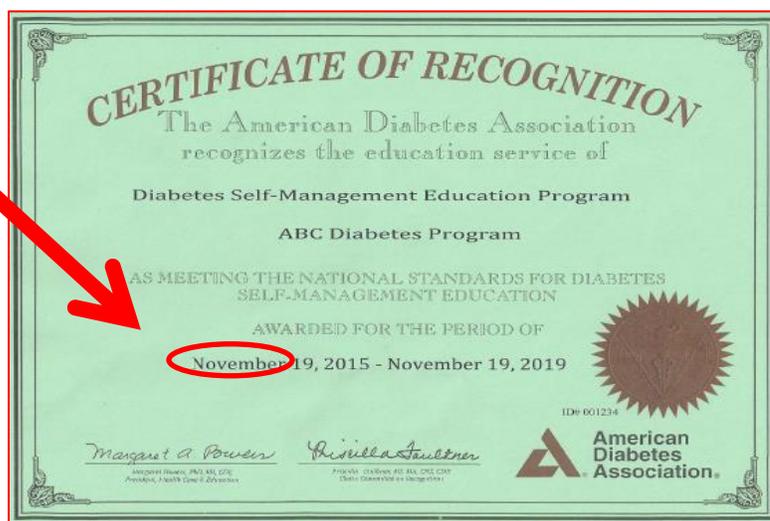


## DSMES Team Member and Staff Type

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