BC-ADM | Board Certified Advanced Diabetes Management
AADE

Practice Hours Explained

Practice hours must be completed within the 5 years preceding the postmark on your renewal application submission.

A minimum of 1,000 practice hours related to your role as an advanced diabetes manager is required and can be either through an employer or as a volunteer.

Faculty can use hours of direct clinical supervision of students for clinical practice. The direct clinical supervision must be in the certification specialty.

Professional Development Explained

Professional development must be completed within the 5 years preceding your renewal application submission.

There are six professional development categories. All candidates must complete 2 of the 6 categories. Categories 1-5 may be doubled; Category 6 may not be doubled to fulfill the professional development requirement.

Professional Development Categories

Category 1: Seventy-five (75) Continuing Education Hours

1. A minimum of 51% (38.25 hours) of the 75 continuing education hours must be directly related to the full scope of your certification role and specialty.
2. At least 50% (37.5 hours) of your 75 continuing education hours must be formally approved continuing education hours. Formally approved continuing education hours meet one or more of the following criteria listed below:
    1) Continuing Nursing Education (CNE) approved for nursing contact hours by an accredited provider or approver of nursing continuing education and/or;
    2) Continuing Medical Education (CME) approved for CME hours and/or;
    3) Sponsored by organizations, agencies or educational institutions accredited or approved by:
        - Accreditation Council for Continuing Medical Education (ACCME)
        - Accreditation Council for Pharmacy Education (ACPE)
        - Commission on Dietetic Registration
    4) provided by one of these accepted agencies:
        - American Nurses Association
        - American Academy of Family Physicians (AAFP)
        - American Academy of Nurse Practitioners (AANP)
        - American Academy of Physician Assistants (AAPA)
        - American College of Nurse Midwives (ACNM)
        - American Psychiatric Association (APA)

- American Psychological Association (APA)
- American Psychiatric Nurses Association (APNA)
- Emergency Nurses Association (ENA)
- National Association of Nurse Practitioners in Women's Health (NPWH)
- National Association of Pediatric Nurse Associates and Practitioners (NAPNAP)

3. The remaining 50% of continuing education hours do not have to meet formal criteria for continuing education hours; however, the content must be applicable to the BC-ADM and your role (examples: in-services, workshops, study modules, grand rounds offered by your place of employment).
4. Independent study and/or e-learning approved for continuing education hours by one of the accepted continuing education providers may be used for 100% of the required continuing education hours (examples: independent study programs, on-line courses, articles from professional journals).
5. Other health care disciplines' continuing education hours applicable to your certification specialty (e.g. dietitian, medicine, social work, counselors, or physical therapists, etc.) are acceptable.
6. Repeat courses are not accepted for certification renewal. You may only claim credit for a specific course once, even if you took that course multiple times during the last five years.
7. The hours achieved from academic course work that is applicable to your certification specialty can be converted to contact hours. See Professional Development Category 2 for accepted academic course work and the formula to convert academic credit to contact hours.
8. As needed, you can use these formulas to convert continuing education credit/academic hours.
    - 1 contact hour = 1 CME or 0.1 CEU or 60 minutes
    - 1 academic semester credit = 15 contact hours 3
    - 1 CEU = 10 contact hours
    - 1 academic quarter credit = 12.5 contact hours

Documentation: Complete the continuing education hour section of the Professional Development Record to document the courses attended and the hours obtained. If course title(s) do not reflect the content, you must provide a brief a description of the content.

Do not submit certificates in lieu of completing the form as these are not accepted and will delay the evaluation of your application for certification renewal.

Audit: *If your record is selected for an audit, you will be required to submit supporting documents such as a copy of the statements of credit(s) showing the dates, title, number of contact hours, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the course to your certification.*

Category 2: Academic Credits

1. Complete five semester credits or six quarter credits of academic courses in your certification specialty.
2. If you do not have enough credits to complete this category, you may convert those credits to contact hours and report them under Category 1.
    - 1 semester credit = 15 contact hours
    - 1 quarter credit = 12.5 contact hours

3. Repeat courses are not accepted for certification renewal. You may only claim credit for a specific course once, even if you took that course multiple times during the last five years.
4. Courses taken toward degree completion or academic independent study courses are accepted if they are applicable to your area of certification. Examples include:
    - Adult education principles
    - Anatomy
    - Health/physical assessment
    - Nursing management/administration or health care administration
    - Nursing, Dietary or Pharmacy research
    - Pathophysiology
    - Physiology
    - Pharmacology
    - Sign language or and/or medical terminology for health care providers
    - Foreign language and/or medical terminology for health care providers

5. Academic credit received for a thesis or dissertation related to your certification specialty is acceptable. (If you use your thesis or dissertation credits to meet Development Category 2, then you cannot use the same thesis or dissertation credits to meet Professional Development Category 4.)
6. Courses that are generally not accepted for Professional Development Category 2: audited course, art, chemistry, physics, foreign languages, history, math, music, public speaking

Documentation: Complete the academic course section of the professional development record to document the courses attended and the academic credits received. If course title(s) do not reflect the content, you must provide a brief a description of the content.

Do not submit transcripts in lieu of completing the form as these are not accepted and will delay the evaluation of your application for certification renewal.

Audit: *If your record is selected for an audit, you will be required submit supporting documents such as transcript(s) showing the number of academic credits, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the course content to your certification. Please maintain supporting documentation for the entire 5 year Certification cycle.*

Category 3: Presentations

1. Five different educational presentations in your certification specialty that fulfill these criteria:

    a. You are the primary presenter of a first time presentation;
    b. The presentation(s) time adds up to at least 5 clock hours;
    c. The presentation(s) is delivered in a structured teaching/learning framework to health care providers, or the public at conferences, grand rounds, in-services, seminars, CD-ROM, internet based or other e-learning formats, teleconferences, patient/family teaching, or public education.

2. The following presentations are **not** accepted toward your certification renewal:

    a. Repeat presentations of the same material
    b. Modifications of the same material
    c. Presentations or lectures that are a required part of your job
    d. Panel moderator.

Documentation: Send a completed educational planning document for each of the presentations. For a copy of an educational planning document please contact AADE at BCADM@aadenet.org

Audit: *If your certification record is selected for audit, you will be required to submit supporting documents such as a copy of the presentation outline, abstract, letter accepting your abstract, or a letter inviting you to speak, and evidence that you actually presented the topic e.g. thank you letter on official letterhead. Please maintain supporting documentation for the entire 5 year*

Category 4: Publication or Research

Publication

1. One (1) article published in a peer-reviewed journal or a book chapter related to your certification specialty. You must be the author, co-author, editor, co-editor, or the reviewer.

Documentation: Complete the publication section of the professional development record.

Audit: *If your record is selected for an audit, you will be required to submit supporting documents to include:*

   a. A copy of the table of contents and a copy of the entire article or chapter journal name with the date and your name.
   b. If you are the editor, then a copy of the page from the journal identifying you as the editor, or a letter from the publisher stating you are the editor.
   c. If you are the peer-reviewed then submit a letter from the publisher stating you reviewed the article and the date this occurred.

OR

2. Five (5) different articles related to your certification specialty published in a non-peer reviewed journal and/or newsletter.

Documentation: Complete the publication section of the professional development record.

Audit: *If your record is selected for an audit, you will be required to submit the following information:*

   a. Detailed outline of the content
   b. Copy of the e-learning that clearly states you are the primary author
   c. Letter from the publisher stating you are the primary author.

OR

3. Primary author of content related to your certification specialty utilized in e-learning and/or other media presentation

Documentation: Complete the publication section of the professional development record.

Audit: *If your record is selected for an audit, you will be required to submit the following information:*

   a. Detailed outline of the content
   b. Copy of the e-learning that clearly states you are the primary author
   c. Letter from the publisher stating you are the primary author

OR

4. Primary grant writer for either a federal, state, or national organization project; or grant writing is not a primary component of your employment responsibilities. The purpose of the grant must be related to diabetes education.

Documentation: Complete the publication section of the professional development record.

Audit: *If your record is selected for an audit, you will be required to submit a copy of the grant summary abstract and the letter from the grant sponsor acknowledging receipt of your grant.*

Not Accepted:

Publication (s) that are a component of your job; Patient education materials, course syllabi, etc.; letter(s) to the editor; or publication(s) "in press."

Research

1. An institutional review board (IRB) research project related to your certification specialty, completed during your five-year certification period, you are clearly identified as one of the primary researchers; and research is not a primary component of your employment responsibilities.

Documentation: Complete the publication & research section of the professional development record.

Audit: *If your record is selected for audited, you will be required to submit supporting documents such as the copy of the IRB approval letter or IRB letter of exemption and a one-page abstract, no more than 250 words, describing the research study and findings, and the period the research was conducted.*

OR

2. A completed dissertation, thesis or graduate level scholarly project related to your certification specialty.

Documentation: Complete the publication & research section of the professional development record.

Audit: *If your record is selected for audited, you will be required to submit supporting documents such as the dissertation or thesis or scholarly project approval letter, a one-page abstract of no more than 250 words, that describes your dissertation, thesis or scholarly project, findings; and the time period during which the dissertation, thesis or scholarly projected was conducted.*

Note: Academic hours, awarded for your dissertation, thesis, or scholarly project used to meet Category 4 requirements, cannot be used to meet Professional Development Category 1 or 2.

OR

3. Serve as a content reviewer on an IRB, dissertation, thesis, or scholarly project that is not a component of your employment duties.

Documentation: Complete the publication and research section of the professional development record.

Audit: *If your record is selected for audit, you will be required to submit supporting documents from the organization describing this work and the dates you served as the reviewer, e.g. letter on official letter head.*

OR

4. Serve as a content expert reviewer of other activities related to your certification specialty and not as a part of your employment duties such as software, e-learning, etc. (Serving as a product reviewer for your organization is not accepted.)

Documentation: Complete the publication & research section of the professional development record.

Audit: *If your record is audited, you will be required to submit documentation from the publisher and/or organization describing the work and the dates you served as the reviewer, e.g. letter on official letterhead*

Category 5: Preceptor

1. Complete a minimum of 120 hours as a preceptor in which you provided the direct clinical supervision/teaching to students in an academic program that is related to your certification specialty.

OR

2. Provide a minimum of 120 hours of clinical supervision related to your certification specialty to registered nurses in a formal registered nurse refresher or internship program that related to your certification specialty.

For either option above, the following rules apply:

a. Clinical nurse specialist and nurse practitioners must precept CNS and/or NP students in an academic program related to your certification specialty.
b. Dietitians can apply preceptor hours for graduate students or other dietitians in advanced diabetes management.
c. Pharmacists can apply preceptor hours for graduate students or other pharmacists in advanced diabetes management.
d. Orientation preceptor hours are not accepted.
e. Preceptor hours cannot be counted toward your certification practice hour requirement.
f. Faculty may not utilize this category for clinical supervision of students in their educational program.

Documentation: Complete the preceptor and professional services section of the professional development record.

Audit: *If your record is selected for audit, you will be required to submit the completed Preceptor Documentation form showing the hours, objectives, outcomes, and location of the preceptor ship, signed by the institution responsible for the person being preceptor. In addition, you will be required to submit a detailed written description of how serving as a preceptor aided you in learning new knowledge in your certification specialist and imparting that information to the person being preceptor.*

Category 6: Professional Service – *(This category may not be doubled)*

1. Complete 2 or more years of volunteer service during your certification period with an international, national, state or local health care related organization in which your certification specialty expertise is required. Examples of accepted volunteer activities include board of directors, committees, editorial boards, review boards, and task forces.

Documentation: Complete the preceptor and professional services section of the professional development record.

Audit: *If your record is selected for audit, you must submit the official description of your volunteer duties, a detailed type written description of 500 words or less, describing the impact of this service on your ability to obtain new knowledge in your certification specialty. In addition, you will be required to provide supporting documentation of your volunteer service: e.g. copy of the official letter or other documents from the organization attesting to your service and the dates of the services.*

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Educational Planning Table – (Criteria)

Program Information:

Activity Title: _____

Activity Provider: _____

Your Professional goal: _____

Identified Gap(s): _____

Description of current state: _____

Activity Type (Check one): Knowledge – based ____ Application –based _____ Practice-based _____

Description of desired/achievable: _____

I will use this learning activity information as: _____ Knowledge _____ Skills _____ Practice _____ Other: Describe_____

Learning Outcome (s) /Performance Indicator: _____

_____

Select all that apply: ☐ Professional Development: _____ (Your Profession) ☐ Patient Outcome ☐ Other: Describe _____

LEARNING OBJECTIVES	CONTENT (Topics)	PRESENTER/ AUTHOR	TEACHING METHODS/LEARNER ENGAGEMENT STRATEGIES
List learner's objectives in behavioral terms	Provide and outline of the content	List the Author	List the learner engagement strategies to be used by Faculty, Presenters, Authors

Method of calculating contact hours:

Estimated Number of Contact Hours to be awarded: _____

_____ _____

Completed by: Name and Credentials **Date**

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Educational Planning Table – (Criteria)

SUMMARY OF PROFESSIONAL DEVELOPMENT HOURS

Program Name	Presenter Author	Sponsor	Professional Assoc. Approver	# Hours	Date	Professional Development Category (see handbook)
Medication and Insulin Pumps	Author	AADE	(i.e. AMA, ANCC, ACPE, CDR, etc)	3		1: Presentation
TOTAL						