



NCBDE News

A Publication of the National Certification Board for Diabetes Educators

Volume 18, Number 1

NCBDE Mission

Through the development, maintenance, and protection of the certification process and the Certified Diabetes Educator (CDE®) credential, NCBDE recognizes and advances the specialty practice of diabetes education.

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Message from the Chair

Spring is in the air, and NCBDE has three new members on the Board of Directors that represents the multiple disciplines of diabetes educators who are eligible to earn the Certified Diabetes Educator (CDE®) credential. These directors serve in defining and carrying out the strategic plan that supports the NCBDE mission.

The current Board of Directors (see column to the left) includes nurses, dietitians, a physician, a pharmacist, a psychologist, and a public member who represents the interests of consumers of diabetes education services.

Though we have bid farewell to those who completed their tenures, we look forward to new, fresh ideas from our newly elected leaders.

Highlights of actions during the past year:

- A Competency Development Task Force developed a set of core competencies that define the level of performance of skills and knowledge that a diabetes educator needs to have mastered to become certified, as well as defining the specialty practice of diabetes self-management education for the purpose of helping individuals interested in certification to determine whether they are practicing at that level

- Ongoing transition from requiring recertification by examination every five years to the opportunity for recertification by continuing education. Since inception, this option has been selected by an average of 95% of certificants as the preferred method for maintaining their CDE credentials
- Provision of statistically sound and relevant certification examinations that resulted in additional CDEs across qualified professions, and yielded a net increase in the number of CDEs

Priorities for the coming year:

- Conversion to computer based testing for implementation in 2009
- Revision and improvement of the application process for certification
- Practice Analysis, evaluating current practices of diabetes educators across the United States. This analysis is performed every four to five years to ensure that the certification examination continues to reflect the current practice of diabetes self-management education.

MESSAGE / Continued on page 11

NCBDE Needs Your Help

Every four to five years, NCBDE conducts a practice analysis, also known as a job analysis, to be certain that the Certification Examinations for Diabetes Educators continue to reflect current practice in diabetes self-management education. NCBDE has contracted with Applied Measurement Professionals to facilitate a new research study this year. A practice analysis advisory committee of Certified Diabetes Educator content experts, who represent the various disciplines and professions eligible for certification, has been convened to ensure that

expert knowledge and judgment are available to AMP as the research study proceeds. The study involves developing a comprehensive list of job activities pertinent to Diabetes Educator practice and a survey document, distributing the survey to a sampling of Certified Diabetes Educators, and analyzing the survey responses. The purpose of the survey is to determine the activities necessary for thorough and effective practice as a Diabetes Educator and the significance of the activities.

HELP / Continued on page 11

New Board Directors and Officers Elected

Rosemary Briars, RN, ND, CDE, CPNP, from Chicago, Karen M. Bolderman, RD, LDN, CDE, from Maryland, and David Randal, PsyD, LP, CDE, from Minnesota were recently elected to three year terms on the NCBDE Board of Directors beginning in February 2008. NCBDE extends its welcome to Karen, Rosemary and David.

Following the October 2007 meeting of the NCBDE Board, Cindy Halstenson, RD, LD, CDE assumed the role of NCBDE Chair. Sue Drogos, RN, BSN, MPA, CDE was elected to a one year term as Treasurer and Karen Bolderman, RD, LDN, CDE, was elected to serve as Chair-Elect.

Due to Renew in 2008?

If your CDE credential will expire December 31, 2008, you may renew by continuing education (see related articles on page 3 and 4) or you may take the Certification Examination. The postmark deadline is July 15 for the October 25 exam and the deadline date for renewal by continuing education is September 15.

Renewal of certification notices were mailed in late October last year to CDEs whose credentials will expire December 31, 2008. Because of name and/or address changes, many of these notices could not be delivered. It is important to note that nonreceipt of this courtesy mailing does not relieve certificants of meeting certification renewal requirements.

Remember that it is the responsibility of the renewing individual to submit a current Application and fee prior to the applicable deadline date. Neither the NCBDE nor the testing agency is responsible for lost, misdirected or late mail.

Obtaining an Application

The 2008 Certification Handbook includes instructions and application forms to renew by the Certification Examination and by continuing education. To obtain the 2008 Certification Handbook and Application, contact the testing agency, Applied Measurement Professionals, by telephone at 913-895-4600, facsimile at 913-895-4651, or e-mail at info@goamp.com (be sure to include "NCBDE Application" in the subject line of the request and your mailing address in the message). The Handbook and Application are also available in pdf format and may be downloaded from the NCBDE web site (http://www.ncbde.org/certhandbook_app.cfm).

Please note that those who do not pass the Certification Examination or renew by continuing education before the credential expiration date must stop using the CDE designation until such time as they successfully renew certification.

Kindly refer questions about renewal of certification to the NCBDE national office at 847-228-9795 or by e-mail at info@ncbde.org.

Call for Applications for 3 Board Positions

Are you a CDE who has served as a committee or task force member for NCBDE or another organization or has experience as a Board member of a state or national not-for-profit organization? If so, we hope that you will consider applying for a position on NCBDE's Board of Directors.

The Board understands that the health of an organization is determined by its leadership, and one of the benefits of being certified by a professional credentialing organization is the opportunity to actively participate in a leadership position and positively impact its strength and recognition on a national basis. Serving on a board of directors can be challenging and rewarding, but at the same time requires personal commitments of time, skills, and resources.

Every year specific positions must be filled in order to maintain the Board's composition.

In 2008, the positions to be filled for terms beginning in 2009 are:

- **One registered nurse**
- **One registered dietitian**
- **One physician**

To be eligible for nomination, one must be a CDE (conferred by NCBDE) and either currently employed in diabetes education, or formerly employed in diabetes education and currently employed in another diabetes-related field other than the manufacture, sale, or distribution of diabetes-related products or services.

The application and job description will be available June 1. These documents may be downloaded from the web site or requested by telephone at 847-228-9795, by fax at 847-228-8469, or by e-mail at info@ncbde.org. Please include your name and address with your request.

The application outlines eligibility requirements and procedures for completing the process. A document titled "NCBDE Board of Directors Job Description" is also available. This provides an overview of responsibilities and expectations of those elected to serve on the Board. Understanding and appreciation of the responsibilities and commitments necessary to serve effectively are of critical importance before making the decision to apply.

Applicants must submit a completed application, current resume or curriculum vitae, and two letters of recommendation. The postmark deadline for submitting applications is August 1, 2008.

This is a tremendous opportunity to share your knowledge and professional talents at a national level and to be involved in maintaining the high standards of NCBDE credentialing in diabetes education.

Renewal of Certification by Continuing Education Option

NCBDE implemented the option to renew certification using continuing education in 2005. This avenue of renewal is available as an alternative the Certification Examination for Diabetes Educators. The continuing education option may be used each time renewal of certification is due, provided the credential has not lapsed.

The addition of renewal of certification by continuing education is intended to enhance continuing competence of certificants by providing each practitioner the opportunity to choose between taking the Certification Examination and using continuing education activities. The deadline date for submitting an application to renew certification by continuing education is not the same as the deadline dates for applying to take the Certification Examination. All continuing education hours must be completed and documented on an application by the September deadline of the year the credential will expire (e.g., 9/15/2008 for those with credentials expiring 12/31/2008; 9/15/2009 for those with credentials expiring 12/31/2009). There is only one deadline date for this option.

General Information

Renewal of certification demonstrates that professionals previously certified have maintained a level of contemporary knowledge in diabetes education.

NCBDE requires all CDEs to renew certification every 5 years. It is the responsibility of the individual certificant to maintain certification and to stay abreast of any changes in certification and renewal requirements. The dates of the credential should be monitored and applications for renewal submitted by published deadlines.

Implementation of recertification by continuing education was on a prorated basis, as shown in the table at the top of this page. After 2009, if renewal of certification by continuing education is chosen, 75 hours of continuing education applicable to diabetes will have to be completed for the 5 year cycle.

Renewal by Continuing Education Cycles

After initial certification, continuing education activities must be completed between

Continuing Education Prorated Implementation Information

Credential Expiration	Hours Required	Activities Must be Completed no later than	Hours may be Accrued from
12/31/2008	60 hours	9/15/2008	1/1/2004
12/31/2009	75 hours	9/15/2009	1/1/2004

Table 1.

Continuing Education Recertification Cycle Examples

Example	Credential Expiration	Hours Required	Activities Must be Completed no later than	Hours may be Accrued from
A	J. Smith – newly certified in 2007 12/31/2012	75 hours	9/17/2012	1/1/2008
B	M. Johnson – renewed by continuing education in 2007 12/31/2012	75 hours	9/17/2012	9/18/2007
C	J. Doe – newly certified in 2008 12/31/2013	75 hours	9/16/2013	1/1/2009
D	S. Smith – renewed by continuing education in 2008 12/31/2013	75 hours	9/16/2013	9/16/2008

Table 2.

January 1 of the following year and the application deadline date for renewal, i.e., September 15, five years later.

For subsequent certification periods, all continuing education activities must be completed between the day after the application deadline date, i.e., September 16, and the application deadline date for renewal, i.e., September 15, five years later. See Recertification Cycle Examples box above.

All 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 current Certification Handbook for Diabetes Educators is considered applicable to diabetes.
- must be completed between January 1, 2004 and the September application deadline date for renewal of certification by continuing education for those on the

prorated cycle or as defined by the renewal by continuing education cycles policy.

(All continuing education activities must be completed prior to 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 come from any specific area of concentration, e.g., social workers may attend a nursing program applicable to diabetes and use those clock hours for renewal of certification.

Activities acceptable for renewal of certification by continuing education include

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

Sandy Muchnick Named NCBDE's 2007 Distinguished Service Award Winner

Health care professionals attending the American Diabetes Association's Scientific Sessions this past June were on hand for the recognition of NCBDE's 2007 Distinguished Service Award recipient Sandy Muchnick, MED, CDE. Sandy was chosen as the award recipient because of her longstanding dedicated service to NCBDE and to the practice of diabetes education.

A CDE since 1988, Sandy is the founder and President of Achieving Better Control, Inc. (d/b/a ABC Diabetes Programs), a company providing community-based diabetes self-management education programs in the Greater Philadelphia area, as well as in Ohio and Delaware.

After serving on the Item Review Committee and the 2000 Job Analysis Advisory Task Force, Sandy was elected to the NCBDE Board of Directors in 2002. While on the Board, she served on several committees, including Examination Review, Application Review, and Nominating Committees, and the 2004 Job Analysis Advisory Task Force.



Sandy Muchnick

Sandy served as Chair-Elect and Chair during her term on the Board of Directors. Since completing her term on the Board, she has continued her volunteer service with NCBDE, serving on the Item Bank Audit Task Force, the Examination Review Committee, and the current Practice Analysis Advisory Committee.

The dedication to the profession shown by Sandy and her efforts as a volunteer serve as an inspiration to others. Congratulations, Sandy!

Web Site Expanded

If you have not visited NCBDE's web site (ncbde.org) lately, please take a few moments to access it the next time you are using the internet. The site contains extensive details about the Certification Examinations including eligibility, dates/locations of examinations, information on preparing for the examination, and post-examination process, as well as renewal of certification, frequently asked questions, and announcements about changes in the certification process as they become available. In addition, the site has recently been expanded to include a "CDE Only" area where CDEs can track their continuing education activities (for their own use), and access recent copies of the NCBDE News and product order forms.

CHECK IT OUT!

NCBDE's web site can be found at:

www.ncbde.org

Renewal of Certification by Continuing Education Tips

For CDEs renewing in 2008:

- Obtain a copy of the 2008 Certification Handbook. (Information about how to do this will be found elsewhere in the newsletter.) Then, before doing anything else, read all instructions for completing the application and identify the documentation requirements.

For ALL CDEs anticipating renewal of certification by continuing education:

These items cannot be over-emphasized:

- Make sure that the providers of continuing education activities that are being considered for certification renewal are on NCBDE's recognized provider list.
- Remember that individual state boards of licensure, including state boards of nursing, are only acceptable providers if they are accredited/approved by one of the providers recognized by NCBDE, such as the American Nurses Credentialing Center (ANCC). The provider on the Recognized List is the organization that must be reported on the Summary form.
- Remember that just because a continuing education activity is offered by a provider recognized by NCBDE, it does not automatically ensure that the activity itself is acceptable for renewal by continuing education. You will want to make sure the activity meets all the requirements before including it in your list of activities for renewal by continuing education.
- Keep copies of all activities outlines and/or program brochures for your file in case you need them when documenting content specifically applicable to diabetes (e.g., a dietetic or nursing meeting with a non-specific title such as 2007 State Conference would not be specific enough to show that content is applicable to diabetes when reporting the continuing education hours. The outline/brochure should be reviewed to report the appropriate content).
- Mark the name of the recognized provider on your certificates or verification of attendance as the activities are completed if the organization offering the activities is accredited or approved by an organization on the Recognized Provider list. You may not be able to locate this important information when you are filling out the application several years later.
- When completing the application, avoid using initials or acronyms for courses and providers.
- Be certain that the continuing education offerings you claim were completed within the allowed time frame.
- If you opt for the Late Application Deadline Date, it is important to understand that

TIPS / Continued on page 7

CDE® Record Update Form 2008

NCBDE requests that **all** CDEs take a few minutes to complete this record update form in its entirety and return it via email or facsimile as soon as possible. **Return the completed form to:**

NCBDE
330 E. Algonquin Road, Suite 4 • Arlington Heights, IL 60005
Fax: 847-228-8469

To prevent data entry errors, please print neatly or type information.

Full Name (first, middle initial, last)	
Former Name/Maiden Name*	
Social Security Number* or CDE Number	
Date of Birth*	
Home Address (include street address, city, state, and postal code)	
Home Telephone Number* (inc. area code)	
Home E-mail Address*	
Home Fax Number* (inc. area code)	
Employer*	
Work Address* (include department, street address, city, state, and postal code)	
Work Telephone Number* (inc. area code)	
Work E-mail Address*	
Professional Discipline (nurse, dietitian, pharmacist, etc.)	

Signature _____ Date _____

From time to time, NCBDE receives requests for lists of CDEs for purposes other than third party payers or research purposes. If you do **NOT** wish your name to be included on such lists, please complete the information below. Thank you.

Do not include my name on lists for purposes other than 3rd party payers or research purposes.

**This information is requested for contact and/or identification purposes only. It is considered confidential and is not made available to anyone requesting CDE information.*

Summary of the 2006 Certification Examinations and Renewal of Certification by Continuing Education

To inform the public, potential candidates, and those currently certified, the National Certification Board for Diabetes Educators each year publishes a summary of the certification examinations administered the previous year and the results of the renewal by continuing education.

Certification Examination for Diabetes Educators – 2006

In 2006, a total of 1,546 candidates took the certification examination, 734 in May and 812 in October. Of the total, 66% took the examination for the first time, 17% had previously taken the examination but had not passed, 10% were previously certified individuals whose credentials had lapsed, and 7% renewed certification status.

2006 Renewal of Certification by Continuing Education

In 2005, when renewal of certification by continuing education became available as an alternative to the Certification Examination, implementation on a prorated basis required that CDEs whose credentials would expire on 12/31/2006 complete 30 hours of approved continuing education between January 1, 2004 and September 15, 2006. Approximately 2,200 CDEs submitted applications for renewal of certification by continuing education; more than 98% successfully completed the process.

As of January 1, 2008 there were 15,448 CDE health care providers.

Pass/Fail Statistics

May 2006	Total	Pass	Fail
Candidates writing the examination for the first time	473	80.34%	19.66%
Candidates renewing credentials	30	93.33%	6.67%
Candidates with lapsed credentials	104	88.46%	11.54%
Candidates repeating due to unsuccessful attempt(s)	127	44.09%	55.91%
All Candidates May Administration	734	75.75%	24.25%

Table 1.

Pass/Fail Statistics

October 2006	Total	Pass	Fail
Candidates writing the examination for the first time	547	79.52%	20.48%
Candidates renewing credentials	84	98.81%	1.19%
Candidates with lapsed credentials	49	89.80%	10.20%
Candidates repeating due to unsuccessful attempt(s)	132	38.64%	61.36%
All Candidates October Administration	812	75.49%	24.51%

Table 2.

TIPS / Continued from page 4

- this only allows late submission of the application; it does not mean that courses may be taken beyond the September deadline.
- Applications must be completed in English and handwriting must be legible.
 - Courses must include a full title, not just a course number.
 - Submit a course outline with highlighted areas applicable to diabetes if it is not evident from the course title that it is applicable to diabetes, or include a brief description of how the activity is applicable to diabetes.

- There is no need to submit course outlines or descriptions if it is clear from the titles of the activities that they are applicable to diabetes.
- Specify the number of hours being claimed if the entire activity/course is not applicable to diabetes (e.g., "10 hours/24 hrs total"). You may want to report sessions individually or include a program/course outline with applicable content highlighted.
 - In a multiple day workshop, claim only content applicable to diabetes if diabetes is not the total focus of the program.

- Check the Handbook or NCBDE web site for application deadline dates, time frame within which continuing education activities must be completed, and the number of continuing education hours required for certification renewal.
- If you have more continuing education hours than the number required, it is advisable to report them. This will save the review committee from having to request more information if it isn't clear that some courses were applicable to diabetes.

Meet the Board

NCBDE wishes to express its gratitude to Fern Vining, who recently completed her four year term, for her dedication and valuable contributions to the organization.

Fern graduated from the University of Michigan, Ann Arbor, in 1961 with a BSN. Following graduation she worked several years as a staff nurse at Detroit area hospitals, primarily in the medical-surgical areas. She then moved to the education realm and taught nursing at Providence Hospital in Detroit



Fern Vining, RN, MA, CDE

from 1964-1966 and again from 1972-1975. In 1975, she took the new position of hospital-wide education at Wayne County General Hospital, a public hospital close to Detroit. In 1980, she received her Master's Degree in Education from Eastern Michigan University in Ypsilanti with a major in curriculum development and psychology. She began her career in diabetes education in 1985 when she accepted a position in patient education at William Beaumont Hospital, in Royal Oak, Michigan.

She developed the Outpatient Diabetes Self-Management Program at Beaumont which has State of Michigan Certification and American Diabetes Association Recognition. Fern's career at Beaumont included coordinating and teaching in the Diabetes Program, as well as involvement with inpatient activities for patients with diabetes, and serving on hospital committees such as the Diabetes Care and Pharmacy and Therapeutics Committees. She retired from Beaumont in the fall of 2005.

Fern has served on many volunteer boards. She has been active at the State Community

Health Department, Diabetes Division, serving on the Diabetes Policy Advisory Committee and for many years, chaired the State's Diabetes Education Program Advisory Committee. She continues her volunteer activities with the Michigan American Diabetes Association by co-chairing the Arab-American Coalition of the American Diabetes Association which she has been involved with since its inception 12 years ago.

She was elected to the NCBDE Board of Directors in 2003 and began her tenure in 2004. During her 4 years on the Board, she served on the Examination Review and Application Review Committees and several task forces. She served as Chair-Elect in 2004 and Board Chair from 2005-2006. She also served a one year term as Treasurer following her year as Chair.

Fern states that being elected to serve on NCBDE's Board has been one of the greatest honors of her career and wishes to thank all the board she has served with and especially the great staff of NCBDE.

What's Available?

NCBDE's national office has a number of resources available for CDEs and others. These include:

- select statistical information on CDEs and a process to do mailings to CDEs (approval and fee required)
- camera-ready artwork of the CDE® logo that can be added to promotional materials such as business stationery, brochures and flyers
- news release templates for use in announcing certification/renewal
- letters verifying credential status for use by individuals and/or employers
- web site with extensive information on certification eligibility, the examination process, and renewal of certification options (www.ncbde.org)
- order forms to purchase a CDE lapel pin, duplicate wallet card or certificate
- staff available to provide information on the continuing education renewal process
- staff available to provide support to initial applicants on eligibility requirements and application questions
- select statistical information on CDEs and a process to do mailings to CDEs (approval and fee required)
- position statements on The CDE: Limitations of the Credential; Study Programs for the CDE Examination; and "CDE ELIGIBLE" and "CDE PENDING"
- informational brochures for initial certification, including a description of current eligibility requirements, examination dates and other general information. These brochures may be requested in larger quantities for meetings.

Don't Lose Your Certificate...Frame It!

NCBDE office staff receive calls from CDEs who have misplaced their certificates. Don't take the chance of being one of those people. Take advantage of NCBDE's arrangement with Framing Success to have the certificate framed, choosing from a variety of handsome styles.

Each frame includes a mat with the NCBDE logo highlighted in gold to match the design of the certificate. The design of the frames allows you to easily insert the certificate yourself, making it unnecessary to send the certificate to the framing company and risk losing it along the way. The frames are priced from \$51-\$100, and because you deal directly with Framing Success, you obtain the lowest possible price. NCBDE does not earn royalties from these sales. Visit the "CDE Only" area on the NCBDE web site or contact the NCBDE office to obtain a brochure (847-228-9795 or info@ncbde.org).

CDE Artwork Available

Camera-ready artwork of the CDE logo is available to Certified Diabetes Educators at no cost from the NCBDE national office.

This artwork may be used by CDEs on their business cards, letterhead, or other stationery. Contact the NCBDE office (847-228-9795 or info@ncbde.org) to obtain your artwork.



Lapsed Credential Policy Reminder

Individuals whose credentials are not renewed prior to the expiration date may apply for the spring and/or fall examination in the year immediately following expiration of the credential, without having to meet eligibility requirements for initial certification.

NCBDE Wallet Card and Certificate Order Form



Complete and submit this order form to receive additional/replacement CDE certificates or a laminated wallet card. Orders take approximately 4-6 weeks.

Item	Quantity	X	Price	=	Cost
Certificate(s)	_____	x	\$ 15.00	=	_____
Laminated Wallet Card(s)	_____	x	\$ 7.00	=	_____
			Subtotal	=	_____
			8.5% Sales Tax (Illinois Only)	=	_____
			TOTAL	=	_____



Print or type only:

Name: _____ Phone (area code): _____

CDE #: _____ Expiration Date: _____

Address: _____

City, State and Zip Code: _____

Full payment is required.

Check one: Check or money order enclosed, payable to NCBDE
 Visa/MasterCard/AMEX (circle) Card # _____

Expiration Date (MM/YY) _____ Total Amount (must be \$15 or more): _____

Signature: _____

Send the completed form and payment to:

NCBDE
 330 E. Algonquin Road, Suite 4
 Arlington Heights, IL 60005
 Fax: 847-228-8469

Office Use Only: CDE# verified: _____ Exp Date verified: _____ Check # _____ P or C

Three CDEs Win at 2007 AADE Annual Meeting

Congratulations to the three CDEs who were winners of the NCBDE drawings held during the American Association of Diabetes Educators Annual Meeting in St. Louis in August 2007. These individuals will be able to renew certification without paying the \$250 fee, which is being waived by NCBDE.

- **Sandra Bowman Miller, RN, CDE**
Oklahoma
- **Autumn P. Douglas, RD, CDE**
Mississippi
- **Tina M. Pottorff, RN, CDE**
Indiana

More than 1,800 CDEs stopped by the NCBDE Button Distribution Booth to pick up a CDE button during the course of the meeting and over 1,000 CDEs participated in the drawings. Our thanks to AADE for providing space in their registration area for this activity.

Special Thanks...

NCBDE wishes to thank Geri Spollett, MSN, C-ANP, CDE; Barbara Kocurek, PharmD, BCPS, CDE; Wendy Kushion, RN, MSN, APRN-BC, CDE; Rita Saltiel, RN, MPH, CDE; and Karen Chalmers, MS, RD, LD, CDE for their years of service on the Examination Review Committee. Thank you also to Gail Sommerfeld, RD, LDN, CDE, ACE, and Jill Weissberg-Benchell, PhD, CDE for their years of service on the Item Construction Committee.

OPTION / Continued from page 3

Activities not acceptable for renewal of certification by continuing education include

- Academic courses
- Certification/credentials awarded
- Elected office or serving on boards and 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

Recognized Providers

The list of recognized providers is available in the 2008 Certification Handbook, on the web site or by contacting the office at 847-228-9795.

Only continuing education applicable to diabetes and offered by a provider* on the NCBDE List of Recognized Providers or continuing education applicable to diabetes provided by accredited academic institutions granting degrees related to professional practice may be submitted. The academic institutions (colleges and universities) must be accredited by nationally recognized regional accrediting bodies.

(*Several state licensure boards require continuing education for renewal of licensure. Acceptance by a state board of licensure does not guarantee that a continuing education program will meet NCBDE criteria. The continuing education activity must be applicable to diabetes and the licensing board must be approved or accredited by a provider on the NCBDE List of Recognized Providers.)

Continuing Education Hours (Clock Hours)

NCBDE requires that only the actual time spent on subject matter applicable to diabetes be reported, not the number of contact hours, units or credits awarded by the recognized provider. Continuing education activities must be reported only in clock hours. One clock hour equals 60 minutes. In some 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 1 contact hour, i.e., 50 minutes equals 1 contact hour. To

provide common measure for all disciplines, NCBDE requires that all CE activities be reported in clock hours.

If a recognized provider awarded 2 contact hours for an activity that was 2 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.

The number of clock hours submitted cannot be more than the number of contact hours/credits/units awarded by the recognized provider.

For presentations, participants may include in the time to be counted as clock hours the course overview/introductions, educational presentation, and questions and answers. Time may not be counted for general announcements, breaks, lunch, exhibits, etc. For self-study programs (on-line or written booklets), participants may count the actual time spent on completing the activity.

Other Information

The course title should provide an indication of the content of the course. A brief description of content (or course outline or brochure) should be submitted with application if the course title does not indicate course content.

Individuals who choose to renew using the continuing education option should maintain a file of verifications of attendance or other supporting documentation verifying participation for each continuing education activity. When renewal is due, the CDE will be required to complete a current Application by the deadline date, including a "Summary of Continuing Education" form. Submission of the verifying documents is not required, but all applications are subject to audit. If selected for audit, copies of certificates of completion, verifications of attendance, and/or other supporting documentation verifying participation for each continuing education activity will have to be submitted.

Implementation Date for Practice Requirement for Renewal of Certification Revised

As announced in previous issues of *NCBDE News* and as highlighted in the Chair's Message in the last issue, the NCBDE Board of Directors has approved a practice requirement for renewal of certification. Please be aware that the implementation date has been changed from beginning with CDEs whose credentials will expire 12/31/2009 to beginning with those CDEs whose credentials will expire 12/31/2010. Individuals will need to have a minimum of 1000 hours of professional practice experience during the five-year certification cycle, in addition to either taking the Certification Examination or renewing by continuing education. The 1000 hours of experience required for certification renewal is not the same as the 1000 hours required for initial certification.

Definition of Professional Practice

For purposes of recertification, practice means actively employed for compensation, providing a direct or indirect professional contribution to the care and self-management education of people with diabetes.

What is Included in this Definition

This definition is intended to be as inclusive as possible of positions currently held by CDEs, including program development, program management, public health/community surveillance, diabetes-related research, clinical roles in diabetes industry, case management, professional education, consultant roles to industry or other providers, or others.

What is NOT Included

Employment in the manufacture, direct sales, or distribution of diabetes-related products or services in pharmaceutical or other diabetes related industries, public health screenings, jobs unrelated to diabetes, and participation

in diabetes camp will not meet the practice requirement, nor will preceptorships/mentoring or volunteer hours of any kind.

The 1000 hours of professional practice experience must:

- Take place in the United States or its territories
- Be completed during the five-year certification cycle, between January 1 following the year of initial certification and/or recertification and the date of application for renewal, either by examination or continuing education

There is no requirement about how or when this must be accomplished, e.g., to complete 200 hours each of the five years, or to be practicing at the time of application.

For Those Unable to Meet the Practice Requirement

Even for CDEs who wish to maintain certification status but do not or cannot meet the practice requirement, there is a renewal option. That option requires **both** successful completion of the Certification Examination **and** the 75 clock hours of continuing education. During the five year period that certification is valid, if a CDE has practiced less than the required 1000 hours, has taken employment unrelated to diabetes care and education, is on leave from employment or has retired, but still wishes to maintain certification as a diabetes educator, it will be necessary to hold a current, active, unrestricted license or registration for the same discipline held at the time of initial certification and to demonstrate knowledge of current standards and practices by passing the examination and documenting relevant continuing education activities are required. No exceptions will be available.

MESSAGE / Continued from page 1

- Continuing implementation of the recertification process by continuing education and the move toward the new practice requirement applicable in 2010 for credential maintenance for diabetes educators. The professional practice requirement for certification renewal is not the same as that required for initial certification. Further information about this practice requirement is available on the NCBDE website at www.ncbde.org. Click on the link "Recertification Practice Requirement".

It is an honor to serve as the Chair of the Board of Directors, and to work so closely with an esteemed group of directors who are contributing their time and expertise to development and maintenance of the respected CDE credential. Our work as directors is only possible due to the staff of the national office. This small group of people carries the weight of implementing the strategic plan and priorities developed by boards each year. I hope you will join the Board of Directors in offering them our heartfelt thanks.

Warm wishes for 2008,

Cindy Halstenson

Cindy Halstenson, RD, LD, CDE
Chair, NCBDE Board of Directors

HELP / Continued from page 1

Early in June, the survey will be sent electronically to approximately 3500 CDEs selected at random, who will be asked to review the list of tasks and, using an importance scale included with the survey, to rate how important each task is to safe and effective practice of Diabetes Educators. If you receive the survey, NCBDE encourages you to participate. This is a tremendous opportunity to contribute to assuring the continued quality and high standard of the CDE credential. Your responses are necessary to keep the Certification Examinations as reflective of current practice as possible, that is, what CDE practitioners do in their jobs, not simply what they know.

MARK YOUR 2008 CALENDAR!

NCBDE EVENT / DEADLINE DATE	LOCATION	DATE
Spring 2008 Certification Examination for Diabetes Educators		May 3
NCBDE Exhibit – American Diabetes Association Scientific Sessions	San Francisco	June 6-10
NCBDE Board of Directors Meeting	Chicago	June 21-22
Application Filing Deadline Date – Fall 2008 Certification Examination		July 15
NCBDE Board of Directors – Director Application Filing Deadline		August 1
Late Application Filing Date – Fall 2008 Exam (available only for those currently certified)		August 15
NCBDE Exhibit – American Association of Diabetes Educators Annual Meeting	Washington, DC	August 6-9
Application Filing Date – 2008 Renewal of Certification by Continuing Education Deadline		September 15
Late Application Filing Date – 2008 Renewal of Certification by Continuing Education Deadline		October 15
NCBDE Board of Directors Meeting	Chicago, IL	October 17-19
NCBDE Exhibit – American Dietetic Association Food & Nutrition Conference & Expo	Chicago, IL	October 25-28
Fall 2008 Certification Examination for Diabetes Educators		October 25

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IN THIS ISSUE

- 1 **Message from the Chair**
- 1 **NCBDE Needs Your Help**
- 2 **New Board Members Elected**
- 2 **Due to Renew in 2008**
- 2 **Call for Applications
for Board Positions**
- 3 **Renewal by Continuing Education
Option**
- 4 **Distinguished Service
Award Winner**
- 4 **Website Expanded**
- 5 **CDE Update Form**
- 7 **2006 Certification Summary**
- 8 **Meet the Board**
- 9 **Lapsed Policy**
- 10 **AADE Annual Meeting Winners**
- 11 **Practice Requirement Date Revised**