

# PROCESS CHECKLIST TO BECOME LICENSED IN KY

## If you have CDE or BC-ADM credential -> Apply for MLDE

### Apply to become a Master Licensed Diabetes Educator (MLDE) by submitting the following:

- Application for Licensure (select "Master") [here](#) - Complete Part 1 and Affidavit
- Copy of CDE or BC-ADM certificate
- Application fee
- 1 required signature – on page 4 of the Application
- 15 hours CE per year will be required once licensed as MLDE

## If do not have CDE or BC-ADM credential -> Do the following:

### 1) Prepare to apply for an Apprentice Diabetes Educator Permit

- Identify an LDE or MLDE supervisor. There is a list of potential supervisors [here](#)
- With supervisor, complete a self-assessment. See sample form [here](#)
- Create a training plan based on self-assessment including goals, trainings, Board approved course - either AADE Core Concepts Course or other by submitting Form DE-07 Board Approved Course Form [here](#) - and evaluation of progress

### 2) Apply to become an Apprentice Diabetes Educator by submitting the following:

- Application for Apprentice Diabetes Educator Permit [here](#)
- Supervised Work Experience Report form [here](#)
- Completed personal self-assessment (components summarized on Supervised Work Experience Report). See sample [here](#)
- Training plan including goals, trainings, Board approved course - either AADE Core Concepts Course or other by submitting Form DE-07 Board Approved Course Form [here](#) - and evaluation of progress
- Application fee
- 3 required signatures – page 1 of application; 2 on Supervised Work Experience Report
- 15 hours CE per year will be required once have Apprentice permit

### 3) Prepare to apply for Licensed Diabetes Educator (LDE) by doing/submitting the following:

- Complete training plan, Board approved course, and evaluation of progress
- Accrue a minimum of 750 hours of work experience as an Apprentice Diabetes Educator (beginning the day the application is postmarked) under your supervisor within 5 years after becoming an Apprentice Diabetes Educator. 250 of those hours must be within the year preceding application for Licensed Diabetes educator (LDE).

**4) Apply to become Licensed Diabetes Educator by submitting the following:**

- Application for Licensure (select “Licensed”) [here](#) - Complete Parts 1, 2, 3, and sign Affidavit
- Completed training plan including evaluation
- Board approved course certificate - AADE Core Concepts or other if submitted Form DE-07 Board Approved Course Form [here](#)
- Application fee
- 3 required signatures – pages 2 and 3 of Application and page 4 Affidavit
- 15 hours CE per year will be required once have LDE

**If at some point in the future you obtain the CDE or BC-ADM credential, then you may apply for the Master Licensed Diabetes Educator (MLDE) per above**

## PROCESS CHECKLIST FOR RENEWALS

**LDE and MLDE renewal is online only [here](#). Renew by submitting the following:**

- Online renewal application
- 15 hours CE course information (name, completion date, CE course provider name, hours) entered online. 15 hours may be carried over, but a course may not be split.
- Renewal fee online

**Apprentice is online only [here](#). Renew by submitting the following:**

- Online renewal application
- 15 hours CE course information (name, completion date, CE course provider name, hours) entered online. 15 hours may be carried over, but a course may not be split.
- Renewal fee online

## PROCESS CHECKLIST FOR AUDITS

- Those audited must submit actual course certificates for their CE (at renewal you will enter course information online but don't submit actual certificates/proof unless audited). If it is not clear by the program title that the program/course is diabetes-focused, please include the learning or course objectives.

### **The following are the approved providers:**

American Association of Diabetes Educators (AADE);  
American Diabetes Association (ADA);  
Academy of Nutrition and Dietetics (AND);  
Accreditation Council for Pharmacy Education (ACPE);  
Accreditation Council for Continuing Medical Education (ACCME-AMA);  
American Nurses Credentialing Center (ANCC);  
American Academy of Family Physicians (AAFP);  
American Academy of Nurse Practitioners (AANP);  
American Academy of Optometry (AAO);  
American Academy of Physician Assistants (AAPA);  
American Association of Clinical Endocrinologists (AAACE);  
American College of Endocrinology (ACE);  
American College of Sports Medicine (ACSM);  
American Medical Association (AMA) or its Kentucky affiliate;  
American Nurses Association (ANA);  
American Occupational Therapy Association (AOTA);  
American Physical Therapy Association (APTA);  
American Psychological Association (APA);  
Commission on Dietetic Registration (CDR);  
Council on Continuing Medical Education (CCME-AOA);  
Council on Podiatric Medical Education (CPME-APMA);  
International Diabetes Federation (IDF);  
National Association of Clinical Nurse Specialists (NACNS);  
National Association of Social Workers (NASW);  
Kentucky Board of Nursing (KBN);  
Kentucky Board of Pharmacy;  
Kentucky Board of Medical Licensure; or  
Kentucky Nurses Association (KNA)