



Association of
**Diabetes Care & Education
Specialists**

BC-ADM[®] BOARD CERTIFIED-ADVANCED
DIABETES MANAGEMENT
Certification Examination Handbook

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INTRODUCTION

The certification program for advanced diabetes management is owned by the Association of Diabetes Care & Education Specialists (ADCES), a 501(c)(6) non-profit interdisciplinary professional membership organization dedicated to improving prediabetes, diabetes and cardiometabolic care through innovative education, management, and support. The BC-ADM® credential is conferred only by ADCES. Upon successful achievement of BC-ADM® certification, advanced diabetes managers are awarded the Board Certified-Advanced Diabetes Management certification designation of BC-ADM®. Certification is valid for a period of five (5) years. Candidates may use this designation as long as their certification is current (not expired). Use of the credential past the expiration date on the certificate and/or the grace period for renewal is not permitted and will result in a cease-and-desist letter at a minimum. A registry of BC-ADMs is maintained by ADCES.

This candidate handbook contains information about ADCES' BC-ADM® examination. Individuals who elect to participate in the certification program are responsible for utilizing the most current handbook and knowing its contents. This publication replaces all previous editions of the handbook.

Questions regarding policies or clarification of information should be directed to ADCES. ADCES is not responsible for information that is not understood by the reader or obtained from any source other than ADCES. ADCES does not endorse, financially benefit from, or participate in the development of any preparatory or review courses or published materials claiming to be study guides for the BC-ADM® exam, except those published or sponsored by ADCES.

ADCES has partnered with Scantron, a leading provider of digital assessments and which holds industry leading expertise in test development, psychometrics, and large-scale implementations to manage this examination.

CONTACT INFORMATION

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DEFINITION OF BOARD-CERTIFIED ADVANCED DIABETES MANAGER®

As an advanced diabetes manager, the professional with a BC-ADM® skillfully manages complex patient needs and assists people at risk for and with diabetes and other cardiometabolic conditions with therapeutic problem-solving. *Within their discipline's scope of practice and licensure*, healthcare professionals who hold the BC-ADM® certification may adjust (and in some cases, prescribe) medications, treat, and monitor acute and chronic complications and other comorbidities, counsel patients on lifestyle modifications, address psychosocial issues, and participate in research and mentoring. The BC-ADM credential does not confer a change in scope beyond current licensure.

PURPOSE

The purpose of the ADCES certification program is to conduct certification activities in a manner that upholds standards for competent practice in advanced diabetes management. The BC-ADM® credential demonstrates that the certified advanced practice health professional possesses distinct and specialized knowledge, thereby promoting quality care for persons with diabetes. Certification is a voluntary process used to assess and validate qualified health professionals' knowledge in advanced diabetes management. It is an evaluative process that demonstrates that eligibility requirements have been met. Certification is not required by law for employment, although some agencies may use board certification as a basis for employment, job promotions, salary increases, or other considerations.

Potential benefits of the BC-ADM® certification include but are not limited to:

- Validates expertise and competency to colleagues and people with diabetes
- May be used by a hiring manager as “shorthand” for qualifications and resume
- Enhances *organizational* scope of practice (not legal scope as defined by licensure)
- May lead to increased compensation or the ability to leverage higher salary or promotion
- Available to multiple disciplines (nurses, dietitians, pharmacists, physician/DO's, and PAs)
- Increases marketability in job search
- Increases the visibility of the profession and organization
- Helps to fulfill increased need for advanced clinicians to manage the growing population of individuals with diabetes
- Personal satisfaction

PROFESSIONAL INTEGRITY AND HONESTY

During Application Process

Candidates who apply for the BC-ADM® exam are expected to provide accurate and honest information on their application. They will need to complete a verification of information declaration which says, “I declare and affirm under penalties of perjury that the facts and matters contained in the application are true and correct.”

Both members and non-members may apply for the exam. However, an applicant must be a paid member of ADCES in good standing at the time of the application in order to claim the member rate. Candidates will be asked to enter their member ID into the application as proof of membership. Candidates are expected to verify that their membership is still current before entering their

membership ID. ADCES will conduct audits to verify that membership was active at the time of the application. If a candidate is found to be a nonmember or have an expired membership, ADCES reserves the right to invoice the candidate for the balance of the cost of a member versus nonmember. Note that membership status at the time the application is completed will determine the rate that is charged if a candidate fails their first attempt and wishes to retake the exam.

During Test Taking

Individuals who engage in any of the following behaviors will be dismissed from the examination, their scores will not be reported, and examination fees will not be refunded. Examples of misconduct are when a candidate:

- Creates a disturbance, is abusive, or otherwise uncooperative
- Displays and/or uses electronic communications equipment such as cellular phones, PDA's
- Gives or receives help or there is reasonable suspicion has done so
- Attempts to take the examination for someone else
- Is observed with notes, books, or other aids

During Use of the Credential

The certification of a candidate may be revoked, or a candidate may be denied the right to sit for certification for any of the following reasons:

- Failure to complete or fulfill requirements for certification or certification renewal
- Determination that certification or certification renewal was improperly granted or that there was misstatement of facts submitted by a candidate in his/her application for certification or recertification.
- Failure to maintain professional integrity
 - Integrity demands honesty and candor which must not be subordinated to gain a personal advantage. Allowance can be made for innocent error and legitimate differences of opinion, but integrity cannot co-exist with deceit or subordination of one's principles.
- Revocation for failure to maintain professional licensure is automatic and non-discretionary. All other grounds for revocation of certification are discretionary.

Unauthorized Use of the BC-ADM Credential

Use of the credential before it has been awarded or after it has expired is not permitted. Reports received of unauthorized use will result at a minimum in cease-and-desist notification.

EXAMINATION APPLICATION FEES AND DEADLINES

Testing Window	Application Fee ADCES Member*	Application fee non-member*	Application Deadline**	Notes
June 1-30	\$600 (equivalent to \$120/year for 5 years)	\$900 (equivalent to \$180/year for 5 years)	May 1 Late: up to May 15 +\$50 late fee	Includes the processing of the exam registration and one testing appointment. A second testing appointment in the next test window will incur retest fees.***
December 1-31	\$600 (equivalent to \$120/year for 5 years)	\$900 (equivalent to \$180/year for 5 years)	November 1 Late: up to November 15 +\$50 late fee	Includes the processing of the exam registration and one testing appointment. A second testing appointment in the next test window will incur retest fees.***

* The fee must be paid in U.S. funds to Scantron by Visa or MasterCard.

**Initial application must be completed within 90 days of starting it. Candidates are strongly encouraged to complete their applications at least 60 days prior to their desired testing date. If a candidate has not completed and paid for the application by the respective deadline (November 15 for the December exam and May 15 for the June exam), their application will be assigned to the next testing window as their first window.

***Retake fees will be based on membership status *filed on the initial application*. Joining ADCES as a member after the initial application has been completed will NOT result in a change of membership status and retake fees will be at the non-member rate.

RETAKE FEES (NONREFUNDABLE)

Candidates who do not pass the certification examination may retake the exam in the next consecutive testing window (second testing appointment to retake exam can only occur once per year). The examination retake fee is \$220 for ADCES members and \$340 for non-members. To qualify for the member fee, you must have been a paid member of ADCES and have entered in your membership ID at the time you registered for the initial exam. This fee must be paid before scheduling a new testing appointment. Candidates who fail the examination will receive information on scheduling a second testing appointment.

You may not take the examination more than two times in any 12-month period. If a candidate does not pass the exam two times, the candidate will need to skip the third examination window. Candidates may not take exam three times in a row over three (3) consecutive windows.

RENEWAL OF CERTIFICATION FEES AND DEADLINES

Renewal period	Application Fee ADCES member	Application Fee non-member	Application deadline	Method of renewal
Date on last BC-ADM® certificate to date renewal application is submitted up to 5 years	\$500 (equivalent to \$100/year for 5 years)	\$800 (equivalent to \$160/year for 5 years)	Expiration date on certificate A renewal application may be started at any time, but once started, must be completed within 90 days. After that time, it will be closed.	Candidates must meet 2 out of 6 Professional Development categories (1-5 may be doubled) Continuing education hours (Category 1) Academic credits (Category 2) Presentations (Category 3) Publication or research (Category 4) Preceptor (Category 5) Professional Service (Category 6)

INITIAL CERTIFICATION

Frequently asked questions about initial certification can be found on the ADCES website here: https://www.diabeteseducator.org/education/certification/bc_adm/faq

Eligibility Requirements

Candidates must complete the following requirements before applying. See the eligibility criteria details in the following chart for details.

Eligibility Criteria	Nurse	Dietitian	Pharmacist	Physician Assistant (PA)	Physician
License/Registration	Current, active RN and/or advanced practice nursing license	Current, active dietitian license and/or registration	Current, active pharmacist license	Current active physician assistant license	Current active MD/DO license
Advanced Degree	Master's or higher degree in a relevant clinical, educational, or management area	Master's or higher degree in a clinically relevant area	Master's or higher degree in Pharmacy	Master's or higher degree in a relevant clinical, educational, or management area	MD/DO degree
Experience	500 clinical practice hours within 48 months prior to applying for certification examination. (Clinical hours must be earned after relevant licensure and advanced degree was obtained)				
Level of Practice	Skillfully manages complex patient needs and assists patients with therapeutic problem-solving. Within their discipline's scope of practice, healthcare professionals who hold the BC-ADM certification may adjust (and in some cases prescribe) medications, treat, and monitor acute and chronic complications and other comorbidities, counsel patients on lifestyle modifications, address psychosocial issues, and participate in research and mentoring.				

Discipline-Specific Interpretation of Eligibility Criteria

The interpretations below apply to the health professions listed in this handbook: Advanced practice nurses, dietitians, pharmacists, physician assistants, and physicians.

- License Requirement Interpretation:** Practitioner has a license and/or registration to practice in the specific geographic area/country where candidate is practicing.
- Academic Requirement Interpretation:**
 - If candidate is educated outside the United States, the degree must be earned from an academic program accredited by one of the listed credentialing bodies.
 - Years of practice in lieu of advanced degree is not acceptable.

Registered Nurse Eligibility Criteria:

- Hold a current, active RN license in a state or territory of the United States or the professional, legally recognized equivalent in another country where practicing.

2. Hold a master's, or higher degree in a relevant clinical, educational, or management area such as, family medicine, nutrition, gerontology, advance diabetes management, or other area relevant to the credential from an accredited school. For example:
 - ACEN (Accreditation Commission for Education in Nursing): accredits nursing programs in clinical doctorate, master's, baccalaureate.
 - CCNE (Commission on Collegiate Nursing Education) is affiliated with AACN (American Association of Colleges for Nursing) and accredits nursing programs in higher education institutions (BSN, master's doctorate).
 - NLN-CNEA (Commission for Nursing Education Accreditation) accredits bachelor, master's, and clinical doctorate degree programs).
3. Within 48 months prior to applying for this certification exam, complete a minimum of 500 clinical practice hours in advanced diabetes management. Clinical hours must be earned after relevant licensure and advanced degree was obtained.

Registered Dietitian Eligibility Criteria:

1. Hold a current, active dietitian registration from the Commission of Dietetic Registration (CDR). Practitioner must hold the Registered Dietitian credential (RD/RDN) or equivalent if practicing outside of the US.
2. Hold a master's or higher degree in a clinically relevant discipline, such as nutrition, public health, exercise, sports physiology, counseling, mental health, or gerontology.
3. Within 48 months prior to applying for this certification exam, complete a minimum of 500 hours of clinical practice in advanced clinical diabetes management after obtaining the registered dietitian (RD/RDN) credential. Clinical hours must be earned after relevant licensure and advanced degree was obtained.

Registered Pharmacist Eligibility Criteria:

1. Hold a current, active pharmacist registration in a state or territory of the United States or the professional, legally recognized equivalent in another country where candidate is practicing.
2. Hold a master's or PharmD degree in pharmacy from an Accreditation Council for Pharmacy Education (ACPE) accredited school or the equivalent if practicing outside of the US.
3. Within 48 months prior to applying for this certification exam, complete a minimum of 500 hours of clinical practice in advanced clinical diabetes management after obtaining licensure as a pharmacist. Clinical hours must be earned after relevant licensure and advanced degree was obtained.

Physician Assistant/Physician Associate Eligibility Criteria:

1. Hold a current, active physician assistant license in a state or territory of the United States or the professional, legally recognized equivalent in another country where practicing.

2. Hold a master's degree or higher from an ARC-PA accredited school in a clinically relevant area, such as nutrition, public health, exercise, sports nutrition, counseling, or gerontology.
3. Within 48 months prior to applying for this certification exam, complete a minimum of 500 hours of clinical practice in advanced clinical diabetes management. Clinical hours must be earned after relevant licensure and advanced degree was obtained.

Physician Eligibility Criteria:

1. Hold a current, active MD/DO license in a state or territory of the United States or the professional, legally recognized equivalent in another country where practicing.
2. Within 48 months prior to applying for this certification exam, complete a minimum of 500 hours of clinical practice in advanced clinical diabetes management. Clinical hours must be earned after relevant licensure was obtained.

All requirements must be met prior to submitting an application for the examination.

Eligibility Audits

10% percent of new and renewal candidate applications will be audited to ensure compliance with the eligibility criteria. Applications for audit will be selected randomly. If selected for audit, a candidate will receive an email with instructions on how to supply satisfactory documentation that supports compliance with the eligibility criteria. Certificates will not be issued until the audit is completed. Once the audit process is successfully completed, an audit compliance letter will be sent from ADCES and Scantron will mail your certificate within 30 days of being notified. Certificates are issued once monthly; please wait at least 30 days before contacting ADCES about a certificate.

PRACTICE HOURS EXPLAINED

ADCES does not have a required form or log that must be used for tracking practice hours. If a candidate is selected for an audit, they will need to submit proof of their practice hours in the form of a letter from a supervisor or other professional who can vouch for their claimed hours. A minimum of 1,000 practice hours related to the role of an advanced diabetes manager is required. Hours of direct clinical supervision of, or precepting students/residents, and/or volunteer hours in diabetes care may be counted towards practice hours.

Activities that count towards practice hour requirement:

- Managing complex patient needs
 - Monitoring, interpreting, and applying results generated from complex patient data sets
 - Formulating and prioritizing a problem list
 - Educating individuals about medical nutrition therapy
 - Incorporating technologies into practice for maintenance and/or management of diabetes and cardiometabolic conditions
 - Managing and adapting interventions for special populations
- Assisting patients with therapeutic problem-solving

- Conducting therapeutic interviews using a systematic approach
- Counseling patients on lifestyle modifications
- Incorporating appropriate behavior change models and techniques to improve health outcomes through problem solving and teamwork
- Collaborating with individuals to individualize and prioritize their care
- Establishing and implementing measurable self-care goals to improve health outcomes
- Utilizing technology enhanced devices to collect, analyze, and inform judgements for individual and/or aggregated health data
- Adjusting medications if within their discipline's scope of practice
 - Managing pharmacologic therapy options and interventions for diabetes, cardiometabolic, and related conditions
- Treating and monitoring acute and chronic complications and other comorbidities
 - Performing comprehensive assessments of diabetes, complications, and related chronic and cardiometabolic conditions across the lifespan (e.g., functional status, sensory/foot, eye exam, medication, and complementary alternative medication review)
 - Implementing standards of diabetes care and clinical practice guidelines pertaining to assessment
 - Interpreting and applying results generated from assessment and diagnostic tests
 - Performing screenings and understanding diagnostic criteria for diabetes, cardiometabolic and related conditions
 - Implementing interventions that reflect standards of diabetes care and clinical practice guidelines
 - Discussing surgical options for diabetes management including eligibility, risks, benefits, and long-term outcomes
 - Collaborating with healthcare providers to coordinate care for individuals and populations
 - Managing diabetes in the hospital and during transitions of care
 - Engaging in telehealth services for diabetes management
 - Performing interventions pertaining to follow-up care, reflecting standards of diabetes care and clinical practice guidelines
- Addressing psychosocial issues
 - Evaluating self-care behavior and perform behavioral health assessment
 - Assessing social determinants of health
 - Collaborating with mental health providers to adjust interventions for psychosocial conditions
- Participating in research
 - Utilizing QI infrastructure to gauge population level diabetes measures
- Mentoring other clinicians in diabetes care
 - Reviewing treatments and outcomes, comparing, and explaining results
 - Evaluating and adjusting diabetes and cardiometabolic treatment care plans accordingly

INITIAL APPLICATION PROCESS

Testing Centers

The examination is computer-based and offered only through Scantron's approved proctored testing centers across the US and internationally or via their live online proctoring program. For a list of testing sites around the world, go to <https://www.scantron.com/test-site-cities/>. Note that candidates who wish to test at an international test site must pay an additional non-refundable scheduling fee of \$150 to test in person. There is no additional scheduling fee for international candidates who select remote live proctoring.

Timing of Application

Applications and supporting documents are electronically accepted continually throughout the year (paper applications are not accepted). However, there are just two months the examination is offered: June and December (30-day windows). The application must be completed at least 30 days prior to the opening of the testing window. **Late applications are accepted up to 15 days prior to the opening of the testing window for an additional non-refundable fee of \$50.** The testing appointment must be scheduled at least two days prior to the test date at a physical site and 24 hours prior to the test date for remote live proctoring.

Creating an Application

An online application is available here <https://www.scantronassessment.com/adces>. Follow the prompts to create an online profile that will serve as the basis for all interaction with Scantron.

Candidates should note their username, password, and email address used on the application for future reference and for access to the system at a later time. Candidates must use the name that appears on the government-issued photo identification that will be used onsite at the testing center or with live online proctoring.

To apply for the BC-ADM examination, submit the following application materials:

1. Completed application form, including demographic information, information associated with the required 500 advanced diabetes management practice hours, and attestation regarding the veracity of the information submitted (electronically)
2. Electronic copy of current RN, RD, RPh, MD/DO, or PA license/registration (or a letter from the State Board of Licensing)
3. Electronic copy of transcript or school diploma for eligible advanced degree
4. Appropriate fee. Please note that in order to be charged the membership rate for the initial exam and any retest fees, a candidate must be a member of ADCES at the time of the application and will be asked to enter their member ID as part of the initial application process. Joining ADCES after completing an initial application will not change membership status with regard to retest fees.

Complete applications will be evaluated, and candidate eligibility determined within seven (7) business days of receipt. If the application is incomplete, a notice will be issued to the candidate by email. If the application is not completed within 90 days of submission, the application will be closed.

CANDIDATES DEEMED NOT ELIGIBLE

Once the electronic application is completed and the information is processed by Scantron, applications with eligibility requirements in question are sent to ADCES for staff and/or the Credentialing Oversight Committee (COC) for review. If it is determined that a candidate does not meet the eligibility criteria, ADCES will refund the paid fee minus a \$100 service fee. International reimbursement costs (i.e. wire transfer expenses) will be deducted from the reimbursement amount accordingly.

ELIGIBILITY PERIOD

Candidate eligibility will be valid for two consecutive testing windows, and candidates will be permitted one testing attempt per window. If a candidate fails the first attempt, there will be a retake fee for the 2nd window. If a candidate does not take the examination for which he/she applied or successfully complete the application within the two consecutive testing windows, the application will be closed, and the candidate must submit a new application with the required supporting documentation and “first-time” candidate fees in order to sit for the exam again. If candidate chooses not to take the exam within the next two windows following the application completion, they forfeit any fees paid.

Application	First Testing Window	Second Testing Window
Pay new candidate fee	If fail, move to second window	Pay retake fee. If fail again, must reapply as new applicant.
Pay new candidate fee	If no show or opt to not take first window exam, move to second window	If fail, must reapply as new applicant.

SCHEDULING PROCESS

As early as 30 days prior to the beginning of the testing window, Scantron will send notification of eligibility to sit for the examination via email with directions on how to schedule a testing appointment through Scantron’s online scheduling system. Most test sites will have morning and afternoon testing appointments available. Scantron will do its best to accommodate the requested test site and date. Seats are filled on a first come, first-served basis, based on test center and live online proctoring availability.

Note that candidates who wish to test in-person at an international test site must pay an additional scheduling fee of \$150 (non-refundable). There is no additional scheduling fee for international candidates who select remote live proctoring. Payment is due at the time of scheduling.

Candidates will receive confirmation including exact test location, date, and time via email. The confirmation information from this email must be printed and **taken to the site on the test date** or shown to the proctor for the live online proctoring option.

Failure to Schedule Test Appointment

Once the application is completed and a confirmation email has been sent, it is the responsibility of the candidate to schedule a testing appointment before the end of the eligibility period, which is two testing windows. If the candidate does not follow up with the steps stated in the notice-to-schedule email sent by Scantron and schedule their test appointment before the end of their eligibility (2 testing windows), the candidate's application will be null-and-void and the fees will be forfeited.

Rescheduling/Cancelling

Once the completed application is approved, the notice to schedule test appointment was received, the candidate scheduled their test appointment and they need to cancel or reschedule, they must request this by contacting Scantron up to two business days before their testing appointment through the online scheduling system for examination at a Scantron testing site. A \$50 nonrefundable rescheduling fee will apply. A remote live proctoring appointment needs to be cancelled or rescheduled within 24 hours of the testing appointment.

The Deadline for canceling is **2 days before** the originally scheduled exam date.

- Testing on **Monday** -End of the day **Saturday**
- Testing on **Tuesday** – End of day **Sunday**
- Testing on **Wednesday** –End of the day **Monday**
- Testing on **Thursday** – End of the day **Tuesday**
- Testing on **Friday** –End of the day **Wednesday**
- Testing on **Saturday**- End of the day **Thursday**
- Testing on **Sunday**-End of the day **Friday**

If a candidate misses the reschedule deadline or does not appear for their testing appointment, they will be marked as a no-show candidate and testing fees will be forfeited.

Emergency Rescheduling Policy

In the event that a candidate is unable to keep their scheduled testing appointment due to one of the reasons listed below, they can be rescheduled as long as supporting legal paperwork is submitted.

1. Serious illness-either self or immediate family
2. Death in immediate family-spouse, parent, child, sibling, grandparent, uncle or aunt, mother or father-in-law, or stepchild
3. Disabling accident
4. Court appearance
5. Jury duty
6. Unexpected military deployment
7. Natural disaster
8. War

Within 5 business days from the original scheduled testing appointment, the candidate must provide the documentation and request a new testing appointment that falls within the current testing window. If

the current testing window is not available, they may be able to test in the next exam window, depending on eligibility status.

LIVE ONLINE PROCTORING

- We recommend candidates schedule their testing appointment as soon as possible as appointment times are available on a first come, first-served basis.
- Candidates will receive a notice to schedule email that includes information about rescheduling, cancelling and/or transferring test windows.
- Candidates will be required to submit scheduling requests no less than 24 hours prior to the and time they wish to test. If a candidate fails to schedule their testing appointment prior to 24 hours before the end of their eligibility or testing window, the candidate will not be able to schedule a testing appointment.
- Candidates will be required to submit cancellations or rescheduling requests no less than 24 hours prior to their current testing appointment. To reschedule a testing appointment, click on this link: <https://www.scantronassessment.com/registration/asp/login.asp> and log in with the username and password provided in the Notice to Schedule email.

Candidates who fail to appear for their scheduled testing appointment will be considered a no-show, forfeiting their eligibility, resulting in no refund of the testing fee.

*NOTE: Candidates testing using live online proctoring will not be charged a rescheduling or cancelation fee for any changes made prior to 24 hours before their scheduled testing appointment.

TESTING PROCESS

Scantron offers a free online tutorial and sample test demo to familiarize candidates with the computer-based testing environment. The online demonstration and tutorial are accessible at anytime, anywhere, through any computer with Internet access. Candidates may access the tutorial and demo on Scantron's website:

<https://www.scantron.com/preparing-for-your-test/>

The demo is not intended to be a review of ADCES examination content.

Candidates will be notified of the exact test location, date, and time via email and must bring printed confirmation to the test site.

Candidates must also bring photo identification with signature to the test site. Acceptable forms of identification include driver's licenses, passports, and government-issued identification cards. Unacceptable forms of identification include gym memberships, warehouse memberships, school identification cards, credit cards, and identification with signature only (no photo).

Please plan to arrive at the testing center at least 15 minutes prior to the start of the testing session. Those who arrive late for testing sessions may not be permitted to test.

Candidates will be given three and a half (3.5) hours to complete the examination and will be given access to an online calculator.

TESTING SITE RULES

ADCES and Scantron follow industry standard testing rules as outlined below.

PROHIBITED ITEMS

Candidates are expressly prohibited from bringing the following items to the test site:

- Cameras, cell or smart phones, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials
- Notes, paper, books, dictionaries, or language dictionaries
- Book bags or luggage
- iPads, iPods, headphones, or pagers
- Calculators, computers, tablets, or other electronic devices with digital memory or internet access
- Personal writing utensils (i.e., pencils, pens, and highlighters)
- Watch or smart watch
- Food and beverage, including water bottles
- Hats, hoods, or other headgear

If Scantron testing personnel determine the candidate has brought any such items to the test site, the items may be remanded and held for an indefinite period by Scantron testing personnel. We reserve the right to review the memory of any electronic device in the candidate's possession at the testing center to determine whether any test materials have been photographed or otherwise copied.

If our review determines that any test materials are in the memory of any such device, we reserve the right to delete such materials and/or retain them for subsequent disciplinary action. Upon completion of our review and any applicable deletions, we will return the candidate's device to them, but will not be responsible for the deletion of any materials that may result from our review, whether or not such materials are test materials.

By bringing any such device into the test site in contravention of our policies, the candidate expressly waives any confidentiality or other similar rights with respect to their device, our review of the memory of the device and/or the deletion of any materials. Scantron, the examination site, and the test administration staff are not liable for lost or damaged items brought to the examination site.

ACCOMMODATIONS

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are decided based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

Reasonable accommodations generally are provided for candidates who have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking,

talking, hearing, and performing manual tasks); have a record of such physical or mental impairment; or are regarded as having a physical or mental impairment.

Candidates with diabetes are allowed to continue to use technology related to glucose monitoring and medication delivery and access to snacks and low blood glucose treatments.

To apply for reasonable accommodations, the candidate must request the accommodations in the application process and provide documentation that supports reasonable accommodations provided by an appropriate licensed professional on the professional's letterhead. The documentation must include a diagnosis of the disability and specific recommendations for accommodations.

Requests for accommodations must be submitted no later than 45 days prior to opening of the candidate's preferred testing window and candidates must submit their scheduling request at least 30 days prior to their preferred test date within the testing window. It is recommended that this documentation be submitted at least 45 days prior to the preferred testing date.

For more information regarding reasonable accommodations, please contact Scantron or ADCES.

POST EXAMINATION PROCESS

QUALITY CONTROL AND EXAMINATION SCORING

ADCES follows testing industry standards and guidelines when developing and administering new exam forms. Adhering to industry standards and best practice requires that certain statistical analyses and quality control procedures need to be performed before exam scores are released to candidates. Therefore, BC-ADM® scores are held until the end of each testing window so that statistical and quality control analyses can be conducted on the full set of candidate scores from a given testing window. This approach assures the fairness and accuracy of the examination scores. In the event of testing irregularity, or breach of security which may compromise the examination, ADCES reserves the right to void or withhold examination results. Any such occurrences will be investigated to ensure the integrity of the credential.

PASS/FAIL DETERMINATION

The minimum passing score on any certification exam is set for the purpose of public protection, to ensure that certified individuals possess a sufficient amount of knowledge to practice safely and competently and without causing harm. To help achieve this goal, the minimum passing standard on the BC-ADM® examination is set using a method called the Modified Angoff technique. This is a widely used methodology for determining the number of questions a candidate must answer correctly to demonstrate that he or she possesses sufficient knowledge to practice safely and competently. A diverse panel of professionals who possess the BC-ADM certification are involved in the process of setting the passing standard. Once the passing standard has been established, statistical methods are used to ensure that new versions of the examination conform to the same passing standard. This methodology ensures that all candidates who take the BC-ADM examination are held to the same standard, regardless of which version of the examination they take.

SCORING THE EXAM

Scantron scores all candidate answer records after the close of its testing windows. The BC-ADM exam uses a validated method of scoring that equates different versions of the exam. Preliminary item and option analysis statistics are computed and reviewed for key validation purposes. After key validation decisions have been implemented, option analysis studies are done. Candidate scores are then computed as common item linear equated scores with all questions equally weighted and converted to a scaled score.

Scaled scores are determined by converting the raw score, or the number of questions answered correctly, to a score on a scale. The use of scaled scores ensures that the score required to pass the exam remains constant regardless of which version of the exam is administered and its raw passing score. Every form of the BC-ADM® exam is mathematically equated to a predetermined passing standard, ensuring that every candidate who takes the exam—regardless of which version of the exam they receive—is held to the same standard.

REPORTING RESULTS

Candidates receive documentation to confirm that their examination has been submitted (but not the result) while still at the computer terminal (this applies to both testing center and LOP testing methods). Scores for all candidates, regardless of testing method (test center or LOP) are held and reported after the completion of the testing window. Score reports are prepared after all scoring and quality assurance steps for the testing window have been completed.

Passing BC-ADM® candidates receive a letter of congratulations and certificate information.

Candidates who do not pass the BC-ADM® examination receive a report with diagnostic information on strengths and weaknesses in content areas for each domain.

EXAM SCORE REVIEW

We do not offer the option of having exams rescored or to appeal the pass/fail result. The results for each exam window are closely reviewed by Scantron staff and ADCES before release, with several layers of oversight for the scoring of the BC-ADM examination. The correct response for each item is checked multiple times by panels of experts – several times during item development, again during exam assembly and exam reviews, and again once the window closes and before scores are sent out. The exam is developed to have a consistent difficulty for each window. All this is managed according to standard practices in the testing industry.

EXAM SCORE RELEASE

Approximately six (6) weeks after the close of the testing window, candidates will receive an email from Scantron with instructions on how to access their results on Scantron's Score Report Portal. Candidates will be able to view and download their results from the portal for one (1) year after their examination date. Examination results are not released by telephone, fax, or email.

RETAKE POLICY

Candidates who test in their first window of eligibility and do not pass the BC-ADM® examination are eligible for a retake for a fee of \$220 for ADCES members (you must have been an ADCES member at the time you initially applied to take the exam to get this rate even if you have become a member since that time) and \$340 for non-members. A retake notice to schedule will be sent 30 days before the opening of the next testing window. If a candidate does not sit for the exam in their first window of eligibility, they will be automatically moved to the second window and will only have one attempt to pass. Candidates may not take the examination more than two times in any 12-month period.

CERTIFICATES

After passing the examination, candidates will receive a personalized certificate, which is suitable for framing, and a wallet card within approximately 30 days. 10 % of all exam takers are randomly selected for audit post exam window to check that eligibility criteria were followed. If a candidate is selected for audit, the candidate's certificate will be held until the audit is complete. After ADCES notifies Scantron the audit is complete, it can take up to 30 days for Scantron to release the certificate.

Candidates that are not audited may start including the BC-ADM certification after their names once they receive confirmation that they passed the exam. Those that are audited will need to wait until their audit is complete.

Downloadable electronic certificates are not offered due to security concerns and maintaining the integrity of the credential. If needed in lieu of a certificate, a letter of verification may be requested at any time from ADCES by emailing a request to bcadm@adces.org.

POST CERTIFICATION ACTIVITIES

A media release template is available for those who wish to announce their new certification status to their communities or institutions. Please send a request to bcadm@adces.org for the template.

Once a candidate is certified, they should begin the process of working towards renewal of their application. There are 6 professional development categories available for renewing certification. Candidates should familiarize themselves with all categories and requirements immediately after becoming certified. The professional development activities required for renewal must occur during the 5-year accreditation cycle, so starting right away is highly recommended. Refer to the renewal section of this handbook for more information.

SUMMARY OF COMMUNICATION TO INITIAL APPLICANTS

- **Important note:** It is the candidate's responsibility to update Scantron with any changes to contact information. Please ensure that your email program will accept emails from ibt@Scantron.com and candidatesupport@scantron.com

Timing	Type	When it will be sent
During completion of initial application	Application	No communication until the application and payment are submitted.
Notice of application being closed after 90 days	Application	Applications that are started only remain open for 90 days. After 90 days, the application is closed, but there is no warning or communication with the candidate other than what is stated in the candidate handbook.
Once application has been submitted	Application	The application completed email is sent when the application and payment is completed. It explains next steps in the process.
Notice issued within 7 days of submission if incomplete	Application	Scantron reaches out to the candidate via email and phone advising on what the candidate needs to do to resolve the application documentation criteria.
Notice to schedule a testing appointment	Scheduling Test Appointment	Notice is sent by email to candidate 30 days before the opening of the testing window.
Reminder to candidates that have not yet scheduled an appointment.	Scheduling Test Appointment	Reminder to schedule is sent within the first week of the testing window.
Confirmation Notice-in person testing	Testing	This is sent as soon as the candidate schedules a testing appointment.
Confirmation Notice-Live online proctoring testing	Testing	Only one reminder confirmation email is sent at 3 or 4 days before their scheduled testing appointment. If they schedule in under the 3 or 4-day period from their testing appointment, they will not receive a reminder.
Reschedule Notice	Testing	If a candidate reschedules their testing appointment, they will receive an exam cancellation notice that allows them to reschedule within their eligibility guidelines.
Cancellation Notice	Testing	If a candidate cancels their testing appointment, they will receive an exam cancellation notice and their eligibility will expire.
Notice about a registration change by a testing site	Testing	These emails are sent, when Scantron receives updates about a change of address from a test center.
Notice to access scoring portal	Post-exam	Candidates who sat for the exam receive an email notification with their log in information to access the score portal once the scores have been

		released by the Scoring department at Scantron, approximately six (6) weeks after the close of the testing window.
Score Report	Post-exam	Score reports are hosted within the score report portal for a candidate to access for up to one year from their examination date.
Retake notice for candidates for 2 nd window	Failed attempt in first window, retaking test in 2 nd window	Retake notices to schedule are emailed 30 days before the start of the 2 nd test window.
Certificate	Post-exam	All candidates receive scores, but audited candidates do not receive certificates until they pass the audit with ADCES. Certificates are mailed within 30 days of completed audit.

STUDYING FOR THE EXAM

EXAM INFORMATION

There are 175 multiple-choice, single answer questions on this examination. Of these, 150 are scored questions and 25 are questions that are not scored and are used to determine how well these questions will perform before they are used on the scored portion of a future examination. These questions cannot be distinguished from those that will be scored, so it is important for a candidate to answer all questions. A candidate's score, however, is based solely on the 150 scored questions.

Areas that are included on the examination as well as the percentage and number of questions in each of the major categories of the scored portion of the examination are shown in the chart below.

Category	Domains of Practice	Percent	No. of Questions
I	Assessment and Diagnosis	30%	45
II	Planning and Intervention	33%	50
III	Evaluation and Follow-up	23%	34
IV	Population Health, Advocacy, and Professional Development	14%	21

Because the BC-ADM[®] exam is a practice-based certification, it requires candidates to have been in practice for a certain number of hours before sitting for the exam. Practice experience should include providing at least some or all of advanced diabetes management services. This practice experience helps a candidate obtain the minimum required knowledge and skills the exam is meant to test.

ADCES does not create or provide educational review materials specific to the BC-ADM® exam because this constitutes a conflict of interest and could potentially imply guarantee of passing the exam. ADCES does provide:

- A practice exam [Product Detail \(diabeteseducator.org\)](https://www.diabeteseducator.org)
- An exam blueprint and study sheets [Board Certified Advanced Diabetes Management BC-ADM Resources \(diabeteseducator.org\)](https://www.diabeteseducator.org)
- Test taking tips found in this handbook

The content of the examination is not based on any one text, reference book or journal. Regardless of discipline, knowledge (and the ability to apply that knowledge) is necessary across all areas of the examination content outline.

Suggested Study Steps:

1. Do a self-evaluation of current knowledge and skills in advanced diabetes management to identify any gaps.
2. Determine how to best fill those gaps in knowledge. The BC-ADM® exam measures both foundational knowledge such as interviewing and teaching techniques, but the major focus is on clinical management: physical assessment, pharmacology, complications, and comorbidities.

Filling gaps in foundational knowledge

Programs advertised for exam prep for the CDCES exam would typically provide foundational information, e.g. national standards, medication use and teaching skills. These are great topics if there are weaknesses in those content areas. While they are not the focus of the BC-ADM® exam, basic knowledge is helpful for meeting some of the content listed in the exam content outline. ADCES has some basic courses, webinars, and other resources in their online store.

<https://www.diabeteseducator.org/online-store>.

Filling gaps in advanced management knowledge

Knowing the ADA standards of care and other guidelines for management of diabetes and other comorbidities is critical. Regional courses updating primary care providers in diabetes are also good sources for reviewing current practice standards. Information in the ADCES Art and Science book is also a good review. You can search online to see if any specific review courses are available. ADCES has some advanced management courses, webinars, and other resources in their online store

<https://www.diabeteseducator.org/online-store>.

3. Plan review methods well in advance of the examination. Think about the study method that is best (e.g., individual review, study group, class) and the types of materials that are most helpful (e.g., textbooks, audio or video programs, outlines, memory aids). It may also be helpful to use materials obtained during training activities related to work.
4. Members of ADCES have access to ask peers for study tips via the ADCES Connect online community <https://www.adcesconnect.org/home>. There is a practice discussion group just for BC-ADMs.

MANAGING TEST ANXIETY

A little anxiety regarding test taking can be helpful because it stimulates and motivates you to perform at your best; however, severe anxiety can hinder test performance. If you know that you frequently experience severe test anxiety, consider preparing yourself for the examination by developing coping mechanisms to make your tension work for you. Before the day of the examination, visualize and rehearse the testing situation. Imagine yourself taking the examination with a positive attitude and focused, but calm, behavior.

Take measures to reduce your stress during the examination. Use deep-breathing techniques and be sure to stretch your muscles periodically. Such exercises can reduce both physical and mental stress. If necessary, take a few minutes to imagine a calm, pleasant scene, and repeat positive phrases. Do not let the comments or behavior of testing personnel or other examinees make you anxious. Examinees who finish more quickly than you may not perform any better than you. Everyone works at his or her own speed. Some of the best test performers routinely use the total allocated time. Remember that (a) there is no limit to the number of examinees who can receive passing scores, (b) there is no bonus for completing the examination early, and (c) you are not competing with anyone else.

Eating well, avoiding too much alcohol, and maintaining a regular sleep pattern for several days before the examination will help you to be physically prepared. Also, on the day before you take the test, collect all the supplies you will need and choose comfortable clothing. Knowing that you are prepared for the test will help to reduce your anxiety. Finally, your best method for controlling your anxiety is to feel prepared for the test. Designing a study plan well in advance will help you get ready.

TEST TAKING TIPS

- Budget your time well. Because you will have three and a half (3.5) hours to complete 175 questions, you will want to complete more than half (87) in less than half the time. This is because you will want extra time after completing the full examination to review questions you either skipped or questions you may have marked for review. Also, allow time so that every hour you can take a minute or so to relax your eyes and stretch your neck and hand muscles.
- Do not overanalyze or try to “read into” a question. Questions are not written to be tricky. Do not assume additional information beyond what is given in the test question. All information necessary to answer the question will be given in the text of the question or scenario.
- Remember that this is an international test. The questions will be based upon an accepted knowledge base. Choose options that you know to be correct in any setting.
- Pay close attention to key words such as “best,” “most,” “primary,” or “usually.” These words indicate that other options may at times be correct but given the wording or situation in the test question, you must judge which option is the best.
- Skip difficult questions and come back to them later. Questions on the test are not ordered by difficulty (i.e., they do not go from easiest to hardest). Also, content areas (the domains) and topics are addressed randomly in questions throughout the test.

- When guessing, use the process of elimination. Treat each option as a true or false statement and eliminate those that you would not select. Narrow your choices and then make an educated guess.
- Answer every question because there is no penalty for guessing. Go through the entire test, answering the questions you believe you know and skipping the ones you do not. Leave time at the end of the testing period to go back to the questions you skipped or want to review. If you are running out of time, leave a minute or so at the end to complete all the blank questions randomly. Remember, you have a 25% probability of answering a question correctly by chance alone, so don't miss any!
- If reading English is difficult for you because English is not your primary language, maximize your time by reading and answering all the shorter questions first. After completing all the short questions, go back and attempt to answer the longer questions.

RENEWAL OF CERTIFICATION

Certification renewal must be completed every five years to maintain certification for another 5 years. Scantron sends out reminders by email and US mail six months, 3 months and 1 month prior to certification expiration. It is the responsibility of the candidate to renew certification prior to their certification expiration date, which can be found on their certificate or by sending an inquiry to bcadm@adces.org.

Frequently asked questions about renewing certification can be found on the ADCES website:
https://www.diabeteseducator.org/education/certification/bc_adm/faq

ELIGIBILITY

Anyone who was previously certified as a BC-ADM® without a lapse in certification and who meets the following criteria may apply for renewal of certification:

- Have 1000 hours of professional practice in advanced diabetes management during the 5-year accreditation period
- Can meet the requirements for 2 categories or one doubled category of professional development as outlined in the professional development section of this handbook

MEMBERSHIP

Renewal applicants are not required to be members of ADCES and can renew as non-members, paying the non-member fee. However, in order for an applicant to pay the member fee for renewal, they must already be an active, paid member of ADCES at the time of completing the renewal application. Even if the applicant was a member at any time during the 5-year accreditation period, if they let their membership lapse, they will need to renew membership prior to completing the renewal application in order to pay the member rate and must enter a *current* membership ID into the application.

FEES AND DEADLINES

Renewal period	Application Fee ADCES member	Application Fee non-member	Application deadline	Method of renewal
Date on last BC-ADM® certificate to date renewal application is submitted up to 5 years	\$500 (equivalent to \$100/year for 5 years)	\$800 (equivalent to \$160/year for 5 years)	Expiration date on certificate A renewal application may be started at any time, but once started, must be completed within 90 days. After that time, it will be closed.	Candidates must meet 2 out of 6 Professional Development categories (1-5 may be doubled): Continuing education hours (category 1) Academic credits (category 2) Presentations (category 3) Publication or research (category 4) Preceptor (category 5) Professional Service (category 6)

EXPIRED CERTIFICATION/GRACE PERIOD:

If your certification has expired and is no more than 90 days from the expiration date, Scantron does charge a non-refundable late fee of \$50.00. After 90 days, the candidate will need to reapply for the BC-ADM® exam and meet all the criteria as a new candidate.

Expiration Date	Recommended Renewal Window	90 Day Grace Period	Post 90 Days from Expiration
Check date on Certificate	Submit renewal application no later than 45 days before expiration	Pay late fee and refrain from using expired credential	Apply as new candidate and refrain from using expired credential

RENEWAL REQUIREMENTS

To renew, candidates must meet all of the following criteria:

- Hold a current, active RN, RD, RPh, PA, or MD/DO license in a state or territory of the U.S. or the professional, legally recognized equivalent in another country
- Hold a current BC-ADM® certification
- Complete the professional development requirements for diabetes specialty certification (must be completed within the five (5) years preceding renewal application submission)
- Complete a minimum of 1,000 practice hours in advanced diabetes management (must be completed within the five (5) years preceding renewal application submission)
- Pay the renewal fee

Renewal of certification is accomplished through a combination of practice hours and professional development.

For timely processing, the certification renewal application should be submitted no later than 45 days prior to certification expiration. The expiration date can be found on the certificate.

Practice hours and all professional development activity must be completed within the 5 years preceding the submission date on the renewal application. Certification renewal must be completed every five (5) years to maintain certification for another 5 years. Scantron will send out reminders by email and U.S. mail six (6) months prior to certification expiration. **It is the candidate's responsibility to update Scantron with any changes in contact information.**

PRACTICE HOURS EXPLAINED

ADCES does not have a required form or log that must be used for tracking practice hours. If a candidate is selected for an audit, they will need to submit proof of their practice hours in the form of a letter from a supervisor or other professional who can vouch for their claimed hours. A minimum of 1,000 practice hours related to the role of an advanced diabetes manager is required. Hours of direct clinical supervision of, or precepting students/residents in, clinical practice may be counted towards practice hours. The direct clinical supervision must be in diabetes care.

Activities that count towards practice hour requirement:

- Managing complex patient needs
 - Monitoring, interpreting, and applying results generated from complex patient data sets
 - Formulating and prioritizing a problem list
 - Educating individuals about medical nutrition therapy
 - Incorporating technologies into practice for maintenance and/or management of diabetes and cardiometabolic conditions
 - Managing and adapting interventions for special populations
- Assisting patients with therapeutic problem-solving
 - Conducting therapeutic interviews using a systematic approach
 - Counseling patients on lifestyle modifications

- Incorporating appropriate behavior change models and techniques to improve health outcomes through problem solving and teamwork
- Collaborating with individuals to individualize and prioritize their care
- Establishing and implementing measurable self-care goals to improve health outcomes
- Utilizing technology enhanced devices to collect, analyze, and inform judgements for individual and/or aggregated health data
- Adjusting medications if within their discipline's scope of practice
 - Managing pharmacologic therapy options and interventions for diabetes, cardiometabolic, and related conditions
- Treating and monitoring acute and chronic complications and other comorbidities
 - Performing comprehensive assessments of diabetes, complications, and related chronic and cardiometabolic conditions across the lifespan (e.g., functional status, sensory/foot, eye exam, medication, and complementary alternative medication review)
 - Implementing standards of diabetes care and clinical practice guidelines pertaining to assessment
 - Interpreting and applying results generated from assessment and diagnostic tests
 - Performing screenings and understanding diagnostic criteria for diabetes, cardiometabolic and related conditions
 - Implementing interventions that reflect standards of diabetes care and clinical practice guidelines
 - Discussing surgical options for diabetes management including eligibility, risks, benefits, and long-term outcomes
 - Collaborating with healthcare providers to coordinate care for individuals and populations
 - Managing diabetes in the hospital and during transitions of care
 - Engaging in telehealth services for diabetes management
 - Performing interventions pertaining to follow-up care, reflecting standards of diabetes care and clinical practice guidelines
- Addressing psychosocial issues
 - Evaluating self-care behavior and perform behavioral health assessment
 - Assessing social determinants of health
 - Collaborating with mental health providers to adjust interventions for psychosocial conditions
- Participating in research
 - Utilizing QI infrastructure to gauge population level diabetes measures
- Mentoring other clinicians in diabetes care
 - Reviewing treatments and outcomes, comparing and explaining results
 - Evaluating and adjusting diabetes and cardiometabolic treatment care plans accordingly

PROFESSIONAL DEVELOPMENT RENEWAL CATEGORIES EXPLAINED

Renewal by examination is not an option; there are 6 professional development categories for renewal. All candidates must complete 2 of the 6 categories. Categories 1-5 may be doubled; Category 6 may not

be doubled. Professional development must be completed within the 5 years preceding the date of renewal application submission. Once certified as a BC-ADM®, it is recommended to immediately start tracking professional development to ease the renewal process.

If selected for an audit, the candidate will be required to submit supporting documents as stated under each category. Candidates must keep records for the previous five (5) year renewal period for audit purposes.

PROFESSIONAL DEVELOPMENT RENEWAL CATEGORIES CHART

CATEGORY	TIME OR NUMBER REQUIRED	REQUIREMENTS	DOCUMENTATION IN ONLINE RENEWAL APPLICATION	DOCUMENTATION REQUIRED <i>ONLY IF AUDITED</i>
#1 Continuing Education	75 contact hours (may be doubled to 150 contact hours) obtained within the 5 years preceding renewal application submission	At least 40 hours must support professional development of the BC-ADM role At least 50 hours must be approved by an accredited provider The remaining hours do not have to meet formal criteria but must be applicable to the BC-ADM role (examples: in-services, workshops, study modules, grand rounds). Academic credits can be converted to CE hours and used for this category: 1 semester credit=15 hours 1 quarter credit=12.5 hours	Date completed Total hours earned during the 5-year renewal period	Copy of the statements of credit showing the dates, title, number of contact hours, sponsoring organization, etc. In addition, evidence of the applicability to certification may be needed.
#2 Academic credits	5 semester credits or 6 quarter credits (may be doubled) taken during the certification period Academic credits must be converted to hours and used for this category: 1 semester credit=15 hours 1 quarter credit=12.5 hours	Non-repeated courses taken toward degree completion or academic independent study courses applicable to area of certification, such as adult education principles, anatomy, health/physical assessment, health care administration, physiology, pharmacology, sign language or foreign language and/or medical terminology for health care providers Academic credit received for a thesis or dissertation related to certification specialty. (may not be used in category 4 if listed here)	Course name, date completed, institution/provider, hours	Transcripts showing the number of academic credits, sponsoring organization, etc. In addition, evidence of applicability to certification may be needed.

CATEGORY	TIME OR NUMBER REQUIRED	REQUIREMENTS	DOCUMENTATION IN THE ONLINE RENEWAL APPLICATION	DOCUMENTATION REQUIRED ONLY IF AUDITED
#3 Presentations	Total presentation time of at least 5 hours (may be doubled to 10 hours)	Primary presenter of a first-time presentation. The presentation is delivered in a structured teaching/learning framework to health care providers or the public at conferences, grand rounds, in-services, seminars, webinars, e-learning or internet-based format, teleconferences, patient/family teaching, or public education.	Subject/title date, name of sponsor, clock hours, audience	A copy of the presentation outline, abstract, letter of acceptance or an invitation to speak, and evidence that of actually delivering the presentation i.e. a thank you letter on official letterhead, an email, or evaluation summary.
#4 Publication	One article (may be doubled to two articles) OR Primary author of content (may be doubled to two) OR Grant writer for a federal, state, or national organization (may be doubled to two grants)	Author, co-author, editor, co-editor, or reviewer and it must be in a peer reviewed journal or book chapter related to certification specialty. OR Must be related to certification specialty utilized in a e-learning and/or other media presentation OR Project must be related to certification specialty	Subject/title, date, name of publication, sponsor, provider, or institution	Copy of table of contents and entire article or chapter with journal name, date, and candidate's name. Copy of page identifying candidate as the editor, or letter from publisher. OR Detailed outline of the content, copy of the e-learning that clearly states candidate is primary author, or letter from publisher OR Grant summary abstract and letter from the grant sponsor acknowledging receipt of grant
#4 Research	One IRB project (may be doubled to two projects) OR A completed dissertation, thesis, or graduate level scholarly project (may be doubled to 2 projects) OR Content Reviewer on an IRB, dissertation, thesis, or scholarly project (may be doubled to 2 projects)	Must be related to certification specialty, completed during 5-year certification period, and candidate is clearly identified as one of the researchers. OR Must be related to certification specialty	Subject/title Date, name of publication, sponsor, provider, or institution	Copy of the IRB approval letter or letter of exemption, a one-page abstract <250 words describing the study, findings, the period the research was conducted OR The dissertation, thesis, or scholarly project approval letter, a one-page abstract <250 words that describes findings, the time period it was conducted OR Supporting documents from the organization describing this work, the dates served as project reviewer on official letterhead.

CATEGORY	TIME OR NUMBER REQUIRED	REQUIREMENTS	DOCUMENTATION IN THE ONLINE RENEWAL APPLICATION	DOCUMENTATION REQUIRED ONLY IF AUDITED
#5 Preceptor	At least 120 hours (may be doubled to 240 hours of precepting)	Provide direct clinical/teaching supervision to students/residents in an academic program related to certification specialty OR Provide clinical supervision related to certification specialty to professionals in a formal refresher, residency, or internship program related to certification specialty. May also count precepting others from the same discipline who are not students.	Sponsoring school/institution, type of student/resident, date completed, hours completed	Submit the preceptor documentation form which can be found on the website here preceptor-documentation-form.docx (live.com)
#6 Professional Service	At least 100 hours) of volunteer service related to diabetes care during certification period (may not be doubled)	Serve as a volunteer with an international, national, state, or local health care related organization in which certification expertise is required. Examples include board of directors, committees, workgroups, taskforces, editorial boards, review boards.	Organization, type of service, date completed, hours completed	A copy of the official letter or other documents from the organization attesting to the type and dates of professional service

RENEWAL AUDITS

Ten percent of renewal applicants are audited each year. If an applicant is selected for an audit, they will be required to email the documents listed in the professional development category chart for each category they chose for renewal to bcadm@adces.org. Applicants who are selected for audit will not receive their certificate until their audit is complete. ADCES will notify Scantron when the audit is complete, and within 30 days after that notice, Scantron will mail the applicant their certificate.

RENEWAL PROCESS

Log in to your application here <https://www.scantronassessment.com/adces> using the username and password from previous renewal or application. Check the box on the screen for renewal. Follow the prompts to go through all application steps.

To apply for the BC-ADM renewal, submit the following application materials into the online system electronically:

1. Demographics including your title, first, middle, and last name, previous name, date of birth, gender, email address, mailing address, city, state, country, postal code, work phone, home phone, cell phone
2. License type, state, number, and expiration date

3. You will be asked to upload a copy of your license showing an expiration date in the future. Valid file extensions that can be uploaded include: DOCX, DOC, TIFF, TIF, JPG, GIF, XLS, XLSX, PDF, PNG
4. Select your first professional development category and follow the prompts to enter the information.



5. If you have not chosen to double one professional development category (categories 1 through 5 may be doubled), then select your second category and follow the prompts to enter the information. All candidates must select 2 out of the 6 categories or double one category.
6. Enter the information about your practice hours.
7. Complete the Verification of Information page

Verification of Information

Please supply the information below. Candidates selected for audit will be asked to provide supporting documentation to verify the information contained in this application.

VERIFICATION OF INFORMATION

I understand that, in order to process my application, Scantron may verify information. I agree to cooperate in such a review and will allow others to provide information regarding my abilities and experience. I hereby solemnly declare and affirm, under penalties of perjury that the facts and matters contained in the following foregoing application are true and correct.

- I agree with the above statement.
 I disagree with the above statement.

8. Enter your ADCES membership ID or check “nonmember”. You must be an active, paid member of ADCES at the time of completing your renewal application to get the membership rate for renewal.
9. Complete credit card payment by entering in pertinent payment information.

CERTIFICATES

After the renewal application and payment has been approved, candidates will receive a personalized certificate, which is suitable for framing, and a wallet card within approximately 30 days. 10 % of all renewal applicants are audited for proof of their practice hours and professional development category requirements. If a candidate is selected for audit, the candidate’s certificate will be held until the audit is complete. After ADCES notifies Scantron the audit is complete, it can take up to 30 days for Scantron to release the certificate.

Candidates that are not audited may start including the BC-ADM® certification after their names once they receive confirmation of their renewal. Those that are audited will need to wait until their audit is complete.

Downloadable electronic certificates are not offered due to security concerns and maintaining the integrity of the credential. If needed in lieu of a certificate, a letter of verification may be requested at any time from ADCES by emailing a request to bcadm@adces.org.

SUMMARY OF COMMUNICATION TO RENEWAL APPLICANTS

It is the candidate's responsibility to update Scantron with any changes to contact information. Please ensure that your email program will accept emails from ibt@Scantron.com and candidatesupport@scantron.com.

Timing	Type	When it will be sent
During the 5-year certification period	Renewal reminders	6 months (email + mail), 3 months (email), and 1 month (email) prior to certification expiration date
During completion of the renewal application	Renewal Application	No email goes out until the application/ payment is submitted
Notice issued within 5 days of submission if incomplete	Renewal Application	Scantron reaches out to the candidate via email and phone advising on what the candidate needs to do to resolve the application documentation criteria.
Once the application has been submitted	Renewal Application	The application completion email is sent when the application and payment are completed. The certificate should arrive within 3-4 weeks after the application completion email is sent.

POST RENEWAL ACTIVITIES

Once a candidate has renewed their certification for another 5 years, they should begin the process of working towards the next renewal of their application. They should ascertain which of the 6 professional development categories they plan to use during the 5-year accreditation period and start documenting progress towards meeting the requirements for those categories.

There is a media release template available for those who want to announce their renewal of certification in their communities and institutions. Please send an email to bcadm@adces.org to request the template.