



CPDM Initial Qualification

Participants completing the requirements for the Certified Professional in Disability Management (CPDM) 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 receiving a “C” or better grade in each of the three CPDM courses.

Continuing Education (CE) Requirements

- Each CPDM designee must complete six (6) hours of continuing education between Jan. 1 through Dec. 31 each year.
- The annual continuing education requirement begins the year following the achievement of the designation.
- IEA allows a maximum of six (6) CE Credit Hours to be carried over to the following year.

Example: A CPDM Designee attends a 30-hour CE approved class. Only 12 continuing education hours will be credited; six (6) hours will be credited to the current calendar year, and the remaining six (6) continuing education hours will be credited to the following calendar year. The remaining 18 hours cannot be applied to the CPDM continuing education requirement.

Example: A new CPDM designee completes their final course in May 2016. In June 2017, the new designee completes a six-hour approved CE course. The six (6) CE Credit Hours will be credited to the first annual continuing education period, Jan. 1 through Dec. 31, 2018.

Continuing Education (CE) Options:

IEA Direct Programs:

- IEA’s Direct CE options are found on IEA’s website (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 of their proof of CE Credit completion showing how many CE Credit Hours 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.
- ☐ The Disability Management Employer Coalition (DMEC) offers a variety of educational programs, including webinars and face-to-face conferences that are approved for CE hours. To learn more, visit www.dmec.org/calendar.
 - **DMEC Members Designees:** The designee must upload a DMEC certificate of attendance and/or reporting form with signature, along with the DMEC discount code **to their CE Credit Tracker in their IEA dashboard.**
 - **DMEC Nonmembers Designees:** The designee must upload a DMEC certificate of attendance and/or reporting form with signature, along with a \$25 per Credit Hour (maximum of \$50) processing fee **to their CE Credit Tracker in their IEA dashboard.**

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.
 - The 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 include:
 - Industry sponsored programs
 - Law firm presentations
 - Medical specialist presentation
 - Insurance company employee training programs, etc.

**Programs that are "sales" presentations of products/services offered by a company will not be approved.*

Failure to Satisfy CE Requirements

90-Day Grace Period

- Failure to satisfy continuing education requirements by Dec. 31 of each year will result in a lapsed designation.
- IEA offers a 90-day grace period in which lapsed designees can satisfy their continuing education requirements by completing the necessary CE Credit Hours and submitting supporting documentation by Mar. 31^{of} the year following the lapse.

Example: A CPDM designee has completed no CE hours for 2016. On Mar. 15, 2017, the lapsed designee completes an eight-hour workshop. Six (6) hours of CE credit will apply to the calendar year of Jan. 1 through Dec. 31, 2016. The remaining two (2) hours are credited to the 2017 calendar year.

** 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 Dec. 31.

Post Grace Period

Designees who do not obtain required CE hours by Mar. 31 of the following year will maintain a lapsed designation status and will not be allowed to use the rights and privileges connected to the designation. If the CPDM designation has lapsed past the grace period, the student will have the following options to have their designation reinstated.

1. Demonstrate that you have earned six (6) hours of continuing education since January 2016 and pay a reinstatement fee of \$329 (175 for DMEC Members). Your CPDM will be reinstated, and you will be placed on the 2018 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, submit your request for reinstatement along with the documentation of your continuing education (DMEC membership number if applicable) and the order number for your reinstatement fee payment to ce@ieatraining.com. [Reinstatement fee payments can be made here](#). Once your reinstatement request has been approved, we will forward you instructions on how to access your reinstatement certificate.

2. “Test Out” For testing fee of \$259 (\$125 for DMEC Members), you can [register 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 Certified Professional in Disability Management (CPDM) 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 designation.

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

- Class Grade/Completion Form
 - IEA will charge \$10 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 to duplicate or replace each designation certificate regardless of the date requested.
- Please forward written requests of your CPDM CE form to: cecredit@ieatraining.com.

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