



The CDMS Manual for CE Pre-Approval



Certification of Disability
Management Specialists
COMMISSION

Competency. Collaboration. Assurance.

**Developed and Administered by the
CDMS**

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Introduction

The CDMS is committed to developing and maintaining exemplary standards of practice for professionals who practice disability management. The CDMS Commission strives to elevate the quality of services provided to consumers so each and every professional takes pride in his or her chosen field, and so each and every consumer receives services that enhance his or her vocational opportunities.

Hence, the CDMS believes that individuals certified as disability management specialists (CDMS[®]s) should continue to expand their skills in order to enhance the quality of the services they provide. Therefore, the CDMS recertification requirements are designed to encourage disability management specialists to continue their professional education through the attainment of continuing education in order to help them serve their clients more effectively.

While certified individuals have the option to achieve recertification through passing the examination, continuing education is much more frequently used as a method of recertification. Those who choose to recertify through continuing education are required to achieve eighty (80) clock hours within the five-year period of certification, four (4) of which must be in ethics.

In order to maintain a high-level quality of continuing education opportunities, the CDMS has a pre-approval process for continuing education programs/activities. Organizations that sponsor continuing education and training are encouraged to seek pre-approval of their programs/activities, which signifies to all certified individuals that the programs/activities are appropriate to use toward meeting the requirements for recertification.

This CDMS Manual for Continuing Education Pre-Approval is designed to describe the requirements and procedures for those organizations that wish to seek pre-approval of their programs/activities.

Approval Categories

Standard Approval Category

Any organization that does not qualify for the employer in-service approval process is subject to a fee per program/activity which is based on number of continuing hours offered per program. Individual applications and payment of the fee must be made for each program/activity and submitted to the CDMS office for review and issuance of an approval number. All approved programs will be approved for twelve (12) months from the start date of the program/activities.

Employers Providing In-Service Training

Organizations limited to employers that provide in-service training solely to their employees and at no charge to their employees are subject to a tiered fee structure which is based on number of programs being offered. Applications for each training



session/program must be submitted directly to the CDMS office in order that the CDMS Commission may issue approval numbers. All In-service programs that are approved, will be approved for twelve (12) months from the start date of the program/activity.

Approval Requirements

Regardless of the category under which an organization applies for pre-approval, and regardless of whether the CDMS grants the approval, the following requirements must be met prior to the granting of approval and issuing of an approval number.

1. The program must be no less than one clock hour in duration. A clock hour is defined as sixty (60) minutes of instruction time and excludes opening/closing remarks, coffee breaks, social hours, meals, etc.
2. The focus of the program must be to increase the participant's knowledge of or skill in the practice of disability management. To be approved, a program must clearly meet one of the domain focus areas for continuing education (see page 6).
3. The purpose of the program must be clearly defined in terms of expected outcomes/learning objectives.
4. The program must include an evaluation component completed by the participants. This is an evaluation of the program's value – not an assessment of the participant's learning skills.
5. It is the CDMS Commission's philosophical belief that all programs must be held in accessible, barrier-free locations so that no one with a disability is excluded from participation. The CDMS Commission strongly encourages all programs to comply with relevant federal, state/provincial, and local laws related to serving individuals with disabilities.

Approval Process

The CDMS reserves the right to monitor the programs and activities for which it has granted approval and to withdraw its approval from any program or activity that is offered or presented in a manner that is inconsistent with approval requirements. The approval process is as follows:

1. The application consistent with the approval category under which an organization is seeking approval must be completed in full and the requested documentation must be attached along with the appropriate fee. Applications can be submitted electronically or by paper to the CDMS Commission, 1120 Route 73, Suite 200, Mount Laurel, NJ 08054. **Any application submitted that is not accompanied by the appropriate fee**



and/or required documentation will be returned without review.

2. Approval must be obtained/granted for each program/activity. For example, an in-service training program that is two hours in length and given on one day is considered one program/activity. Likewise, a conference consisting of a variety of sessions given over a period of three days is also considered one program/activity. Any sessions meeting the ethics domain focus area must be highlighted separately and a separate approval number sought/granted.
3. Applications will be reviewed on a first-come, first-serve basis. Applications should be submitted at least 30 days prior to the program/activity start date to ensure timely processing of the application. **Applications submitted between 7-14 days prior to the start date of the program/activity will be subject to a \$75.00 Express Processing fee.** Applications received less than 7 days prior to the program/activity start date will **NOT** be processed.
4. Applications will be reviewed only for a program/activity that is within 6 months of the program/activity start date. Applications submitted beyond the 6-month maximum will be ineligible for consideration.
5. Applications requesting retroactive approval (the program/activity has already occurred), will not be approved. **NO POST APPROVALS** will be accepted.
6. Approval for any continuing education program/activity is valid for twelve (12) months from the start date of that program/activity provided that no substantive changes are made to the content or format. To renew the program/activity, a sponsor must re-apply with payment for each subsequent twelve month approval period.

Approval Number

Organizations seeking approval will be provided with an activity code and approval number. **CDMS no longer provides verification of completion forms. It is up to the organization seeking approval to have a certificate of attendance to be distributed to the participants. A sample Certificate of Attendance is located at the end of this manual.** The Certificate of Attendance is to be distributed only at the close of the program/activity. The assigned approval number(s) should be included on the Certificate of Attendance.

NOTE: *Authorized providers are required to maintain participant records for those programs approved by the CDMS for a period of five years. Participant records are defined as a list of participant names and continuing education hours awarded for each program.*

Ethics Definition



In order to earn CEs in the ethics focus area, the content of the program must show evidence that the CDMS Code of Professional Conduct is referenced and properly cited within the presentation. Examples of such evidence include, 1) reference to the CDMS Code within the promotional or marketing materials or 2) written explanation from the presenter that states the way and extent to which the CDMS Code will be addressed within the presentation.

Appropriate subject matter must relate to disability management and must include one of the following:

- the disability manager/client relationship
- confidentiality
- professional responsibility
- relationships with other professionals
- evaluation, assessment and interpretation
- teaching, training and supervision
- research and publication
- electronic communications/emerging applications
- business practices
- resolving ethical issues

Note: DO NOT INCLUDE ETHICS HOURS IN FIELD FOR TOTAL # OF HOURS. Ethics hours must be broken out and recorded separately in the appropriate field on the application.

Criteria for CE Offered Solely Through Written Means

Continuing education offered solely through written means (e.g., self-study course) is subject to application of the following criteria where the course/article must meet the minimum number of words/questions in order to obtain the stated number of hours:

Number of Words	Number of Multiple-Choice Questions	Number of Hours Approved
Up to 10,000	10	2
10,001 – 20,000	15	4
20,001 – 30,000	20	6
Every 10,000 thereafter	5 additional questions	2 additional hours

If the organization requesting approval is dissatisfied with the number of hours awarded, provided that the number of hours awarded is a minimum of 15 hours, the organization may request a review. The burden to prove why additional hours should be awarded remains with the organization requesting approval.



Type of Instruction

Conference: A series of seminars or workshops spanning the course of one or more consecutive days.

Seminar/Workshop:

A lecture or presentation delivered to an audience on a particular topic or set of topics.

Self-Study Course:

An educational course that is provided in written format where at the conclusion participants complete an examination based on the course content.

Webinar:

A live presentation, lecture, seminar or workshop that is transmitted over the Internet and allows interaction between the presenter and the audience.

Webcast:

A recorded presentation, lecture, seminar or workshop that is transmitted over the Internet and does **not** allow interaction between the presenter and the audience.

NOTE: The CDMS acknowledges that it is the responsibility of the certificant to actively participate in a program for the benefit of furthering their professional education. However, the CDMS Commission encourages all providers of continuing education to actively monitor participation in a program prior to awarding credit to certificants.

Fees for Standard and In-Service Programs

Fees are determined according to the approval category under which an organization applies and under which they are qualified. See the following chart to identify the applicable fee:

New Pricing(Effective January 1, 2015)	
<u>Standard Applications</u> (Fee Determined by # of CEUs Offered)	<u>In-service Applications</u>
1-10 hours = \$75/program 10.5-25 hours = \$125/program 25.5-40 hours = \$175/program 40.5+ hours = \$225/program	1-25 programs \$275 * 26-50 programs \$400 * 51+ programs = \$550 *
*Applies to applications submitted at same time. Regardless of the number of programs submitted at one time, if subsequent applications are submitted throughout the year, the appropriate fee must be included for each submission.	



\$75.00 Express Processing Fee for applications received 7-14 days prior to program date: All applications submitted between 7-14 days prior to the program date will be charged a \$75.00 Express Processing Fee and must be included in payment with application.

All fees are non-refundable

Domain Focus Areas for Continuing Education

The following areas constitute the domain focus areas that are appropriate for continuing education for disability management specialists. Headings in bold denote the domain focus areas, while the bulleted items offer specifics related to that domain focus area.

I. Disability and Work Interruption Case Management

Disability and Work Interruption Case Management involves ethical performance of necessary activities pertaining to an individual's illness or injury to ensure quality of care, recovery and cost effectiveness. This entails planning, managing and advocating for that individual's return to meaningful work, a process that includes coordination of benefits and services and implementation of return-to-work plans.

Possible coursework topics under this area may cover how to:

- Perform individual case analyses and benefits assessments
- Review disability case management interventions
- Promote collaboration among stakeholders
- Perform worksite/job analyses
- Develop return-to-work and work retention plans
- Implement interventions
- Coordinate benefits, services and community resources
- Monitor case progress
- Communicate in compliance with practice standards and regulations
- Develop solutions that optimize health and employment
- Communicate benefits and employment policies

II. Workplace Intervention for Disability Prevention

Workplace Intervention for Disability Prevention involves joint labor/management collaboration in the identification of workplace safety and risk factors. It also covers the recommendation and implementation of prevention, health and wellness-intervention practices and strategies, such as ergonomics, job analyses and return-to-work programs.

Possible coursework topics under this area may cover how to:

- Implement disability prevention practices
- Develop a transitional work program

- Develop a process for worksite modification, job accommodations or task reassignment
- Recommend strategies to address ergonomic, safety and risk factors
- Recommend strategies that integrate benefits plan designs and related services
- Promote health and wellness interventions

III. Program Development, Management and Evaluation

Program Development, Management and Evaluation include identification of, need for and implementation of comprehensive disability management programs utilizing best practices and metrics.

Possible coursework topics under this area may cover how to:

- Establish program goals
- Design the program
- Design a financial plan
- Develop staff
- Select metrics for evaluating the program
- Implement cross-functional processes
- Offering education and training
- Manage program's operational and financial performance
- Integrate data from all relevant sources
- Procure internal and external services
- Manage service providers

IV. Employment Leaves and Benefits Administration

Employment Leaves and Benefits Administration includes management of employment leaves, health and welfare plans, payroll and systems management and other risks associated with work interruption.

Possible coursework topics under this area may cover how to:

- Manage employment leaves
- Administer health and welfare plans
- Manage payroll and system data
- Identify risks associated with interruptions and leaves

V. Ethics

Possible coursework topics under this area may include:

- Ethical Practice in Disability Case Management
- Ethical Practice in Disability Prevention and Workplace Intervention
- Ethical Practice in Program Development, Management and Evaluation

Sample Certificate of Attendance

Provider Logo

Certificate of Attendance

NAME

has completed this course sponsored by *Provider*

Course Title

Date Completed
Location

CDMS Continuing Education Credit - # **(Pre-Approval #)**

Approved by the Certification of Disability Management Specialists Commission
(CDMSC) for **#** hours of CDMS continuing education credit

This certificate must be retained by the licensee for five years after the course.

Provider Info.
Provider Address