

# Instructions for Initial Credentialling Online

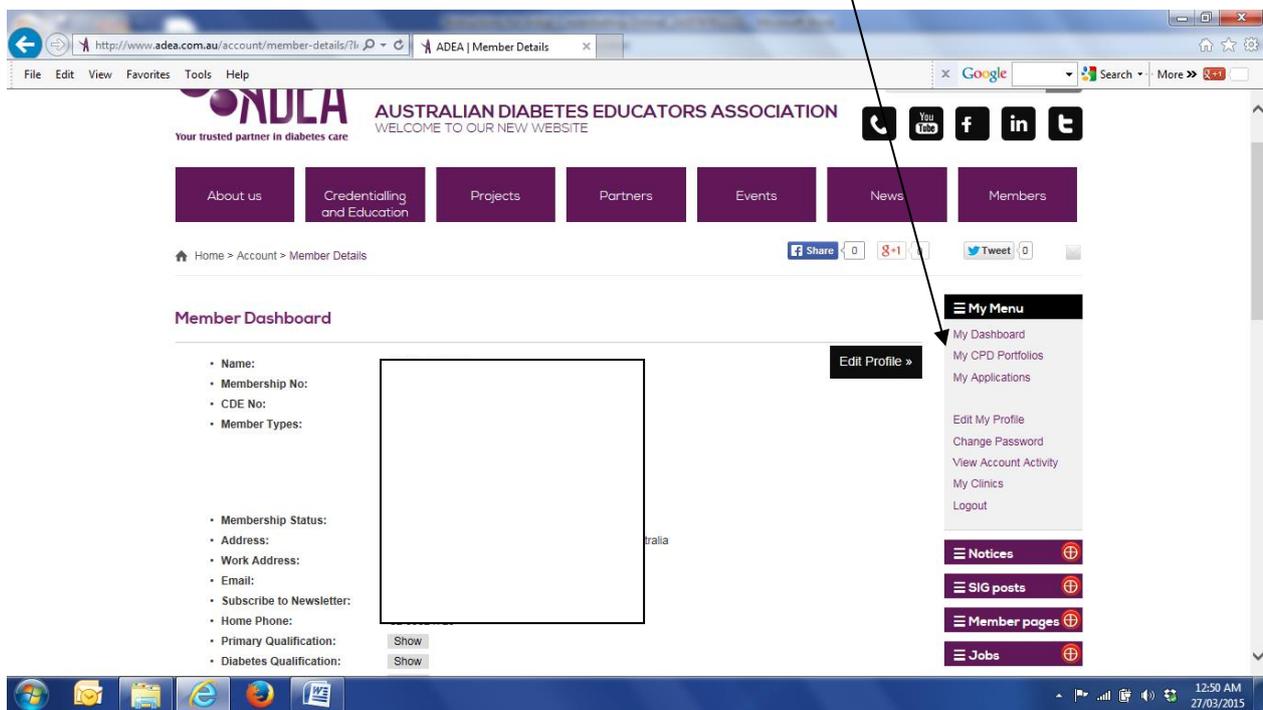
Before Starting your Application have you:

- Completed the mentee online module
- Completed a minimum 6 month mentoring partnership with a CDE
- Completed 1000 hours of practice in Diabetes Education
- Arranged a Referee report (using the ADEA template)
- Completed your CPD Portfolio within your ADEA membership dashboard.

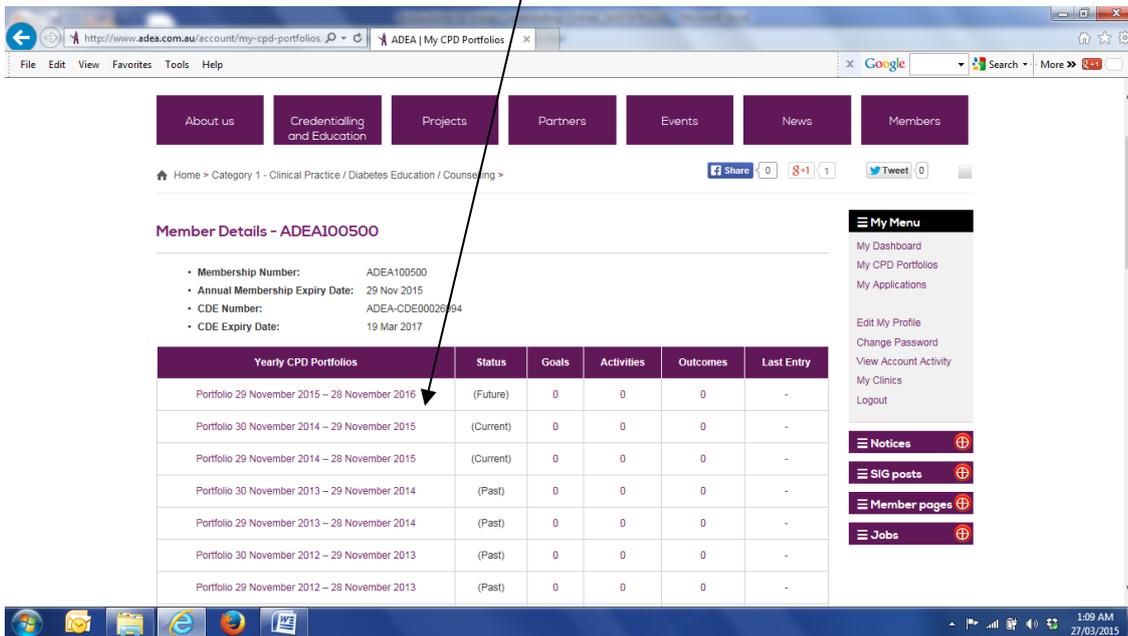
Please note: You can save your CPD Portfolio information as you go, by entering your goals, activities and outcomes before you start your credentialling application.

To begin filling in your CPD Portfolio please follow the steps below:

- Login to your member profile
- On the right hand side of the screen click on 'My CPD Portfolios'

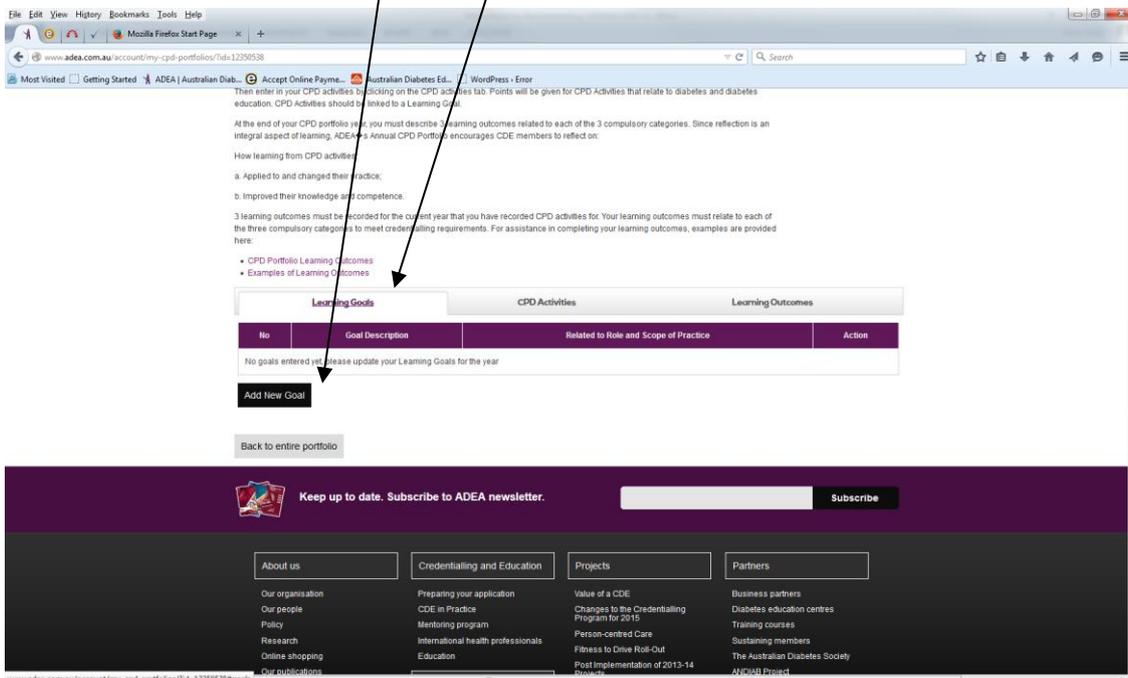


- In the next screen choose the **CPD Portfolio for the current year** with the date *ending* on your membership renewal date.

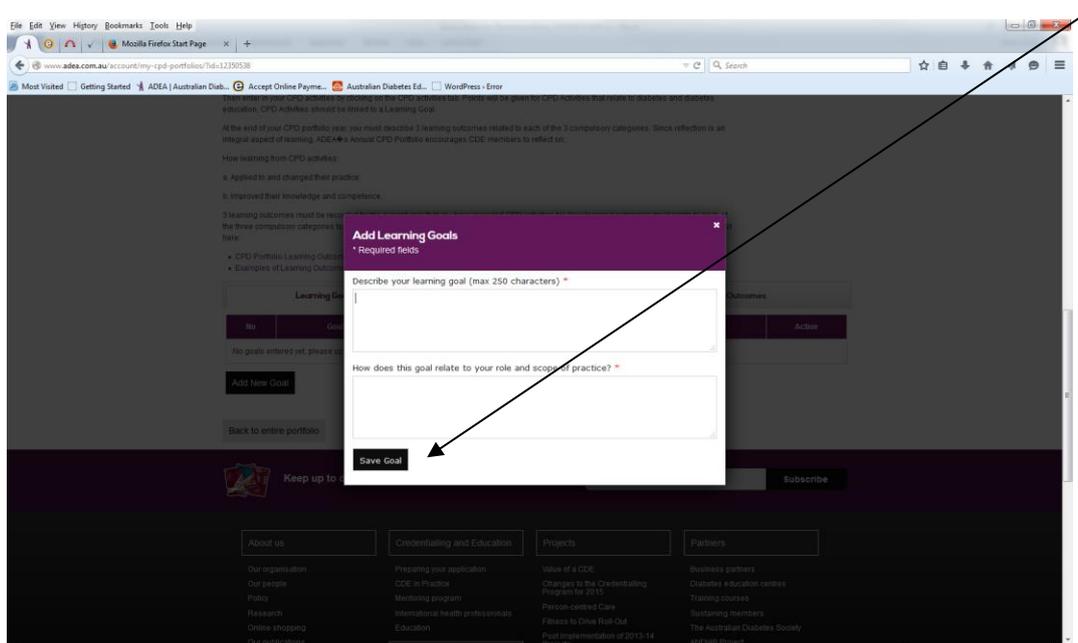


## Completing your CPD Portfolio.

- Click on the **'Learning Goals'** tab
- Click on **'Add New Goal'**

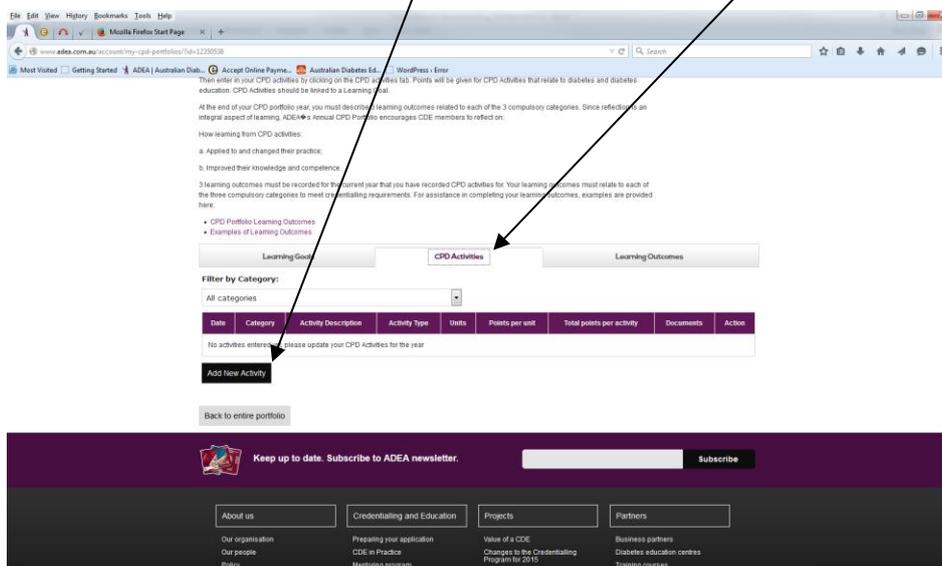


- Fill out the pop up box to enter in your first goal and click on 'Save Goal'

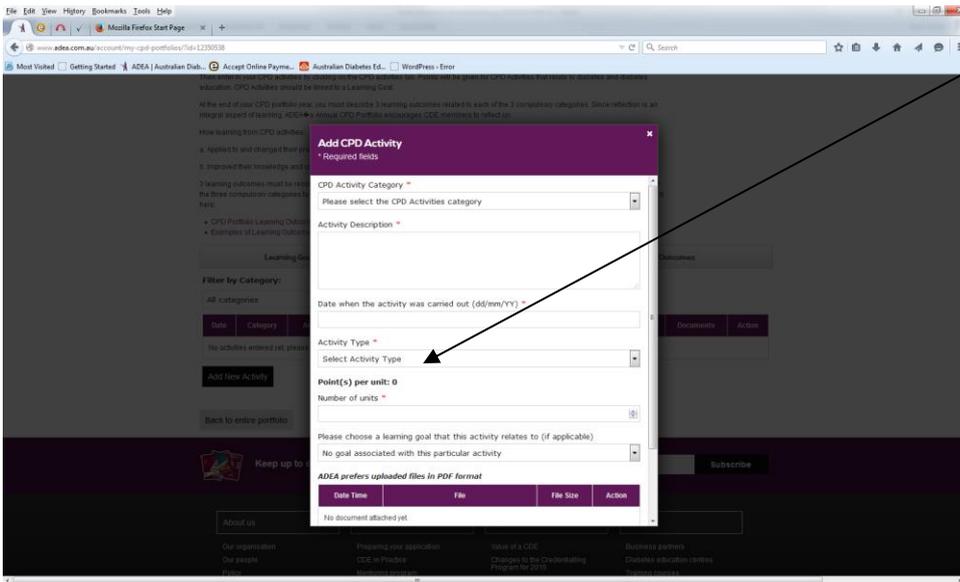


**To add another 2 or more goals, repeat steps above (You need a minimum of 3 goals in this CPD Portfolio)**

- Once you have entered in all of your learning goals, click on the 'CPD Activities' tab
- Please ensure you refer to the CPD Guide for 'Activity type' and 'Evidence required'
- Remember you need to acquire a **minimum of 20 points** relative to your Role and Scope of Practice:
  - a. **Mostly Clinical Work** (Minimum number of CPD Points required: 15 points in Category 1, 1 point in Category 2 and 1 point in Category 3)
  - b. **Mostly Management Work** (Minimum number of CPD Points required: 1 point in Category 1, 15 points in Category 2 and 1 point in Category 3)
  - c. **Mostly Research Work** (Minimum number of CPD Points required: 1 point in Category 1, 1 point in Category 2 and 15 points in Category 3)
- Click on 'Add new Activity'



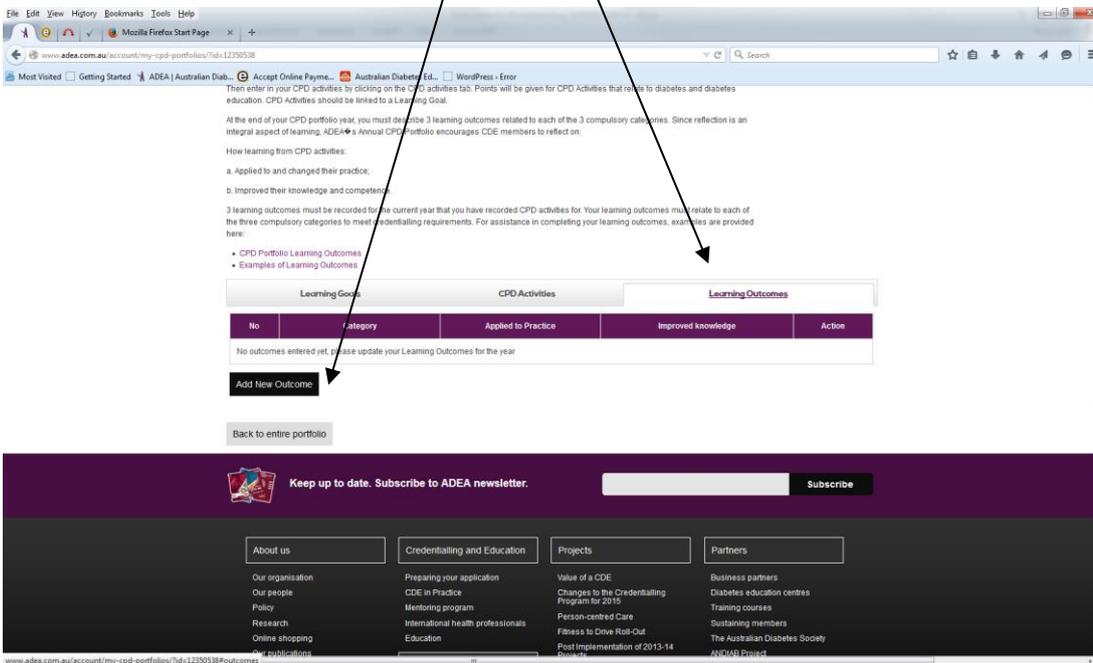
- Fill out the pop up box in all fields (*ensure you enter the correct date for your activity*)



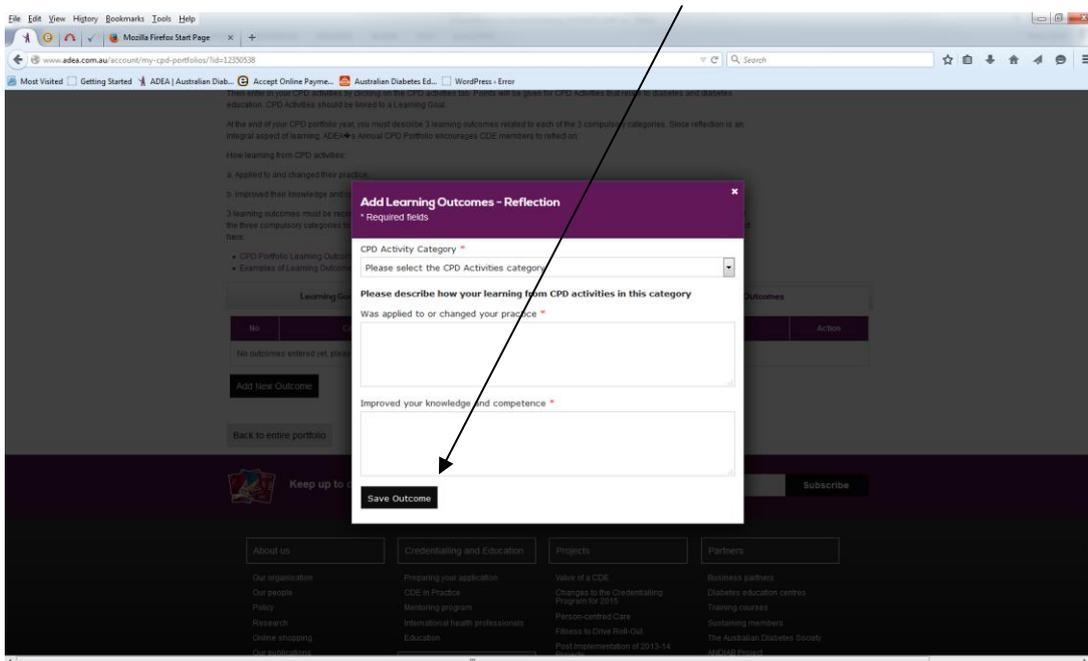
- Attach verification for your activity and click on 'Save Activity'

To add more CPD activities, repeat the above steps (you need at least 20 CPD points in total).

- Click on the 'Learning Outcomes' tab
- Click on 'Add New Outcome'



- Fill out the pop up box to enter in your first learning outcome and click on ‘Save Outcome’

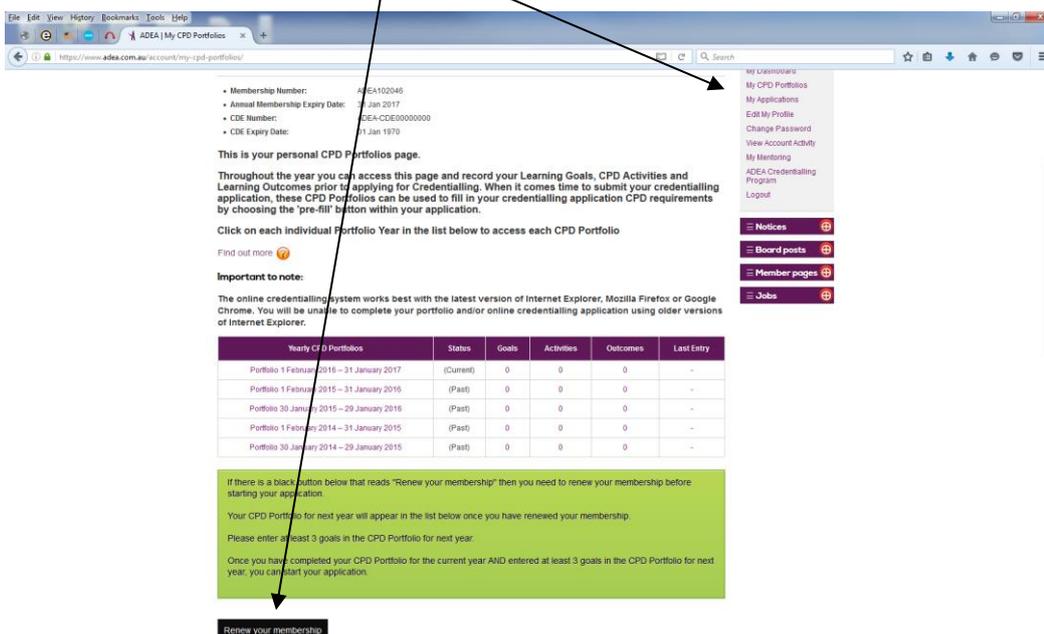


**To add another 2 or more Outcome’s repeat above steps (You need a minimum of 3 learning outcomes)**

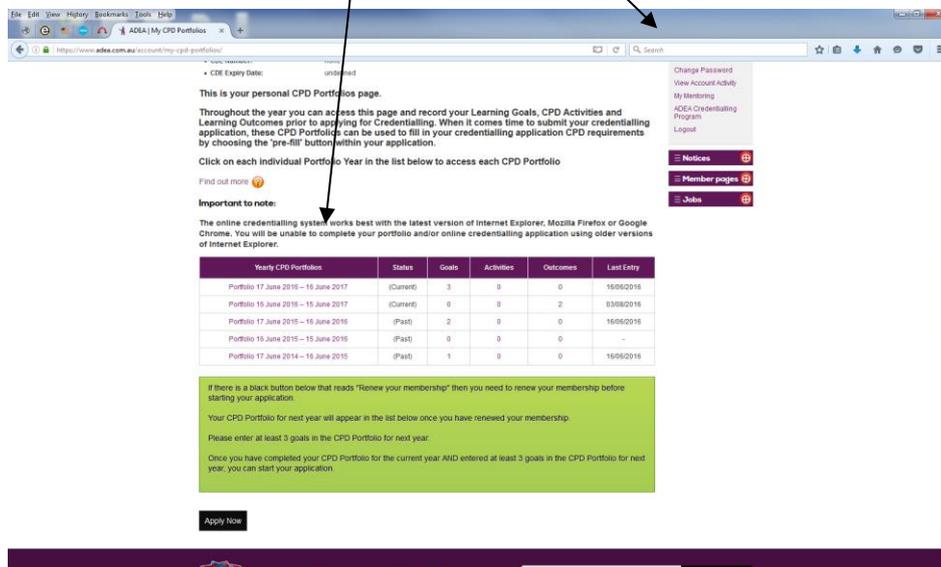
Once you have completed entering in:

- At least 3 Learning Goals
- At least 20 points of CPD activities and supporting evidence, and
- At least 3 Learning Outcomes

Click on the ‘My CPD Portfolios’ again. Here you may be required to pay your membership by clicking on the tab at the bottom of the page ‘Renew your Membership’ and following the prompts.

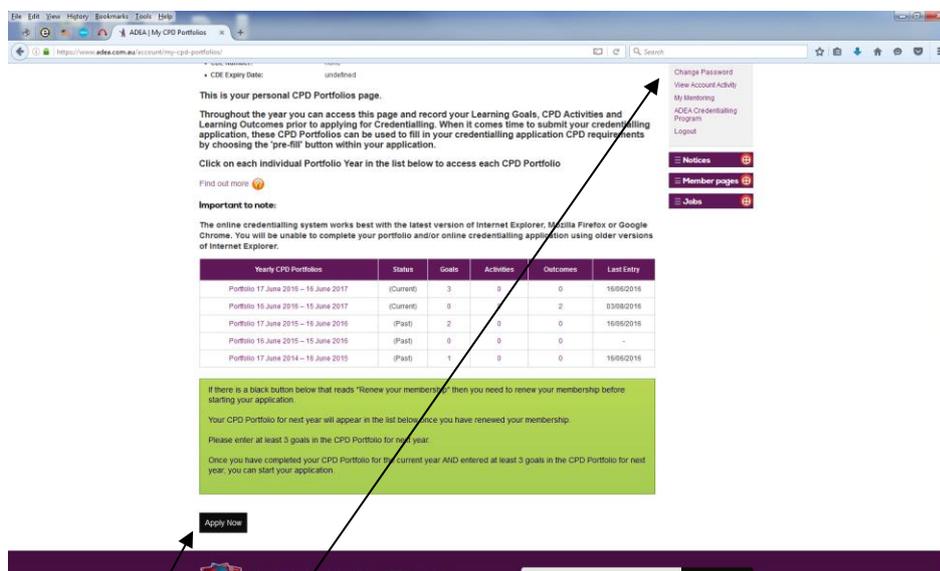


Then return to the **'My CPD Portfolios'** tab. Once membership has been paid (if required) you will be provided with another **CPD portfolio at the top of the list**. In this new portfolio you will be required to complete at least 3 Learning Goals for the upcoming year before continuing. Add the goals as per the previous instructions.



Once these three future goals are entered you have completed your CPD portfolio.

## You now can now start to lodge and submit your application



Click on **'My CPD Portfolios'** and scroll to the bottom of the page

Click on the **'Apply Now'** button

This takes you to another screen.

### Step 1:

- Select the dot beside your corresponding Primary Discipline
- Attach your current primary health discipline certificate of registration/accreditation
- Attach your current CV that contains dot points on your detailed Diabetes Educator (DE) experience for each DE position. Assessors must be able to connect your DE experience in your CV with your 1000hrs log.

Click on the 'Go to Step 2' tab at the bottom of the page

### Step 2:

- Select the dot beside the University in which you attended to complete your Graduate Certificate
- Type in the Date you completed your graduate certificate, and
- Attach your graduate certificate and transcript

***If you completed your Graduate Certificate at Deakin University you must provide a copy of your practicum certificate as additional evidence.***

***If you completed your Graduate Certificate more than 6 years ago you must complete a Case Study as additional evidence. The information and template for the case study is available on the ADEA website.***

Click on the 'Go to Step 3' tab at the bottom of the page

### Step 3:

- Select the dot beside either **Yes** or **No** to indicate you have completed 1000 hours of practice in Diabetes Education
- Attach your letter/s of verification on the template provided (***please ensure you do not upload the template example***)

Click on the 'Go to Step 4' tab at the bottom of the page

### Step 4:

- Select the dot beside either **Yes** or **No** to confirm you have completed at least 6 months in a mentoring partnership in the past 12 Months with a Mentor registered with the ADEA Mentoring Program?

***Attach the following documents:***

- Copy of Mentoring Agreement
- Copy of Mentee Completion survey form
- Copy of Mentor Completion survey form
- Activity sheet outlining mentoring activities and contact
- Certificate of completion of the mentee online course

Click on the 'Go to Step 5' tab at the bottom of the page

### Step 5:

Complete the following steps:

- Under Learning Goals, click on **'Prefill data from CPD Portfolios'** – this should bring all of your goals you entered in your CPD portfolio into your application. 3 from the **'Current'** year and 3 from the **'Future'** year
- Click on the **'CPD Activities Last 12 month'** tab
- Select the dot beside your current Role and Scope of Practice (Mostly Clinical Work, Most Management Work or Mostly Research Work)
- Click on **'Prefill data from CPD Portfolios'** – this will bring all of your activities you entered in your CPD portfolio into your application. The activities that get prefilled are those within the last 12 months that have evidence attached to them.
- Click on the **'Learning Outcomes'** tab.
- Click on **'Prefill data from CPD Portfolios'** – this should bring all of your outcomes you entered in your CPD portfolio into your application. The outcomes that get prefilled are those within the last 12 months.

Click on the **'Go to Step 6'** tab at the bottom of the page

### Step 6:

- Attach a copy of your referee report, or
- Tick the box to confirm your referee's report has been completed and sent to National Office

Click **'Preview and Finalise Application'** at the bottom of the page

#### Preview of your Application

- From this page you can go back and review any of your application and make any necessary changes

Once you are happy with your application:

- Scroll to the bottom of the page
- Select both the Tick boxes at the bottom of the page (Agreeing to abide to the Code of Conduct and Consenting to your contact information being given to NDSS)
- Select **'FINALISE Application and Proceed to Application Fee Payment'** and follow the prompts to pay

Your Initial Credentialling Application will then be submitted to ADEA for assessment. You will receive email notification of its submission.

### **After Assessment**

- Once it has been assessed, you will receive email notification. Once you receive this, log back into your member profile, click on **'My Applications'**.
- You will see your application and its status.
- If it has been approved, click on **'Pay Now'** in the status column
- Complete and submit your payment details. This will be payment of the Credentialling fee. Once we receive this, you are Credentialed!
- You will be emailed your Certificate and additional information in the next 2-3 days.
- If your application is **'Pending'** or **'Rejected'**, the Credentialling Officer will contact you to discuss extra information required and the next steps to follow.

*Please contact ADEA National Office at any time through the application process if you have any concerns or queries. (02) 6287 4822 or [cde@adea.com.au](mailto:cde@adea.com.au)*