

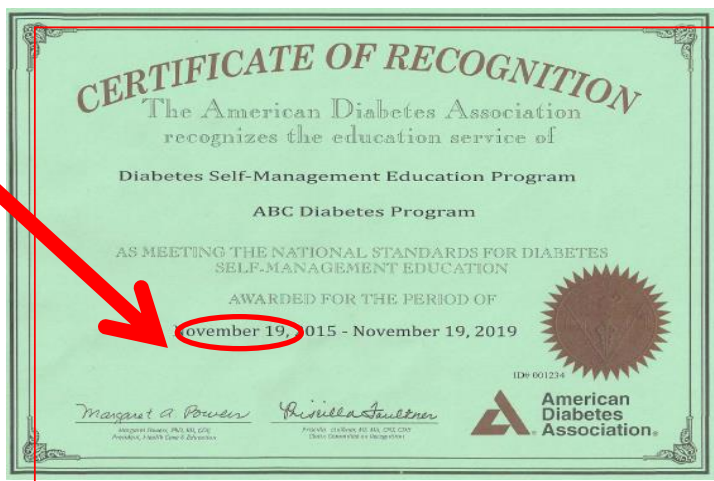
DSMES Team Member and Staff Type

- **Professional instructional team member**
 - A licensed or credentialed healthcare provider that is eligible to sit for the CDE exam
 - Credentials current during 4 year recognition period
 - *CEU's if not a CDE or BC-ADM required
 - Must conduct at least 10% of the DSMES cycle
 - A professional instructor must do the initial and follow up assessments and establish the education plan
 - Include on applications

- **Para-professional instructional team member**
 - Proof of training/experience prior to joining DSMES service
 - Proof of 15 hrs. of training per recognition year
 - Proof of competency in areas of DSMES service she/he teaches each recognition year
 - Cannot do the initial or follow up assessment or set the education plan
 - Include on applications

**All CEUs and credentials must be kept on file during the 4 year recognition cycle including the CEUs and credentials submitted with the most recent service application.*

**Recognition year is a 12 month period based on the month on the DSMES service's recognition certificate one.*



- **Temporary instructional team member**
 - Two types of Temporary Instructors
- May be a professional instructor that fills in while permanent instructor is on vacation
- A permanent professional instructor can be a temporary instructor for the first 4 months after hire (not para-professionals) to allow time to obtain CEUs
 - Do not include on application
 - Credentials have to be current
 - Keep proof of hire date in case of an audit

Administrative staff	Referring providers
<ul style="list-style-type: none"> ▪ Does not provide education ▪ No credentials or CEUs required ▪ Do not include on application 	<ul style="list-style-type: none"> ▪ Are not instructional staff ▪ Do not include on application ▪ Credentials and CEUs do not have to be kept on file for DSMES recognition