A quick guide to preparing your recredentialling application

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ADEA

Your trusted partner in diabetes care

This quick guide gives you the basic information you need to keep your credentialling status up to date and active.

The online application process involves the following:

- Complete your CPD portfolio for the last 12 months within your ADEA member dashboard
  - You can attach all verification documents to _each_ activity - these will be required if you are selected for audit.
- Pay your membership renewal
- Enter a minimum of 3 goals for the next/upcoming year in the new portfolio
- Start your recredentialling application

Where to first:

During the 12 months prior to your membership due date you are required to undertake CPD activities as per the CPD Points Guide. These activities can be recorded in your online CPD Portfolios. You can attach any evidence relating to each activity as you collect them.

Your recredentialling application is **due 2 weeks prior to your membership renewal date.** You should take the time to check you have sufficient points in each category, taking into consideration your Scope of Practice.

Once you have sufficient points you are required to write the outcomes of your learning and reflect on your goals and activities and how they have improved your knowledge and work as a diabetes educator.

The next step requires you to pay your membership online (there will be a "Renew Membership" button below the table of your CPD portfolios). Once you have paid your membership a new CPD portfolio for the upcoming year will appear in your list of portfolios.

Please enter a minimum of 3 goals for the next/upcoming year in this new portfolio.

Once completed, you are then able to start your recredentialling application

Starting your online application

Once you have completed the above steps you are then required to begin your application and submit it. To start your online application click on the "Start Application for CDE Renewal" button below your CPD portfolios. This will take you to the below **2 step process**.

2 Step online application process

Within the online application you are given **2 steps** to complete:

1. Select your Primary Health Discipline
    i. upload a copy of your current registration/accreditation.
2. CPD Portfolio
    i. "pre-fill" each page of your CPD Portfolio using the tabs (learning goals, CPD activities and learning outcomes)
    ii. if you are being audited, ensure evidential documents are attached to each activity
    iii. ensure you have 3 learning goals for the next 12 months
    iv. under the CPD activities tab, choose your role and scope of practice at the top of the page.

You can then preview and finalise your application; agree to the Code of Conduct and to your information being provided to NDSS and Medicare; and then submit your application.