

## Are you interested in becoming certified in Insulin Dose Adjustment

*What is the process?*

1. Discuss this with your manager and medical consultant. You must have the permission of both your manager and the medical consultant who is willing to adjudicate and mark the final exam. (The exam is provided when the coursework is completed)
2. Complete the application form that is available online at [www.gnb.ca/health](http://www.gnb.ca/health) and follow the *Diabetes* link . Send the application form to the address indicated on the form.
3. The Chronic Disease Prevention and Management Unit will advise you when approved and the course material forwarded to you. This must be completed within 6 months. If you are unable to complete the program, all course materials must be returned to the CDPM Unit.
4. For those who wish to take this course in French, the manual is being translated. Please complete your application process but indicate that you wish to wait until the French course is available.
5. When you have completed the course work, please advise your medical consultant. The medical consultant must request the exam from the CDPM Unit. They will then administer, grade, review and discuss the exam with you.
6. The completed exam is returned by the Medical Consultant to the Diabetes Care Program of Nova Scotia (address on the exam).
7. DCPNS will also review the exam, confirming the mark and advise the New Brunswick Department of Health that a certificate of competence may be issued.
8. A record of completion will also be provided to the RHA or organization.
9. Individuals will need to recertify every 2 years.

We thank you for helping to enhance the circle of care for persons with diabetes in New Brunswick.