



**2025**

***Board Certified  
Advanced Diabetes Management  
(BC-ADM®)***

***Renewal of Certification  
Handbook***



## Table of Contents

INTRODUCTION/CONTACT INFORMATION.....	3
MISSION/DESCRIPTION/PURPOSE .....	4
PROFESSIONAL INTEGRITY AND HONESTY .....	5
VERIFICATION OF INFORMATION .....	5
DISCOUNTED FEES .....	5
DISCIPLINARY POLICY .....	5
UNAUTHORIZED USE OF THE CREDENTIAL.....	5
CERTIFICANT RECORD UPDATES.....	5
COMMUNICATIONS .....	6
RENEWAL OF CERTIFICATION. ....	7
REQUIREMENTS .....	7
RENEWAL FEES AND DEADLINES .....	8
RENEWAL GRACE PERIOD .....	9
RENEWAL REQUIREMENTS .....	9
RENEWAL PRACTICE HOURS.....	10
PRACTICE HOUR DOCUMENTATION .....	11
PROFESSIONAL DEVELOPMENT RENEWAL CATEGORIES AUDITS.....	11
PROFESSIONAL DEVELOPMENT CHART OF CATEGORIES.....	11
RENEWAL AUDITS .....	14
RENEWAL PROCESS.....	14
CERTIFICATES .....	15
SUMMARY OF COMMUNICATION TO RENEWAL APPLICANTS.....	16
POST RENEWAL ACTIVITIES.....	16

## INTRODUCTION

As of January 1, 2025, the program for Board Certified-Advanced Diabetes Management (“BC-ADM<sup>®</sup>”) is owned by the Certification Board for Diabetes Care and Education (“CBDCE”). CBDCE is an autonomous specialty board responsible for the development and administration of the program for the advanced diabetes management certification. CBDCE is independent and separate from any other organization or association.

The BC-ADM<sup>®</sup> credential is conferred only by CBDCE, a national, nongovernmental, not-for-profit certification organization. Upon successful achievement of BC-ADM<sup>®</sup> certification, individuals are awarded the Board Certified-Advanced Diabetes Management certification designation of BC-ADM<sup>®</sup>. Certification is valid for a period of five (5) years. Candidates may use this designation as long the professional license or registration used to qualify for certification remains active and unrestricted and their certification is current. A registry of individuals holding the BC-ADM<sup>®</sup> is maintained by CBDCE.

This *Board Certified-Advanced Diabetes Management Renewal of Certification Handbook* (“Handbook”) contains information about the renewal process for those holding the BC-ADM<sup>®</sup> credential with an expiration year of 2025. Individuals who elect to participate in the certification program are responsible for utilizing the most current Handbook and knowing its contents. This publication replaces all previous editions of the Handbook.

CBDCE updates the information, fees and requirements in this Handbook on a regular basis and makes every effort to present all policies and directions clearly. Questions regarding policies or clarification of information should be directed to CBDCE. CBDCE is not responsible for information that is not understood by the reader or obtained from any source other than CBDCE.

CBDCE has partnered with Meazure Learning, a leading provider of digital assessments holds industry leading expertise in test development, psychometrics, and large-scale implementations. Meazure Learning has been contracted to process applications and payments, schedule testing sessions and sites, and oversee both the BC-ADM initial and renewal application processes. If you need assistance with anything related to the application, testing or payment process, please contact Meazure Learning.

## CONTACT INFORMATION

### CBDCE:

1340 Remington Rd, Suite J

Schaumburg, IL 60173

847.228.9795

Email: [info@cbdce.org](mailto:info@cbdce.org)

Web: [www.cbdce.org](http://www.cbdce.org)

### Meazure Learning:

PO Box 570

Morrisville, NC 27560

919.572.6880

Email: [candidatesupport@meazurelearning.com](mailto:candidatesupport@meazurelearning.com)

Web: [www.meazurelearning.com](http://www.meazurelearning.com)

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## GENERAL INFORMATION ON CBDCE AND THE BC-ADM<sup>®</sup> CERTIFICATION

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### MISSION

The mission of the Certification Board for Diabetes Care and Education (CBDCE) is to promote ongoing quality diabetes care, education, prevention and support by providing certification and credentialing programs that incorporate and reflect best practices.

### DESCRIPTION OF A HEALTH PROFESSIONAL HOLDING THE BOARD CERTIFIED-ADVANCED DIABETES MANAGEMENT (BC-ADM<sup>®</sup>) CERTIFICATION

The professional holding the BC-ADM<sup>®</sup> certification skillfully manages complex patient needs and assists people at risk for and with diabetes and other cardiometabolic conditions with therapeutic problem-solving. *Within their discipline's scope of practice and licensure*, health professionals who hold the BC-ADM<sup>®</sup> certification may adjust (and in some cases, prescribe) medications, treat, and monitor acute and chronic complications and other comorbidities, counsel people living with diabetes on lifestyle modifications, address psychosocial issues, and participate in research and mentoring. **Holding the BC-ADM<sup>®</sup> credential does not confer a change in scope beyond current licensure or registration.**

### PURPOSE

The purpose of this CBDCE certification program is to conduct certification activities in a manner that upholds standards for competent practice in advanced diabetes management. The BC-ADM<sup>®</sup> credential demonstrates that the certified advanced practice health professional possesses distinct and specialized knowledge, thereby promoting quality care for persons with diabetes. The BC-ADM<sup>®</sup> certification is a voluntary process used to assess and validate qualified health professionals' knowledge in advanced diabetes management. It is an evaluative process that demonstrates that eligibility requirements have been met. Certification is not required by law for employment, although some agencies may use board certification as a basis for employment, job promotions, salary increases, or other considerations.

Potential benefits of the BC-ADM<sup>®</sup> certification include but are not limited to:

- Validates expertise and competency to colleagues and people with diabetes
- May be used by a hiring manager as “shorthand” for qualifications and resume
- May lead to increased compensation or the ability to leverage higher salary or promotion
- Available to multiple disciplines (nurses, dietitian nutritionists, pharmacists, MD/DO, and PAs)
- Increases marketability in job search
- Increases the visibility of the profession and organization
- Helps to fulfill increased need for advanced clinicians to manage the growing population of individuals with diabetes
- Personal satisfaction

## PROFESSIONAL INTEGRITY AND HONESTY

### Verification of Information

Candidates who apply for renewal of the BC-ADM® credential are expected to provide accurate and honest information on their application. They will need to complete a verification of information declaration which says, "I declare and affirm under penalties of perjury that the facts and matters contained in the application are true and correct."

### Discounted Application Fee for ADCES members

For 2025, CBDCE does offer a discounted renewal application fee for individuals that hold active ADCES membership. In order to receive the discounted pricing, the individual MUST be a current ADCES member at time of the application for renewal is submitted.

Members of ADCES in good standing at the time of the application can take advantage of a discounted application fee and will be asked to enter their ADCES member ID into the application as proof of active ADCES membership. CBDCE has the authority to conduct audits to verify that ADCES membership was active at the time of the application. If a candidate is found not to have had a current membership at the time of application, CBDCE will invoice the candidate for the balance of the application fee rate of a member versus nonmember. As payment of the application fee is required, the certificate packet will be withheld until such payment is made.

### Disciplinary Policy

Certification may be withheld, denied or revoked, or applications rejected for reasons including, but not limited to, the following:

- Failure to complete or fulfill requirements for certification or certification renewal
- Failure to provide appropriate and qualifying audit documentation
- Determination that certification or certification renewal was improperly granted or that there was misstatement of facts submitted by a candidate in his/her application for certification or recertification
- Failure to maintain professional integrity
  - Integrity demands honesty and candor which must not be subordinated to gain a personal advantage. Allowance can be made for innocent error and legitimate differences of opinion, but integrity cannot co-exist with deceit or subordination of one's principles
- Revocation for failure to maintain professional licensure is automatic and non-discretionary. All other grounds for revocation of certification are discretionary.

### Unauthorized Use of the BC-ADM® Credential

Use of the credential before it has been awarded or after it has expired is not permitted. Reports received of unauthorized use will result at a minimum in cease-and-desist notification.

### Certificant Record Updates

If your name and/or contact information has changed, you must notify Measure Learning of these changes. These changes would include name, mailing address, phone, and email address.

## Communications

Communications about your BC-ADM renewal are sent from Meazure Learning. To ensure you receive all communications from Meazure Learning on your BC-ADM® certification, please add [candidatesupport@meazurelearning.com](mailto:candidatesupport@meazurelearning.com) to your safe senders list. Visit to the Communications section for details on the communications you will be receiving about your BC-ADM® application.

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## RENEWAL OF CERTIFICATION INFORMATION

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Individuals holding the BC-ADM® certification must renew every five years and the renewal process must be completed prior to their certification expiration date. As a courtesy, individuals up for renewal will be notified by Measure Learning via email and U.S. mail 6 months, 3 months (email only) and 1 month (email only) prior to certification expiration. It is the responsibility of the individual to renew certification prior to their certification expiration date. Find the expiration date on the BC-ADM® certificate or by sending an inquiry to [info@cbdce.org](mailto:info@cbdce.org).

*Frequently asked questions about renewing certification can be found on the CBDCE website [here](#).*

### RENEWAL REQUIREMENTS

Individuals holding a current BC-ADM® certification and who meet the following criteria may apply for renewal of certification:

- Accrued 1,000 hours of professional practice in advanced diabetes management during the 5-year certification cycle
- Met the professional development requirements for 2 categories or one doubled category of professional development as outlined in the professional development section of this Handbook

Note: There is no option to renew by exam.

## RENEWAL FEES AND DEADLINES

*For 2025, CBDCE offers discounted pricing for individuals that hold active ADCES membership. In order to receive the discounted pricing, the individual MUST be a current ADCES member at time of application.*

Renewal period	Application Fee (standard fee)	Discounted Application Fee ADCES member	Renewal Application deadline	Method of renewal: Professional Development Categories
Date on last BC-ADM® certificate to date renewal application is submitted up to 5 years	\$800  (equivalent to \$160/year for 5 years)	\$500  (equivalent to \$100/year for 5 years)	<p>Must renew before the expiration date on certificate</p> <p>A renewal application may be started at any time, but once started, must be completed within 90 days. After that time, it will be closed.</p>	<p>Candidates must meet 2 out of 6 Professional Development categories (Categories 1-5 may be doubled):</p> <p><b>Category 1:</b> Continuing education hours</p> <p><b>Category 2:</b> Academic credits</p> <p><b>Category 3:</b> Presentations</p> <p><b>Category 4:</b> Publication or research</p> <p><b>Category 5:</b> Preceptor</p> <p><b>Category 6:</b> Professional Service</p>



## RENEWAL GRACE PERIOD:

If your certification has expired and it is within 90 days from the expiration date, you may apply for renewal by paying a non-refundable late fee of \$50.00 (in addition to the renewal fee). After the 90-day grace period, candidates wishing to regain BC-ADM® certification will need to reapply for the BC-ADM® exam, meet all the criteria as a new candidate, and pass the exam.

Expiration Date	Recommended Renewal Window	90 Day Grace Period	Post 90 Days from Expiration
Check date on Certificate	Submit renewal application no later than 45 days before expiration	Pay late fee and do not use the BC-ADM® credential	Apply as new candidate and do not use the BC-ADM® credential

## RENEWAL REQUIREMENTS

To renew, candidates must meet all of the following criteria:

- Hold a current, active and unrestricted RN, RD, RPh, PA, or MD/DO license in a state or territory of the U.S. or the professional, legally recognized equivalent in another country
- Hold a current BC-ADM® certification
- Professional development requirement for diabetes specialty certification (must be completed within the accrual cycle)
- A minimum of 1,000 practice hours in advanced diabetes management (must be completed within the accrual cycle)
- Pay the renewal fee

**Renewal of certification is accomplished through a combination of practice hours and professional development. Renewal by exam is not an option for BC-ADM® renewal.**

For timely processing, the certification renewal application should be submitted no later than 45 days prior to certification expiration. The expiration date can be found on the certificate.

Practice hours and all professional development activity must be completed within the 5 years preceding the submission date on the renewal application. Certification renewal must be completed every five (5) years to maintain certification for another 5 years. Several courtesy renewal reminders will be sent out through Meazure Learning by email and U.S. mail, beginning at six (6) months prior to certification expiration. **It is the candidate's responsibility to update Meazure Learning with any changes in contact information.**

## RENEWAL PRACTICE HOURS

A minimum of 1,000 practice hours related providing advanced diabetes management is required. Hours of direct clinical supervision of, or precepting students/residents in, clinical practice may be counted towards practice hours. The direct clinical supervision must be in diabetes care. Activities that can be claimed for the practice hours are referenced below.

### Activities that count towards practice hour requirement:

- Managing complex patient needs
  - Monitoring, interpreting, and applying results generated from complex patient data sets
  - Formulating and prioritizing a problem list
  - Educating individuals about medical nutrition therapy
  - Incorporating technologies into practice for maintenance and/or management of diabetes and cardiometabolic conditions
  - Managing and adapting interventions for special populations
- Assisting patients with therapeutic problem-solving
  - Conducting therapeutic interviews using a systematic approach
  - Counseling patients on lifestyle modifications
  - Incorporating appropriate behavior change models and techniques to improve health outcomes through problem solving and teamwork
  - Collaborating with individuals to individualize and prioritize their care
  - Establishing and implementing measurable self-care goals to improve health outcomes
  - Utilizing technology enhanced devices to collect, analyze, and inform judgements for individual and/or aggregated health data
- Adjusting medications if within their discipline's scope of practice
  - Managing pharmacologic therapy options and interventions for diabetes, cardiometabolic, and related conditions
- Treating and monitoring acute and chronic complications and other comorbidities
  - Performing comprehensive assessments of diabetes, complications, and related chronic and cardiometabolic conditions across the lifespan (e.g., functional status, sensory/foot, eye exam, medication, and complementary alternative medication review)
  - Implementing standards of diabetes care and clinical practice guidelines pertaining to assessment
  - Interpreting and applying results generated from assessment and diagnostic tests
  - Performing screenings and understanding diagnostic criteria for diabetes, cardiometabolic and related conditions
  - Implementing interventions that reflect standards of diabetes care and clinical practice guidelines
  - Discussing surgical options for diabetes management including eligibility, risks, benefits, and long-term outcomes

- Collaborating with healthcare providers to coordinate care for individuals and populations
- Managing diabetes in the hospital and during transitions of care
- Engaging in telehealth services for diabetes management
- Performing interventions pertaining to follow-up care, reflecting standards of diabetes care and clinical practice guidelines
- Addressing psychosocial issues
  - Evaluating self-care behavior and perform behavioral health assessment
  - Assessing social determinants of health
  - Collaborating with mental health providers to adjust interventions for psychosocial conditions
- Participating in research
  - Utilizing QI infrastructure to gauge population level diabetes measures
- Mentoring other clinicians in diabetes care
  - Reviewing treatments and outcomes, comparing and explaining results
  - Evaluating and adjusting diabetes and cardiometabolic treatment care plans accordingly

### **Practice Hour Documentation**

During the renewal application process, you will need to provide the institution, supervisor, start/end date and clinical practice hours for the 1,000 total clinical hours you are reporting.

Only candidates selected for audit will be asked to provide supporting documentation to verify the information provided in the application. If a candidate is selected for an audit, they will need to submit proof of their practice hours in the form of a letter from a supervisor or other professional who can verify that they have met the 1,000-renewal practice hour requirement.

## **PROFESSIONAL DEVELOPMENT RENEWAL CATEGORIES EXPLAINED**

There are 6 professional development categories for renewal; refer to the chart below for an explanation of the categories and details on each category. All candidates must complete 2 of the 6 categories. Categories 1-5 may be doubled; Category 6 may not be doubled. Professional development must be completed within the accrual period.

If selected for an audit, the candidate will be required to submit supporting documents as stated under each category. We recommend you maintain copies of your professional development activities in both hard and electronic copies and keep track throughout your accrual cycle. These actions will alleviate the burden of the last-minute rush to document meeting the renewal requirement when applying.

## PROFESSIONAL DEVELOPMENT RENEWAL CATEGORIES CHART

CATEGORY	TIME OR NUMBER REQUIRED	REQUIREMENTS	DOCUMENTATION IN ONLINE RENEWAL APPLICATION	DOCUMENTATION REQUIRED ONLY IF AUDITED
#1 Continuing Education	75 contact hours (may be doubled to 150 contact hours) obtained within the 5 years preceding renewal application submission	At least 40 hours must support professional development of the BC-ADM role and At least 50 hours must be approved by an accredited provider The remaining hours do not have to meet formal criteria but must be applicable to the BC-ADM role (examples: in-services, workshops, study modules, grand rounds).  Academic credits can be converted to CE hours and used for this category: 1 semester credit=15 hours 1 quarter credit=12.5 hours	Date completed Total hours earned during the 5-year renewal period	Copy of the statements of credit showing the dates, title, number of contact hours, sponsoring organization, etc. In addition, evidence of the applicability to certification may be needed.
#2 Academic credits	5 semester credits or 6 quarter credits (may be doubled) taken during the certification period  Academic credits must be converted to hours and used for this category: 1 semester credit=15 hours 1 quarter credit=12.5 hours	Non-repeated courses taken toward degree completion or academic independent study courses applicable to area of certification, such as adult education principles, anatomy, health/physical assessment, health care administration, physiology, pharmacology, sign language or foreign language and/or medical terminology for health care providers  Academic credit received for a thesis or dissertation related to certification specialty. (may not be used in category 4 if listed here)	Course name, date completed, institution/provider, hours	Transcripts showing the number of academic credits, sponsoring organization, etc. In addition, evidence of applicability to certification may be needed.
CATEGORY	TIME OR NUMBER REQUIRED	REQUIREMENTS	DOCUMENTATION IN THE ONLINE RENEWAL APPLICATION	DOCUMENTATION REQUIRED ONLY IF AUDITED
#3 Presentations	Total presentation time of at least 5 hours (may be doubled to 10 hours)	Primary presenter of a first-time presentation. The presentation is delivered in a structured teaching/learning framework to health care providers or the	Subject/title date, name of sponsor, clock hours, audience	A copy of the presentation outline, abstract, letter of acceptance or an invitation to speak, and evidence that of actually

		public at conferences, grand rounds, in-services, seminars, webinars, e-learning or internet-based format, teleconferences, patient/family teaching, or public education.		delivering the presentation i.e. a thank you letter on official letterhead, an email, or evaluation summary.
#4 Publication	One article (may be doubled to two articles)  OR Primary author of content (may be doubled to two)  OR Grant writer for a federal, state, or national organization (may be doubled to two grants)	Author, co-author, editor, co-editor, or reviewer and it must be in a peer reviewed journal or book chapter related to certification specialty.  OR Must be related to certification specialty utilized in a e-learning and/or other media presentation  OR Project must be related to certification specialty	Subject/title, date, name of publication, sponsor, provider, or institution	Copy of table of contents and entire article or chapter with journal name, date, and candidate's name. Copy of page identifying candidate as the editor, or letter from publisher. OR Detailed outline of the content, copy of the e-learning that clearly states candidate is primary author, or letter from publisher OR Grant summary abstract and letter from the grant sponsor acknowledging receipt of grant
#4 Research	One IRB project (may be doubled to two projects)  OR A completed dissertation, thesis, or graduate level scholarly project (may be doubled to 2 projects)  OR Content Reviewer on an IRB, dissertation, thesis, or scholarly project (may be doubled to 2 projects)	Must be related to certification specialty, completed during 5-year certification period, and candidate is clearly identified as one of the researchers.  OR Must be related to certification specialty	Subject/title Date, name of publication, sponsor, provider, or institution	Copy of the IRB approval letter or letter of exemption, a one-page abstract <250 words describing the study, findings, the period the research was conducted OR The dissertation, thesis, or scholarly project approval letter, a one-page abstract <250 words that describes findings, the time period it was conducted OR Supporting documents from the organization describing this work, the dates served as project reviewer on official letterhead.
<b>CATEGORY</b>	<b>TIME OR NUMBER REQUIRED</b>	<b>REQUIREMENTS</b>	<b>DOCUMENTATION IN THE ONLINE RENEWAL APPLICATION</b>	<b>DOCUMENTATION REQUIRED ONLY IF AUDITED</b>
#5 Preceptor	At least 120 hours (may be doubled to 240 hours of precepting)	Provide direct clinical/teaching supervision to students/residents in an academic program related to certification specialty	Sponsoring school/institution, type of student/resident, date completed,	Submit the <a href="#">preceptor documentation form</a> which can be found on the BC-ADM webpage, Renewal Section.

		OR Provide clinical supervision related to certification specialty to professionals in a formal refresher, residency, or internship program related to certification specialty. May also count precepting others from the same discipline who are not students.	hours completed	
#6 Professional Service	At least 100 hours) of volunteer service related to diabetes care during certification period (may not be doubled)	Serve as a volunteer with an international, national, state, or local health care related organization in which certification expertise is required. Examples include board of directors, committees, workgroups, taskforces, editorial boards, review boards.	Organization, type of service, date completed, hours completed	A copy of the official letter or other documents from the organization attesting to the type and dates of professional service

## RENEWAL AUDITS

Ten percent (10%) of renewal applicants are audited each year. If an applicant is selected for an audit, they will be required to submit via email ([info@cbdce.org](mailto:info@cbdce.org)) the appropriate documentation listed in the professional development category chart for each category they chose for renewal and the applicant will need to submit proof of their practice hours in the form of a letter from a supervisor or other professional who can attest to and verify their claimed hours. A minimum of 1,000 practice hours providing advanced diabetes management is required. Hours of direct clinical supervision of, or precepting students/residents, and/or volunteer hours in diabetes care may be counted towards practice hours. Applicants who are selected for audit are not renewed until the audit has been approved. Audits will be reviewed within 10 business days of receipt of all required documentation. Once approved, CBDCE will notify Measure Learning and within 30 days after that notice, Measure Learning will mail the applicant their certificate.

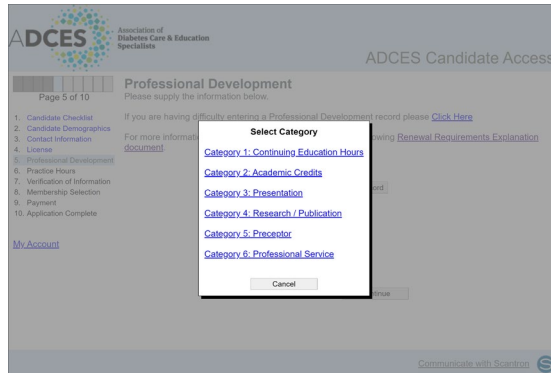
## RENEWAL PROCESS

Log in to your start your application here: <https://www.cbdce.org/bcadm-portal> using the username and password from previous renewal or application. Check the box on the screen for renewal. Follow the prompts to go through all application steps.

To apply for BC-ADM renewal, submit the following application materials into the online system electronically:

1. Demographics including your title, first, middle, and last name, previous name, date of birth, gender, email address, mailing address, city, state, country, postal code, work phone, home phone, cell phone
2. License type, state, number, and expiration date

- You will be asked to upload a copy of your license showing that it is current, valid and unrestricted. Valid file extensions that can be uploaded include: DOCX, DOC, TIFF, TIF, JPG, GIF, XLS, XLSX, PDF, PNG
- Select your first professional development category and follow the prompts to enter the information.



- If you have not chosen to double one professional development category (categories 1 through 5 may be doubled), then select your second category and follow the prompts to enter the information. All candidates must select 2 out of the 6 categories or double one category.
- Enter the information about your practice hours.
- Complete the Verification of Information page

#### Verification of Information

Please supply the information below. Candidates selected for audit will be asked to provide supporting documentation to verify the information contained in this application.

##### VERIFICATION OF INFORMATION

I understand that, in order to process my application, Scantron may verify information. I agree to cooperate in such a review and will allow others to provide information regarding my abilities and experience. I hereby solemnly declare and affirm, under penalties of perjury that the facts and matters contained in the following foregoing application are true and correct.

- I agree with the above statement.  
 I disagree with the above statement.

- If you are a ADCES member, enter your ADCES membership ID. You must be an active, paid member of ADCES at the time of completing your renewal application to receive the membership rate for renewal.
- Complete credit card payment by entering in pertinent payment information.

## CERTIFICATES

After the renewal application has been submitted with payment, and audit approved if selected, candidates will be sent a new BC-ADM® certificate and wallet card within approximately 30 days.

A letter of verification may be requested at any time from CBDCE by emailing a request to [info@cbdce.org](mailto:info@cbdce.org).

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## SUMMARY OF COMMUNICATION TO RENEWAL APPLICANTS

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**IMPORTANT REMINDER:** All renewal communications will be sent from Meazure Learning. Please be reminded to notify Meazure Learning with any changes to your contact information and to add [candidatesupport@meazurelearning.com](mailto:candidatesupport@meazurelearning.com) to your safe senders list. Neither CBDCE nor Meazure Learning are responsible for individuals not receiving these courtesy communications.

Timing	Type	When it will be sent
During the 5-year certification period	Renewal reminders	6 months (email + mail), 3 months (email), and 1 month (email) prior to certification expiration date
During completion of the renewal application	Renewal Application	No email goes out until the application/ payment is submitted
Notice issued within 5 days of submission if incomplete	Renewal Application	Meazure Learning reaches out to the candidate via email and phone advising on what the candidate needs to do to resolve the application documentation criteria.
Once the application has been submitted	Renewal Application	The application completion email is sent when the application and payment are completed. The certificate should arrive within 3-4 weeks after the application completion email is sent.

## POST RENEWAL ACTIVITIES

Please keep track your new expiration date and set reminders in your calendar for your next renewal.

There is a media release template available for those who want to announce their renewal of certification to their communities and institutions. Please send an email message to [info@cbdce.org](mailto:info@cbdce.org) to request the template.

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**Questions? Contact us:**

**Email: [info@cbdce.org](mailto:info@cbdce.org)**

**Phone: 847.228.9795**

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