



Arkansas State Board of Nursing

University Tower Building, Suite 800
1123 South University Avenue
Little Rock, Arkansas 72204

PHONE (501) 686-2700
FAX (501) 686-2714
www.arsbn.org

INSTRUCTIONS FOR COMPLETION OF RENEWAL OF CERTIFICATION FOR DIABETES SELF-MANAGEMENT EDUCATOR APPLICATION

To maintain certification by the Arkansas State Board of Nursing (ASBN) as a Diabetes Self-Management Educator, the applicant must:

1. Hold an active Arkansas license as a registered nurse.
2.
 - a. Hold current certification as a Certified Diabetic Educator (CDE) by the American Diabetes Association; OR
 - b. Have successfully completed a diabetes educational program or refresher course, approved by the ASBN, which complies with the National Standards for Diabetes Self-Management Education Programs as developed by the American Diabetes Association.
3. Submit completed renewal form for certification for Diabetes Self-Management Educator Renewal Application, along with a non-refundable fee of \$25.00.
4.
 - a. Submit notarized documentation from the ASBN approved education program coordinator that applicant has successfully completed the refresher course or the complete program **and** copies of continuing education certificates demonstrating completion of 30 hours of ASBN approved continuing education in a variety of topics on diabetes or diabetes-related information. Not more than 7.5 hours of continuing education from correspondence courses will be accepted. The remaining 22.5 hours must be obtained from attendance at educational sessions **OR**
 - b. Submit proof of current certification as a CDE by the American Diabetes Association.

NOTE: LAPSED CERTIFICATION

1. Certification will be considered lapsed if not renewed or placed in inactive status by the expiration date.
2. Failure to receive the renewal notice at the last address of record in the Board office shall not relieve the certified Diabetes Self-Management Educator of the responsibility for renewing the certification by the expiration date.
3. Any educator whose certification has lapsed shall file a reinstatement application and pay the current renewal fee and the reinstatement fee.
4. Certifications that are not renewed within one year of the expiration date will complete all steps included in the initial certification.

FEE IS NONREFUNDABLE

FALSIFICATION OF THIS FORM IS GROUNDS FOR DISCIPLINARY ACTION AGAINST YOUR LICENSE.

ARKANSAS STATE BOARD OF NURSING
UNIVERSITY TOWER BUILDING, SUITE 800
1123 SOUTH UNIVERSITY
LITTLE ROCK, ARKANSAS 72204
(501) 686-2700

FOR OFFICE USE
AR CERT. NO.
DATE

CERTIFICATION FOR DIABETES SELF-MANAGEMENT EDUCATOR RENEWAL FORM

Full Name (MISS, MS., MRS., OR MR) FIRST MIDDLE MAIDEN LAST
Address STREET CITY STATE ZIP
Mailing address STREET/P.O.BOX CITY STATE ZIP
Telephone Number () Arkansas RN License Number
Arkansas Diabetic Educator Certification Number

DIABETES EDUCATION

The Diabetic Educator certification shall be renewed by completion of one of the following options. Submit all relevant documents.

OPTION ONE

- Satisfactory completion of an ASBN approved refresher course which is conducted in compliance with the national standards of the American Diabetes Association, AND
Completion of 30 hours of ASBN approved continuing education in a variety of topics on diabetes or diabetes-related information. Not more than 7.5 hours of continuing education from correspondence courses will be accepted. The remaining 22.5 hours must be obtained from attendance at educational sessions.

OPTION TWO

- Documentation of renewal of certification as a Diabetes Educator by the American Diabetes Association.

METHOD OF PAYMENT:
Credit Card Money Order/Cashiers Check
In-state personal check
Complete below if paying by credit card. There is a nominal processing fee (listed below) assessed with paying your fees by credit card. The Arkansas State Board of Nursing does not receive any portion of the processing fee.
Type of card Visa MasterCard Discover
Cardholder's Name
Credit card billing address
Credit Card #
Expiration date / Amount Paid
Signature
*Processing fee - Certification for Diabetes Self-Management Educator Renewal - \$2.50

IMPORTANT: Incomplete applications, including transcripts and failed examination files, will be deleted and discarded when there has been no action in the file (i.e. correspondence from applicant, retake of exam, etc.) for seven (7) years.