

# Kentucky Board of Licensed Diabetes Educators (KBLDE)

PO Box 1360  
Frankfort, KY 40602  
<http://bde.ky.gov>

## Frequently Asked Questions

(rev. 01/19)

**In this document, you will find answers to frequently asked questions pertaining to:**

- Licensure in general
- Apprentice diabetes educator
- Supervisor role and responsibilities for Apprentice diabetes educator
- Licensed Diabetes Educator (LDE)
- Master Licensed Diabetes Educator (MLDE)
- Continuing Education Hours
- Renewal
- Audit Requirements

**Statutes and Regulations referenced in this document may be found here:**

<http://bde.ky.gov/Pages/Kentucky-Revised-Statutes.aspx>  
<http://bde.ky.gov/Pages/Kentucky-Administrative-Regulations.aspx>

**For questions not answered in this document, contact  
Megan Norton, Board Administrator at [ide@ky.gov](mailto:ide@ky.gov) or (502)782-8801**

## GENERAL QUESTIONS

### Who can be licensed?

- The discipline requirement for licensure aligns with the National Certification Board for Diabetes Educators (NCBDE) requirements for the CDE credential.

The KBLDE shall not consider an applicant for an Apprentice diabetes educator permit who does

not hold an active license or certification as listed in KAR 45:170 Section 3 (3)  
<http://www.lrc.ky.gov/kar/201/045/170.pdf>

### ***If my professional license does not require me to be licensed as a diabetes educator, why would I want to?***

- Though it is not a requirement of the law (KRS 309.327), it is in fact important that those health professionals (such as RNs, RDs, Pharmacists) currently practicing as diabetes educators become licensed.
- **Professional licensure has numerous purposes:** consumer protection, professional recognition and setting quality guidelines for the profession. Currently, payers may reimburse for DSMT diabetes education services, but are not reimbursing the diabetes educator. Licensure may help to strengthen the profession and may lead to reimbursement for the qualified diabetes educator. Without this "legal" definition tied with licensure, diabetes educators will continue to be self-defined.
- Additionally, those desiring to serve as a Supervisor for an Apprentice diabetes educator are required to have an active license as a Licensed Diabetes Educator (LDE) or Master Licensed Diabetes Educator (MLDE).
- If you are a licensed professional who provides diabetes education as part of your practice (such as a physician, nurse, pharmacist, dietitian, or nutritionist), you are not required to obtain a license from the KBLDE in order to continue to provide diabetes education. However, you cannot use the title "licensed diabetes educator" or a title substantially similar, like diabetes educator (KRS 309.327).

### ***Why do I need a license?***

- As a licensed diabetes educator, you will have a defined scope of practice. Legal scope of practice and licensure established through the state provides consumer protection and sets quality guidelines for the practice of diabetes education. In addition, licensure offers professional recognition and protection for the diabetes educator. As stated above, licensure may lead to more widespread reimbursement for diabetes education.

### ***If I already have my CDE/BC-ADM credential, why do I need a license?***

- Both the CDE and BC-ADM are voluntary credentials. There is no legal scope of practice in Kentucky set forth by either of these credentials. As reviewed above, a license defines the profession and legal scope of practice for the respective discipline.

### ***What is a Licensed Diabetes Educator (LDE)?***

- An LDE is a health professional who has a defined role as a diabetes educator.
- The LDE provides comprehensive diabetes education within the scope and practice of diabetes education as defined by the statutes and regulations set forth by KRS Chapter 309 and 201 KAR Chapter 45.
- The LDE license is a minimum requirement to practice as a diabetes educator in the Commonwealth of Kentucky, although an LDE may also supervise certain individuals who provide limited diabetes information (KRS 309.325).
- Once licensed, you may call yourself an LDE.
- By continuing to gain knowledge and skills, you may advance to the next diabetes educator level (CDE or BC-ADM), and at that time apply for the Master Licensed Diabetes Educator (MLDE) license.

### ***What is a Master Licensed Diabetes Educator (MLDE)?***

- The Master Licensed Diabetes Educator license acknowledges completion of an intense credentialing program, as well as passing the CDE examination of the National Certification Board for Diabetes Educators and/or the BC-ADM examination of the American Association of Diabetes Educators. These credentials are limited to specific healthcare providers and graduate degreed individuals.
- Although the LDE will be able to perform the same duties as the MLDE, the MLDE license acknowledges the additional preparation and expertise required to hold the CDE and/or BC-ADM credentials.
- Once licensed, you may call yourself a MLDE.

### ***What is an Apprentice diabetes educator?***

- An apprentice diabetes educator holds a permit issued by the KBLDE to practice diabetes education, meeting the requirements of KRS 309.334 and the corresponding administrative regulations promulgated by the KBLDE.

### ***How do I become an Licensed Diabetes Educator (LDE)?***

- If you **do not** hold the CDE or BC-ADM credential, to become an LDE, first apply as an Apprentice and meet the requirements as discussed in the Apprentice diabetes educator FAQs. Once those requirements are met, you may then apply for the LDE license.
- If you **do** hold the CDE or BC-ADM credential, you may apply directly for the MLDE license.

### ***Who should apply for an Apprentice Diabetes Educator permit and why is a permit important?***

- If you **do not** hold the CDE or BC-ADM credential, to become an LDE, first apply as an Apprentice and meet the requirements as discussed in the Apprentice diabetes educator FAQs. Once those requirements are met, you may then apply for the LDE license.
- Holding the Apprentice diabetes educator permit is required to legally practice diabetes education while obtaining the work experience required to apply for licensure as a Licensed Diabetes Educator (LDE).
- Without the Apprentice diabetes educator permit, an individual would be practicing diabetes education without a license, thus violating the statutes.

### ***Is there a fee for licensure or an Apprentice permit?***

- The initial permit, licensing and renewal fees for all of the license/permit types are \$50.00 per year.

### ***What constitutes the practice of diabetes education?***

- Providing general information about diabetes is NOT practicing diabetes education.
- Diabetes education is providing and engaging in a comprehensive collaborative process to modify behavior and successfully self-manage diabetes (KRS 309.325(2)).
- The scope of practice for diabetes education can be found in the regulation 201 KAR 45:160.

### ***I lead a diabetes support group or coordinate a diabetes coalition and I am not a health care professional. Do I need a diabetes educator license to continue my duties?***

- If you are not a health care professional, you are not eligible for licensure.

- A person not eligible for licensure as a diabetes educator may provide some components of diabetes education and support under the supervision of a qualified healthcare professional.
- It is the opinion of the KBLDE that community coalitions or support groups are considered diabetes self-management support, and thus you may continue to provide support and information.
- The scope of practice of diabetes education as defined in 201 KAR 45:160 describes what a diabetes educator does. If what you are doing is included in this scope of practice, you will need to cease that activity as you are practicing without a license.

***Under the Career Path Certificate Program of the American Association of Diabetes Educators I have been certified as an Associate Diabetes Educator or a Diabetes Educator. May I practice diabetes education in Kentucky?***

- While the KBDLE fully supports pursuing a Career Path Program of the American Association of Diabetes Educators, it is not a substitute for compliance with Kentucky law. KRS 309.327 requires that persons wishing to practice diabetes education in Kentucky must still be an Apprentice diabetes educator, Licensed Diabetes Educator, or Master Licensed Diabetes Educator in order to practice diabetes education in Kentucky, unless otherwise exempted.

***How does the board determine whether someone is practicing diabetes education?***

- The board will determine if someone is practicing diabetes education on a case-by-case basis, based on the individual circumstances presented.

***Why is an examination not required for licensure?***

- The KBLDE requested an opinion on this issue from our legal counsel with the Office of the Attorney General and the legal opinion follows:  
 “The statute as written does not give the Board authority to require an examination as a requirement for licensure. Pursuant to KRS 309.331, the Board has the general duty to carry out and enforce the statutes governing the practice of diabetes education. However, the General Assembly did not give the Board the authority to create or adopt an examination for licensure. In the absence of clear authority to act, it is interpreted that the authority was not intended to be given. In addition to lacking specific authority to create or adopt an examination, KRS 309.335 does not list an examination as a requirement for licensure.”
- It is of the opinion of the KBLDE that the regulations submitted related to the supervised practice experience and a board approved course are sufficient to assure that the licensed diabetes educator will have the minimum competency required to practice. The supervised practice experience and the course is further defined in the regulatory process.

***Is teaching a patient how to give an insulin injection within the scope of practice of all licensed diabetes educators no matter what their other professional credential (such as RN, RD, LCSW)?***

- Education on how to administer insulin injection is within the scope of practice of a person holding the permit or license from KBLDE as allowed by 201 KAR 45:160 Section 1 (5)(d).  
<http://www.lrc.state.ky.us/kar/201/045/160.pdf>

# APPRENTICE DIABETES EDUCATOR

## *How do I become an Apprentice?*

- Identify a Supervisor for your practice experience. This person can be any LDE or MLDE that is agreeable to providing your supervision.
- File a written application: <http://bde.ky.gov/Pages/forms.aspx>
- In cooperation with your Supervisor, develop and submit the following:
  - 1) **Assessment** - Identify strengths and developmental needs of the supervisee; see competencies for diabetes educators for individuals deemed as entry-level diabetes educator. (<http://www.diabeteseducator.org/DiabetesEducation/position/competencies.html>)
  - 2) **Plan** - List training experiences that will build skills and competencies of the supervisee to prepare him/her for practice as a licensed diabetes educator.
  - 3) **Set Goals** - Based on identified needs; be specific.
  - 4) **Implementation** - List training experiences to be carried out to meet the identified supervisory plan.
  - 5) **Evaluation** - Track progress.
- Find **sample** Assessment, Plan, Goal, Implementation and Evaluation documents here <http://bde.ky.gov/Applications%20and%20Forms/DE%20Apprentice%20Sample%20Self%20Assessment.pdf> (also available to download on Forms page)
- Accrue 750 hours in 5 years with 250 hours completed in the last year before applying for licensure.
- Include completion certificate from Board approved course such as Core Concepts
- Supervised experience also requires quarterly meetings, some face-to-face and two observed experiences with patients

## *How can I find a Supervisor if I don't already know someone qualified?*

- You may search for one on the KBLDE website here [http://oop.ky.gov/active\\_lic\\_dir.aspx](http://oop.ky.gov/active_lic_dir.aspx)

## *When can I start accruing my Apprentice supervised work experience hours?*

- You can start accruing work experience hours the day your application is postmarked.
- The application will be reviewed for approval at the next scheduled quarterly board meeting. For your reference, Board meeting dates are posted on the KBLDE website.

## *I am currently an Apprentice diabetes educator permit holder. Do my required work experience practice hours count toward the hours needed to take CDE exam?*

- Please contact the National Certification Board for Diabetes Educators for the specific CDE requirements (<https://www.ncbde.org/>). The KBLDE's definition of "work experience" pursuant to [201 KAR 45:001](#) is the hours spent performing the services and tasks and drafting documentation and reports necessary for providing diabetes education to a person with diabetes or the caregiver of someone with diabetes, or the hours spent interacting with a supervisor.

## *May I change Apprentice Supervisors? If so, what is the process?*

Yes. Please submit a revised supervised work experience report (Form DE-05)

***Are Microclinic or Stanford Chronic Disease Program Hours acceptable for Apprentice work experience?***

- Yes. However, a plan that includes exclusively one of these programs may not be accepted because practice experience should be more diversified and include more intensive DSMES.

## **SUPERVISOR FOR APPRENTICE**

***I have been asked to be a Supervisor for an Apprentice. What does that entail?***

- You will work in cooperation with the Apprentice to develop their diabetes education training and learning plan In cooperation with the apprentice, develop and submit:
  - 1) **Assessment** - Identify strengths and developmental needs of the supervisee; see competencies for diabetes educators for individuals deemed as entry-level diabetes educator. (<http://www.diabeteseducator.org/DiabetesEducation/position/competencies.html>)
  - 2) **Plan** - List training experiences that will build skills and competencies of the supervisee to prepare him/her for practice as a licensed diabetes educator.
  - 3) **Set Goals** - Based on identified needs; be specific.
  - 4) **Implementation** - List training experiences to be carried out to meet the identified supervisory plan.
  - 5) **Evaluation** - Track progress.
- Find **sample** Assessment, Plan, Goal, Implementation and evaluation documents here
- You will interact with your Apprentice at least 2 hours quarterly related to their practice experience; at least one hour is physically present in the same room.
- You will observe your Apprentice providing diabetes education to a patient on at least two separate occasions for a combined total of at least 4 hours; two hours will have occurred within the last twelve months prior to submitting LDE licensure application.

## **LICENSED DIABETES EDUCATOR (LDE)**

***I have completed my apprenticeship and associated 750 hour practice experience and am ready to apply for the LDE license. What do I do next?***

- Complete an LDE application and submit along with documentation that shows you have completed your Assessment, Plan, Goals, Implementation and Evaluation.
- LDE Applications received between October 1st and December 31<sup>st</sup> of each year will not be subject to an application fee as long as current license is renewed by November 1.

***I have moved from another state where I practiced as a diabetes educator OR I am hiring***

***someone that out of state that has been practicing as a diabetes educator. Can that individual apply as an LDE?***

- Unless credentialed as a CDE and/or BC-ADM, in Kentucky it is necessary to apply first as an Apprentice. See Apprentice FAQs for guidance.

## **MASTER LICENSED DIABETES EDUCATOR (MLDE)**

***How do I apply to become an MLDE?***

- Fill out the Application for Licensure and follow the instructions listed under MLDE

***What is considered a certified copy of my credential (CDE or BC-ADM) in good standing?***

- A copy of your certificate or wallet card, or a letter from the credentialing body stating that you have passed, is acceptable.

## **CONTINUING EDUCATION HOURS**

***Do I have to submit proof of CEUs with my renewal?***

- As a reminder, 201 KAR 45:130 requires fifteen (15) hours of continuing education for your renewal.
- Continuing education hours for license renewal shall be applicable to diabetes and presented at a professional level that enhances the quality and effectiveness of diabetes self-management education. If the word “diabetes” is not listed in the title of your course(s), please provide the course objectives, agenda, and/or course description. You may be subject to a random audit of your continuing education hours in January following the end of the renewal period.
- Please do not send proof of your CEUs unless you receive a notice of audit.

***Do my CDE CE hours also count toward my required MLDE CE hours?***

- Yes, as long as you accumulate at least 15 hours within EACH MLDE LICENSURE YEAR (November 1 through October 31).

***Can I carryover one large continuing education course (such as a 35 hour conference) from one licensure year to the next?***

- No, one course cannot be “split up” and carried over from one licensure year renewal to the next.

## **RENEWAL**

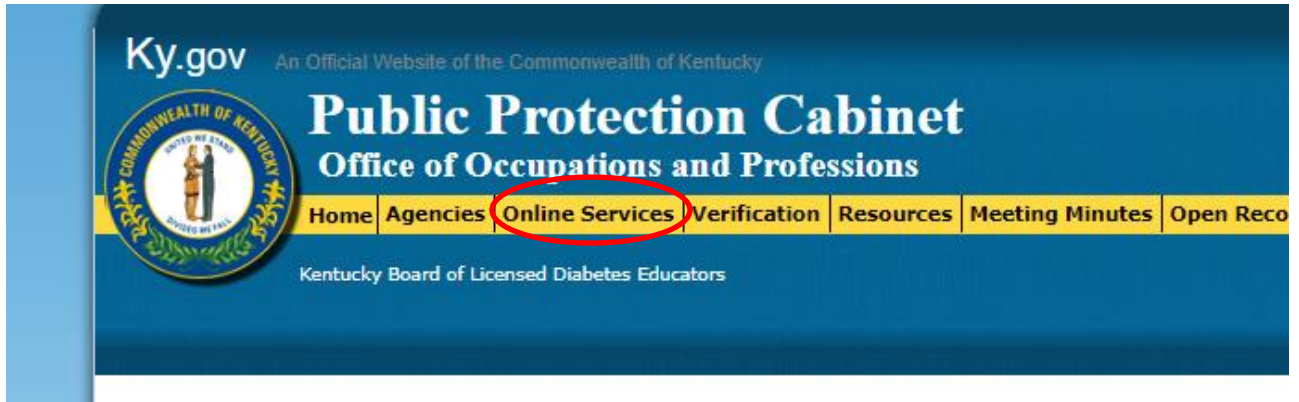
***When do I need to renew my license?***

- All KBLDE licensees must renew their license by November 1 of each year, no matter when the license was issued.

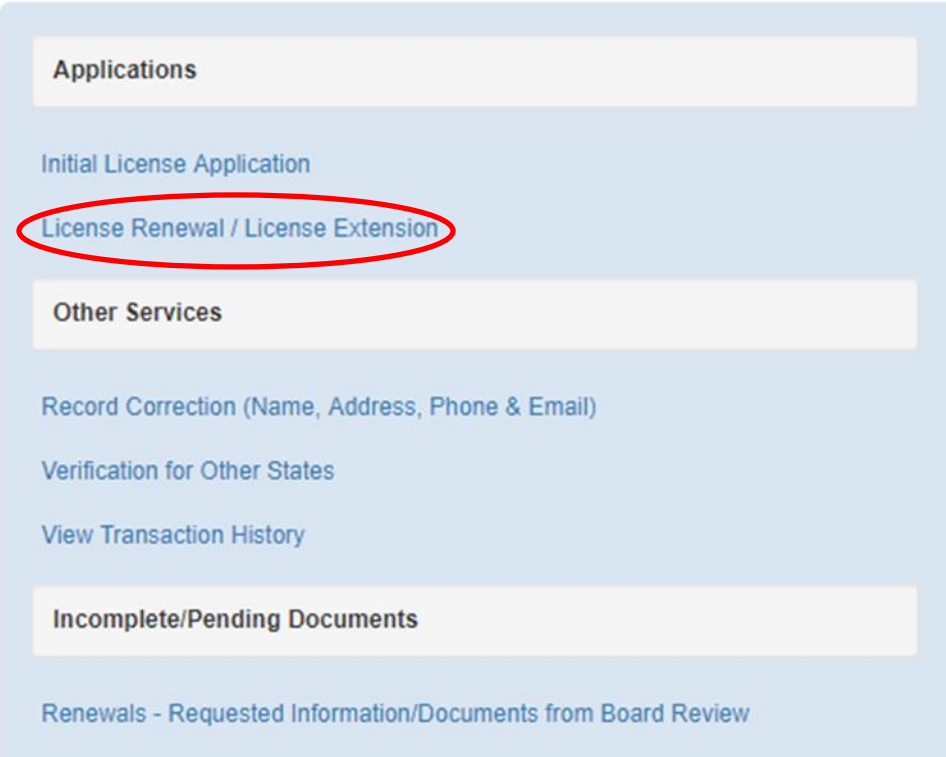
## *How do I renew my license/master license as a diabetes educator (LDE/MLDE)?*

- Our office recommends to **submit your renewal at least 2 weeks in advance of the November 1<sup>st</sup> deadline**. Several thousands of licensees across different licensure boards renew around this same time of year through this office.
- **Our Board Administrator is available to assist with any questions.** Find the Board Administrator's contact information on the first page of this FAQs document. Please be aware our Board Administrator may not be able to answer every phone call. You may leave a voice message. **Email is best for any questions** if you are able to do so. Responses to voice and email messages will occur in the order in which they are received, within approximately 1-3 business days during the renewal period. Thank you for your understanding during this busy time!
- **It may be difficult to submit your online renewal using an iPad, iPhone, or other Apple device.** We recommend using a different mobile device or a desktop computer if encountering any issues.
- We strongly encourage you to **set aside uninterrupted time to submit your renewal** early and **have all of your CE course information** (course date, completion date, CE course provider name, amount of hours) ready to enter. **The online system DOES NOT SAVE YOUR PROGRESS should you leave the computer and let it time out.**
- If you would like to **inquire about going on "INACTIVE" status or wish to voluntarily "TERMINATE"** your license, please contact the Board Administrator for further information. Again, the Board Administrators contact information is on the first page of this FAQs document.
- **NOTICE to SUPERVISORS of APPRENTICES --- It is the apprentice's responsibility to notify their supervisor(s) in order for their apprentice renewal to be completed.** Supervisors must then log into their own online eServices account, and select the **"Supervision"** option from the main page to review and approve their apprentice's supervision information.
- **Renewals must be submitted via your online eServices account.**
  - **Direct link:** <https://oop.ky.gov/DPLServices/Login.aspx> **OR**
  - **Go to** <http://bde.ky.gov>
  - **Click on "Online Services" and then "eServices"** (found in the yellow bar across the top of the page). See screen shot below.
  - Most licensees have already set up a **username and password** from last year's renewal. If you cannot remember your username or password (case sensitive), or need your unique identifying "OP ID" number, please contact our Board Administrator whose contact information is on the first page of this FAQs document.
  - There is also a **direct link** for your upcoming renewal year on the main page of the website at <http://bde.ky.gov>





Once you get logged in, select the “License Renewal” option from the main menu. See screen shot below.



- Click the “Renew” button off to the left-hand side that corresponds with your credential as issued by the Board of Licensed Diabetes Educators. See screen shot below.

**SELECT LICENSE**

	Board Name	License Type	Notice Date	Original Amount	Penalty Late Amount	Amount Paid	Total Amount Due
<a href="#">Renew</a>	Kentucky Board of Licensed Diabetes Educators	Master Licensed Diabetes Educator	8/2/2018	50	0	0	50

- You will need to update your information with at least your **birth date**, if it is not already on file by selecting “YES” for the question “Do you wish to your name/birth date/ address/phone/email information?” See screen shot below. You can make any other contact/business information changes on this page as well. If you would like for any of your information to be made public, as to be searched in our licensee directory, you may click “Public Viewable – Yes” where applicable. Otherwise, you may select “\*Public Viewable – No”.

The screenshot shows a form with the following fields: First Name (Enter First Name), Middle Name (Enter Middle Name), Last Name (Enter Last Nam), Prefix Name (Enter Prefix Name), Suffix Name (Select Suffix N:), Maiden Name (Enter Maiden N), SSN (Enter SSN), Gender (Female), and Date of Birth (|MM/DD). The Date of Birth field is circled in red.

- When you are finished making changes, SCROLL ALL THE WAY DOWN to the very bottom to select “Continue.” See screen shot below.

The screenshot shows a table with the following columns: Email Type, Email, Primary, Public Viewable, and Delete. The table contains one row with the following data: Personal Email, [REDACTED], Yes, No, and Delete. A 'Continue' button is located at the bottom left of the table.

- After clicking the “Continue” button, the next screen will ask you a few questions – please select “Yes” or “No” for each question.
  - 1) If you are not currently practicing and select “No” for this question, your license status will be changed to “Active – Not practicing” and will immediately end any supervision with your current supervisor(s) if applicable. You are still required to enter your 15 hours of continuing education, as well as pay the annual renewal fee.
  - 2) If you select “Yes” for questions #2 and/or #3, you will need to upload documentation from your computer/mobile device such as a Word or PDF document. **If applicable, please upload a signed affidavit** explaining the conviction and/or disciplinary action and the outcome of the conviction and/or disciplinary action. This documentation will be reviewed by the Board after your renewal is submitted. You will receive an email notification after the Board review informing you of your approval status (the Board convenes on a quarterly basis; meeting dates are posted on Board website).
- After clicking the “Continue” button, **if you have Apprentices listed under your supervision**, you will see their information here. If you approve their hours and the dates listed, please select the appropriate box for “Approve.” If you do not approve their hours and their dates listed, please select the appropriate box for “Remove” and the supervisee will need to resubmit the appropriate information. **If you believe your Apprentice has not yet enter the most current information, you may leave both boxes blank and SKIP THIS STEP and hit “Continue.”** You may go back into your eServices

account at any time after your renewal is submitted by selecting the “Supervision” option on the main page to later approve or remove your supervisee’s hours. See screenshot that follows.

If an Approve box is not visible, once your supervisee renews you will need to go to the menu option of Approve / Remove Apprentice Diabetes Educators on eService to approve/sign the supervision information they are submitting.

Please select the appropriate box if you want to execute the approve or remove action.

Remove	Name	License #	Hours of supervised work experience	From	To	Approve
<input type="checkbox"/>	[REDACTED]	[REDACTED]				
<input type="checkbox"/>	[REDACTED]	[REDACTED]				

[Continue](#)

- **After clicking the “Continue” button, you will be required to enter your CONTINUING EDUCATION information.** We strongly encourage you to set aside uninterrupted time to submit your renewal early and have all of your CE course information at hand ready to enter (course name, completion date, CE course provider name, amount of hours). **The system DOES NOT SAVE YOUR PROGRESS should you leave the computer and let it time out.** See screen shot below.

You may list **hours carried over** from last year’s renewal (no more than 15 hours may be carried over; course hours cannot be split to carryover part of a course). The annual CE accrual period is from November 1 to October 31.

**CONTINUING EDUCATION**

Continuing Education

Each Licensee shall obtain a minimum of fifteen (15) continuing education hours during the licensure year. All hours shall be in or related to the field of diabetes education. Each licensee shall maintain a record of all continuing education hours attended for two (2) years after attending a course.

List Below the units of continuing education obtained, INCLUDING DATE AND HOURS COMPLETED. Incomplete forms will be returned. DO NOT ATTACH DOCUMENTATION UNLESS YOU ARE AUDITED. It is your responsibility to maintain all documentation.

List hours carried over from last year's renewal (No more than fifteen (15) may be carried over)

Course Name

Completion Date

Provider Name

Course Hours

[Add Course](#)

You must select “Add Course” after each entry

I, the applicant in the above, do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my application could be rejected or my license revoked by the Kentucky Board of Licensure for Diabetes Educators.

I Agree

- **Continue moving through your renewal until you reach the payment screen.** Here, you can enter

payment information from your debit card, credit card, or checking account. Please give the system a few moments to complete the transaction after clicking submit.

- **After your renewal has been successfully processed**, your eServices account will automatically reflect your new renewal date and your new expiration date (as to include the grace period) of December 31.
- You may return to the main menu to **print off an updated wallet card and/or certificate** if you like, as our office no longer mail these items. You will receive an automated email within a few business days, letting you know your renewal has been processed.

### ***I forgot to renew by the renewal date of November 1<sup>st</sup>. What needs to occur if I want to remain active?***

- You can still submit your renewal online via your eService account between November 2 and December 31<sup>st</sup>. There will be an additional \$20 late fee.
- After January 1<sup>st</sup> you will need to complete the reinstatement process. The application is linked below [http://bde.ky.gov/Applications%20and%20Forms/DE%2008%20Reinstatement%20%20Application%20\(3-17\).pdf](http://bde.ky.gov/Applications%20and%20Forms/DE%2008%20Reinstatement%20%20Application%20(3-17).pdf)

## **AUDIT REQUIREMENTS**

### ***What would I need to submit if audited?***

- You will be asked to submit a list of your completed CE courses, making sure to include the approved continuing education providers are (e.g. for pharmacists, RDs and RNs, ACPE is an approved provider). Refer to [201 KAR 45:130](#). If unclear whether your CE course is applicable, you may be asked to provide program description, objectives and certificate of completion.

### ***I have been selected for an audit of my continuing education. Can you clarify what qualifies as board approved continuing education and what I need to submit?***

- You need to submit documentation of your CEUs related to diabetes education, such as copies of completion certificates or other proof of the completion of the CEUs. Please ensure the course has been approved by one of the providers listed in [201 KAR 45:130](#) and that this information is reflected on your course completion certificates. If the word “diabetes” is not listed in the title of your course(s), please provide the course objectives, agenda, and/or course description.

### ***What if I fail my CE audit?***

- If you fail the audit, there will be a monetary fine. This fine is in addition to renewal fee. You will also be subject to an audit the following year.

***If there is have a question or an issue related to diabetes educator licensure that is not addressed in the FAQs, who should I contact?***

- Contact the Board Administrator whose contact information is on the front page of this FAQs document.