continuing Medical Education Standards for Commercial Support, which have been adopted by the ACPE and ANCC, ADCES does not review, co-provide, or approve continuing education programs developed by commercial entities. In addition, ADCES does not permit educational materials developed by commercial entities, such as slides and handouts, to be used in educational programs.

**Always** download new application materials to ensure you have the most current versions. Do not use saved file copies of this application as items may change to maintain compliance with our accrediting bodies.

All new applicants interested in submitting an individual educational activity for approval must first complete an [Applicant Eligibility form](https://drive.google.com/open?id=1MqY8wRVqdtkBYCaGT8pjVIuYB_kH6syt).

ADCES will not accept partial applications. Required documents must be received **45 business days** prior to the activity’s initial date. If your activity is between 1 – 3 CE, we can accept your submission 30 business days prior to the event. **We cannot accept submissions less than 30 business days prior to the activity. Submission received less than 30 business days of the activity’s initial date will be returned.** Any activity changes after CE language has been provided must be communicated to ADCES for accreditation purposes. For change requests, please email ADCES to discuss options.

At least two people must be involved in an education activity, including a Nurse Planner. The Nurse Planner must be a registered nurse who holds a current, unencumbered nursing license (or international equivalent) AND hold a baccalaureate degree or higher in nursing (or international equivalent). **If the Nurse Planner has an actual or potential conflict of interest, he or she must recuse himself or herself from the role as Nurse Planner for the educational activity.**

The following forms are required when sending in an educational activity for continuing education credit. (Click to download forms):

1. [Application for CE credit](https://drive.google.com/open?id=1F4Ikz3K2zom3JcHNRuCv3CGia1LUvhxu) – overall information about your activity. Includes examples.
2. [Bio-COI disclosure form](https://drive.google.com/open?id=14SXo2SAIf0nZ2sUEu87QM3nuk_dUaeoe) – must be completed for everyone involved in the activity (coordinator, planners, presenters, etc.)
3. [Copy of promotional material](https://drive.google.com/open?id=1XPZ3O0Wnt5p1iDzJjxClorMJJm6Ncz2V) – every activity must submit a copy of their promotional material with their application for pre-approval
4. [Educational planning table](https://drive.google.com/open?id=130yUFhR_UDtuNGF8i5lb6Qgs3JlH4Y9p) – Live and enduring activities
5. [Evaluation template](https://drive.google.com/open?id=1MsE4an2B1q88ic3FPvKweomFfKWGhVkS) – Live and enduring activities

The following forms are required only if they apply to your educational activity. (Click to download forms):

1. [Joint-provider agreement](https://drive.google.com/open?id=1TIkhP8sVn38Jm0iHZliKEAj9F4RQ6EaE) (if applicable) – required if your activity is being joint provided with another organization
2. [Commercial support agreement](https://drive.google.com/open?id=1XG-5VtVMl5T6aKB4WaXTGW5Z65RcF9Ic) (if applicable) – Financial or in-kind contributions given by a commercial interest that are used to pay for all or part of the costs of an educational activity.
3. [Sponsorship agreement](https://drive.google.com/open?id=1XHsRB67ZtJSaevuBhldsDUQVXd_Xp-Du) (if applicable) - Financial or in-kind contributions from an organization that does not fit the category of a commercial interest and that are used to pay for all or part of the costs of an educational activity.
4. [Encore Request Form](https://drive.google.com/open?id=1j8qFsYLan9frhmYbjX3lDEycICFJF9gf) (if applicable) – required if you are repeating a previously approved program before its expiration date

When submitting materials for CE programs, please be sure to submit all materials at once. Incomplete applications will not be accepted for review.

Please contact [ceapplication@adces.org](mailto:ceapplication@adces.org) for information on application fees, questions and application submissions.

After activity materials are received, they are reviewed by ADCES staff to make sure all required information is present before going to the peer reviewers. Materials may be sent back to the activity coordinator at the discretion of ADCES staff if documents are incomplete or completed incorrectly. Once all materials have been completed correctly, ADCES staff assigns a peer review team. The review team is an interprofessional group of volunteer reviewers (nurses, pharmacists and dietitians). The review team will have up to 2 weeks to complete their review of the activity materials.

Once the review is complete, feedback is sent to the activity coordinator through ADCES staff. The activity coordinator will have up to 1 week to complete any necessary edits or changes to their program.

The activity materials are then sent for a final round of review to the Nurse Peer Review Leader. The NPRL will have up to 1 week to review all materials and will either approve the activity or give additional edits to be implemented.

Once these changes are made, the activity coordinator sends the materials back to ADCES staff, and if all requirements have been met, the activity is approved. At that time, ADCES staff will send the continuing education materials to the activity coordinator and the activity can take place with continuing education credits. The CE materials include the following:

1. ADCES disclosure slide
2. Summative evaluation template (to be completed by the Nurse Planner)
3. CE certificate (PDF and DOC)
4. CE program letters
5. Sign in sheets – Pharm, RN, other
6. Participant attendance sheet (if applicable)

Any changes in content after initial approval must be communicated to ADCES for review and approval in order for the content to be presented. **Any changes not sent to ADCES for review and approval will not be awarded CE**. For change requests, please email ADCES to discuss options.

All slides/handouts must be sent to ADCES at least 15 days prior to the program date. Reviewers may request to review slides before that deadline. In that case, those slides must be sent for peer review.

Post activity materials are due to ADCES 30 days after the activity’s date. These materials include:

1. Final copies of handouts/PowerPoint slides
2. Final copy of promotional material
3. Completed sign-in sheets per discipline. In order to claim their contact hours, all pharmacists must provide their date of birth (mmdd) and NABP ePID number on the sign-in sheets.
4. Summative Activity Evaluation form - including open-ended questions and Nurse Planner Review
5. Participant Attendance Sheets (if applicable) – for attendees to indicate which breakout sessions they attended. Must be completed by each participant.
6. Consolidated CE Certificate for Nurses, Pharmacists with your organization/group’s information where applicable
7. Commercial Support Reconciliation Form (if applicable) – a summary of the commercial support you received