

A QUICK GUIDE TO PREPARING YOUR APPLICATION FOR INITIAL CREDENTIALLING

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Your trusted partner in diabetes care

This quick guide gives you the basic information you need to become a Credentialed Diabetes Educator (CDE)

Where to first:

Enrol and complete a Graduate Certificate in Diabetes Education and Management at one of the following 7 ADEA Accredited Universities in Australia:

- University of Technology Sydney (NSW)
- Mayfield Education Melbourne (VIC)
- Deakin University (VIC)
- Flinders University (SA)
- Curtin University (WA)
- Southern Cross University (QLD)
- James Cook University (QLD)

Further contact details can be obtained from the ADEA website or by contacting the Universities directly.

While undertaking this course you can:

- Become a member of ADEA
- Commence a 6 month mentoring partnership with a CDE
 - Establish a mentoring agreement with a CDE and lodge it within 2 weeks of signing it. Refer to the Quick Guide for Mentoring for what is required.
- Complete the mentee online e-learning module
- Undertake CPD activities as per the Points Guide and upload into your CPD Portfolios
- Work towards the required 1000 hours of clinical practice in diabetes education
- Ensure your CV is up to date and includes experience in diabetes
- Complete a Case Study (If required)
- Discuss with your mentor or another CDE to have a Referee Report written against the National Core Competencies

Once completed, documentation of proof of the above activities must be uploaded into a **6 step online initial credentialling application process**.

Starting your online application

The online application process involves the following:

- Complete the CPD portfolio for the last 12 months within the ADEA member dashboard
 - Ensure you have attached all verification documents to each activity
- Pay your membership renewal (if required)
- Begin application

6 step application process online

Within the online application you are given a **6 step process** to complete:

1. Select your Primary Health Discipline
 - a. upload a copy of your current registration/accreditation
 - b. upload your current CV (detail of work in diabetes included)
2. Select the University in which you completed your Graduate Certificate in Diabetes Education and Management.
 - a. provide the date listed on your certificate
 - b. upload a copy of your Graduate Certificate
 - c. upload a copy of your transcript
 - d. complete a case study (if required)
 - e. upload your case study
3. Upload your letter of 1000 hours of practice in diabetes education
4. Mentoring
 - a. upload your mentoring agreement
 - b. upload both mentoring program completion forms
 - c. upload your certificate of completion of the online mentee module, and
 - d. upload the running record of your contact with your mentor
5. CPD Portfolio
 - a. choose your role and scope of practice
 - b. "Pre-fill" each page of your CPD Portfolio (learning goals, CPD activities and learning outcomes).
 - c. ensure evidential documents are attached to each activity
 - d. ensure you have input 3 learning goals for the next 12 months
6. Referee report
 - a. upload your referee report, or
 - b. ensure it has been sent to National Office