

# CEU Guidelines

## Annual Professional Team Members' CEU Requirements and Para-Professional Team Members' Training Requirements

- Professional team members that are not a CDE® or BC-ADM require documentation reflecting 15 hours of CEUs annually per the DSMES service anniversary month that meet all the below guidelines.
- Para-professional team members require documentation reflecting 15 hours of training annually per the DSMES service anniversary month and the below topic guidelines.
- The CEUs and training are required:
  - At the time of the DSMES service application
  - The 12 months prior to the DSMES service application submission date
  - During the DSMES service's 4 year Recognition period.
    - The annual requirements are based on the DSMES service's anniversary month

### CEU Providers and Topics

- It is important to understand that the annual professional DSMES team member CEU requirement replaces the requirement that professional team members be a CDE® or BC-ADM
- Professional team member CEUs must be diabetes related per the NCBDE exam content areas which can be found on page 22 – 24 of the link:  
[http://www.ncbde.org/assets/1/7/Handbook\\_Current.pdf](http://www.ncbde.org/assets/1/7/Handbook_Current.pdf)
- The CEU must be provided by a NCBDE approved CEU organization found at:  
[http://www.ncbde.org/assets/1/7/Handbook\\_Current.pdf](http://www.ncbde.org/assets/1/7/Handbook_Current.pdf)

### CEU Topics

- **Diabetes Specific**
- **Diabetes Related:** nutrition, exercise, retinopathy, nephropathy, neuropathy, cardiovascular disease, stroke, lipids, obesity, metabolic syndrome, etc.
- **Psychosocial:** psychological, behavioral or social content related to diabetes, self-management or chronic disease.
- **Education:** knowledge assessment, learning principles, education, training or instructional methods
- **Program Management:** operations of the DSME, including business operations, performance improvement, case and disease management.

*If the program title does not fit one of the above: Include a copy of the official program brochure with objectives or a copy of the official course outline.*

# CEU Guidelines

## ▪ CEU Certificates and Logs

- The CEU certificate must display the following
  - DSMES team member's name
  - Title of the CEU program
  - Date/s the CEU hours were earned
  - Number of CE hours
  - Name of the NCBDE approved credentialing body
- RD or CDE logs are not accepted because they are populated by the RD
- Pharmacists CPE logs are accepted
  - CPE (Accreditation Council for Pharmacy Education) will no longer provide CEU certificates. CPE populates the logs with the CEU data

## ▪ CEUs - Not accepted

- Exhibit hall hours
- BLS\* and ACLS\*\* courses
- Poster Sessions: unless accompanied by objectives provided during the session
- Academic credits (college credits) unless the college or university:
  - *is approved by an NCBDE recognition organization*
  - *the college/university converts the credits to CEU hours and provides verification of conversion on official letterhead*

\*BLS – Basic Life Support

\*\*ACLS – Advanced Cardiac Life Support