

## Credentialement Changes for 2015

### FAQ's

**Question:** A CDEs re-credentialing is due in 2015. How many years of CPD points do they need to submit for re-credentialing.

**Answer:** As from 2<sup>nd</sup> January 2015 and the launch of the credentialing on-line platform, all CDEs from that date on will only be required to submit a 12 month CPD portfolio. The first time they use the 12 month on-line criteria, the CPD portfolio must include learning goals for both the previous 12 months and the next 12 months, as well as learning outcomes/ reflection for the previous 12 months related to the CPD portfolio they are submitting.

**Question:** A CDE was re-credentialled in May 2014. Their Membership renewal is due January 2015. What do they need to do at membership renewal time?

**Answer:** At their membership renewal, they need to complete their online CPD portfolio including learning goals, CPD activities and learning outcomes for 2014 (the previous 12 months) and set 3-5 new learning goals for the following 12 months. They will then be able pay their membership renewal. Payment for credentialing won't be due again until 2017 and will be pro-rata to match up to membership date in 2017. CPD portfolios will be required annually from 2015.

**Question:** A CDEs membership renewal is due December (ie. December 2015), Re-credentialing is due April 2015. Will the CDE need to complete any re-credentialing paperwork in April?

**Answer:** Re-credentialing for this member will occur in December 2015 on membership renewal date. They will be granted CDE Status until December 2015 and not have to apply for re-credentialing in April. Medicare and NDSS will be notified of these changes.

**Question:** A mentoring relationship was registered in 2014 and the paper based mentoring agreement form was completed and sent to NO. The partnership will be completed in 2015 and be used as part of the initial credentialing process. Will the partnership agreement form need to be filled out again on-line in the new system?

**Answer:** ADEA NO staff will scan and upload the agreement form to the new on-line system and therefore this part of the mentoring process will not need to be re-done. The mentoring completion and evaluation forms will need to be completed on-line from 2015.

**Question:** For initial credentialing, how will a referee's report (and referees CV) be submitted in the on-line system?

**Answer:** The referees report will be available to download and complete from the ADEA website. It will continue to be sent in to NO separately, along with the referees CV (preferably electronically). ADEA contact information will be provided on the form. The Credentialing Officer will acknowledge receipt of the referrers report and forward it to the reviewers with the credentialing application.

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**Question:** How does a CDE member apply for exemption from collecting CPD points if they have been on maternity/sick leave in the past 12 months and how much exemption will be given?

**Answer:** A maximum period of 12 months can be given exemption from collecting CPD points. The CDE will need to provide a letter from their employer or equivalent to state the leave time taken. In the CDEs CPD Portfolio there are options for 3, 6, 9 or 12 months exemption from collecting CPD points. CPD Points will be allocated respective of the exempted time period (e.g. 5, 10, 15 or 20 points).

**Question:** Can a CDE apply for deferment/suspension of CDE Status?

**Answer:** A CDE can apply for up to 12 months deferment/suspension of CDE Status. When credentialling renewal is due, the CDE will need to login to their member profile and choose the deferment/suspension button and ADEA NO will be notified. Re-credentialling fees will not need to be paid at this time. CDEs can defer/suspend their CDE status for a maximum of 12 months. Medicare and NDSS will be notified of the suspension. After this time the CDE will be given an option to reinstate their CDE status. This will include setting learning goals for the 12 months ahead and paying the re-credentialling fee. If participation in the credentialling program is not reinstated after the deferred 12 months, CDE status will *lapse*, and the CDE will need to follow the online process and application criteria for *lapsed CDE status*.

**Question:** Will the launch of the on-line credentialling platform give CDE members enough time to complete their on-line CPD portfolio prior to their membership renewal date, if their membership renewal date falls in January or thereafter in 2015?

**Answer:** CDE members who are due their membership renewal in January and thereafter in 2015 will receive membership renewal reminders prior to their membership renewal date via email. The template and guidelines to complete the CPD portfolio that needs to be submitted with membership renewal are available on the ADEA website. CDE members who are due their membership renewal early in 2015, and who think they might renew their membership prior to January 2015, could start to plan their activities in the new templates now. If membership renewal is paid prior to 2<sup>nd</sup> January 2015 (and therefore prior to the launch of the on-line credentialling platform), ADEA will accept a paper version of the CPD portfolio and will upload this to the members' profile on their behalf.