



Guidelines for Reporting Continuing Education Activities

1. Self-Assessment

It is expected that health care professionals specializing in diabetes self-management education will want to demonstrate that their knowledge and skills are up-to-date and that they are able to practice proficiently and safely. It is hoped that all who participate in the initial/renewal of certification process will engage in a personal assessment to identify professional needs and participate in appropriate activities.

2. Continuing Education Cycles for 2010

Applications

Refer to the Accrual Cycles Table on the following page.

3. Continuing education activities:

- must be approved by a provider on the NCBDE List of Recognized Providers.
- must be applicable to diabetes. All subject matter on the Certification Examination Content Outline published in the 2010 Certification Handbook for Diabetes Educators is considered applicable to diabetes.
- must be completed as defined by the renewal of continuing education cycles policy. (All continuing education activities must be completed prior to the application deadline and before submitting the application.)
- must be at a 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, e.g., social workers may attend a diabetes related nursing program and use those clock hours for renewal of certification.

Activities acceptable for continuing education

- Continuing education courses
- Independent study
- Seminars
- Online programs
- Workshops
- Telephonic or video conference programs
- Conferences

Activities NOT acceptable for continuing education

- Academic courses
- Other certification/credentials awarded
- Elected office or serving on Boards and/or Committees
- Articles or books written by the certificant
- Journal clubs or professional reading
- Presentations or lectures by the certificant
- Posters or poster sessions and exhibits
- Preceptorships or mentor hours
- Research
- Volunteer activities

4. Continuing Education Hour

A. All continuing education activities must be reported in clock hours, i.e., the actual time spent on the continuing education activity, not contact hours, credits, or units awarded by the recognized provider. One clock hour equals 60 minutes. In many professions, a 60-minute hour is equivalent to 1 contact hour, i.e., 60 minutes equals 1 contact hour. In nursing prior to 2007, however, a 50-minute hour was equivalent to one contact hour, i.e., 50 minutes equaled 1 contact hour. To provide a common measure for continuing education activities, NCBDE requires that activities be reported in clock hours. If a recognized provider awarded 2 contact hours for a continuing education activity that was two hours in length, 2 clock hours would be reported to NCBDE for that activity. For that same two-hour program prior to 2007, if the provider awarded 2.4 contact hours for nurses on the basis of a 50 minute hour, it would be necessary to convert those contact hours to clock hours. This would be done by multiplying 2.4 contact hours by 50 minutes, which is 120 minutes or 2 hours.

B. Presentations – Participants may include in the time to be counted as clock hours the course overview, introductions, the educational presentation, and questions and answers. Time may not be counted for general announce-

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ments, breaks, lunch, exhibits, or poster sessions.

- C. Self study programs (online or written booklets) – Participants may count the actual time spent on completing the activity. Clock hours submitted cannot be more than the number of contact hours/credits/units awarded by the recognized provider.

5. Recognized Continuing Education Providers

Continuing education programs must be provided by or approved by one of the following:

- American Association of Diabetes Educators (AADE)
- American Diabetes Association (ADA)
- American Dietetic Association (ADA)
- Accreditation Council for Pharmacy Education (ACPE) Accredited or Approved Providers
- Accreditation Council for Continuing Medical Education (ACCME-AMA) Accredited or Approved Providers
- American Nurses Credentialing Center (ANCC) Accredited or Approved Providers
- American Academy of Family Physicians (AAFP)
- American Academy of Nurse Practitioners (AANP)
- American Academy of Optometry (AAO)

- American Academy of Physician Assistants (AAPA)
- American Association of Clinical Endocrinologists (AACE)
- American College of Endocrinology (ACE)
- American College of Sports Medicine (ACSM)
- American Medical Association (AMA)
- American Nurses Association (ANA)
- American Occupational Therapy Association (AOTA)
- American Osteopathic Association (AOA)
- American Physical Therapy Association (APTA)
- American Psychological Association (APA)
- American Podiatric Medical Association (APMA)
- Commission on Dietetic Registration (CDR) Accredited or Approved Providers
- Council on Continuing Medical Education (CCME-AOA) Approved Sponsors
- Council on Podiatric Medical Education (CPME-APMA) Approved Sponsors
- International Diabetes Federation (IDF)
- National Association of Clinical Nurse Specialists (NACNS)
- National Association of Social Workers (NASW)

Continuing education from accredited academic institutions within the United States or its territories granting degrees related to professional practice are also accepted. Contact the NCBDE national office for information.

2010 Accrual Cycles Information

Information below is applicable ONLY for 1) current CDEs who CANNOT document meeting the renewal practice requirement; or 2) individuals whose credentials lapsed in 2009 who CANNOT document meeting the renewal practice requirement. Renewal/Reinstatement is dependent upon successfully completing the Examination and successfully documenting 75 hours of applicable continuing education activities.			
Category	Number of Continuing Education Hours Required	Accrual Date for Continuing Education Activities	Accrual Date for Professional Practice Experience
Renewal of Certification – 1st Renewal (e.g., first certified in 2005)	75 hours	January 1, 2006	n/a
Renewal of Certification – certified prior to 2005		September 16, 2005	
Credential lapsed in 2009		January 1, 2006	

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Name: _____ Last 4 digits of SSN _____

Summary of Continuing Education Activities Form

Submit this form with the Examination Application. Refer to the Guidelines for Reporting Continuing Education Activities provided with the Continuing Education Activities packet before completing this form.

Title of Activity	NCBDE Recognized Provider* (Do not use abbreviations or acronyms) *Provider must appear on the NCBDE List of Recognized Providers.	Date Attended or Completed	Hours Being Claimed
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Sub total of hours for this page (1)			
TOTAL HOURS (for all pages submitted)			

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NCBDE 2010 Continuing Education Activities Packet[±]

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Title of Activity	NCBDE Recognized Provider* (Do not use abbreviations or acronyms) *Provider must appear on the NCBDE List of Recognized Providers.	Date Attended or Completed	Hours Being Claimed
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