

**Summary Form[±] DOCUMENTING Important Notes and Possible Errors
That May Cause Rejection or Audit**

NCBDE Renewal by Continuing Education Application – Part II

Applicant's Name: Jane Doe

**SUMMARY OF CONTINUING EDUCATION ACTIVITIES
Renewal by Continuing Education Only**

Renewal of certification by continuing education activities requires that CDE[®]s meet eligibility requirements and complete 75 clock hours of continuing education in content areas applicable to diabetes during their applicable accrual cycle (e.g., newly certified in 2005, January 1, 2006 to date of application; certified prior to 2005, September 16, 2005 to date of application). Activities must be completed at the time of application and the application needs to be postmarked by the published deadline date.

NOTE: In this example, Ms. Doe was initially certified in 2005; therefore, her activities begin in 2006.

Title	Provider* (Do not use abbreviations or acronyms) *Providers must appear on the NCBDE List of Recognized Providers.	Date Attended or Completed	Clock Hours Being Claimed** **Hours must be reported in clock hours, not contact hours.
1. Diabetes Symposium	Grandview Hospital Nurses Association <i>Please note: Sample program has approval from ANCC (American Nurses Credentialing Center) an organization which appears on the NCBDE List of Recognized Providers. ANCC must appear in this section of the form, not Grandview Hospital Nurses Association.</i>	January 2-4, 2006	18
2. Clinical Perspectives in Type 2 Diabetes Care	Michigan Nurses Association, Michigan Dietetic Association, or Michigan Association of Diabetes Educators <i>Please note: State or local chapters of recognized providers are not included on the NCBDE List of Recognized Providers. Only an organization on the NCBDE List of Recognized Providers should be identified in this section of the form. Often, program/course brochures and/or certificates include this information.</i>	<i>Please note: Exact dates (mm/dd/yyyy) must appear on the form.</i>	1.8 <i>Please note: 1.8 hours is likely incorrect if number applies to nursing activity that took place prior to 1/1/2007. For any nursing activity that occurred prior to 1/1/2007, be sure to report clock hours, not contact hours; 1.5 hours is correct in the event the nursing activity occurred prior to 1/1/2007.</i>
3. ADA P.G. Course <i>Please note: An acronym should not be used as it may represent more than one organization or activity; spell out the name of the organization, etc..</i>	Commission on Dietetic Registration American Nurses Credentialing Center <i>Please note: CDR, ADA (American Diabetes Association) or any other Provider appearing on the NCBDE List of Recognized Providers that has approved the meeting for continuing education would be acceptable.</i>	February 10-15, 2007	20
4. Type 2 Diabetes in the Elderly	Nursing 2007 <i>Please note: Nursing 2007 is a journal. This activity has approval from ANCC (American Nurses Credentialing Center), a provider that appears on the NCBDE List of Recognized Providers and this information must appear in this section of the form, not "Nursing 2007".</i>	July 8, 2007	3 <i>Please note: Enter the actual time spent on the activity. HOWEVER, hours may not exceed total units/credits awarded by provider. In this example, this activity has been approved only for 2 clock hours.</i>

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Title	Provider* (Do not use abbreviations or acronyms) *Providers must appear on the NCBDE List of Recognized Providers.	Date Attended or Completed	Clock Hours Being Claimed** **Hours must be reported in clock hours, not contact hours.
<p>5. Sweet Success</p> <p><i>Please note: Content matter applicable to diabetes is not evident from this abbreviated entry, e.g., full title is Sweet Success: Diabetes and Pregnancy. If an activity cannot be identified as being applicable to diabetes by the title, submit an explanation on a separate sheet of paper or submit copy of brochure or program with areas applicable to diabetes identified.</i></p>	<p>Joslin Diabetes Center/Bayer Health Care</p> <p><i>Please note: Provider must appear on the NCBDE List of Recognized Providers. Reporting either Joslin Diabetes Center or Bayer Health Care is not acceptable; identify which organization on NCBDE List of Recognized Provider approved or accredited the organization. Only an organization on the List of Recognized Providers should appear in this column.</i></p>	<p>July 15-17, 2008</p>	<p>12</p>
<p>6. ADA FNCE 2008</p> <p><i>Please note: Do not use abbreviations or acronyms. Also: this entry does not provide any indication that the hours documented are applicable to diabetes.</i></p>	<p>Commission on Dietetic Registration</p>	<p>October 1-5, 2008</p>	<p>35</p> <p><i>Please note: Be sure to review the activities acceptable for continuing education before claiming hours. It is important to include only those activities applicable to diabetes and not to include such things as poster and/or exhibit sessions, or other non acceptable forms of continuing education.</i></p>
<p>7. Conference</p> <p><i>Please note: Content matter applicable to diabetes is not evident from this abbreviated entry, e.g., activity is actually the "American Association of Diabetes Educators Annual Meeting". If an activity cannot be identified as being applicable to diabetes by the entry, submit an explanation on a separate sheet of paper or submit copy of brochure or program with areas applicable to diabetes identified.</i></p>	<p>ADA</p> <p><i>Please note: An acronym should not be used as it may represent more than one organization; spell out the name of the organization. Also: American Association of Diabetes Educators or any other Provider appearing on the NCBDE List of Recognized Providers that has approved the meeting for continuing education would be acceptable.</i></p>	<p>August 2009</p> <p><i>Please note: Exact dates (mm/dd/yyyy) must appear on the form.</i></p>	<p>26</p> <p><i>Please note: It is important not to include hours for non-acceptable activities such as poster and/or exhibit sessions.</i></p>
SUBTOTAL THIS PAGE:			115.8 hours
TOTAL:			<p>115.8 hours</p> <p><i>Please note: only 75 hours are needed for renewal. However, you are encouraged to submit additional hours if available and applicable.</i></p>

ATTESTATION: This statement must be signed and dated in ink by the applicant.

Please note: Application must be dated/mailed after application window opens AND postmarked no later than 9/15/2010 for the standard deadline (refer to Handbook for opening window date and other important dates). All continuing education activities must have been completed/taken place prior to completion of the application.

Summary Form[±] Reflecting Correct Documentation
versus “INCORRECT” Summary Form on Pages 1-2 (Above)

NCBDE Renewal by Continuing Education Application – Part II

Applicant's Name: Jane Doe

SUMMARY OF CONTINUING EDUCATION ACTIVITIES
Renewal by Continuing Education Only

Title	Provider* (Do not use abbreviations or acronyms)	Date Attended or Completed	Clock Hours Being Claimed**
1. Diabetes Symposium	American Nurses Credentialing Center <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	January 2-4, 2006	18
2. Clinical Perspectives in Type 2 Diabetes Care	American Dietetic Association <i>or</i> ANCC (American Nurses Credentialing Center) <i>or</i> AADE (American Association Diabetes Educators) <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	March 18, 2006	1.5
3. American Diabetes Association Annual Advanced Postgraduate Course	Commission on Dietetic Registration <i>or</i> American Nurses Credentialing Center <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	February 10-15, 2007	20
4. Type 2 Diabetes in the Elderly	ANCC (American Nurses Credentialing Center)	July 8, 2007	2
5. Sweet Success: Diabetes and Pregnancy <i>Entry now includes a title that clarifies activity. If title does not make it obvious that content is applicable to diabetes – include a written description, program, brochure or other documentation that identifies this information.</i>	Commission on Dietetic Registration <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	July 15-17, 2008	12
6. American Dietetic Association Food & Nutrition Conference & Expo 2008 a) behavior change (6 hr) b) type 1 diabetes and nutrition (2 hr) c) insulin and diet (8 hr) d) identifying weight loss goals (10 hr) <i>Entry now includes information to clarify that hours are applicable to diabetes. If title does not make it obvious that content is applicable to diabetes – include a written description, program, brochure or other documentation that identifies this information.</i>	Commission on Dietetic Registration <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	October 1-5, 2008	26 <i>Number now includes only those hours applicable to diabetes and it does not include any exhibit/poster session hours, etc.</i>
7. American Association of Diabetes Educators Annual Meeting <i>Entry now includes a title that clarifies activity is applicable to diabetes.</i>	American Association of Diabetes Educators <i>(or any other organization that has approved the activity for continuing education and appears on the NCBDE List of Recognized Providers.)</i>	August 1-5, 2009	15 <i>Total hours reported does NOT include any exhibit/poster session hours.</i>
SUBTOTAL THIS PAGE:			94.5 hours
TOTAL:			94.5 hours

[±] The two versions of the Summary Form are provided as information only. The continuing education activities and the provider information documented have been created for sample purposes only and do not necessarily represent actual activities.

Please refer to the 2010 Renewal of Certification by Continuing Education Handbook upon publication for the instructions and complete application.