



### **CPDM Initial Qualification**

Participants completing the requirements for the CPDM Certified Professional in Disability Management designation program must successfully complete the following three courses. Courses must be taken in order and one at a time.

**CPDM 1-** Essentials of Disability and Absence Management

**CPDM 2-** IDAM Tools and Concepts

**CPDM 3-** Disability Management Implementation and Sustainability

The designation is conferred to individuals successfully receiving a “C” or better grade in each of the three CPDM courses.

### **Continuing Education (CE) Requirements**

- Each CPDM Designee must complete 6 hours of continuing education between January 1 through December 31 each year.
- The annual continuing education requirement begins the year following the achievement of the designation.
- IEA allows a maximum of 6 CE hours to be carried over to the following year.

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*Example: A CPDM Designee attends a 30-hour CE hour approved class. Only twelve continuing education hours will be credited; six hours will be credited to the current calendar year and the remaining six continuing education hours will be credited to the following calendar year. The remaining eighteen hours cannot be applied to CPDM CE.*

*Example: New Designee completes their final course in May 2019. In June, 2019, the new Designee completes a six-hour approved CE course. The six CE hours will be credited to the first annual continuing education period January 1 – December 31, 2020.*

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### **Continuing Education (CE) Options:**

#### **IEA Direct Programs:**

- IEA’s Direct CE options are found on IEA’s website ([www.ieatraining.com](http://www.ieatraining.com)) and offered direct to students by IEA in the form of seminars, workshops, courses, webinars, etc.
- The continuing education hours credited toward the CPDM designation will be the same number of hours as the program is scheduled.

\*\*The student is responsible to upload a copy their proof of CE Credit completion showing how many CE Credits a course is worth to their CE Credit Tracker in their dashboard.

### **IEA Non-Direct Programs:**

- IEA's Non-Direct CE options are Educational Programs that have been submitted by the offering organization to IEA for CE and are pre-approved by IEA for CPDM CE.
- Disability Management Employer Coalition DMEC educational programs and Annual National Conference are approved for CE hours.
  - **DMEC Members:** Designee must upload the special DMEC reporting form with supporting documentation and signature to their CE Credit tracker in their dashboard.
  - **Non DMEC Members must include a \$25 per credit hour processing fee with a maximum of \$100 per event.**

### **Independent CE:**

- Programs not offered directly through IEA or not pre-approved may still be considered for CE.
- A Designee may submit the non-IEA educational program for review.
  - IEA will apply CE in full hour increments only. The Designee is responsible for completion and uploading of the processing fee and supporting materials to the CE Credit Tracker on their IEA dashboard.
  - The processing fee is \$25 per credit hour.
  - Designee must include adequate supporting material that will allow IEA to evaluate the educational program including:
    - Hand out materials, educational outlines, brochures, an agenda, etc.
    - Presenter's contact information must be included.
    - Certificate of attendance.
    - Types of educational programs that would qualify for CE credit
      - includes industry sponsored programs,
      - law firm presentations,
      - medical specialist presentation,
      - insurance company employee training programs, etc.
      - **\*\*Programs that are "sales" type presentations of products/services offered by a company will not be approved.**

### **Failure to satisfy CE requirements Grace Period**

- Failure to satisfy continuing education requirements by December 31<sup>st</sup> of each year will result in the Designation lapsing as of Dec 31<sup>st</sup> of that year.
- IEA offers a 90-day grace period in which Lapsed Designees satisfy their continuing education requirements by completing the necessary hours and submitting supporting documentation by March 31<sup>st</sup> of the year following the lapse.

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*Example: A CPDM Designee has completed no CE hours for 2016. On March 15, 2017, the lapsed Designee completes an 8-hour workshop. 6 hours CE credit will apply to the calendar year of January 1 through December 31, 2016. The remaining two (2) hours are credited to the 2017 calendar year.*

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**\*\* Prolonged medical illness, lengthy family emergency, pregnancy, and other similar situations may be reviewed by IEA to establish grounds for waiving an annual continuing education requirement. Such requests must be made in writing and received at IEA prior to December 31.**

## Post Grace Period

Designees who do not obtain required CE hours by March 31st of the following year will continue have their designation lapsed along with all the rights and privileges connected to the designation. If the designation has lapsed past the grace period, the student will have to following options to have their designation reinstated.

1. Take (or retake) an appropriate IEA advanced course and receive a grade of “C” or better. Because the IDAM field is so dynamic, IEA recommends re-taking CPDM 1 for these individuals. IEA can assist in selecting an appropriate course. There is a \$29.00 reinstatement fee to apply the course for your CPDM reinstatement.
2. Demonstrate that you have earned six (6) hours of continuing education since in the last 12 months, and pay a reinstatement fee of \$250 (125 for DMEC Members). Your CPDM will be reinstated, and you will be placed on the current year CE Credit Tracker. Acceptable education includes:
  - a. Courses related to IDAM that you have taken
  - b. Courses related to IDAM that you have taught (documentation from organization listing you at the instructor and outline of courses taught)
  - c. Events relating to IDAM that you have attended (documentation of the event and evidence of your attendance)
  - d. Articles relating to IDAM that you have published (copy or link to article demonstrating that you are the author of the article)

To take advantage of this option, [enroll here](#) to submit your request for reinstatement along with the documentation of your continuing education (DMEC membership number Once your reinstatement request has been approved, we will forward you instructions on how to access your reinstatement certificate.

3. “Test Out” For testing fee of \$250 (\$125 for DMEC Members), you can [enroll here](#) for a 100-question exam that comprises random questions taken from the CPDM 1, CPDM 2, and CPDM 3 courses. A passing score of 70% is required for reinstatement. If you do not pass the exam the first time, additional attempts may be purchased for \$100.00.

## Designee Responsibilities and Rights

- It is the responsibility of the Designee to maintain current contact information in their student record.
- It is the Designee’s responsibility to manage the status of their CE hours.
- The Designee is authorized to use the letters CPDM following his/her name on business cards, letterhead, LinkedIn or other business documents that would normally contain the Designee’s name.
- The designation is awarded and can be used immediately upon receiving notice of successful completion (“C or better”) in the final course. Diplomas may take 6 - 8 weeks to issue.
- The Designee should not claim or imply that the designation represents anything other than the completion of the approved courses and satisfying the annual continuing education requirement.
- CPDM designation recipients have an ethical obligation to notify the IEA of any unauthorized use of the designation.

### **Miscellaneous Rules**

- The CPDM (Certified Professional in Disability Management) designation name and educational material are protected by Trademark and Copyright Law of the United States.
- Individuals that have not been properly conferred with the designation by the Insurance Educational Association are not permitted to use the CPDM (Certified Professional in Disability Management) designation.

### **Charges for Duplicate Grades, Class Completion Certificates and Designation Certificates**

- Class Grade/Completion Form
  - IEA will charge \$10.00 per certificate per class for duplicate or replacement grades and/or class completion forms for all classes that are over one semester past the class origination date.
- CPDM Designation Certificates
  - IEA will charge \$30.00 to duplicate or replace each Designation Certificate regardless of the date requested.
- Please forward written requests of your CPDM CE form to: [ccredit@ieatraining.com](mailto:ccredit@ieatraining.com)

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