
From: The Commission <info@cdms.org>
Sent: Tuesday, November 23, 2021 3:02 PM
To: achau@ccmcertification.org
Subject: CDMS EXCITING NEWS: Online application coming soon and updated guidelines



Coming Soon: CDMS continuing education for Pre-Approval Guidelines Updates and Online Application Submissions

COMING FIRST QUARTER 2022: No more paper applications! CDMS Pre-Approved Continuing Education (PACE™) applications will be submitted through the NEW platform!

IN ADDITION: We are dedicated to ensuring that you get the most out of the courses you take and therefore we are changing our CDMS PACE guidelines for providers.

The paper application is going away, and all submissions will be completed electronically through our NEW online application portal. The application will be similar to the paper process **with the following changes:**

1. All applications requesting Ethics CE will now require a separate application. Course content for ethics approval must include a discussion of ethics as it relates to the CDMS Code of Professional Conduct and its practical application to the content being presented. A comprehensive outline or a copy of the presentation is required to be submitted with all applications requesting ethics approval. Ethics topics include, but are not limited to:

- History and evolution of values and ethics in Disability Management
- Ethics theories, codes, interpretation, and application
- Professional values, character, morals, and self-awareness about professional ethical behavior
Ethical decision-making processes, models, and dilemma examples Ethical conduct
- Ethical/moral development

**A comprehensive list will be included in the new CDMS pre-approval guide.*

2. Fee structure is changing and will now be:

- Standard Approval Category - \$100 per program/activity

- Employers Providing In-Service Education - \$35 per program/activity
- Additional Priority Fee** - \$125 per program/activity

***An additional priority fee of \$125 is charged to all organizations requesting rush processing of their application; this applies to any application submitted 10 to 19 business days prior to the event date. Applications submitted less than 10 business days in advance of the activity date will not be accepted.*

3. Applications for Written Enduring Materials: The calculation of CE for written (enduring) material is being changed. While these changes will more accurately reflect appropriate rewarding of credits, you may notice that the credits awarded for the written (enduring) courses will be lower than previously awarded since we are using a different method of calculating those CEs. CEs approved for written (enduring) materials will be based on the length and complexity of the content using the [Mergener Formula](#) as the basis for calculation.

4. A copy of the Certificate of Completion will now be required in the uploads section of the application. Complete instructions for the information necessary will be posted in the CDMS PACE guide (coming soon!)

5. Learning objectives will now be recorded as learning outcomes. Learning outcomes are viewed from learner's perspective (what will the course teach me as a learner?) versus being viewed from the instructor's perspective (what do I as the instructor want to accomplish?). Learning outcomes are active statements that describe significant and essential knowledge that the learner will achieve and which can be reliably demonstrated and measured at the end of the activity.

6. Participant evaluation must include assessment of the program's success at meeting stated learning outcomes. In addition, the value of the program to the participant's practice of disability management must be measured, specifically by including one of these two questions: "Will you change your practice based on this knowledge?" or "How will this activity impact your practice?"

The revised guidelines will be effective when the online application goes live in the first quarter of 2022.



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