

# Instructions for Initial Credentialling Online

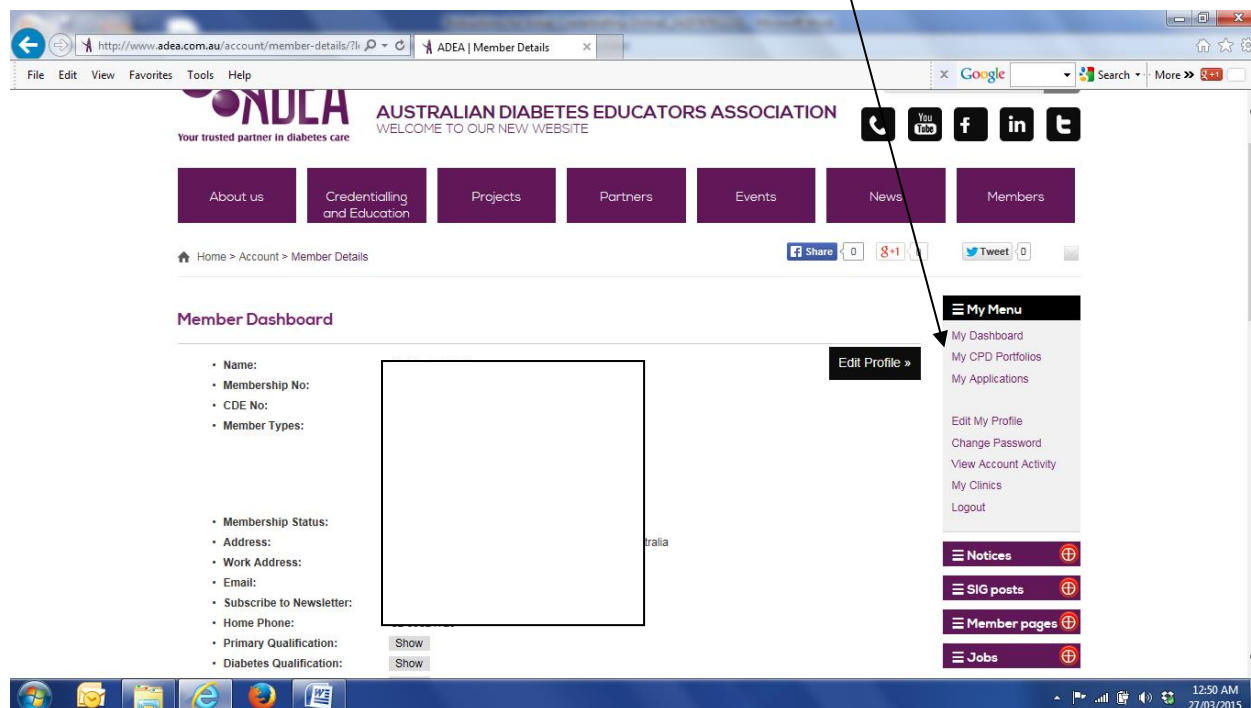
Before Starting your Application have you:

- 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.

Member Details - ADEA100500

- Membership Number: ADEA100500
- Annual Membership Expiry Date: 29 Nov 2015
- CDE Number: ADEA-CDE0002694
- CDE Expiry Date: 19 Mar 2017

Yearly CPD Portfolios	Status	Goals	Activities	Outcomes	Last Entry
Portfolio 29 November 2015 – 28 November 2016	(Future)	0	0	0	-
Portfolio 30 November 2014 – 29 November 2015	(Current)	0	0	0	-
Portfolio 29 November 2014 – 28 November 2015	(Current)	0	0	0	-
Portfolio 30 November 2013 – 29 November 2014	(Past)	0	0	0	-
Portfolio 29 November 2013 – 28 November 2014	(Past)	0	0	0	-
Portfolio 30 November 2012 – 29 November 2013	(Past)	0	0	0	-
Portfolio 29 November 2012 – 28 November 2013	(Past)	0	0	0	-

**My Menu**

- My Dashboard
- My CPD Portfolios
- My Applications
- Edit My Profile
- Change Password
- View Account Activity
- My Clinics
- Logout

**Notices** (+)

**SIG posts** (+)

**Member pages** (+)

**Jobs** (+)

## Completing your CPD Portfolio.

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

At the end of your CPD portfolio year you must describe learning outcomes related to each of the 3 compulsory categories. Since reflection is an integral aspect of learning, ADEA's Annual CPD Portfolio encourages CDE members to reflect on:

How learning from CPD activities:

- Applied to and changed their practice;
- Improved their knowledge and competence.

3 learning outcomes must be recorded for the current year that you have recorded CPD activities for. Your learning outcomes must relate to each of the three compulsory categories to meet credentialing requirements. For assistance in completing your learning outcomes, examples are provided here:

- CPD Portfolio Learning Outcomes
- Examples of Learning Outcomes

**Learning Goals** | CPD Activities | Learning Outcomes

No	Goal Description	Related to Role and Scope of Practice	Action
No goals entered yet. Please update your Learning Goals for the year.			

**Add New Goal**

[Back to entire portfolio](#)

**Keep up to date. Subscribe to ADEA newsletter.**  **Subscribe**

**About us**

- Our organisation
- Our people
- Policy
- Research
- Online shopping
- Our publications

**Credentialing and Education**

- Preparing your application
- CDE in Practice
- Mentoring program
- International health professionals
- Education

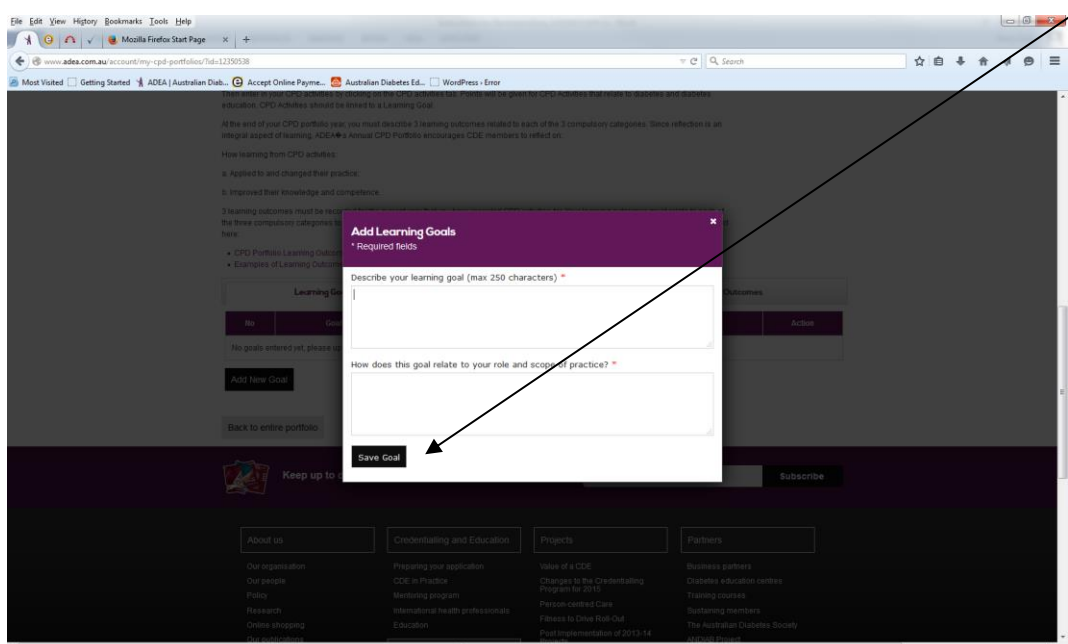
**Projects**

- Value of a CDE
- Changes to the Credentialing Program for 2015
- Person-centred Care
- Fitness to Drive Role-Out
- Post Implementation of 2013-14
- Providers

**Partners**

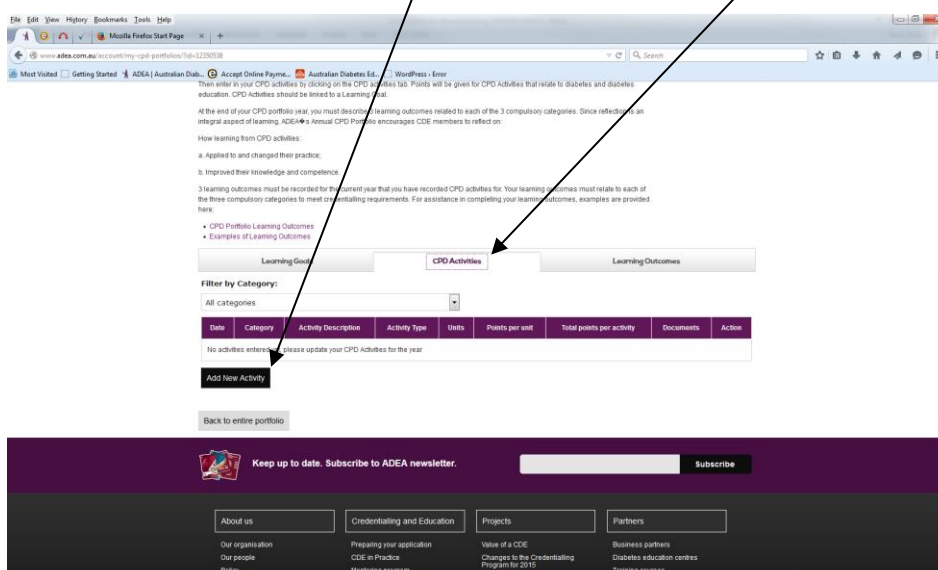
- Business partners
- Diabetes education centres
- Training courses
- Sustaining members
- The Australian Diabetes Society
- ANGLIB Project

- 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’

**Add Learning Outcomes - Reflection**  
\* Required fields

CPD Activity Category \*

Please select the CPD Activities category

Please describe how your learning from CPD activities in this category

Was applied to or changed your practice \*

Improved your knowledge and competence \*

**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.

Membership Number: ADEA102046  
Annual Membership Expiry Date: 31 Jan 2017  
CDE Number: ADEA-CDE00000000  
CDE Expiry Date: 31 Jan 2017

This is your personal CPD Portfolios page.

Throughout the year you can access this page and record your Learning Goals, CPD Activities and Learning Outcomes prior to applying for Credentiailling. When it comes time to submit your credentiailling application, these CPD Portfolios can be used to fill in your credentiailling application CPD requirements by choosing the 'pre-fill' button within your application.

Click on each individual Portfolio Year in the list below to access each CPD Portfolio

Find out more

**Important to note:**

The online credentiailling system works best with the latest version of Internet Explorer, Mozilla Firefox or Google Chrome. You will be unable to complete your portfolio and/or online credentiailling application using older versions of Internet Explorer.

Yearly CPD Portfolios	Status	Goals	Activities	Outcomes	Last Entry
Portfolio 1 February 2016 – 31 January 2017	(Current)	0	0	0	--
Portfolio 1 February 2015 – 31 January 2016	(Past)	0	0	0	--
Portfolio 30 January 2015 – 29 January 2016	(Past)	0	0	0	--
Portfolio 1 February 2014 – 31 January 2015	(Past)	0	0	0	--
Portfolio 30 January 2014 – 29 January 2015	(Past)	0	0	0	--

If there is a black button below that reads "Renew your membership" then you need to renew your membership before starting your application.

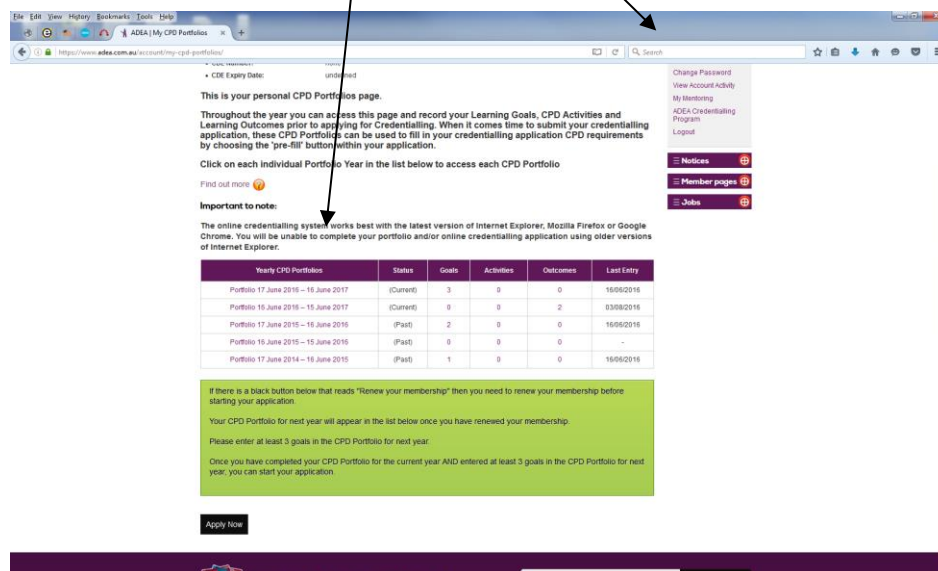
Your CPD Portfolio for next year will appear in the list below once you have renewed your membership.

Please enter at least 3 goals in the CPD Portfolio for next year.

Once you have completed your CPD Portfolio for the current year AND entered at least 3 goals in the CPD Portfolio for next year, you can start your application.

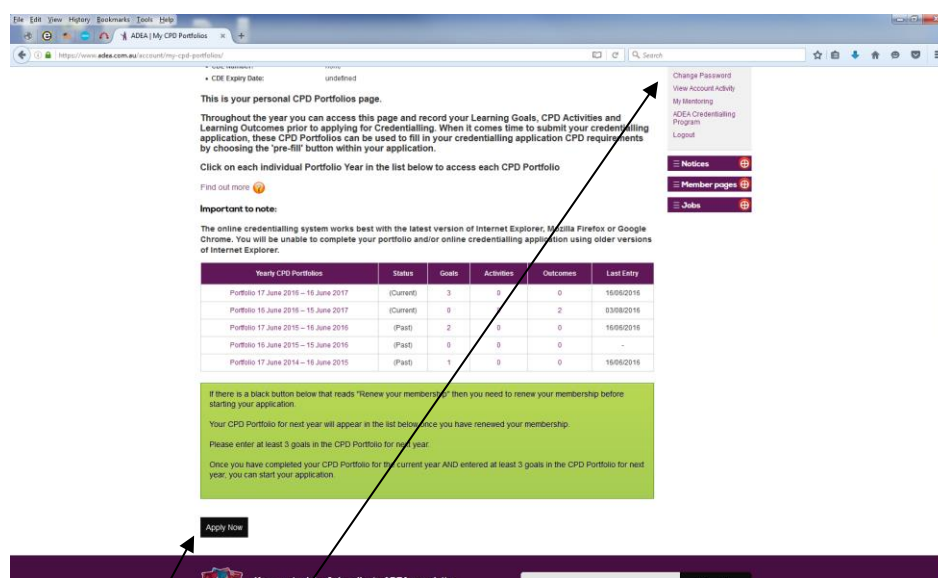
**Renew your membership**

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)*