

Quick Guide to Initial Credentialling



Your trusted partner in diabetes care

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

- 1- Confirm that your primary discipline is eligible for Initial Credentialling. These include Registered Nurse, Pharmacist, Dietitian, Exercise Physiologist, Medical Practitioner, and Physiotherapist.
- 2- 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 (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. <https://www.adea.com.au/lifelong-learning/accredited-post-graduate-certificates-in-diabetes/>

While undertaking the graduate certificate course you can:

- Become a member of ADEA (student membership is available at a discounted rate).
- Commence a 6 month mentoring partnership with an experienced CDE (an approved ADEA mentor). Request a partnership through the Find a Mentor feature on the ADEA website. Establish a mentoring agreement with an ADEA mentor and upload the agreement within two weeks of signing it.
- Complete the mentee e-learning module.
- Undertake CPD activities as per the CPD Points Guide and start compiling your CPD Portfolio within the ADEA member dashboard. This is only available to Full ADEA members. Contact National Office to request an upgrade of membership from Student/Associate if required.
- Work towards the required 1000 hours of clinical practice in diabetes education. Maintain an up to date log of diabetes education tasks – a weekly summary. Refer to the 1000 hours practice in diabetes education and management guidelines for further details.
- Ensure that your resume is current and includes experience in diabetes education.
- Discuss with a CDE or supervisor to have a Referee Report written against the National Core Competencies <https://www.adea.com.au/credentialling/initial-credentialling/referees-report/>

If you have already completed the graduate certificate in diabetes education and management, but it was more than 6 years ago, you will also need to complete and submit a case study.

Starting your online application

- 1- Ensure your CPD portfolio is completed and covers the last 12 months. This may cross-over two CPD portfolios, depending on your membership date. Ensure that there are evidential documents attached to each activity.
- 2- Pay membership renewal if needed. Membership is required to be valid for at least four months.
- 3- In the ADEA member dashboard – go to ‘My Applications’. Click on ‘Start Application’.

There are six steps to the application process:

1. Select your Primary Health Discipline
Upload a copy of your current registration/accreditation
Also upload your current CV that includes details of diabetes education.
2. Select the University where you completed your Graduate Certificate in Diabetes Education
Provide the date listed on your certificate
Upload a copy of your transcript and/or the graduate certificate award.
Deakin students also need a copy of their placement completion certificate.
Complete and upload case study (if required).
3. Upload a letter (or letters) of validation of 1000 hours of practice in diabetes education.
Letters must be on company letterhead and include the wording that is provided in the template from ADEA.
Upload a log of hours of practice in diabetes education to confirm the details in the validation letter/s. Ensure all patient records are de-identified.
4. Mentoring
Upload your mentoring partnership agreement
Upload mentee and mentor completion forms
Upload the certificate of completion of mentee e-learning module
Upload the mentoring partnership activity log
5. CPD Portfolio
Choose your role and scope of practice
“Pre-fill” each page of your CPD portfolio (Learning Goals, CPD Activities and Learning Outcomes).
6. Referee Report
Upload your referee report, or
Confirm that it has been emailed to National Office (cde@adea.com.au)

Preview and Finalise your Application

After completing all of the steps, you can go back through you application to review and edit.
Before submitting – agree to the declarations at the bottom of the preview and finalise page.

Application fee

You will be required to pay \$118 application fee upon submission.

Further information and required templates can be found at:

<https://www.adea.com.au/credentialling/how-to-become-a-cde>

