



CDOE Program Policies

Certified Diabetes Outpatient Educators (CDOE) Program Policies

1. Requirements for Certification as Diabetes Outpatient Educator (CDOE)

- a. **CDOE Candidates must** have a minimum of three (3) years experience as a registered nurse, dietitian, and/or pharmacist (RN, RD, or RPh) or may petition the Credentialing Committee in collaboration with the Executive CDOE Committee for review.
- b. **CDOE candidates must** be licensed in Rhode Island as a RN, RD or RPh.
- c. **CDOE candidates must** have twelve (12) hours of diabetes experience within the last two (2) years either as part of your usual employment or via participation in volunteer work, diabetes support groups, health fairs, screenings, etc.
- d. **CDOE candidates must** complete the CDOE certification process, including:
 - i. **Four (4) mandatory classes and one (1) optional class:**
 1. Session I: CDOE Basic Diabetes Education
 2. Session II: CDOE Advanced Diabetes Education
 3. Session III: CDOE Advanced Diabetes Education
 4. Session IV: Workshops and Practicum
 5. Session V: Process, Documentation, & Reimbursement (optional)
 - ii. **Required readings**
 1. AADE Text: The Art and Science of Diabetes Self-Management Education (current edition)
 2. ADA Clinical Practice Guidelines (current year)
 - iii. **Pass the CDOE exam**
 1. If a passing grade is not obtained on the first attempt, the candidate must take the re-exam the next time it is offered.
 2. If a passing grade is not obtained on the re-exam, the candidate may retake the exam once for a \$250 fee. This fee covers the administrative costs for the exam and the re-exam.
 3. If a passing grade is not obtained after three (3) attempts the candidate must repeat and pay for the entire course.
 4. An individual may “audit” the course for a nominal fee.
 5. All CDOE candidates must complete each component as required and submit the CDOE Certification Completion Form to the CDOE Credentialing Committee, no later than nine (9) months from the date of passing the CDOE exam.
 - iv. **Pass the teaching component in one of three (3) ways:**
 1. Attend a group class and teach a topic associated with the candidate’s profession (i.e. nursing, nutrition, or pharmacology).
 2. Work with a mentor in the candidate’s discipline to observe and perform a one-on-one counseling session.
 3. Participate in a live case study presentation with a current CDOE from the candidate’s discipline.
 - a. The case study needs to be developed by all 3 disciplines and pre-established points need to be covered. The mentor will act as the patient for the candidate(s) to present to.

2. Special Situations

- a. If an educator is currently certified as a Certified Diabetes Educator (CDE) he/she can become a CDOE by:
 - i. Paying a \$250 fee for administrative costs.
 - ii. Provide a copy of current CDE registration.
 - iii. Complete and submit the CDOE Certification Completion Form to the Credentialing Committee.
- b. The board has the option of providing a 50% scholarship to a CDOE candidate if he/she shows financial need and career drive.
 - i. Applicant should submit a letter of intent, resume, and explanation of financial need.
 - ii. Candidate must pay 50% of cost before starting the course.

3. Third Party Insurer Reimbursement Process

- a. The CDOE must complete and submit the Certification Completion Form to the Credentialing Committee.
- b. The Credentialing Committee will contact the insurers (United HealthCare, Blue Cross Blue Shield of RI, and Neighborhood Health Plan of Rhode Island) and inform them that the educator has met all the requirements for certification.
- c. The CDOE Board will issue the graduate a certificate indicating that he/she is a Certified Diabetes Outpatient Educator (CDOE).
- d. The new CDOE is responsible for obtaining a National Provider Identifier number (NPI), enrolling in the CAQH system, and applying for provider identification numbers through insurance companies.
 - i. Attending the CDOE Process, Documentation, & Reimbursement session can help navigate this process. Registration fees will be assessed.

4. Requirement to Maintain CDOE Certification

- a. Continuing education requirements
 - i. Each educator must satisfactorily complete a minimum of forty-five (45) Continuing Education Credits in content areas applicable to diabetes within a three (3) year recertification cycle. Furthermore, eighteen (18) hours of the required forty-five (45) hours of continuing education must be live hours. Hours will be pro-rated for new CDOEs recertifying in less than a three (3) year recertification cycle.
 1. Course topics may include cardiovascular, nutrition, exercise, stress management, psychosocial, or teaching principles.
 - ii. A maximum of nine (9) CE Credits may be applied towards the continuing education requirement if the CDOE teaches a professional education session on diabetes or related topics.
 - iii. A completed CDOE Re-certification Form may be submitted to the Credentialing Committee any time during the renewal period, once all the requirements have been met. However, the Form must be submitted by December 31st of the year in which the certificate expires. The committee will email confirmation of receipt of the Form along with a certificate to CDOEs meeting the requirements.

- b. After December 31st, CDOEs will have fifteen (15) days in which to submit the CDOE Re-certification Form along with a late fee of \$100 in order to remain certified. If the CDOE does not receive written confirmation of receipt of the Form from the Credentialing Committee by February 15th, it is the CDOEs responsibility to follow up with the Committee chair. After February 15th any CDOE who does not renew will be emailed a letter of termination from the Credentialing Committee and the third party insurers will be notified.
- c. Any CDOE who fails to meet all the renewal requirements may write a letter of explanation to the Credentialing Committee for review. This committee, in collaboration with the Executive Board, will notify the CDOE of his/her status and/or corrections required.

5. CDOE Site

- a. Classification
 - i. **Institution:** hospital, outpatient clinic, health center, and other appropriate agencies. CDOE team must include a RN, RD, and RPh.
 - ii. **Physician Office:** physician must employ or contract with a CDOE team (RN, RD, and RPh).
 - iii. **Independent Private Practice:** must include a CDOE team (RN, RD, and RPh) who work in collaboration to provide individual CDOE session or CDOE group classes (12 hours of instruction).
- b. Re-Certification of Existing CDOE Sites & Certification of New CDOE Sites
 - i. All CDOE sites must employ or contract with only current CDOEs who have met the qualifications as set forth by the CDOE Board.
 - ii. All CDOE sites must follow standard curriculum policies and procedures determined by the CDOE Board.
 - iii. Each CDOE site must have a written policy for CDOE education.
 - iv. Each CDOE site must provide a minimum of one (1) program per year or twenty (20) individual sessions.
 - v. The CDOE site must provide suitable office space and/or classroom space to offer the CDOE individual and group sessions. Group sessions may not exceed more than fifteen (15) patients with diabetes.
 - vi. The CDOE site must complete the CDOE Site Application Form and receive written approval by the CDOE Board of Directors.
 - 1. Note: Effective June 1st, 1999, a personal name for an organization name is not allowed.
 - vii. CDOE sites must maintain an educational record on each participant according to the organization policy.
 - viii. Site visits are part of the approval process for new CDOE sites.
 - ix. Existing CDOE sites are required to submit the Renewal CDOE Site Form by December 31st every year. The Credentialing Committee will email certificates to eligible CDOE Sites.
 - x. CDOE site affiliation is not mandatory therefore sites should list only actively participating educators on their site applications/renewal forms.

6. CDOE Board

- a. Establishes, develops, and monitors criteria for CDOE Certification and Re-certification for CDOE educators and CDOE sites.
- b. Reviews and approves applications of CDOE candidates and CDOE sites.
- c. Coordinates the annual CDOE Conference and CDOE Class.
- d. Coordinates with organizations to provide continuing education programs for Rhode Island.
- e. Is represented on the State of Rhode Island Diabetes Council.
- f. Works with community partners to educate consumers and market the CDOE program.

7. Requirements for Certification in Cardiovascular Disease Outpatient Educators (CVDOE)

- a. A CVDOE candidate must be a CDOE in good standing.
- b. Mandatory attendance of:
 - i. Session I: Advanced Cardiovascular Disease Education Part I
 - ii. Session II: Advanced Cardiovascular Disease Education Part II
- c. Pass the CVDOE Exam.
 - i. If a passing grade is not obtained on the first attempt, the candidate must take the re-exam the next time it is offered.
 - ii. If a passing grade is not obtained on the re-exam, the candidate may retake the exam once for a \$250 fee. This fee covers the administrative costs for the exam and the re-exam.
 - iii. If a passing grade is not obtained after three (3) attempts the candidate must repeat and pay for the entire course.
- d. Continuing Education Requirements: To maintain both a CDOE and CVDOE certification a minimum of forty-five (45) credits need to be completed during the 3 year recertification period. Of these, at least fifteen (15) credits need to be cardiovascular related education. The CVDOE recertification process occurs on the same 3 year interval as CDOE recertification.