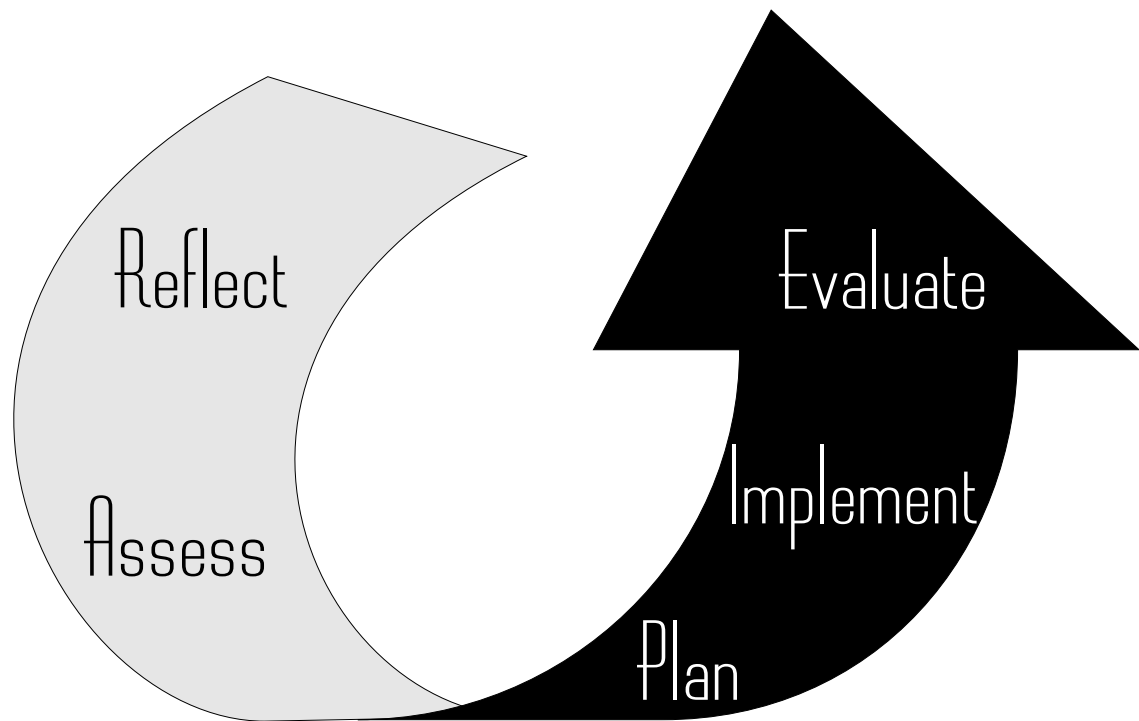
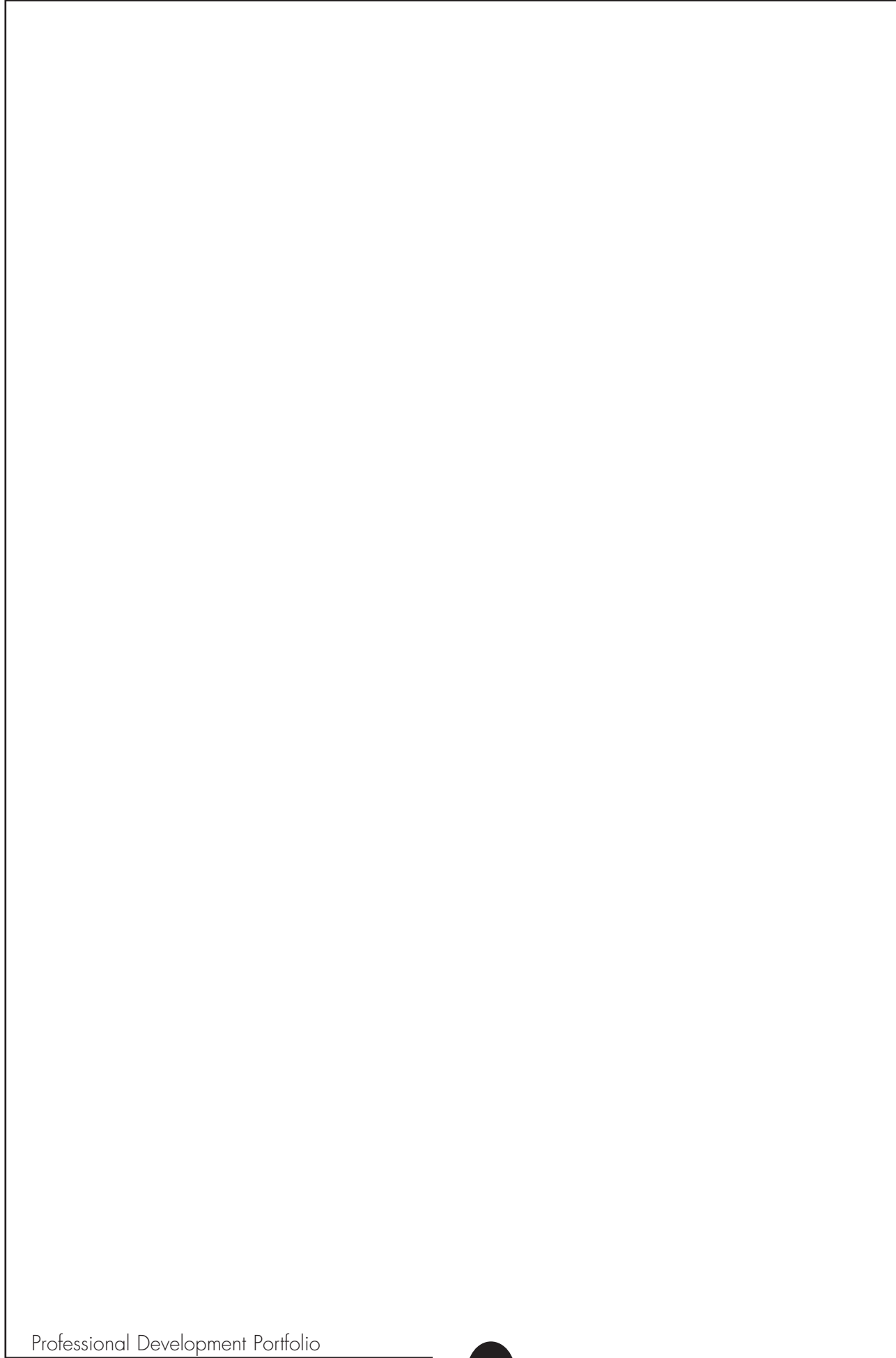
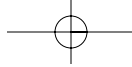


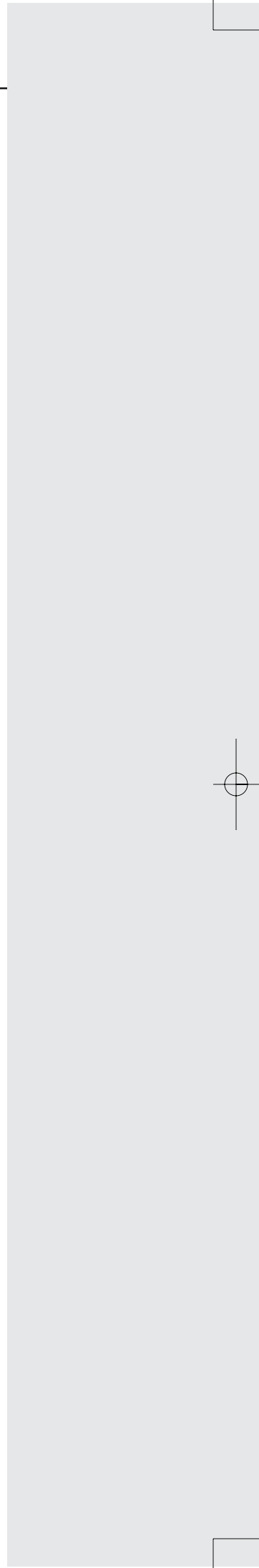
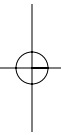
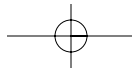
Professional Development Portfolio Guide

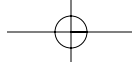


**Commission on
Dietetic Registration**



Professional Development Portfolio





For information,
contact:

The Commission
on Dietetic
Registration

120 South
Riverside Plaza,
Suite 2000
Chicago, IL
60606-6995

Phone
800/877-1600
ext. 5500

Fax
312/899-4772

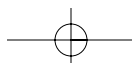
Website
www.cdrnet.org

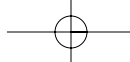
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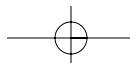




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Introduction

This Guide provides all the information and tools to successfully complete your recertification cycle. All the forms and worksheets are located in this Guide.

In this new process, you are responsible for:

1. completing the Professional Development Portfolio process,
2. maintaining your own records and documentation, and
3. submitting all required information to CDR by the deadlines as documented by postmark.

CDR Mission:

The Commission on Dietetic Registration (CDR) will exist to serve the public by establishing and enforcing standards for certification, recertification and the Code of Ethics and by issuing credentials to individuals who meet these standards. CDR has sole and independent authority in all matters pertaining to certification, including but not limited to standard setting, establishment of fees, finances, and administration.



For more information on the background and benefits of the *Professional Development Portfolio* process, forms, and additional resources that can assist you, visit the CDR Web site at www.cdrnet.org or contact CDR directly at 1-800-877-1600, ext. 5500.

Please note our new address:

Commission on Dietetic Registration
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995

Professional Development Portfolio Process

Principles

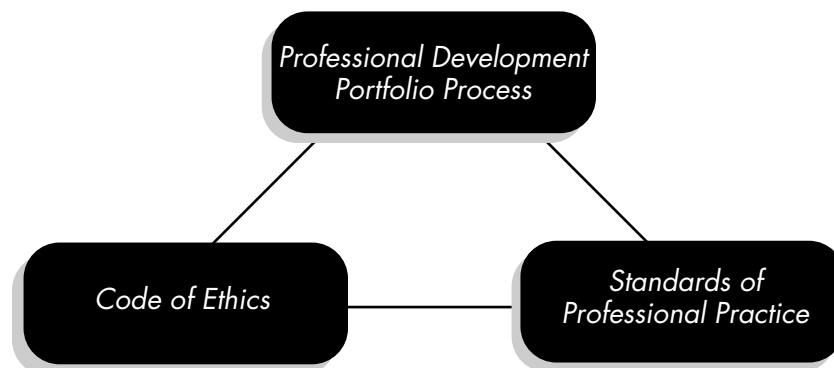
The underlying principle of this process is that effective CPE involves more than information transfer alone. Research shows CPE is optimized when each practitioner identifies knowledge and skills needed for professional competence, uses appropriate educational methods, and develops individualized strategies to implement what has been learned by applying it to professional practice. Journal articles and tools are available to assist you in determining your learning style preferences (see Appendix B).

Building upon these principles, CDR constructed a Professional Development Portfolio process, which promotes lifelong learning while providing you with the tools to achieve it. The tools will enable you to analyze circumstances and requirements within your profession, create and carry out an individualized continuing education program, and evaluate the success of using CPE in your professional life.

In constructing this process, CDR embraced the Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics.

The Standards of Professional Practice, which guide safe and appropriate practice, hold the individual professional responsible for continuing competence. CDR embraces the philosophy of responsible, lifelong learning as encouraged in the Standards of Professional Practice. (A copy of the Standards is available at www.cdrnet.org)

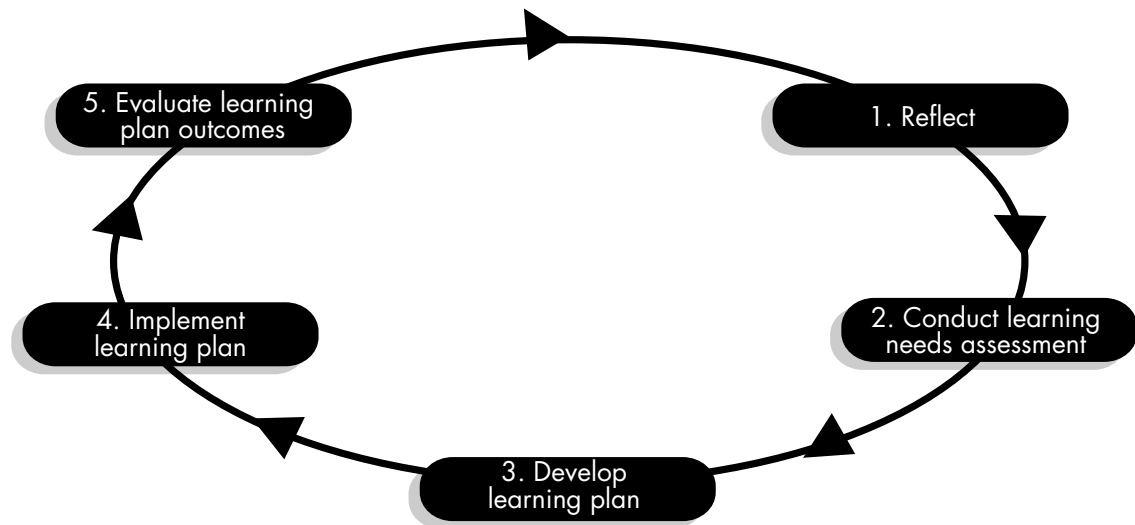
The enforceable Code of Ethics for the Profession of Dietetics provides for additional public accountability by monitoring appropriate ethical performance. The Code of Ethics statement, "The dietetics professional assumes responsibility and accountability for personal competence in practice..." also reflects the individual's responsibility for competence. Registrants not complying with the Code of Ethics are subject to disciplinary actions including censure, probation, suspension of registration, or revocation of credential. (A copy of the Code is available at www.cdrnet.org)



Description and Timelines

The Professional Development Portfolio process is divided into 5 interdependent steps that build sequentially upon the previous step during each 5-year recertification cycle and succeeding cycles as illustrated here.

Professional Development Portfolio Process



The number of Continuing Professional Education Units (CPEUs) needed for recertification is 75 for RDs and 50 for DTRs. The types of activities approved for CPEUs are broader and you are responsible for maintaining the records of your CPEUs. **You are no longer required to sign and submit to CDR the CPE reporting forms used with the former recertification system.** All credentialed practitioners will use this process to recertify, including those who are currently retired or not employed.

CDR requires that all CPE activities are dietetics-related.

DIETETICS-RELATED: The integration and application of principles derived from the sciences of food, nutrition, management, communication, and biological, physiological, behavioral, and social sciences to achieve and maintain optimal human health.

Your recertification cycle is five years, beginning on June 1 and ending on May 31 of the fifth year. For newly certified practitioners, the cycle begins on the day the RD or DTR certification examination is passed, and ends on May 31 of the fifth full year of the recertification cycle.

To enhance accountability, an audit process will be in place. You will need to submit your required CPE documentation to CDR only if you are audited (certificate of attendance, Sponsored Independent Learning Contract, official transcript, etc.).

The steps take time to complete properly and they will require your careful attention as you construct your individualized Professional Development Portfolio program. Detailed instructions and examples are provided later in this Guide. The purpose of these steps and their timelines are discussed briefly here.

This document uses the terms worksheet and form. A worksheet, designed to enable you to achieve the goals of the step, is not sent to CDR. A form, designed to record your Learning Plan or learning activities, is to be submitted to CDR. Copies of both should be maintained for your records in the event you are audited (see the later discussion about audits).

Step 1: Professional Self-Reflection-Worksheet

Purpose: This worksheet is for your use. Reflect on your professional practice, and interests, trends, strengths, and weaknesses. Establish short- and long-term goals.

Recommended Timeline for Completion: April prior to year 1 of your 5-year recertification cycle.

Step 2: Learning Needs Assessment-Worksheet

Purpose: This worksheet is for your use. Identify knowledge and skills needed to achieve the goals you have set. Assess the current level of your knowledge/skills and define the level of CPE necessary to achieve your goals.

Recommended Timeline for Completion: May prior to year 1 of your 5-year recertification cycle.

Step 3: Learning Plan-Form

Purpose: Submit this form to CDR. Develop a plan that maps out how to address your goals through your learning needs. The Learning Plan can be revised to accommodate significant career changes or life situations.

Incomplete submissions cannot be verified and will be returned for completion.

Recommended Timeline for Submission: June 1 of year 1 of your 5-year recertification cycle and before you participate in CPE activities.

Required Timeline for Submission:

- Your Learning Plan must be **postmarked no later than 120 days after attending your first CPE activity**
- AND your plan must be postmarked not later than May 31 of year 5 of your recertification cycle.
- CDR will not accept CPE activities submitted for recertification without verification of your Learning Plan.

Response by CDR: Within 4 weeks of receipt, CDR will send acknowledgement of your Learning Plan and verify that learning needs and goals are dietetics-related.

Step 4: Learning Activities Log-Form

Purpose: You must submit this form to CDR. Record CPE activities on your Learning Activities Log which were completed during your current, 5-year recertification cycle. Your recertification cycle usually begins June 1 and ends May 31 of the fifth year, however, for newly certified practitioners, the cycle begins on the day the RD or DTR certification examination is passed. Every CPE activity must relate to a learning need identified on your verified Learning Plan. Maintain all required documentation of the CPE activities for 2 years beyond the end of your recertification cycle. Submit documentation to CDR only if you are audited. You are responsible for recording and maintaining your learning activities log. Incomplete or late submissions cannot be evaluated and will be returned to you.

Recommended Timeline for Submission: As soon as you have completed 75 CPEUs (50 for DTRs) or early in year 5 of your 5-year recertification cycle.

Required Timeline for Submission: Postmarked (or submitted via web) no later than May 31 of the fifth year of your recertification cycle.

Response by CDR: Within 8 weeks of receipt, CDR will acknowledge receipt of your form, verify CPE activities are directed to learning needs listed on your Learning Plan, and verify that CPE requirements are met. You will be notified at this time if you are to be audited.

Step 5: Learning Plan Evaluation-Worksheet

Purpose: This worksheet is for your use. Evaluate your progress toward accomplishing the goals identified on your Learning Plan. This completes the PDP process for this recertification period. This evaluation becomes a starting point for self-reflection for your next recertification cycle.

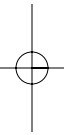
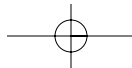
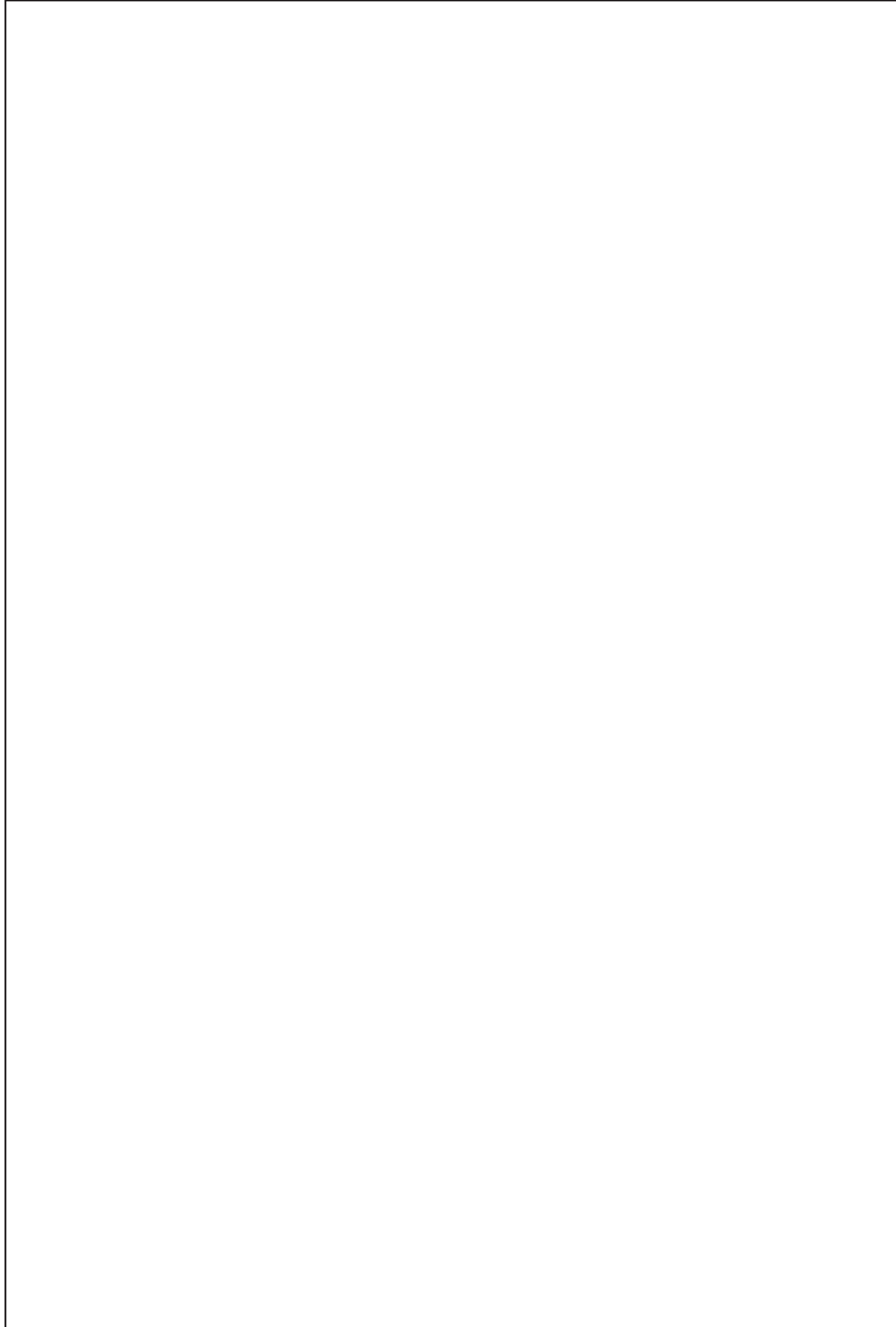
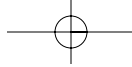
Recommended Timeline: End of your 5-year recertification cycle in preparation for your next recertification cycle.

You may complete required forms online at www.cdrnet.org OR

Mail required forms to:

Commission on Dietetic Registration
120 South Riverside Plaza,
Suite 2000
Chicago, IL 60606-6995

Note: If you enter and submit a form online, do not mail the form to CDR.



Continuing Professional Education Guidelines

Definition and Philosophy

CDR defines continuing professional education (CPE) as education beyond that required for entry into the profession, as defined in the CDR Dietetics Practice Audit (see Appendix B). The dietetics professional participates in lifelong learning to maintain and improve knowledge and skills for competent practice.

CPE is the implementation of the Learning Plan of the Professional Development Portfolio process. CPE activities must be selected based on your individual Learning Plan that has been verified by CDR.

Content Criteria and Requirements for Maintaining Registration

CPE involves activities that may or may not be part of your job function and are designed to accomplish the following goals:

1. facilitate lifelong learning by updating, enhancing, or assessing knowledge and skills.
2. help you implement an individual Learning Plan,
3. are dietetics-related, and
4. provide learning outcomes that apply to practice.



The numbers next to each type of CPE activity in the following list will be used to complete the "CPE Activity Type" column on the Learning Activities Log.

You must complete CPE activities within your 5-year recertification period to be awarded CPEUs. Your Learning Plan must be submitted before you participate in CPE activities or must be postmarked no later than 120 days after completing your first CPE activity in your current recertification cycle. Only approved CPE Activity Types listed below will be awarded CPEUs by CDR. RDs must achieve 75 CPEUs and DTRs must achieve 50 CPEUs during a 5-year reporting period. CPE activities must be based on the individual learning needs specified on your Learning Plan that has been verified by CDR. Some CPE activities have CPEU limits for a 5-year reporting period; the limits are listed as part of the description of each specific CPE activity.

You are no longer required to sign rosters or report each CPE activity to CDR for subsequent approval. Submission and verification of your Learning Plan and Learning Activities Log by CDR replace this process. However, CDR will continue processes for prior approval of CPE and accreditation for CPE providers to identify activities that have met CDR standards. You may attend activities that have not been prior-approved or accredited (except for self-study programs) provided they meet PDP process requirements.

Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity

Approved Continuing Professional Education Activities

100. Academic Coursework

Dietetics-related academic coursework, including distance learning, at a U.S. regionally accredited college or university can be awarded CPEUs according to the listing below. Under the activity description on the log form, indicate whether coursework taken was during a semester, trimester, or quarter. Coursework must be recorded within five years of course completion. Beginning June 1, 2006, all academic coursework must be completed in your current recertification cycle in order to receive CPE credit. Until 5/31/2006 Learning Plans can be postmarked no later than 5 years after course completion, or no later than 5/31 of the current recertification cycle, whichever is earlier.

CPEUs Approved	Course Taken for Credit	Course Audited
1 semester credit hour	15 CPEUs	8 CPEUs
1 trimester credit hour	14 CPEUs	7 CPEUs
1 quarter credit hour	10 CPEUs	5 CPEUs

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Course Title College or University Date Completed Credits Earned/CPEUs Requested Application of Learning	Official Transcript

110. Case Presentations

CPEUs may be awarded for attendance at a dietetics-related case presentation. Examples may include but are not limited to:

- grand rounds
- patient case study

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Provider Date Completed CPEUs Requested Application of Learning	Certificate of Attendance or Copy of Brochure Describing Case Presentation

***Note: You should submit this documentation to CDR only if you are audited (see description of audit processing in this Guide).**

120. Certificate Programs

A certificate program is an intensive training program with a component that assesses the participant. Upon completion of the program, participants receive a certificate attesting to the attainment of a new knowledge/skill set (e.g., ADA/CDR Certificate Program in Adult Weight Management). Unlike a certification program, participants do not receive a professional designation (e.g., RD). Certificate programs must:

1. be dietetics-related.
2. have stated learning objectives upon which the course and assessment content is based
3. include content expert instruction and interactive discussion. (which may occur face-to-face or by electronic delivery)
4. include a post-course assessment that assesses the participants' attainment of the program's learning objectives
5. have all course materials reviewed by a minimum of 3 professionals with demonstrated expertise in the content area who attest to the number of hours needed to complete the program.
6. be sponsored by a U.S. regionally accredited college or university or an institution accredited/approved by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), National Committee for Quality Assurance (NCQA), or Commission on Dietetic Registration (CDR).

In addition, if the program includes a self-study component, the self-study must include an assessment based on stated learning objectives. Course participants must pass the assessment to continue in the program and to receive CPEUs for the self-study component.

Individuals completing a Certificate program receive CPEUs for training and assessment time regardless of whether they pass the post-course assessment and receive the certificate.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Program Title Provider Date Completed CPEUs Requested Application of Learning	Certificate of Completion Name, Address, Phone Number, and E-mail Address or Fax Number of Provider

130. Exhibits

Learning through dietetics-related exhibits such as those presented at the ADA Food and Nutrition Conference and Expo can be awarded CPEUs when properly documented. One CPEU is equivalent to 1 contact hour. You may record several exhibits that relate to the same learning need code as one event on your CPE Activities Log. Virtual, online exhibits may be awarded up to one CPEU, provided the exhibit is organized around a single, dietetics-related topic, provides a certificate of completion for participants, and contains a minimum of 25 links or pages of text for review.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
15 (RDs) 10 (DTRs)	Titles/Topics Provider Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion or Materials Describing Exhibits (Date, Timeline, Provider, Content)

Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.

140. Experiential Skill Development

Guidelines for Experiential Skill Development are:

- Content must be dietetics-related
- Program must include a didactic component
- Providers must be credentialed professionals in the subject area taught, or must be an RD or DTR (for culinary programs an RD or DTR must be involved in the planning or presentation)

Examples include culinary skills training (content must focus on food composition, food chemistry, alternative nutrient sources, cultural/social/economic influences, techniques to improve acceptability or compliance), physical assessment training, multi-skilling training, and computer/technology training. Any self-study Experiential Skill Development must meet requirements listed in the Pre-approved Self-Study section.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Provider Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion Provider Credentials and Issuing Organization

150. Interactive Workshops

Workshop content is required to be dietetics-related, and the workshop should include interactive discussion or participation among attendees.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Provider Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion or CPE Agenda/Outline (Objectives, Date, Timeline, Provider)

***Note: You should submit this documentation to CDR only if you are audited (see description of audit processing in this Guide).**

Professional Development Portfolio

160. Journal Clubs

The Journal Club must be preplanned, provide for group participation, must include 3 or more professionals, and must include in-depth discussion of a single dietetics-related topic from pre-assigned articles/papers in professional, peer-reviewed journals.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Coordinator Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion Name, Address, Phone Number, and E-mail Address or Fax Number of Coordinator or CPE Agenda/Outline (Objectives, Date, Timeline, Coordinator)

170. Lectures/Seminars

Lecture/seminar content must be dietetics-related, and CPE activity should include participation by or discussion among attendees. Web or telephone conference seminars that include a provision for discussion and interaction between the presenter and attendees can be included in this CPE category.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Provider Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion or CPE Agenda/Outline (Objectives, Date, Timeline, Provider)

Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.

180. Posters

Learning through dietetics-related poster sessions such as those presented at the ADA Food and Nutrition Conference and Expo can be awarded CPEUs. You may record several exhibits that relate to the same learning need code as one event on your CPE Activities Log.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
15 (RDs) 10 (DTRs)	Title/Topic Coordinator Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion or CPE Agenda/Outline (Objectives, Date, Timeline, Provider) or Program/Flyer/Brochure Describing Poster Session

190. Professional Leadership

Holding an elected office in a dietetics or dietetics-related national, state, or district organization that contributes to acquisition of leadership skills and professional development can be awarded CPEUs. You must complete the term in your current recertification cycle.

A maximum of 3 CPEUs per year or a total of 15 CPEUs per 5-year reporting period can be awarded to both RDs and DTRs.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
3 CPEUs per year Total maximum: 15 (RDs) 15 (DTRs)	Elected Office at the National, State or District Level Organization Date Completed CPEUs Requested Application of Learning	Notice, Association Directory, or Other Documentation Confirming Office Held and Dates of Service

***Note: You should submit this documentation to CDR only if you are audited (see description of audit processing in this Guide).**

200. Professional Reading

Reading dietetics-related articles from peer-reviewed professional journals and peer-reviewed, dietetics-related articles from professional newsletters can be awarded CPE credit. Online journals are acceptable in this category. Articles in professional newsletters must be identified as peer-reviewed. The article must be read within 5 years of the date the article was published. Peer-reviewed journals have the following characteristics:

- Usually published by specific professional organizations and societies.
- Primary purpose is to report original research or review articles.
- Editorial board is listed in the front of the journal.
- Articles include a byline for the author(s).
- Include cited references, and charts/graphs/photos that impart information.

☞ It is probably not a peer reviewed journal if its primary purpose is to report on trends/concerns in an industry or to provide practical 'how-to' articles.

If you are unsure whether or not a particular journal or newsletter article is peer-reviewed you may obtain written verification from the issuing organization or a credentialed librarian.

Reading each article is equivalent to one-half (0.5) CPEU.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
15 (RDs) 10 (DTRs)	Journal or newsletter citation (Use J Am Diet Assoc. Format) Date Completed CPEUs Requested Application of Learning	Copy of Abstract or First Page of Article

Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.

205. Research

Conducting research as a sole or co-investigator can be awarded CPEUs. An investigator is defined as one who participates substantially in the conception and design of the work and the analysis of data as well as in the writing of the report. Examples of such research include qualitative research studies and descriptive epidemiologic research, clinical trials, cohort or follow-up studies, case-control studies or outcomes research. Research completed to fulfill academic requirements would receive credit under Academic Coursework, while literature reviews designed primarily to summarize the findings of others would receive credit under Professional Reading. However, a meta-analysis that identifies new trends or ideas based upon data from other studies would be awarded CPEUs in the Research category. Required documentation must be completed within the current recertification cycle to receive credit.

Maximum CPEUs awarded each five-year recertification cycle

RDs – 60

DTRs- 40

Level of Involvement	Description	CPEUs awarded
Sole Investigator	One who alone develops the study concept, research design, analysis of data and writing of the report	20 CPEUs
Co-investigator	One who participates substantially in the conception and design of the work, the analysis of data and the writing of the report	10 CPEUs

Required Activity Description for Learning Activities Log	Required Documentation to Retain*
Title of Study Sponsoring/funding institution Identification as sole or co-investigator CPEUs Date research completed Application of Learning	Name, Address, Phone Number, and E-mail Address of Sponsoring/funding institution Report to include an introduction, purpose of the research, methodology, discussion of results, summary and references One or more of the following (must be completed within current recertification cycle): <ul style="list-style-type: none"> • Final summary technical report to federal, state or other grant providing organization • Letter verifying acceptance for publication in a peer-reviewed journal, or copy of published manuscript • Letter verifying acceptance for presentation (session or poster session) at a peer-reviewed professional association conference

***Note: You should submit this documentation to CDR only if you are audited (see description of audit processing in this Guide).**

210. Residency & Fellowship Programs

Programs require completion of a dietetics-related, post-baccalaureate-level residency or fellowship activity with a minimum of 75 contact hours for RDs and 50 contact hours for DTRs and meet all of the following criteria:

- Post-baccalaureate level and dietetics-related;
- Formalized/structured experiences; and
- Sponsored by a U.S. regionally accredited college or university or an institution accredited/approved by JCAHO or NCQA
- Activity must be recorded within five years of completion.

Completion of the program provides 75 CPEUs.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Residency/Fellowship Provider Date Completed CPEUs Application of Learning	Certificate of Completion Name, Address, Phone Number, and E-mail Address or Fax Number of Provider Description of program content

220. Sponsored Independent Learning

Sponsored Independent Learning is a dietetics-related, individualized learning activity planned and carried out by the learner. The learner contracts with an individual, who is an expert in a particular area, using the Sponsored Independent Learning Contract included in this Guide.

One CPEU is equivalent to 2 hours spent on this activity.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
50 (RDs) 35 (DTRs)	Activity Sponsor Name and Contact information Date Completed CPEUs Requested Application of Learning	Sponsored Independent Learning Contract with Original Signatures

Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.

230. Study Groups

Study group must be preplanned, provide for group participation, must include 3 or more professionals, and include in-depth study of a specific, dietetics-related topic. (e.g. audio or video recording of an approved session at the ADA Food and Nutrition Conference and Expo. Recordings of approved presentations can be no older than one year past the date of the presentation.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
50 (RDs) 35 (DTRs)	Title/Topic Coordinator Date Completed CPEUs Application of Learning	Certificate of Attendance/Completion or CPE Agenda/Outline (Objectives, Date, Timeline, Coordinator) Name, Address, Phone Number, and E-mail Address or Fax Number of Coordinator

***Note: You should submit this documentation to CDR only if you are audited (see description of audit processing in this Guide).**

Certification

The following certifications are approved by CDR for consecutive recertification periods (can be used to recertify in repeated recertification periods indefinitely). For approval, the program must be dietetics-related; and must require candidates to meet eligibility requirements, pass an examination to become certified initially, and require certificants to pass an examination for recertification in order to remain certified. Refer to Appendix A for a list of approved certifications and associated contact information.

Eligibility for CPE credit is based upon the date of notification of successfully meeting the certification or recertification requirements. CPEUs can be awarded for qualifying certifications earned during the current 5-year recertification cycle and up to 6 months before your current recertification cycle.

Refer to www.cdrnet.org

(http://cdrnet.org/PDFs/13028FinalCDRManualRevi_1.pdf) for an updated list of approved certifications.

- 260 AADE/ANCC – Board Certified – Advanced Diabetes Management ¹
- 300 ASPEN – Certified Nutrition Support Dietitian
- 340 CDR – Board Certification as a Specialist in Pediatric Nutrition
- 380 CDR – Board Certification as a Specialist in Renal Nutrition
- 420 IBLCE – International Board Certified Lactation Consultant ^{1,2}
- 460 NCBDE – Certified Diabetes Educator ³

¹ This organization provides for recertification by either examination or continuing professional education. You may use this credential for consecutive recertification periods only if recertification is by examination and not by meeting continuing education requirements.

² Available to DTRs also.

³ In 2005 this organization may offer recertification through continuing education - check with organization for confirmation.

Completion of the Certification program provides 75 CPEUs.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Certification Obtained Provider Date of Notification CPEUs Requested Application of Learning	Copy of document verifying date of issue and duration of certification Name, Address, Phone Number, and E-mail Address or Fax Number of Provider

Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.

The following certifications are approved by CDR for alternate recertification periods (can be used to recertify every other recertification period). For approval, the program must be dietetics-related, must require that candidates meet eligibility requirements and pass an examination for initial certification. For this category, certificants are not required to pass an examination for recertification. Refer to Appendix A for a list of approved certifications and associated contact information.

Refer to www.cdrnet.org for an updated list of approved certifications.

- 480 AADE/ANCC - Board Certified – Advanced Diabetes Management
- 500 AAFCS – Certified in Family and Consumer Sciences
- 515 ACE – Certified Clinical Exercise Specialist
- 516 ACE – Certified Group Fitness Instructor
- 517 ACE – Certified Lifestyle & Weight Management Consultant
- 518 ACE – Certified Personal Trainer
- 530 ACSM – Certified Health/Fitness Instructor
- 531 ACSM – Certified Health/Fitness Director
- 532 ACSM – Certified Exercise Specialist
- 533 ACSM – Certified Program Director
- 545 ASFA – School Foodservice and Nutrition Professional ²
- 600 HQCB – Certified Professional in Healthcare Quality
- 610 IBLCE – International Board Certified Lactation Consultant ¹
- 620 NAFEM – Certified Foodservice Professional ²
- 630 NBCC – National Certified Counselor
- 640 NCHEC – Certified Health Education Specialist
- 650 NSCA – Certified Personal Trainer
- 651 NSCA – Certified Strength and Conditioning Specialist

¹ Available to RDs and DTRs

² Available to DTRs only

Completion of the Certification program provides 75 CPEUs.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Certification Obtained Provider Date of Notification CPEUs Requested Application of Learning	Copy of document verifying date of issue and duration of certification Name, Address, Phone Number, and E-mail Address or Fax Number of Provider

***Note: You should submit this documentation to CDR only if you are audited (see description of audit processing in this Guide).**

Pre-approved Self-Study Requirements

CDR's Continuing Professional Education database (see www.cdrnet.org) includes pre-approved self-study programs and self-study programs offered by CDR Accredited Program Providers. Self-study programs are defined as educational materials (e.g., audio, video, and web-based materials, study kits, modules and publications) used for individual study. Academic correspondence courses are not considered self-study programs.

Only activities prior-approved by CDR will be accepted for self-study CPEUs.

Such activities are listed in CDR's CPE online database.

CPE providers, as well as practitioners need to be aware that self-study CPE programs must meet all of the following criteria in order for RDs/DTRs to receive CPEUs:

1. **Content:** The refereed program must meet the content criteria for continuing education as stated in the Continuing Professional Education Guidelines: "Content should apply to the field of nutrition and dietetics."
2. **Referees:** The program must be refereed. In this case, refereed denotes a review by a minimum of three external professionals with demonstrated expertise in the content area. Academic degrees should be relevant, and from a US, regionally-accredited institution. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish demonstrated expertise. Referees must complete the Self-study Material - Subject Matter Expert Review Form (see Appendix C).
3. **Presenters/Developers:** Instructors or individuals that develop CPE materials will have appropriate academic training, certification or demonstrated expertise to present or develop materials in a particular subject area. Academic degrees should be relevant, and from a US, regionally-accredited institution. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise.
4. **Scientific Integrity:** The provider is responsible for the content, quality, and scientific integrity of the activities. Potential conflicts of interest, including commercial bias will be disclosed. A balanced discussion of the topic, including risk versus benefit information where appropriate, will be ensured. Controversial or disputed issues must be presented as such, supported by documentation from current and reputable refereed scientific journals.
5. **Length:** The program must be a minimum of one (1) contact hour in length.
6. **Evaluation of learner:** An evaluative component, for example test questions for study materials or an electronic discussion bulletin board for Internet sessions, must accompany the program. Professional test question writers or individuals with demonstrated capabilities in evaluation/assessment or item writing are required to develop the test questions for the program.

The following are categories of pre-approved, self-study programs for which CPEUs can be awarded.

- 700 Audio-based (e.g., cassette tape)
- 710 Computer-based (e.g., disk or CD)
- 720 Printed (e.g., booklets, J Am Diet Assoc. or self-study)
- 730 Video-, DVD-, or CD-based (e.g., CDR's Self-Assessment Series for Dietetics Professionals)
- 740 Web-based (e.g., Internet or online)

Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.

For most programs, 1 CPEU is equivalent to 1 contact hour learning.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Provider Date Completed CPEUs Application of Learning	Certificate of Attendance/Completion or CPE Agenda/Outline (Objectives, Date, Timeline, Provider)

Practitioner Examples Used in the *Guide*

Throughout the remainder of the Guide, 3 fictitious examples that apply to RDs and DTRs illustrate the steps in the PDP process. Only selected portions of the PDP process documentation will be presented.

Foodservice Manager

Jane Doe has several years of experience in a variety of foodservice roles. Recently she was promoted to the position of patient services manager. In this new role, Jane is responsible for the management of 13 staff, budgeting, and projections for ordering food. In addition, she provides patient care in the skilled nursing facility and trains her staff in a customer service program. Jane leads the department Continuous Quality Improvement (CQI) committee.

Clinical Practitioner

John Smith is a clinical practitioner in an acute care facility. Like many hospitals, rapid changes in healthcare have impacted the way services are delivered. His primary patient population focus is on renal patients. Because of the impact of managed care, shorter lengths of stay and outpatient management of chronic medical conditions, John sees an urgent need for delivery of high quality care in the outpatient setting, in particular, for the renal patient population.

Individual Not Currently Employed

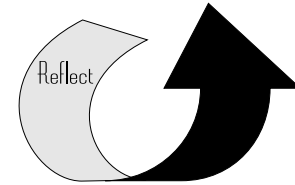
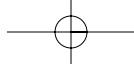
During the past 2 years, Mary Jones has not been employed. For 10 years she worked in the long-term care setting. With 3 small children at home, she has decided to take a few years off and return to part-time employment in a practice area that has always been an interest for her: sports nutrition and wellness.

Additional examples for the following settings are available on the CDR Web site at www.cdrnet.org/pdrcenter/portfolioTOC.htm or upon request from CDR:

Business and Communication
Public Health
Retirement

Non-Traditional Health Care
Research

***Note: You should submit this documentation to CDR only if you are audited (see description of audit processing in this Guide).**



Step 1: Professional Self-Reflection

Purpose

In this step consider what external factors or trends are affecting your professional practice. The outcomes are your short-term (1 to 3 years) and long-term (3 to 5 years) goals.

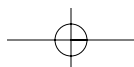
Reflect on where you are in your career and where you would like to be in the future. This becomes a critical first step in planning for continuing professional development and career management. It is an opportunity to consider:

- past accomplishments,
- current professional roles, responsibilities, or interests and your ability to perform them,
- future professional roles or responsibilities you would like to have,
- future directions of the dietetics profession and how they relate to you.

Self-reflection will clarify where you are now and where you want to go. You can then position yourself to achieve your desired level of proficiency through establishing short-term and long-term goals.

Process Requirements

This worksheet is for your personal use. It serves as the basis for completing the remaining forms. It can be revised as needed. You do not submit this worksheet to CDR. It is recommended that you complete this worksheet by April before the start of your five-year recertification cycle. The minimum number of goals you must identify is 1, but the appropriate number will depend on your personal/professional situation. Note that it is not a requirement to reach each goal in order to receive CPE credit or to recertify. Any goals not reached in a given 5-year cycle can be used as a basis for self-reflection in the next recertification cycle. If your professional situation changes, you may revise your Professional Self-Reflection worksheet as needed.



Instructions for Page 1

What are my current practice area(s) and/or professional interests?

Identify your work setting (e.g., acute care hospital), position (e.g., clinical manager) and/or practice area (e.g., pediatric nutrition, public health, management, sales/marketing, performance improvement, wellness). Be as specific as possible here. If you work in multiple practice settings or practice areas, list all of them. If you are not currently employed, you may wish to indicate your professional interests.

Within my area(s) of practice and/or professional interests, what roles or responsibilities do I perform now?

Indicate what it is that you do in your current practice areas (e.g., Do you teach? Do you conduct research? Do you assess nutritional status? Do you manage staff?). It is important to look at your major responsibilities because those are areas in which you will need to keep current. You can also describe any volunteer work you do or other connection with the dietetics profession that you have. This last point may be especially relevant for those not currently employed.

Instructions for Page 2

What external factors or trends (professional, societal, environmental) are affecting or will affect my professional practice?

Consider factors or trends that may impact the dietetics profession. Examples include changes taking place in healthcare, community outreach efforts, payor demands for documented outcomes, lifestyle changes, and changes in family demands. Record those factors that are pertinent to you.

What areas of my profession do I enjoy?

Consider and list what it is that you like to do. Examples could include public speaking, writing, working with people, or other personal interests that relate to professional growth.

Instructions for
Page 1

Instructions for
Page 2

Instructions for
Page 3

Instructions for Page 3

What are my current leadership responsibilities?

List leadership positions you currently hold and responsibilities that you have. Leadership positions can be in either a volunteer or employment setting.

What do I want my future practice area to be?

Identify a work or volunteer setting (e.g., acute care hospital), a position (e.g., clinical manager) and/or practice area (e.g., pediatric nutrition) you hope to obtain in the future. Be as specific as you can. If you anticipate working in multiple practice settings or practice areas, list all of them.

What are my professional strengths? What are my professional areas for improvement?

Considering your responses to the questions so far, determine your strengths and professional areas for improvement.

To answer this question, it may be beneficial to gather information from a variety of sources. Components might include:

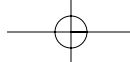
- formal evaluations, including peer review, annual performance appraisal, or regulatory surveys,
- customer feedback, e.g., surveys, compliments, and complaints,
- practice outcomes, e.g., client/patient success from planned interventions, contributions to teams, and completion of identified objectives,
- peer review and discussions with colleagues,
- review and appraisal of prior learning activities, and
- awards, recognition certificates.

Instructions for
Page 4

Instructions for Page 4

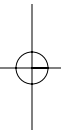
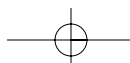
What are my professional goals?

Based on the professional self-reflection you have just completed, prioritize your professional goals, both short-term (1 to 3 years) and long-term (3 to 5 years). List as many goals as you want to, but be realistic in your expectations.



Examples

On the following pages are condensed samples of the Professional Self-Reflection (Step 1) worksheets:



Professional Self-Reflection Practitioner Example

Step 1

Foodservice Manager – Jane Doe

What are my current practice area(s) and/or professional interests?

Foodservice management, patient care in skilled nursing facility

Within my area(s) of practice and/or professional interests, what roles or responsibilities do I perform now?

Supervise kitchen staff, budget, project food ordering needs, train staff in customer service program, lead department CQI committee

What external factors or trends (professional, societal, environmental) are affecting or will affect my professional practice?

Managed care, technology, up-skilling, minimum wage employees

What areas of my profession do I enjoy?

Projecting food ordering needs, being creative, speaking one to one with residents and their families, teaching the customer service program

What are my current leadership responsibilities?

Present at various workshops, train facility staff in the customer service program, chair the department CQI committee, elected district dietetic association office

What do I want my future practice area to be?

Foodservice management

What are my professional strengths? What are my professional areas for improvement?

<u>Communication</u>	<u>Broaden knowledge base in foodservice</u>
----------------------	--

<u>Teaching small groups</u>	<u>Public speaking and teaching</u>
<u>large groups</u>	

<u>Creating and maintaining care plans</u>	<u>Maintain clinical skills</u>
--	---------------------------------

<u>Food safety and sanitation</u>	<u>Computer skills</u>
-----------------------------------	------------------------

Food knowledge

What are my current professional goals?

Short Term: (1 - 3 years)

Broaden knowledge base in foodservice management including:

- Hazard Analysis and Critical Control Points (HACCP)
- Strategic planning
- Financial management

Long Term: (3 - 5 years)

Maintain clinical nutrition skills
ness

Create a consulting business
Professional Development Portfolio

Professional Self-Reflection Practitioner Example

Clinical Practitioner – John Smith

What are my current practice area(s) and/or professional interests?

Clinical nutrition for general medicine, renal patients, and a very small number of outpatients

Within my area(s) of practice and/or professional interests, what roles or responsibilities do I perform now?

Nutrition assessment and intervention, nutrition education, quality improvement data collection

What external factors or trends (professional, societal, environmental) are affecting or will affect my professional practice?

Emerging information technologies, government involvement in health care, aging population, managed care, integrated delivery systems, sedentary lifestyles

What areas of my profession do I enjoy?

Nutrition counseling, working on multidisciplinary care pathways, providing nutrition care to renal patients

What are my current leadership responsibilities?

As a Seminar Chairperson, I am responsible for program planning, implementation, budget planning and responsibility, committee management, and site coordination

What do I want my future practice area to be?

Maintain position working with general medicine patients, but with emphasis on medical nutrition therapy for patients with renal disease

What are my professional strengths? What are my professional areas for improvement?

Communication skills	Collaboration
Reliability	Understanding of managed care
Keeping abreast of health care for chronic disease conditions	Identifying opportunities to provide cost-effective care

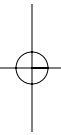
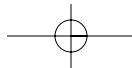
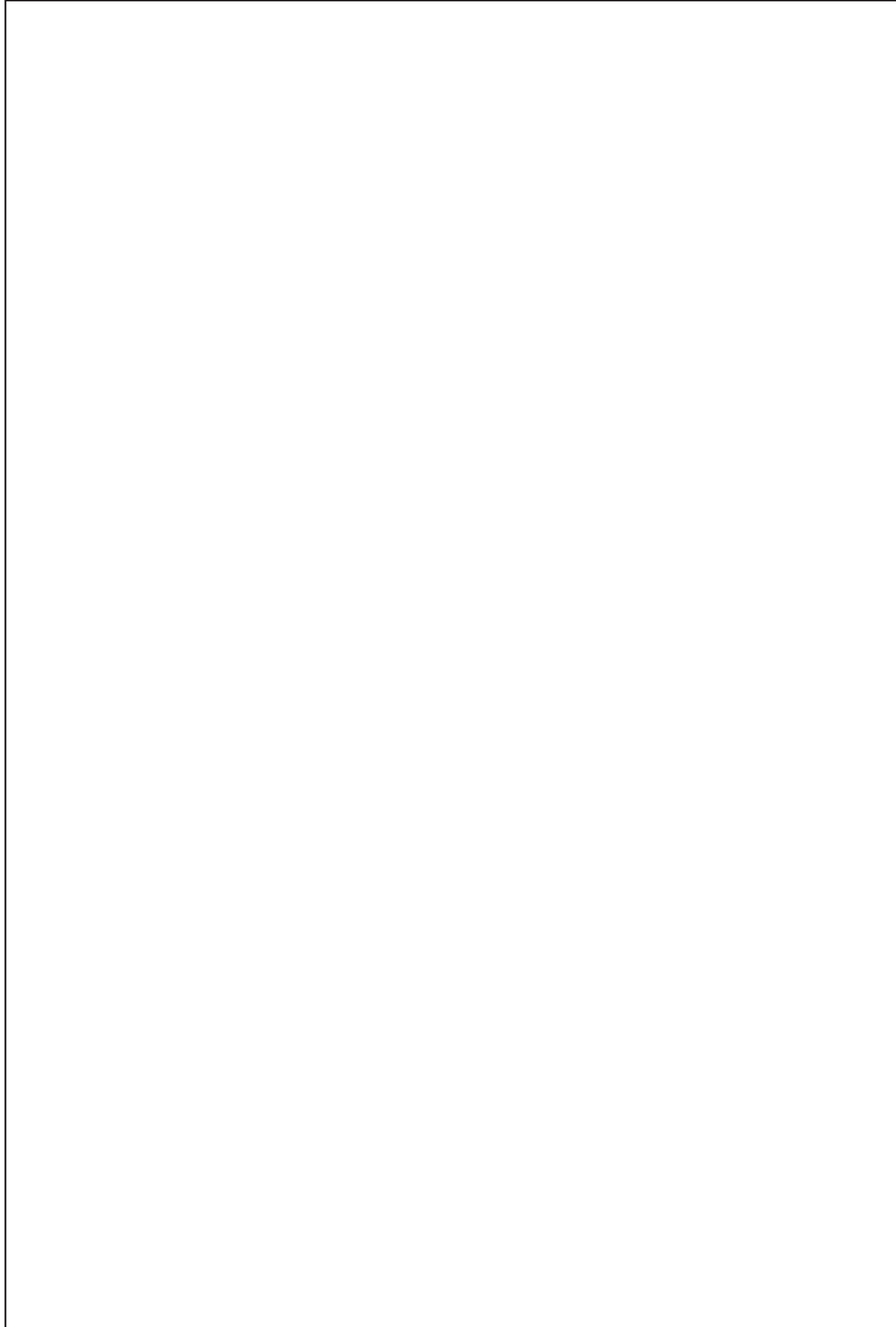
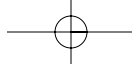
What are my current professional goals?

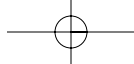
Short Term: (1 - 3 years)

Maintain nutrition expertise for general medicine population
Increase knowledge of outpatient self-management training

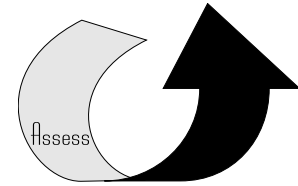
Long Term: (3 - 5 years) Portfolio

Become a Board Certified Specialist in Renal Nutrition (CSR)





Step 2: Learning Needs Assessment



Purpose

In this step identify knowledge and skills you need to develop or strengthen to reach your goals. Learning needs in this worksheet were identified by CDR to help you enhance competence, remain competitive, and take advantage of new opportunities in the marketplace. Based upon your goals, you will identify your current or anticipated learning needs and desired levels of CPE. Use this worksheet to initiate your Learning Plan (Step 3).

Process Requirements

This Learning Needs Assessment (Step 2) serves as the basis for continuing the PDP process and the remaining forms. After you have determined your short- and long-term goals using the Professional Self-Reflection worksheet (Step 1), it is recommended that you complete this worksheet in May before the start of your 5-year recertification cycle. If your professional situation changes, you may revise your Learning Needs Assessment as needed.

Do not submit your Learning Needs Assessment worksheet to CDR. It is for your personal use.

Instructions for Pages 1-8

Identify learning needs.

Review the professional goals established in your Professional Self-Reflection worksheet. In the left hand column, darken circles next to the learning needs that will help you achieve professional goals you identified.

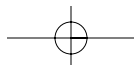
The first impulse may be to select everything, but try to focus on learning needs that are most important to accomplishing your goals.

Determine level of CPE.

The levels of CPE described below have two purposes. The first is to assist you in identifying the competency you wish to achieve. The second is to assist you in selecting CPE activities needed to achieve your goals. The following levels also provide guidance for describing CPE programs or materials. (Note: The level of CPE does not impact the number of hours received for the activity.)

Instructions for
Page 1-10

Step 2



Level 1:

Little or no prior knowledge of the area(s) covered. The focus of the activity is to increase your core knowledge.

Level 2:

General knowledge of literature and professional practice in the area(s) covered. The focus of the activity is to enhance your knowledge and application in this area.

Level 3:

Thorough knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is synthesis of recent advances and future directions.

Complete the right-hand column only for the learning needs you selected. When you select the required level of CPE, assess your current level of knowledge and skill and the level of ability you wish to attain. It may be helpful to address questions such as the following:

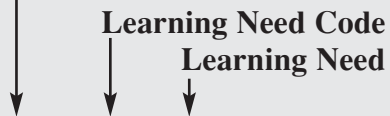
- Do I need to know about this subject now? In the future?
- How much do I know about this now?
- What level of CPE will I need to reach my goals?

Darken in bubbles to indicate the level(s) of CPE you need now or will need during the next 5 years to accomplish your goals.

On the following page you can see how the sample practitioners have completed their Learning Needs Assessment worksheets (Step 2).

Learning Needs Assessment Practitioner Examples

Learning Needs Supporting Your Goals



CPE Level:

Level 1 Level 2 Level 3

Foodservice Manager – Jane Doe

		Level 1	Level 2	Level 3
●	8040 Food safety, HACCP and sanitation	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
●	7190 Supervision, crisis management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
●	5000 Medical nutrition therapy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

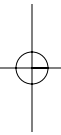
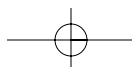
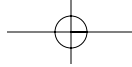
Clinical Practitioner – John Smith

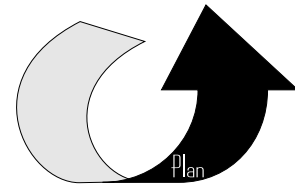
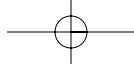
		Level 1	Level 2	Level 3
●	3060 Laboratory tests	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
●	5160 Cardiovascular disease	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
●	5340 Renal diseases	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Individual Not Currently Employed – Mary Jones

		Level 1	Level 2	Level 3
●	4040 Disease prevention	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
●	1020 Computer, electronic technology	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
●	7040 Consultation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Step 2





Step 3: Learning Plan

Purpose

In this step, list your goals and then learning needs you will address in order to accomplish your goals. On the Learning Plan, also identify any CPE activity types and CPE levels you might use. Note that you are not required to use only the CPE activity types or levels you select. You can use any of the approved CPE activity types or levels listed, even if you do not select them now. Another purpose of the Learning Plan is to capture information about learning needs that can be provided to CPE providers. Thus, CPE providers will be able to target the content, level and teaching modality of their CPE to learning needs of dietetics professionals.

Your Learning Plan may focus on specific content or a specific area of practice, and/or on broad-based areas as determined by your individual needs and goals. All CPE activities must be dietetics-related. CDR will evaluate your goals to verify they are dietetics-related. The examples in the Guide illustrate dietetics-related skills, needs, and goals. All the Learning Needs listed on CDR's Learning Needs Assessment worksheet (Step 2) are dietetics-related.

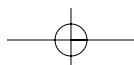
Process Requirements

This Learning Plan serves as the basis for completing the Portfolio process and the remaining forms. After you have determined your short-term and long-term goals and completed your Learning Needs Assessment Worksheet, it is recommended that you complete and submit the Learning Plan to CDR before your first CPE activity. Your Learning Plan must be submitted before you engage in CPE activities or postmarked no later than 120 days after completing your first continuing professional education activity in the current recertification cycle (see <http://cdrnet.org/whatsnew/remindApril2002> for a table showing 120 day chart). Only CPE activities that correspond to learning needs specified on your verified Learning Plan and which meet applicable CDR standards will receive credit for recertification. The Learning Plan can be revised to accommodate significant career changes or life situations. You may submit your plan online at cdrnet.org, or you may submit the paper forms to CDR.

Your Learning Plan must be submitted before you engage in CPE activities or postmarked no later than 120 days of completing your first continuing professional education activity in the current recertification cycle, and no later than May 31 of the last year of your 5-year recertification cycle.

You must have at least 1 goal, supported by at least 1 learning need, although you may have more of both. You will receive notification that CDR has verified your Learning Plan within 4 weeks. If you submit your plan online you will receive an email notification of receipt within 30 minutes. Those submitting learning plans online will also receive notification that the plan has been verified within 4 weeks. If you do not receive verification within 4 weeks, you must contact CDR. CDR verification includes acknowledgment of receipt of a completed Learning Plan (Step 3), and a determination that learning needs and goals are dietetics-related. If CDR determines that your Learning Plan is incomplete or not dietetics-related, CDR will contact you for further information.

There is no penalty if you do not achieve one or more of your stated goals. Further, there is no requirement to complete learning activities for all learning need codes you may specify.



The primary requirement is that any learning activity you undertake for CPE credit should relate to one of the learning needs specified on your Learning Plan.

You may wish to make photocopies of the blank Learning Plan Forms, and work on the copies to make your first draft. Enter your Learning Plan online at www.cdrnet.org OR mail the Learning Plan form to CDR. Maintain copies for your records. If you enter your plan online, do NOT also mail a copy of your learning plan to CDR.

If Your Plans Change

If your learning needs and goals significantly change, you must submit a new Learning Plan (Step 3) to CDR for reverification. This resubmission is important because your learning activities will be evaluated against the Learning Plan(s) CDR has verified for you. You will receive credit for your learning activities if they were consistent with the verified Learning Plan on file with CDR at the time of your CPE activity. Your revised Learning Plan must be submitted before you participate in CPE activities or postmarked within 120 days of completing your first CPE activity under your new Learning Plan.

On the Learning Plan form, check the box indicating this is a replacement of an earlier Learning Plan. If your plans change near the end of your recertification cycle, consider using your new learning needs and goals for your next recertification cycle.

Instructions for Page 1

Enter the digits of your CDR registration number.

Write digits in the blocks at the top of the Learning Plan. Provide this information on each page of your Learning Plan. Note that your registration number may have fewer digits than the number of blanks in the registration number field.

Print your name.

In the blocks at the top of the form, print your last name first, then on the next line, print your first name and middle initial. Complete the registration number and last name on each page of your Learning Plan.

Select your credential.

Below your name, darken 1 circle indicating whether you are an RD or DTR. If you maintain both credentials, you must submit a separate portfolio for each certification.

Indicate if this is the first, or a replacement learning plan

Below "CDR Credential," darken 1 circle indicating whether or not this is the first learning plan submitted in this recertification cycle, or if it is a replacement of an earlier learning plan.



"Learning Plans can now be submitted online at
www.cdrnet.org"

Instructions for
Page 1

Enter your daytime telephone

In the boxes provided, print an area code and telephone number where you can be reached during the day in the event we have questions about your submission.

Select types of Continuing Professional Education activities.

Darken circles indicating the types of approved CPE activities in which you are interested. If you plan to obtain a certification as part of your Learning Plan darken circles corresponding to the appropriate certification listed, or see the Guide for a code to write in the boxes provided for certifications not listed on the form.

Note that you can utilize any of the approved types of CPE activities listed, even if you do not select them at this time. This information is for planning purposes only to help CPE providers better meet the needs of dietetics professionals.

Indicate date of submission.

In the date blocks indicate the date you are submitting your Learning Plan. This will help you to identify your most recent or current Learning Plan.

Indicate total number of pages submitted.

In the boxes provided, indicate the total number of sides being submitted, including all pages of the form.

Instructions for
Side 2

Instructions for Side 2

Note: Before beginning, you may wish to make several copies of Side 2 as needed to accommodate all your goals and learning needs.

Record your professional goals.

Write the number of your goal from the Professional Self-Reflection Worksheet (Step 1) in the boxes next to "Goal" on this form. Next, write your goal in the blanks to the right of the goal number.

Record your Learning Needs.

In the blank lines below each goal you recorded, list learning needs that are most pertinent to accomplishing that goal. Below each learning need, enter the digits of the corresponding Learning Need Code as listed on your Learning Needs Assessment worksheet (Step 2). If you have more than 4 learning needs that support the same goal, write the same goal number in another box (it is not necessary to write the goal again), and continue to record the supporting Learning Need Codes.

Indicate the level of CPE needed.

Below each Learning Need Code, darken circles corresponding to the level of CPE you need to accomplish your goal. If you need more than one level of CPE during the course of your 5-year recertification cycle, you may select more than 1 CPE level for a learning need. It may be helpful to refer to your Learning Needs Assessment worksheet (Step 2) for the CPE levels you selected earlier.

By the end of your 5-year recertification period, RDs must complete 75 units and DTRs must complete 50 units of CPE. CDR encourages you to obtain approximately 10 to 15 CPEUs per year. The approved CPE activities are detailed in this Guide.

On the following pages you can see how the sample practitioners have completed their Learning Plans (Step 3).

Online Entry – Note that you can enter your Learning Plan online at www.cdrnet.org. You should use the Microsoft Internet Explorer browser, as other browsers often do not function correctly. Just click on the computer icon on the home page, and enter your registration number and your web password. If you need your web password, contact CDR at 1-800-877-1600, xt. 5500 or you may reset your password online. Select the tabs for “CDR Info” and “Learning Plan” and follow the onscreen instructions. To select Learning Need Codes supporting your goals, you will first select the general learning need code category, and then the more specific code. Do not select the “submit” button until you have completed your entire learning plan. Once submitted, you will not be able to edit your plan until it has been approved by CDR.

Learning Plan Practitioner Example

STEP 3 - LEARNING PLAN

Make additional copies of this side if needed. Complete registration number and last name for each side completed.

Registration No: **987654**

Last Name: **DOB**

Goal #: **01** *Broaden knowledge base in food service management including HACCP*

Learning needs supporting goal:

Food safety, HACCP, San. Print Learning Need Learning Need Code: 8040 Level of CPE Needed: Level 1 <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> Level 2 <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> Level 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Culinary arts & food service Print Learning Need Learning Need Code: 8000 Level of CPE Needed: Level 1 <input type="radio"/> <input type="radio"/> <input type="radio"/> Level 2 <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> Level 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Print Learning Need Learning Need Code: <input type="text"/> <input type="text"/> <input type="text"/> Level of CPE Needed: Level 1 <input type="radio"/> <input type="radio"/> <input type="radio"/> Level 2 <input type="radio"/> <input type="radio"/> <input type="radio"/> Level 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>
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Goal #: **02** *Broaden knowledge base in food service management including financial management & strategic planning.*

Learning needs supporting goal:

Financial Management Print Learning Need Learning Need Code: 7080 Level of CPE Needed: Level 1 <input type="radio"/> <input type="radio"/> <input type="radio"/> Level 2 <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> Level 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Supervision Crisis Management Print Learning Need Learning Need Code: 7190 Level of CPE Needed: Level 1 <input type="radio"/> <input type="radio"/> <input type="radio"/> Level 2 <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> Level 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Strategic Planning Print Learning Need Learning Need Code: 7180 Level of CPE Needed: Level 1 <input type="radio"/> <input type="radio"/> <input type="radio"/> Level 2 <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> Level 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>
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Leadership Print Learning Need Learning Need Code: 1070 Level of CPE Needed: Level 1 <input type="radio"/> <input type="radio"/> <input type="radio"/> Level 2 <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> Level 3 <input type="radio"/> <input type="radio"/> <input type="radio"/>

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Mail this original form to CDR at: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995
Questions? Email CDR at redesign@eatright.org or call CDR at 1-800-877-1600, ext. 5500.

Learning Plan Practitioner Example

STEP 3 - LEARNING PLAN

Make additional copies of this side if needed. Complete registration number and last name for each side completed.

Registration No:

987654

Last Name:

DOE

Goal #: 03 Create a consulting business.

Learning needs supporting goal:

Consultation
Print Learning Need

Learning Need Code: 7040

Level of CPE Needed:
Level 1
Level 2
Level 3

Entrepreneurship, prt. par.
Print Learning Need

Learning Need Code: 7070

Level of CPE Needed:
Level 1
Level 2
Level 3

Print Learning Need

Learning Need Code: [][][][]

Level of CPE Needed:
Level 1
Level 2
Level 3

Print Learning Need

Learning Need Code: [][][][]

Level of CPE Needed:
Level 1
Level 2
Level 3

Goal #: 04 Maintain clinical nutrition skills.

Learning needs supporting goal:

Medical Nutrition Therapy
Print Learning Need

Learning Need Code: 5000

Level of CPE Needed:
Level 1
Level 2
Level 3

Case Management
Print Learning Need

Learning Need Code: 5400

Level of CPE Needed:
Level 1
Level 2
Level 3

Exercise & Parental
Print Learning Need

Learning Need Code: 5440

Level of CPE Needed:
Level 1
Level 2
Level 3

Print Learning Need

Learning Need Code: [][][][]

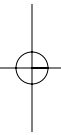
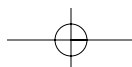
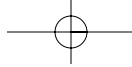
Level of CPE Needed:
Level 1
Level 2
Level 3

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Page: 03



Learning Plan Practitioner Example

Example - Clinical Practitioner – John Smith

You may enter your Learning Plan on the CDR website at www.cdrnet.org

Registration No:

9 8 7 6 5 4

Please print in capital letters using a black pen:

Last Name: S M I T H

First Name: J O H N

Middle Initial: []

STEP 3 - LEARNING PLAN

CDR Credential: (select only one) RD or DTR

This is the **FIRST** Learning Plan for this recertification cycle, OR

This is a **REPLACEMENT** of a Learning Plan submitted earlier (You must submit a complete Learning Plan. The plan you submit now will replace, not add to the Learning Plan you submitted earlier)

Daytime Telephone:

9 7 3 0 0 0 0 0 0 0
Area Code Phone Number

Make copies of the reverse side of this page as needed to list your goals and learning needs. Please print legibly. Mail this form to CDR or enter this information on the CDR website at www.cdrnet.org. **If you enter the information on the website, do not mail this form to CDR.** Keep a copy for your records for 2 years beyond the end of your recertification cycle. See *Professional Development Portfolio Guide* for specific requirements.

APPROVED TYPES OF CONTINUING PROFESSIONAL EDUCATION (CPE) ACTIVITIES:

Darken circles corresponding to the types of activities you plan to use to meet your learning needs. You may use any of these, even if you do not select them at this time. A summary of this information will be shared with CPE providers.

- | | | | |
|--|---|---|--|
| <input type="radio"/> 100 Academic Coursework | <input checked="" type="radio"/> 170 Lectures, Seminars | <input type="radio"/> 260 AADE/ANCC - BCADM | <input type="radio"/> Pre-approved Self-study |
| <input type="radio"/> 110 Case Presentations | <input checked="" type="radio"/> 180 Posters | <input type="radio"/> 300 ASPEN - CNSD | <input type="radio"/> 700 Audio-based |
| <input type="radio"/> 120 Certificate Program | <input type="radio"/> 190 Professional Leadership | <input type="radio"/> 340 CDR -CSP | <input type="radio"/> 710 Computer-based |
| <input type="radio"/> 130 Exhibits | <input type="radio"/> 200 Professional Reading | <input checked="" type="radio"/> 380 CDR -CSR | <input type="radio"/> 720 Printed |
| <input type="radio"/> 140 Experiential Skill Development | <input type="radio"/> 205 Research | <input type="radio"/> 420 IBLCE - IBCLC | <input type="radio"/> 730 Video-based |
| <input type="radio"/> 150 Interactive Workshops | <input type="radio"/> 210 Residency & Fellowship Programs | <input type="radio"/> 460 NCBDE-CDE | <input type="radio"/> 740 Web-based |
| <input type="radio"/> 160 Journal Clubs | <input type="radio"/> 220 Sponsored Independent Learning | <input type="radio"/> Other | |
| | <input type="radio"/> 230 Study Groups | (See Guide for Code) | |

In this step you develop a Learning Plan to meet your goals. Use the goals from your Professional Self-Reflection Worksheet, and the Learning Need Codes from your Learning Needs Assessment Worksheet to complete this form. It is recommended that you submit this Learning Plan by June 1 at the beginning of your recertification cycle. However, you must complete and submit this form to CDR **no later than 120 days after the first CPE learning activity** recorded on your log in this recertification cycle, and no later than May 31 of the last year in your recertification cycle. You must have a Learning Plan verified by CDR to receive credit for your CPE activities. You will probably list more, but you must indicate at least one goal and at least one learning need on your Learning Plan.

1. Record your goal number in the box provided, and your goal on the line provided.
2. Print learning needs that will support that goal on the lines provided.
3. For each learning need, print the Learning Need Code in the boxes provided.
4. Darken the circle(s) corresponding to the level(s) of CPE needed for each learning need.

Date of this Submission:

0 6 0 1 0 2

Total # of Pages Submitted:

0 3

Page:

1

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Learning Plan Practitioner Example

STEP 3 - LEARNING PLAN

Registration No: 987654 Last Name: S M I T H Make additional copies of this side if needed. Complete registration number and last name for each side completed.

Goal #: 01 Maintain nutrition expertise for general medicine population

Learning needs supporting goal:

<p><u>Med. Nutrition Therap</u></p> <p>Print Learning Need</p> <p>Learning Need Code: <u>5000</u></p> <p>Level of CPE Needed: Level 1 <input type="radio"/> Level 2 <input checked="" type="radio"/> Level 3 <input type="radio"/></p>	<p><u>Diabetes Mellitus</u></p> <p>Print Learning Need</p> <p>Learning Need Code: <u>5190</u></p> <p>Level of CPE Needed: Level 1 <input type="radio"/> Level 2 <input checked="" type="radio"/> Level 3 <input type="radio"/></p>	<p><u>Cardiovascular Disease</u></p> <p>Print Learning Need</p> <p>Learning Need Code: <u>5160</u></p> <p>Level of CPE Needed: Level 1 <input type="radio"/> Level 2 <input checked="" type="radio"/> Level 3 <input type="radio"/></p>	<p>Print Learning Need</p> <p>Learning Need Code: <u> </u></p> <p>Level of CPE Needed: Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3 <input type="radio"/></p>
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Goal #: 02 Increase knowledge of outpatient self-management training

Learning needs supporting goal:

<p><u>Education Training & Counseling</u></p> <p>Print Learning Need</p> <p>Learning Need Code: <u>6000</u></p> <p>Level of CPE Needed: Level 1 <input type="radio"/> Level 2 <input checked="" type="radio"/> Level 3 <input type="radio"/></p>	<p>Print Learning Need</p> <p>Learning Need Code: <u> </u></p> <p>Level of CPE Needed: Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3 <input type="radio"/></p>	<p>Print Learning Need</p> <p>Learning Need Code: <u> </u></p> <p>Level of CPE Needed: Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3 <input type="radio"/></p>	<p>Print Learning Need</p> <p>Learning Need Code: <u> </u></p> <p>Level of CPE Needed: Level 1 <input type="radio"/> Level 2 <input type="radio"/> Level 3 <input type="radio"/></p>
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Page: 02

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1237521157

Learning Plan Practitioner Example

STEP 3 - LEARNING PLAN

Registration No: 987654

Last Name: SMITH

Make additional copies of this side if needed. Complete registration number and last name for each side completed.

Goal #: 03 Become a Board-Certified Specialist in Renal Nutrition (CSR)

Learning needs supporting goal:

<p><u>Renal Disease</u></p> <p>Print Learning Need</p> <p>Learning Need Code: 5340</p> <p>Level of CPE Needed:</p> <p>Level 1 <input type="radio"/></p> <p>Level 2 <input checked="" type="radio"/></p> <p>Level 3 <input type="radio"/></p>	<p>Print Learning Need</p> <p>Learning Need Code: </p> <p>Level of CPE Needed:</p> <p>Level 1 <input type="radio"/></p> <p>Level 2 <input type="radio"/></p> <p>Level 3 <input type="radio"/></p>	<p>Print Learning Need</p> <p>Learning Need Code: </p> <p>Level of CPE Needed:</p> <p>Level 1 <input type="radio"/></p> <p>Level 2 <input type="radio"/></p> <p>Level 3 <input type="radio"/></p>	<p>Print Learning Need</p> <p>Learning Need Code: </p> <p>Level of CPE Needed:</p> <p>Level 1 <input type="radio"/></p> <p>Level 2 <input type="radio"/></p> <p>Level 3 <input type="radio"/></p>
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Goal #: 04 Learn more about the structure of various health systems and payment mechanisms.

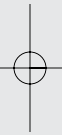
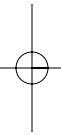
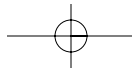
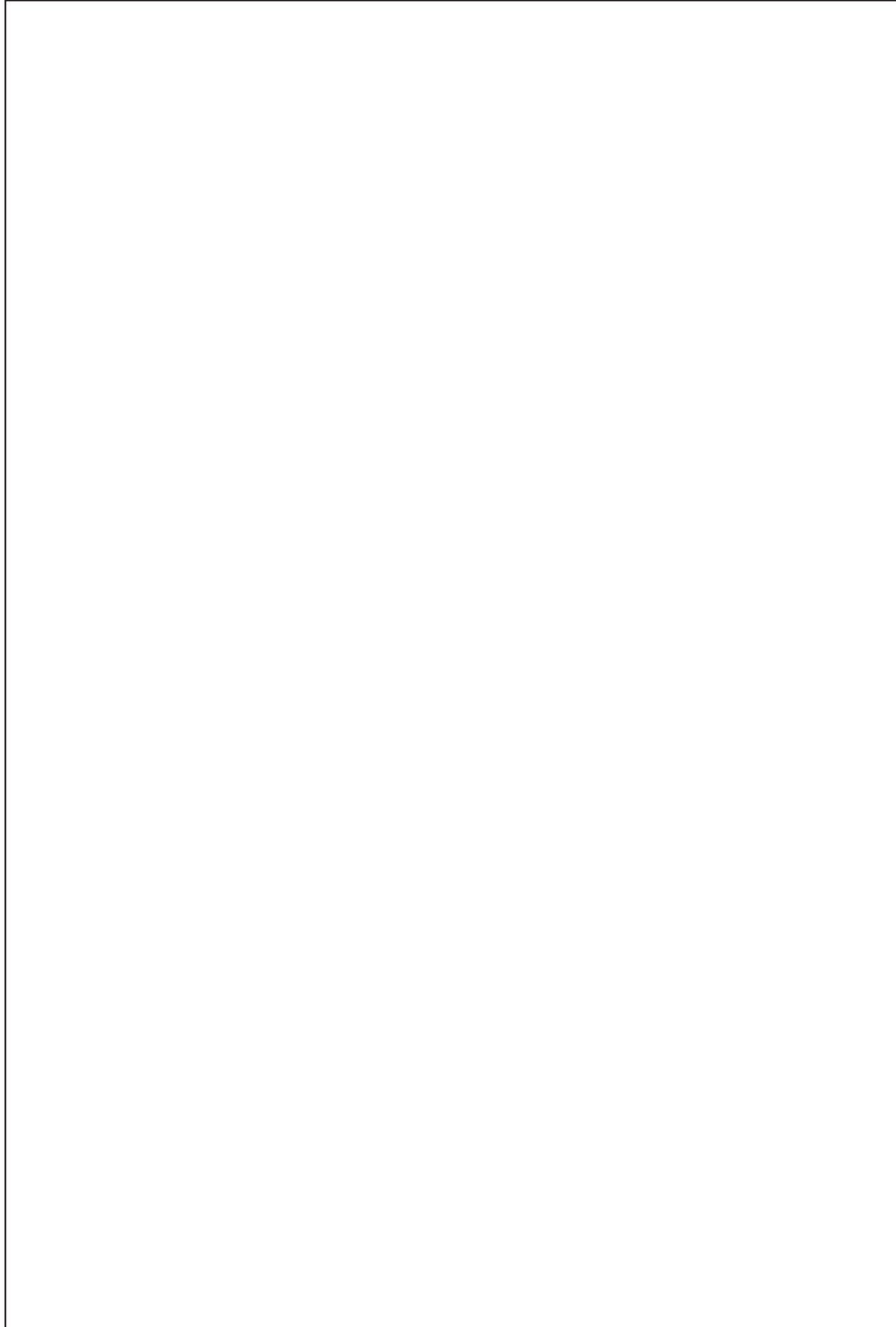
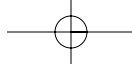
Learning needs supporting goal:

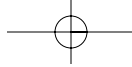
<p><u>Ins. reg. policies, HCFA etc. Reimbursement coverage</u></p> <p>Print Learning Need</p> <p>Learning Need Code: 7100</p> <p>Level of CPE Needed:</p> <p>Level 1 <input checked="" type="radio"/></p> <p>Level 2 <input type="radio"/></p> <p>Level 3 <input type="radio"/></p>	<p><u>Managed Care</u></p> <p>Print Learning Need</p> <p>Learning Need Code: 7130</p> <p>Level of CPE Needed:</p> <p>Level 1 <input checked="" type="radio"/></p> <p>Level 2 <input type="radio"/></p> <p>Level 3 <input type="radio"/></p>	<p><u>Reimbursement coverage</u></p> <p>Print Learning Need</p> <p>Learning Need Code: 7170</p> <p>Level of CPE Needed:</p> <p>Level 1 <input type="radio"/></p> <p>Level 2 <input checked="" type="radio"/></p> <p>Level 3 <input type="radio"/></p>	<p>Print Learning Need</p> <p>Learning Need Code: </p> <p>Level of CPE Needed:</p> <p>Level 1 <input type="radio"/></p> <p>Level 2 <input type="radio"/></p> <p>Level 3 <input type="radio"/></p>
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Page: 03





Example - Individual Not Currently Employed – Mary Jones

You may enter your Learning Plan on the CDR website at www.cdrnet.org

Registration No:

9 8 7 6 5 4

Please print in capital letters using a black pen:

Last Name: J O N E S

First Name: M A R Y

Middle Initial:

STEP 3 - LEARNING PLAN

CDR Credential: (select only one) RD or DTR

This is the FIRST Learning Plan for this recertification cycle, OR

This is a REPLACEMENT of a Learning Plan submitted earlier (You must submit a complete Learning Plan. The plan you submit now will replace, not add to the Learning Plan you submitted earlier)

Daytime Telephone:

9 9 9 9 9 9 9 9 9 9
Area Code Phone Number

Make copies of the reverse side of this page as needed to list your goals and learning needs. Please print legibly. Mail this form to CDR or enter this information on the CDR website at www.cdrnet.org. **If you enter the information on the website, do not mail this form to CDR.** Keep a copy for your records for 2 years beyond the end of your recertification cycle. See *Professional Development Portfolio Guide* for specific requirements.

APPROVED TYPES OF CONTINUING PROFESSIONAL EDUCATION (CPE) ACTIVITIES:

Darken circles corresponding to the types of activities you plan to use to meet your learning needs. You may use any of these, even if you do not select them at this time. A summary of this information will be shared with CPE providers.

Certification

- 100 Academic Coursework
- 110 Case Presentations
- 120 Certificate Program
- 130 Exhibits
- 140 Experiential Skill Development
- 150 Interactive Workshops
- 160 Journal Clubs
- 170 Lectures, Seminars
- 180 Posters
- 190 Professional Leadership
- 200 Professional Reading
- 205 Research
- 210 Residency & Fellowship Programs
- 220 Sponsored Independent Learning
- 230 Study Groups
- 260 AADE/ANCC - BCADM
- 300 ASPEN - CNSD
- 340 CDR - CSP
- 380 CDR - CSR
- 420 IBLCE - IBCLC
- 460 NCBDE-CDE
- Other (See Guide for Code)
- Pre-approved Self-study
- 700 Audio-based
- 710 Computer-based
- 720 Printed
- 730 Video-based
- 740 Web-based

In this step you develop a Learning Plan to meet your goals. Use the goals from your Professional Self-Reflection Worksheet, and the Learning Need Codes from your Learning Needs Assessment Worksheet to complete this form. It is recommended that you submit this Learning Plan by June 1 at the beginning of your recertification cycle. However, you must complete and submit this form to CDR no later than 120 days after the first CPE learning activity recorded on your log in this recertification cycle, and no later than May 31 of the last year in your recertification cycle. You must have a Learning Plan verified by CDR to receive credit for your CPE activities. You will probably list more, but you must indicate at least one goal and at least one learning need on your Learning Plan.

1. Record your goal number in the box provided, and your goal on the line provided.
2. Print learning needs that will support that goal on the lines provided.
3. For each learning need, print the Learning Need Code in the boxes provided.
4. Darken the circle(s) corresponding to the level(s) of CPE needed for each learning need.

Date of this Submission:

0 6 0 1 0 2

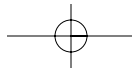
Total # of Pages Submitted: 0 3

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Page: 1



Learning Plan Practitioner Example

Learning Plan Practitioner Example

STEP 3 - LEARNING PLAN

Make additional copies of this side if needed. Complete registration number and last name for each side completed.

Registration No: **987654**

Last Name: **JONES**

Goal #: **01** Stay abreast of current nutrition trends

Learning needs supporting goal:

Disease Prevention
Print Learning Need

Learning Need Code: **4040**

Level of CPE Needed:
 Level 1
 Level 2
 Level 3

Health Behaviors
Print Learning Need

Learning Need Code: **4090**

Level of CPE Needed:
 Level 1
 Level 2
 Level 3

Pediatrics
Print Learning Need

Learning Need Code: **5070**

Level of CPE Needed:
 Level 1
 Level 2
 Level 3

Print Learning Need

Learning Need Code:

Level of CPE Needed:
 Level 1
 Level 2
 Level 3

Goal #: **02** Maximize time management

Learning needs supporting goal:

Time & Stress Mgt.
Print Learning Need

Learning Need Code: **1120**

Level of CPE Needed:
 Level 1
 Level 2
 Level 3

Print Learning Need

Learning Need Code:

Level of CPE Needed:
 Level 1
 Level 2
 Level 3

Print Learning Need

Learning Need Code:

Level of CPE Needed:
 Level 1
 Level 2
 Level 3

Print Learning Need

Learning Need Code:

Level of CPE Needed:
 Level 1
 Level 2
 Level 3

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 Questions? Email CDR at redesign@eatright.org or call CDR at 1-800-877-1600, ext. 5500.

Page: **02**

Learning Plan Practitioner Example

Make additional copies of this side if needed. Complete registration number and last name for each side completed.

Registration No:
9 8 7 6 5 4

Last Name:
J O M E S

STEP 3 - LEARNING PLAN

Goal #: 03 Return to work part-time consulting in sports nutrition and wellness.

Learning needs supporting goal:

Wellness & Public Health
Print Learning Need

Learning Need Code:
4 0 0 0

Level of CPE Needed:
Level 1
Level 2
Level 3

Exercise, Fitness, Sports Nutr.
Print Learning Need

Learning Need Code:
4 0 6 0

Level of CPE Needed:
Level 1
Level 2
Level 3

Print Learning Need

Learning Need Code:
[][][][]

Level of CPE Needed:
Level 1
Level 2
Level 3

Print Learning Need

Learning Need Code:
[][][][]

Level of CPE Needed:
Level 1
Level 2
Level 3

Goal #: 04 Increase business skills to start a consulting business

Learning needs supporting goal:

Business Plan Development
Print Learning Need

Learning Need Code:
7 0 1 0

Level of CPE Needed:
Level 1
Level 2
Level 3

Consultation
Print Learning Need

Learning Need Code:
7 0 4 0

Level of CPE Needed:
Level 1
Level 2
Level 3

Entrepreneurship, Private Practice
Print Learning Need

Learning Need Code:
7 0 7 0

Level of CPE Needed:
Level 1
Level 2
Level 3

Computer, Electronic Tech.
Print Learning Need

Learning Need Code:
1 0 2 0

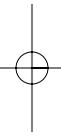
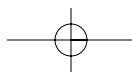
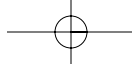
Level of CPE Needed:
Level 1
Level 2
Level 3

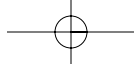
Enter this information online at www.cdrnet.org OR

Mail this original form to CDR at: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995
Questions? Email CDR at redesign@eatright.org or call CDR at 1-800-877-1600, ext. 5500.

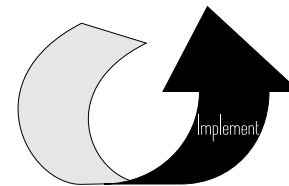
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Page: 03





Step 4: Learning Activities Log



Purpose

In this step record the CPE activities that directly relate to your identified learning needs. Learning activities undertaken during this step are to assist you in reaching your desired level of competency.

Process Requirements

The Learning Activities Log (Step 4) is central to the professional development process; keep it in a convenient, accessible location. You can keep portfolio worksheets, forms, and required CPE documentation in pocket folders provided in the back of this Guide. One pocket folder is provided for each year of your cycle. This log is designed to document your participation in activities that support your Learning Plan (Step 3). Update it on an ongoing basis and keep appropriate documentation of the activities completed. A listing of the documentation required for different CPE activities is provided in this Guide.

Even if you have submitted multiple Learning Plans, you must submit only 1 Learning Activities Log. The total number of CPEUs submitted must be at least 75 for RDs and 50 for DTRs. **Partial submissions will not be accepted.** Logs not meeting these minimums or partially completed forms will be returned. If you need to have a CPE report for state licensure purposes, contact CDR for special instructions. Submit the Learning Activities Log to CDR, but keep your documentation and a copy of the log for your records. You will use the log as the basis for completing Learning Plan Evaluation (Step 5), and the documentation will only be sent to CDR in the event of an audit.

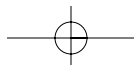
You will receive credit for all CPE activities that correspond to learning needs specified on your Learning Plan and which meet applicable CDR Standards. This is true even if one or more of the goals listed on your Learning Plan are not met.

Your Learning Activities Log (Step 4) may be submitted as soon as you complete your recertification requirement, but must be postmarked to CDR for verification no later than May 31 of the fifth year of your recertification cycle. On the log, record CPE activities you have completed no earlier than June 1 of the first year of your current, 5-year recertification cycle, and no later than May 31 of the last year of your recertification cycle. Maintain required CPE supporting documentation for 2 years beyond the end of your recertification cycle. You will receive notification from CDR within 8 weeks of receipt of your Learning Activities Log.

Depending on the CPE activity(s) you select, it may or may not require 5 years to complete your PDP requirements. Please send your Learning Activities Log (Step 4) to CDR when you complete your PDP requirements.



"Online entry of your Step 4: Learning Activities Log is anticipated in 2004. Please see www.cdnet.org for additional information."





CDR has a CPE Database available to assist you in locating relevant activities. It is a catalog of all CPE activities pre-approved by CDR. Online access is available at www.cdrnet.org. You can search activities by topic, location, date, and program provider.

You may enter your Learning Activities log online at www.cdrnet.org or mail your log to CDR. Maintain copies for your records. If you enter your Learning Activities Log online, do NOT also mail a copy of your log to CDR.

You can also call, write, e-mail, or fax CDR to request information about CPE activities. Refer to the Table of Contents for CDR contact information.

Instructions for
Page 1

Page 1 Instructions

Enter the digits of your CDR registration number.

Write the digits in the blocks at the top of the Learning Activities Log (Step 4). Do this on each separate page of your log. Note that your registration number may have fewer digits than the number of blanks in the registration number field.

Print your name.

In the blocks at the top of the form, print your last name first, then on the next line, print your first name and middle initial. Print your registration number and last name on each page of your log.

FOR EACH CPE ACTIVITY:

Enter a learning need code.

Record the learning need code (from your Step 3: Learning Plan) that the learning activity addressed. Many learning activities may relate to multiple Learning Need Codes. Select the Learning Need Code that seems most appropriate.

Record CPE activity type.

Enter the number of the activity type for the learning activity completed in the appropriate column using the activity types from the Step 3: Learning Plan or the list on the following page:

CPE Activity Types

100 Academic Coursework	Certification	600 HQCB – Certified
110 Case Presentations	Consecutive: ¹	Professional in Healthcare Quality
120 Certificate Program	260 AADE/ANCC – Board Certified-Advanced Diabetes Management ²	610 IBLCE – International Board Certified Lactation Consultant ⁴
130 Exhibits	300 ASPEN – Certified Nutrition Support Dietitian	620 NAFEM – Certified Foodservice Professional ⁵
140 Experiential Skill Development	340 CDR – Board Certification as a Specialist in Pediatric Nutrition	630 NBCC – National Certified Counselor
150 Interactive Workshops	380 CDR – Board Certification as a Specialist in Renal Nutrition	640 NCHEC – Certified Health Education Specialist
160 Journal Clubs	420 IBLCE – International Board of Certified Lactation Consultants ²	650 NSCA - Certified Strength & Conditioning Specialist
170 Lectures/Seminars	460 NCBDE – Certified Diabetes Educator	651 NSCA - Certified Personal Trainer
180 Posters	Alternate: ³	
190 Professional Leadership	480 AADE/ANCC – Board Certified-Advanced Diabetes Management	Pre-approved Self-Study
200 Professional Reading	500 AAFCS – Certified in Family and Consumer Sciences	700 Audio-based
205 Research	515 ACE – Certified Clinical Exercise Specialist	710 Computer-based
210 Residency & Fellowship Programs	516 ACE – Certified Group Fitness Instructor	720 Printed
220 Sponsored Independent Learning	517 ACE – Certified Lifestyle & Weight Management Consultant	730 Video-, DVD-, or CD-based
230 Study Groups	518 ACE – Certified Personal Trainer	740 Web-based
	530 ACSM – Certified Health/Fitness Instructor	
	531 ACSM – Certified Health/Fitness Director	
	532 ACSM – Certified Exercise Specialist	
	533 ACSM – Certified Program Director	
	545 ASFSA – School Foodservice and Nutrition Specialist ⁵	

¹ Certifications listed as “Consecutive” can be used to recertify for repeated recertification periods indefinitely.

² Can be used for consecutive recertification periods only if recertification is by examination and not by meeting continuing education requirements.

³ Certifications listed as “Alternate” can be used to recertify every other recertification period.

⁴ Available to RDs and DTRs.

⁵ Available only to DTRs.

Record activity description.

In the space provided, record the details of the CPE activity. A listing of the information required for different types of CPE activities is provided in the Continuing Professional Education section of this Guide.

Record CPEUs.

Record the number of CPEUs requested for the activity. Refer to the CPE Activities chart in the Continuing Professional Education section of this Guide for the number of CPEUs and maximums for different CPE activities.

List the date completed.

Print the month, day and four-digit year the activity was completed.

Describe the application of learning.

On the Learning Activities Log (Step 4), indicate “How did (or will) you use the knowledge or skill from this learning activity?” There are many ways to apply new knowledge or skills. Examples include:

- “used this reference in preparing a presentation for a public audience.”
- “used knowledge gained from this lecture in writing an article for a popular magazine.”
- “used skills from this workshop in functioning as a preceptor to dietetic students.”

The following questions may help you identify how to apply what you've learned. Consider:

- What do I know as a result of the activity?
- What am I now able to do as a result of the activity?
- What do I now realize I need to know or be able to do as a result of the activity?
- Were my goals and specific knowledge/skills strengthened as a result of the activity?
- How did I apply this learning?

Total and record sum of CPEUs.

At the bottom of each page, record the total number of CPEUs you are claiming on that page in the blanks provided. Do not round up half hours at this point, you will round up only the total on the Certification Statement page of your log.

Instructions for Side 2

Enter digits of your CDR registration number.

Write the digits in the blocks at the top of the Learning Activities Log. Do this on each separate page of your log.

Print your name.

In the blocks at the top of the form, print your last name. Print your name on each page of your log.

Complete required information for all CPE activities

Continue as described above, completing the required information for each of your CPE activities. Use as many sides as required, and total the number of CPEUs listed on each side at the bottom of each page.

Certification Statement

Certification Statement Instructions

Enter the digits of your CDR registration number.

Write the digits in the blocks at the top of the Learning Activities Log. Do this on each separate page of your log.

Print your name.

In the blocks at the top of the form, print your last name. Print your name on each page of your log.

Enter # of Log pages

Indicate the total number of log page sides you are submitting in the boxes provided.

Enter total CPEUs

Enter the total number of CPEUs you are claiming in the boxes provided. Round up to the nearest whole number from .5. You must submit a total of no less than 75 CPEUs for RDs (50 for DTRs). Partial submissions will not be accepted or reviewed.

In the last 5 years have you:

Darken circles to indicate your responses to the questions provided.

List date of submission.

In the date blocks provided, write in the date you are submitting your Learning Activities Log (Step 4).

Complete signature block.


Read the information at the bottom of the form, sign the form after you verify the accuracy of the information provided, and also to indicate your understanding of this statement. Print your name in the space provided.

On the following pages you can see how the sample practitioners have completed their Learning Activity Logs.

Instructions for
Certification Statement

Learning Activities Log Practitioner Example

Example - Foodservice Manager – Jane Doe

4242441876
 Registration No:
 Please print in capital letters using a black pen:
 Last Name: Middle Initial:
 First Name:


In this step you document your participation in Continuing Professional Education (CPE) activities that support your learning plan. Make copies of the reverse side of this page to add CPE activities as necessary. For each of your CPE activities completed in this recertification cycle:

1. Print the Learning Need Code in the boxes provided. (see your Step 3 - Learning Plan for Learning Need Codes)
 2. Print the CPE Activity Type code in the boxes provided (see Learning Plan or PDP Guide for CPE Activity Type codes).
 3. For each CPE activity, print the required activity description. (For #'s 2 and 3, see "Approved CPE Activities" section of the Guide)
- Submit this form to CDR by May 31 of the last year of your five year period. Maintain a copy of this form and all required documentation for two years beyond the end of your recertification cycle. See the "Approved CPE Activities" section of the Guide for the documentation you are required to retain.

Learning Need Code	CPE Activity Type	Activity Description (Title and Provider/Source of CPE Activity)	CPE Activity Data	How did (or will) you use the knowledge or skill acquired from this learning activity?
<input type="text" value="8"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="1"/> <input type="text" value="3"/> <input type="text" value="0"/>	Food service exhibits at Annual conference. American School Foodservice Association.	# CPE Units*: <input type="text" value="1"/> <input type="text" value="0"/> Date CPE activity completed: MO <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="1"/> DAY <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="0"/> YR <input type="text" value="3"/> <input type="text" value="0"/> <input type="text" value="3"/>	Keep abreast of the latest foodservice equipment and products.
<input type="text" value="8"/> <input type="text" value="0"/> <input type="text" value="3"/> <input type="text" value="0"/>	<input type="text" value="1"/> <input type="text" value="5"/> <input type="text" value="0"/>	HACCP Training Course. District Dietetic Association Workshop	# CPE Units*: <input type="text" value="6"/> <input type="text" value="0"/> Date CPE activity completed: MO <input type="text" value="0"/> <input type="text" value="3"/> <input type="text" value="1"/> <input type="text" value="1"/> DAY <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="0"/> YR <input type="text" value="3"/> <input type="text" value="0"/> <input type="text" value="3"/>	Proposed development of a HACCP Training program for staff.

Total CPEUs this side: * Do not round up from .5 Page:

When you have 75 CPEUs (50 for DTRs) ENTER this information online at www.cdrnet.org OR MAIL this form to CDR at: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 Note: Partial submissions will not be accepted. Questions? Call CDR toll-free at 1-800-877-1600 ext. 5500 or EMAIL CDR at redesign@eatright.org

Learning Activities Log Practitioner Example

STEP 4 - LEARNING ACTIVITIES LOG

(You may wish to copy this side of the form to add CPE activities. Complete Registration # and Last Name for each side completed)

0027441873

Registration No:

987654

Last Name:

DOE

Learning Need Code	CPE Activity Type	Activity Description (Title and Provider/Source of CPE Activity)	CPE Activity Data	How did (or will) you use the knowledge or skill acquired from this learning activity?
7180	170	Strategic Planning for Managers. Hometown facility.	# CPE Units*: 6.0 Date CPE activity completed: MO DAY YR 07 27 2003	Assisted in development strategic planning.
7180	220	Sponsored Independent Learning Contract to increase working knowledge and skill in Strategic Planning. G. Forsyth at Future Visions, Inc.	# CPE Units*: 60.0 Date CPE activity completed: MO DAY YR 10 29 2004	Used skills developed to design and conduct department workshop on strategic planning.
1070	190	Elected State Affiliate Treasurer - State Dietetic Association 1/2003 - 1/2004	# CPE Units*: 3.0 Date CPE activity completed: MO DAY YR 03 01 2004	

Total CPEUs this side: 69.0 *Do not round up from .5

Page: 02

When you have 75 CPEUs (50 for DTRs) ENTER this information online at www.cdrnet.org OR MAIL this form to CDR at: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 Note: Partial submissions will not be accepted. Questions? Call CDR toll-free at 1-800-877-1600 ext. 5500 or EMAIL CDR at redesign@eatright.org

STEP 4 - LEARNING ACTIVITIES LOG

6040411874

Registration No:

987654

Last Name: DOE



CERTIFICATION STATEMENT

In addition to this Certification Statement,

I am submitting *log pages, including this page*

totaling *CPEUs**

Daytime Telephone:

Area Code Phone Number

*Please Note:

Total must be at least 75 CPEUs for RDs, 50 CPEUs for DTRs. Partial submissions will not be accepted. Round up from .5 to nearest whole number.

In the last five years have you:

Been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is related to the practice of the profession?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to the principles of the <i>Code of Ethics for the Profession of Dietetics</i> ?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Had any professional license, certification or registration denied, revoked or suspended by a state?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board or an agency of a governmental body?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

I certify that the information provided here and in subsequent documentation is true, correct, and accurate to the best of my knowledge. Persons certified by the Commission on Dietetic Registration must comply with the *Code of Ethics for the Profession of Dietetics*. I understand that I must maintain a copy of my recertification forms and any required documentation for a period of two years beyond the end of my recertification cycle and that audits of the information I provide and any subsequent documentation I provide may be conducted on a random and triggered basis. CDR has the right to verify the information presented.

Signature: *Jane Doe*

Print Name: Jane Doe

Date Step 4 - Learning Activities Log Submitted:

/ /

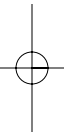
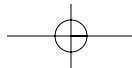
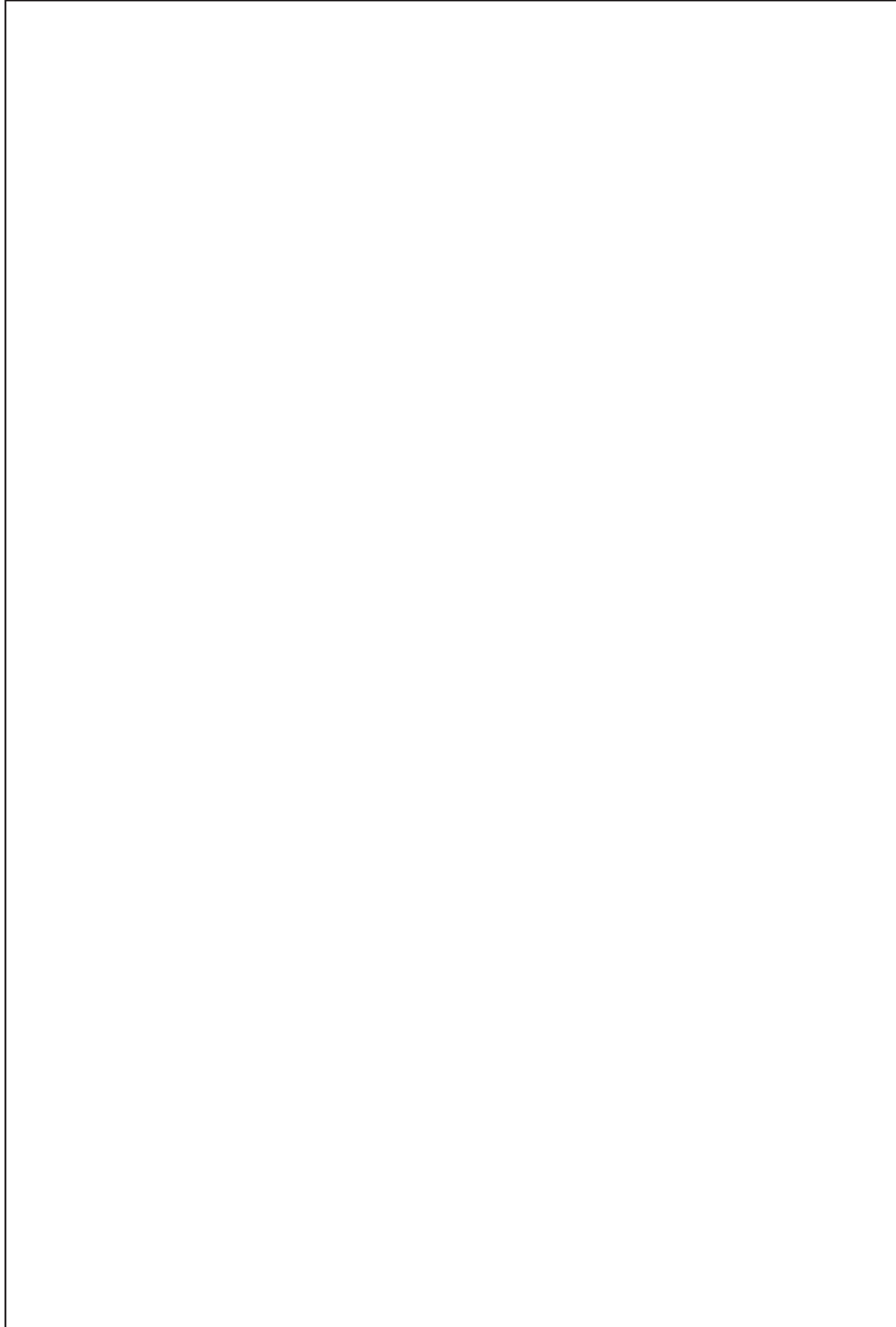
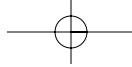
MO DAY YR

Page:

When you have 75 CPEUs (50 for DTRs) ENTER this information online at www.cdmet.org OR

MAIL this form to CDR at: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 **Note:** Partial submissions will not be accepted. Questions? Call CDR toll-free at 1-800-877-1600 ext. 5500 or EMAIL CDR at redesign@eatright.org

Learning Activities Log Practitioner Example



Example - Clinical Practitioner – John Smith

4242441876

Please print in capital letters using a black pen:

Registration No: Last Name: Middle Initial:
 First Name:

STEP 4 - LEARNING ACTIVITIES LOG



In this step you document your participation in Continuing Professional Education (CPE) activities that support your learning plan. Make copies of the reverse side of this page to add CPE activities as necessary. For each of your CPE activities completed in this recertification cycle:

1. Print the Learning Need Code in the boxes provided. (see your Step 3 - Learning Plan for Learning Need Codes)
2. Print the CPE Activity Type code in the boxes provided (see Learning Plan or PDP Guide for CPE Activity Type codes).
3. For each CPE activity, print the required activity description. (For #'s 2 and 3, see "Approved CPE Activities" section of the Guide)

Submit this form to CDR by May 31 of the last year of your five year period. Maintain a copy of this form and all required documentation for two years beyond the end of your recertification cycle. See the "Approved CPE Activities" section of the Guide for the documentation you are required to retain.

Learning Need Code	CPE Activity Type	Activity Description (Title and Provider/Source of CPE Activity)	CPE Activity Data	How did (or will) you use the knowledge or skill acquired from this learning activity?
<input type="text" value="7130"/>	<input type="text" value="170"/>	Update on reimbursement coverage. State Dietetic Association Annual Meeting	# CPE Units*: <input type="text" value="01.0"/> Date CPE activity completed: MO <input type="text" value="04"/> DAY <input type="text" value="22"/> YR <input type="text" value="2002"/>	Revised outpatient data collection form
<input type="text" value="6000"/>	<input type="text" value="180"/>	"Comparative Studies of Self Management Tools" State Dietetic Association Annual Meeting	# CPE Units*: <input type="text" value="02.0"/> Date CPE activity completed: MO <input type="text" value="04"/> DAY <input type="text" value="22"/> YR <input type="text" value="2002"/>	Collected background information on research in self-management tools

Total CPEUs this side: * Do not round up from .5 Page:

When you have 75 CPEUs (50 for DTRs) ENTER this information online at www.cdrnet.org OR MAIL this form to CDR at: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 Note: Partial submissions will not be accepted. Questions? Call CDR toll-free at 1-800-877-1600 ext. 5500 or EMAIL CDR at redesign@eatright.org

Learning Activities Log Practitioner Example

STEP 4 - LEARNING ACTIVITIES LOG

0027441873 (You may wish to copy this side of the form to add CPE activities.
Registration No: Complete Registration # and Last Name for each side completed)

987654 Last Name: SMITH

Learning Need Code	CPE Activity Type	Activity Description (Title and Provider/Source of CPE Activity)	CPE Activity Data	How did (or will) you use the knowledge or skill acquired from this learning activity?
5190	150	Update on insulin pump use Nutrition Care Consultants, Inc	# CPE Units*: 06.0 Date CPE activity completed: MO DAY YR 03 15 2003	Counsel patients on dietary implications of insulin pump use
5340	380	Passed exam for CDR's Board Certification as a Specialist in Renal Nutrition CDR	# CPE Units*: 75.0 Date CPE activity completed: MO DAY YR 05 27 2005	Improve care to renal patients, both acute care and outpatient
			# CPE Units*: . Date CPE activity completed: MO DAY YR	

Total CPEUs this side: 81.0 *Do not round up from .5
Page: 02

MAIL this form to CDR at: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 Note: Partial submissions will not be accepted. Questions? Call CDR toll-free at 1-800-877-1600 ext. 5500 or EMAIL CDR at redesign@cdmnet.org

Learning Activities Log Practitioner Example

STEP 4 - LEARNING ACTIVITIES LOG

6040441874

Registration No:

9	8	7	6	5	4
---	---	---	---	---	---

Last Name:

S	M	I	T	H					
---	---	---	---	---	--	--	--	--	--



CERTIFICATION STATEMENT

In addition to this Certification Statement,

I am submitting

0	3
---	---

log pages, including this page

totaling

0	8	4
---	---	---

*CPEUs**

Daytime Telephone:

7	7	3	9	0	0	0	0	0	0
Area Code			Phone Number						

*Please Note:
Total must be at least 75 CPEUs for RDs, 50 CPEUs for DTRs. Partial submissions will not be accepted. Round up from .5 to nearest whole number.

In the last five years have you:

Been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is related to the practice of the profession?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to the principles of the <i>Code of Ethics for the Profession of Dietetics</i> ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Had any professional license, certification or registration denied, revoked or suspended by a state?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board or an agency of a governmental body?	<input type="radio"/> Yes <input checked="" type="radio"/> No

I certify that the information provided here and in subsequent documentation is true, correct, and accurate to the best of my knowledge. Persons certified by the Commission on Dietetic Registration must comply with the *Code of Ethics for the Profession of Dietetics*. I understand that I must maintain a copy of my recertification forms and any required documentation for a period of two years beyond the end of my recertification cycle and that audits of the information I provide and any subsequent documentation I provide may be conducted on a random and triggered basis. CDR has the right to verify the information presented.

Signature: John Smith

Print Name: John Smith

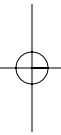
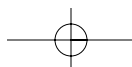
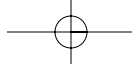
Date Step 4 - Learning
Activities Log Submitted:

0	6	/	0	6	/	0	5
MO		DAY		YR		YR	

Page:

0	3
---	---

When you have 75 CPEUs (50 for DTRs) ENTER this information online at www.cdrnet.org OR MAIL this form to CDR at: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 **Note:** Partial submissions will not be accepted. Questions? Call CDR toll-free at 1-800-877-1600 ext. 5500 or EMAIL CDR at redesign@eatright.org



Learning Activities Log Practitioner Example

Example - Individual Not Currently Employed – Mary Jones

STEP 4 - LEARNING ACTIVITIES LOG



Please print in capital letters using a black pen:

Registration No: Last Name: Middle Initial:
 First Name:

In this step you document your participation in Continuing Professional Education (CPE) activities that support your learning plan. Make copies of the reverse side of this page to add CPE activities as necessary. For each of your CPE activities completed in this recertification cycle:

1. Print the Learning Need Code in the boxes provided. (see your Step 3 - Learning Plan for Learning Need Codes)
2. Print the CPE Activity Type code in the boxes provided (see Learning Plan or PDP Guide for CPE Activity Type codes).
3. For each CPE activity, print the required activity description. (For #'s 2 and 3, see "Approved CPE Activities" section of the Guide)
4. Print the number of CPE Units in the boxes provided.
5. Print the date the CPE activity took place.
6. Indicate how you did (or will) use the knowledge or skill gained
7. When you have recorded 75 CPEUs (50 for DTRs), send the completed form to CDR (partial submissions will not be accepted)

Submit this form to CDR by May 31 of the last year of your five year period. Maintain a copy of this form and all required documentation for two years beyond the end of your recertification cycle. See the "Approved CPE Activities" section of the Guide for the documentation you are required to retain.

Learning Need Code	CPE Activity Type	Activity Description (Title and Provider/Source of CPE Activity)	CPE Activity Data	How did (or will) you use the knowledge or skill acquired from this learning activity?
<input type="text" value="4060"/>	<input type="text" value="710"/>	<i>The Guide for Professionals on the Use of Sports Nutrition and Fitness. Anywhere Virtual University</i>	# CPE Units*: <input type="text" value="04"/> . <input type="text" value="0"/> Date CPE activity completed: MO <input type="text" value="05"/> DAY <input type="text" value="03"/> YR <input type="text" value="2002"/>	<i>Developed presentation on sports nutrition for athletes.</i>
<input type="text" value="1120"/>	<input type="text" value="200"/>	<i>Underwater, T. Effective Time Management. Journal, 2002, Vol. 3: P. 25-32.</i>	# CPE Units*: <input type="text" value="00"/> . <input type="text" value="5"/> Date CPE activity completed: MO <input type="text" value="11"/> DAY <input type="text" value="08"/> YR <input type="text" value="2002"/>	<i>Incorporated article suggestions on phone management - grouped phone calls and returned them at same time each day.</i>

Total CPEUs this side: . * Do not round up from .5 Page:

When you have 75 CPEUs (50 for DTRs) ENTER this information online at www.cdrnet.org OR MAIL this form to CDR at: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 Note: Partial submissions will not be accepted. Questions? Call CDR toll-free at 1-800-877-1600 ext. 5500 or EMAIL CDR at redesign@eatright.org

Learning Activities Log Practitioner Example

STEP 4 - LEARNING ACTIVITIES LOG

(You may wish to copy this side of the form to add CPE activities. Complete Registration # and Last Name for each side completed)

0027441873

Registration No:

987654

Last Name: JONES

Learning Need Code	CPE Activity Type	Activity Description (Title and Provider/Source of CPE Activity)	CPE Activity Data	How did (or will) you use the knowledge or skill acquired from this learning activity?
7070	100	Establishing a business. Bus. 803 - 3 semester credits Anywhere University	# CPE Units*: 45.0 Date CPE activity completed: MO DAY YR 10 04 2003	Developed a business plan to start my consulting business.
7070	100	Intricacies of Private Practice. Bus. 801 - 2 semester credits Anywhere University	# CPE Units*: 30.0 Date CPE activity completed: MO DAY YR 07 28 2004	Will use a variety of skills and knowledge in marketing, budgeting and business law to help in business start-up.
			# CPE Units*: . Date CPE activity completed: MO DAY YR	

Total CPEUs this side: 75.0 *Do not round up from .5

Page: 02

When you have 75 CPEUs (50 for DTRs) ENTER this information online at www.cdrnet.org OR MAIL this form to CDR at: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 Note: Partial submissions will not be accepted. Questions? Call CDR toll-free at 1-800-877-1600 ext. 5500 or EMAIL CDR at redesign@eatright.org

STEP 4 - LEARNING ACTIVITIES LOG

6040441874

Registration No:

9 8 7 6 5 4

Last Name:

J O N E S



CERTIFICATION STATEMENT

In addition to this Certification Statement,

I am submitting **03** *log pages, including this page*

totaling **080** *CPEUs**

*Please Note:

Total must be at least 75 CPEUs for RDs, 50 CPEUs for DTRs. Partial submissions will not be accepted. Round up from .5 to nearest whole number.

Daytime Telephone:

9 9 9 9 9 9 9 9 9

Area Code Phone Number

In the last five years have you:

Been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is related to the practice of the profession?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to the principles of the <i>Code of Ethics for the Profession of Dietetics</i> ?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Had any professional license, certification or registration denied, revoked or suspended by a state?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board or an agency of a governmental body?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

I certify that the information provided here and in subsequent documentation is true, correct, and accurate to the best of my knowledge. Persons certified by the Commission on Dietetic Registration must comply with the *Code of Ethics for the Profession of Dietetics*. I understand that I must maintain a copy of my recertification forms and any required documentation for a period of two years beyond the end of my recertification cycle and that audits of the information I provide and any subsequent documentation I provide may be conducted on a random and triggered basis. CDR has the right to verify the information presented.

Signature: Mary Jones

Print Name: Mary Jones

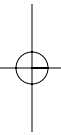
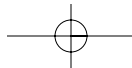
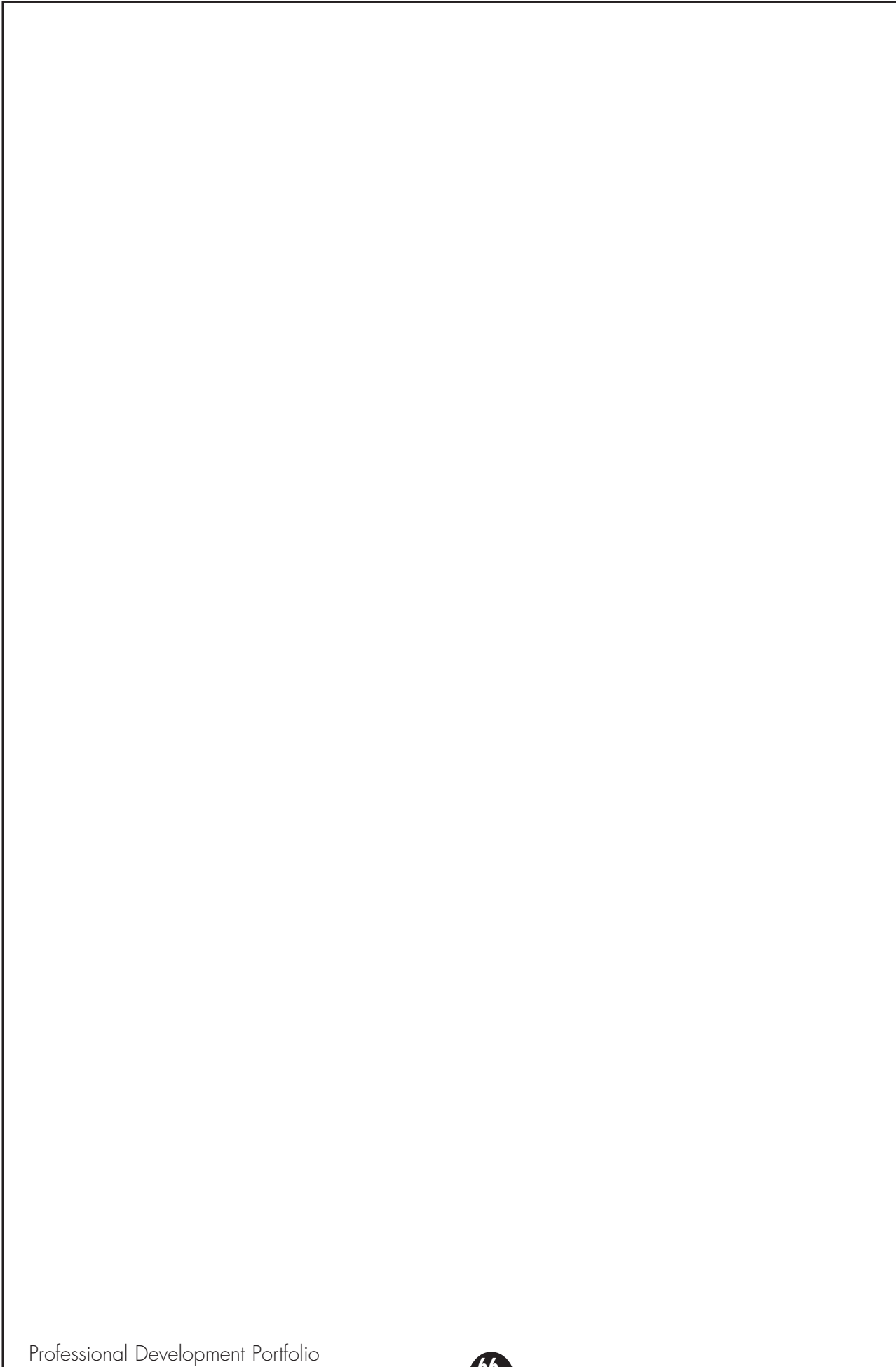
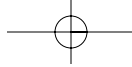
Date Step 4 - Learning Activities Log Submitted:

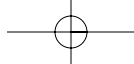
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Page: **03**

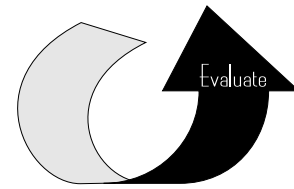
When you have 75 CPEUs (50 for DTRs) ENTER this information online at www.cdrnet.org OR MAIL this form to CDR at: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 **Note:** Partial submissions will not be accepted. Questions? Call CDR toll-free at 1-800-877-1600 ext. 5500 or EMAIL CDR at redesign@eatright.org

Learning Activities Log Practitioner Example





Step 5: Learning Plan Evaluation



Purpose

The final step follows completion of the Learning Activities Log (Step 4) and occurs at the end of the recertification cycle. It is a self-evaluation of the degree to which you met your Learning Plan (Step 3). The purpose of this step is to evaluate what you have learned and how you have applied this learning. The outcome is the completed evaluation of the effectiveness of your Learning Plan and CPE activities.

You may wish to use this information for the Professional Self-Reflection (Step 1), of your next professional development cycle. In this way, the process becomes continuous improvement.

Requirements

Do not submit your Learning Plan Evaluation worksheet (Step 5) to CDR. It is for your use in the evaluation of your continuing education.

On your Learning Activities Log (Step 4) you described the application of learning that was derived from each of your CPE activities. Use it to facilitate evaluation of your Learning Plan and the CPE activities used during this recertification cycle.

Instructions

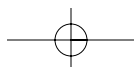
What progress did I make toward accomplishing my professional goals?

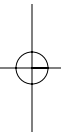
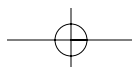
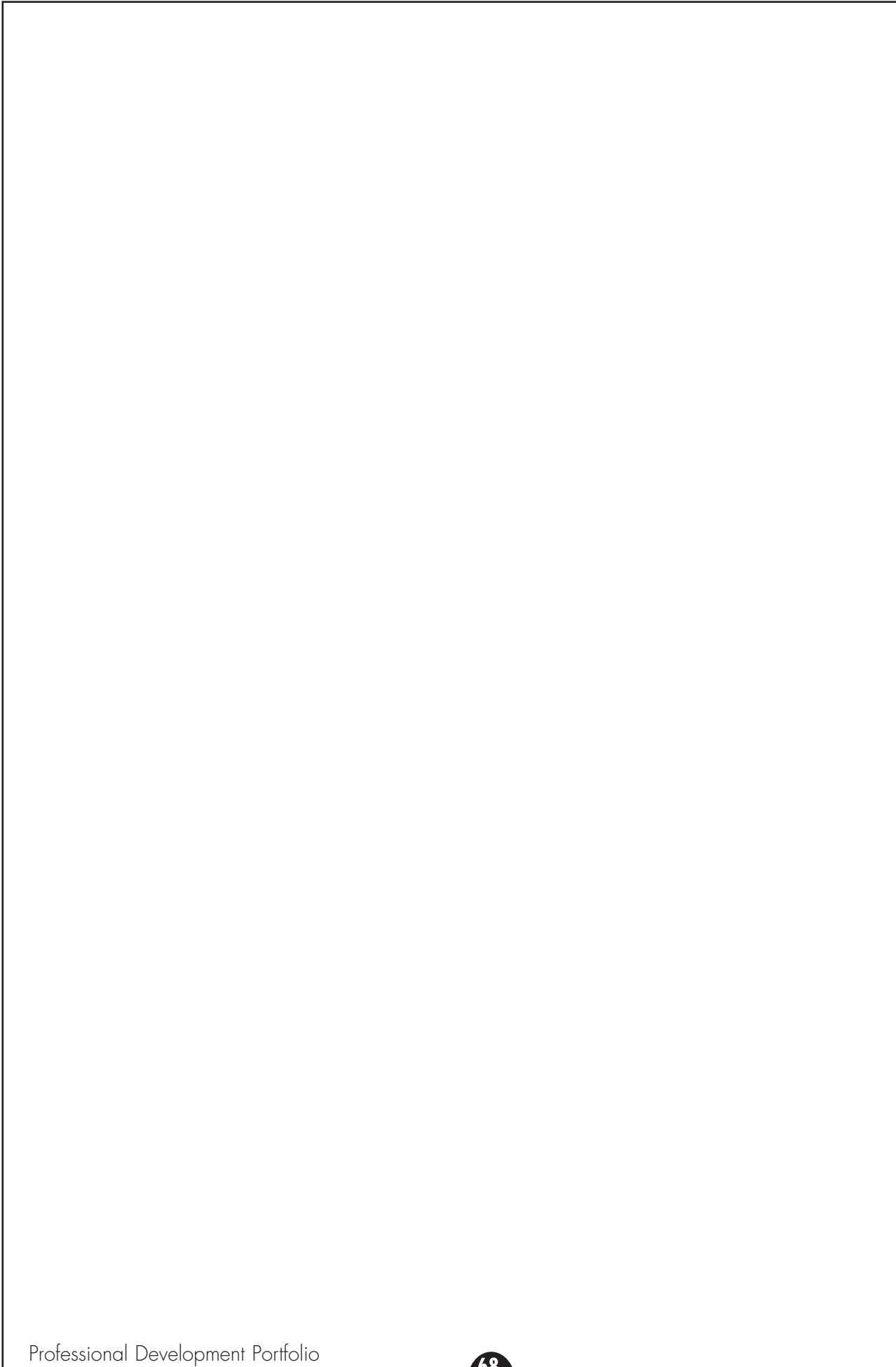
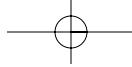
Refer to your Learning Plan (Step 3) and list your goals in the left-hand column.

Reflect upon the progress you've made toward your goals and describe this progress in the right-hand column. Consider how your level of knowledge or skill has changed as a result of your CPE activities. Evaluate the impact of your learning activities on your professional practice. Determine whether you have met each goal and whether you wish to use some of the same goals in your next 5-year recertification cycle.

On the following pages you can see how the sample practitioners have completed their Learning Plan Evaluation (Step 5).

Instructions
for Page 1





Learning Plan Evaluation Practitioner Examples

Foodservice Manager – Jane Doe

Goal(s)	Progress Made Toward Achieving Goal(s)
Broaden knowledge base in foodservice management including: <ul style="list-style-type: none"> ● HACCP ● Strategic planning 	<ul style="list-style-type: none"> ● Successfully trained staff and passed State Department of Health review. ● Contributed to department strategic planning
Create a consulting business	Identified several learning needs regarding developing a consulting business, and I will pursue these in my next
Run for a state-level elected office in a dietetics-related	Elected as State Affiliate Treasurer

Clinical Practitioner – John Smith

Goal(s)	Progress Made Toward Achieving Goal(s)
Maintain nutrition expertise for general medicine population Increase knowledge of outpatient self-management training	Maintained expertise for general medicine Increased client referrals in the outpatient setting by 7%. Improved outpatient counseling skills with improved clinical
Learn about the structure of various health systems and the payment mech-	Understand the health care system my hospital joined and identified opportunity to expand nutrition services to the congestive heart failure rehabilitation patients at another facility in our system. Need a better understanding of capitation and its impact on providing nutrition services in Renal Nutrition.
Obtain Certification as a Specialist in Renal Nutrition	Passed exam for CDR's Board Certification in Renal Nutrition.

Learning Plan Evaluation Practitioner Example

Individual Not Currently Employed – Mary Jones

Goal(s)	Progress Made Toward Achieving Goal(s)
Stay abreast of current nutrition trends	Through speaking and professional writing, I established a business opportunity
Maximize time management	I continue to struggle with meeting the demands of a family and work, and I
Return to work part-time consulting in sports nutrition	I am working 2 days per week with an exercise physiologist counseling individu-
Increase business skills to start a consulting business	Established a consulting business.

Portfolio Audit Procedures

Purpose

The Portfolio audit ensures that the components of the Professional Development Portfolio process have been successfully completed and documented.

Audit Selection

You may be selected for audit by random sampling or by identified triggers.

Random Audit

Computer programming randomly selects a predetermined percentage of RDs and DTRs for audit.

Triggers

Triggers, or causes for auditing Portfolios, are based on noncompliance with Portfolio guidelines or noncompliance with applicable laws and regulations related to the practice of the profession as indicated in the Code of Ethics for the Profession of Dietetics (refer to www.cdrnet.org).

Audit Process

1. Notification by CDR of audit.
2. Practitioner submits the required documentation specified in the Continuing Professional Education section of this Guide under “Required Documentation to Retain.”
3. Documentation is screened by CDR.
4. CDR requests additional documentation/information as needed.
5. If requirements are met at this point, practitioner is notified, if not, audit is sent for peer-review.
6. Practitioner is notified of results.
7. Practitioner has opportunity to appeal.
8. Practitioner notified of final audit result.

Audit Outcome

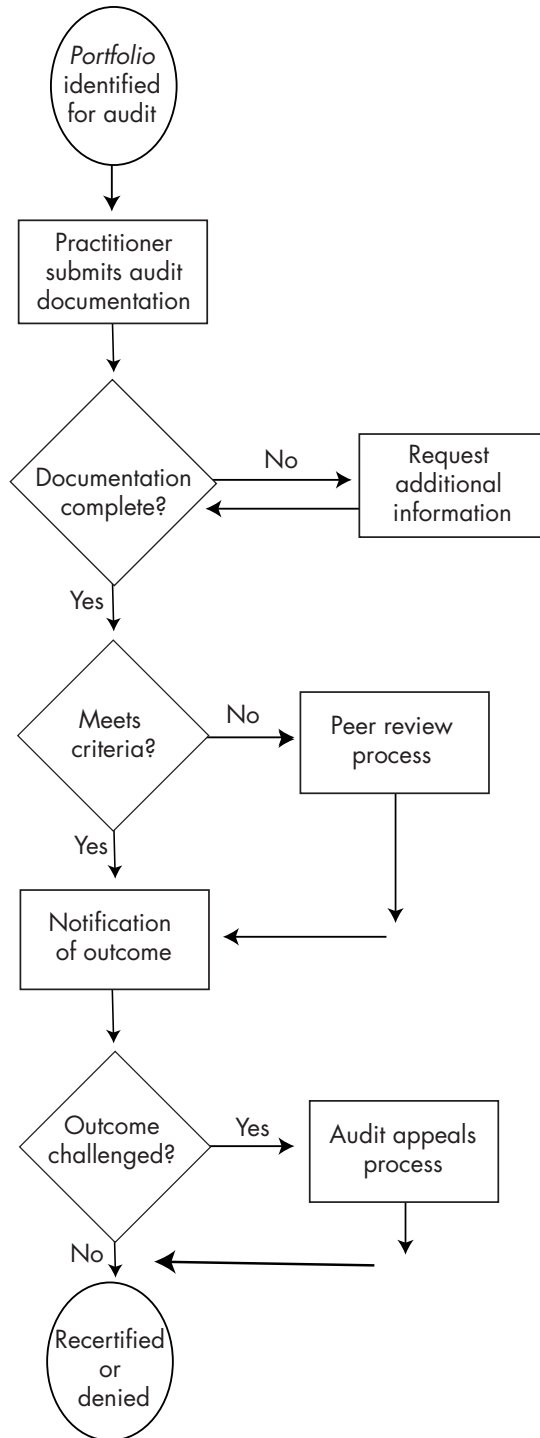
The outcome of a Portfolio audit will be 1 of the following (see flow chart of the audit process):

- recertification,
- request to individual to submit additional information within 30 days (has no impact on certification status), or
- revocation of credential.

Appealing Adverse Decisions of an Audit

To receive a copy of the appeals process related to an adverse decision of a Portfolio audit, please contact CDR.

Audit Process



Appendix A: Approved Programs

Approved Certification Programs for Consecutive Recertification

Periods

Board Certification as a Specialist in Dietetics (Renal Nutrition and Pediatric Nutrition). Commission on Dietetic Registration, 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995. Phone: 800-877-1600, ext. 5500. Fax: 312-899-4772 (RD only).

Board Certified – Advanced Diabetes Management. American Association of Diabetes Educators and American Nurses Credentialing Center- Commission on Certification, 600 Maryland Ave. SW, Suite 100 West, Washington, DC. 20024-2571. Phone: 800-284-2378, www.nursingworld.org/ANCC . (Accepted for consecutive recertification periods if BC-ADM recertification is by examination or for alternate recertification periods if BC-ADM recertification is by continuing education recognition points.)

Certified Diabetes Educator. National Certification Board for Diabetes Educators, 330 East Algonquin Road, Suite 4, Arlington Heights, IL 60005. Web: www.ncbde.org Phone: 847-228-9795 Fax: 847-228-8469 (RD only).

Certified Nutrition Support Dietitian. National Board of Nutrition Support Certification, Inc. 8630 Fenton St., Suite 412, Silver Spring, MD 20910. Web: www.nutritioncare.org Phone: 800-727-4567, 301-587-6315, Fax: 301-587-2365, aspenn@nutr.org (RD only).

International Board Certified Lactation Consultant. International Board of Lactation Consultant Examiners, 7309 Arlington Blvd., Suite 300, Falls Church, VA 22042. Phone: 703-560-7330, Fax: 703-560-7332, email: iblce@iblce.org, Web: www.iblce.org. (Accepted for consecutive recertification periods if IBCLC recertification is by examination or for alternate recertification periods if IBCLC recertification is by continuing education recognition points.)

Approved Certification Programs for Alternate Recertification

Periods

ACE-Certified Clinical Exercise Specialist, ACE-Certified Group Fitness Instructor, Lifestyle & Weight Management Consultant, ACE-Certified Personal Trainer, American Council on Exercise, 4851 Paramount Drive, San Diego, CA 92123 Phone: 858-279-8227, 800-825-3636, Fax: 858-279-8064, www.acefitness.org.

ACSM Certified Health/Fitness Instructor_{SM}, ACSM Certified Health/Fitness Director®, ACSM Certified Exercise Specialist_{SM}, or ACSM Certified Program Director_{SM}. American College of Sports Medicine. P.O. Box 1440, Indianapolis, IN 46206-1440. Phone: 317-637-9200, Fax: 317/634-7817, crtacsm@acsm.org email: crtacsm@acsm.org, Web: www.acsm.org.

Certified Foodservice Professional. North American Association of Food Equipment Manufacturers, 161 North Clark St., Suite 2020, Chicago, IL 60601.

Phone: 312-821-0201, 312-821-0202. Web: www.nafem.org/cfsp

This is an approved certification for recertification of DTRs only.

Certified in Family and Consumer Sciences. American Association of Family and Consumer Sciences. 1555 King St., Alexandria, VA 22314-2752. Phone: 703-706-4600, Fax: 703-706-4663, email: info@aafcs.org, Web: www.aafcs.org.

Certified Health Education Specialist. National Commission for Health Education Credentialing Inc., 944 Marcon Blvd., Suite 310, Allentown, PA 18109. Phone: 888-624-3248, 610-264-8200 Fax: 800-813-0727, email: nchec@nchec.org, Web: www.nchec.org.

Certified Professional in Healthcare Quality. Healthcare Quality Certification Board, PO Box 1880, San Gabriel, CA 91778. Phone: 800-346-4722, Fax: 626-286-9415, email: info@cphq.org, Web: www.cphq-hqcb.org.

Certified Strength and Conditioning Specialist or NSCA-Certified Personal Trainer. National Strength and Conditioning Association Certification Commission, 3333 Landmark Circle, Lincoln, NE 68504. Phone: 402-476-6669, 888-746-2378, Fax: 402-476-7141, email: commission@nsca-cc.org, Web: www.nsca-cc.org.

National Certified Counselor. National Board for Certified Counselors, 3 Terrace Way, Suite D, Greensboro, NC 27403. Phone: 336-547-0607, Fax: 336-547-0017, email: nbcc@nbcc.org Web: www.nbcc.org.

School Foodservice and Nutrition Specialist. American School Foodservice Association, 700 S. Washington St., Suite 300, Alexandria, VA 22314-4287. Phone: 703-739-3900, 800-877-8822. Fax: 703-739-3915, email: Servicecenter@asfsa.org Web: www.asfsa.org. This is an approved certification for recertification of DTRs only.

*This list will be updated on a periodic basis. Please visit www.cdrnet.org or contact CDR for a current list of approved certifications.

Appendix B: Resources

Background and Impetus for the Professional Development Portfolio Development

Duyff, RL. The value of lifelong learning: key element in professional career development. *J Am Diet Assoc.* 1999; 99(5):538-543.

Kane MT, Cohen AS, Smith ER, Lewis C, Reidy C. 1995 Commission on Dietetic Registration Dietetics Practice Audit. *J Am Diet Assoc.* 1996; 96:1-14.

Parks S, et al. Challenging the future of dietetics education and credentialing--dialogue, discovery, and directions: A summary of the 1994 Future Search Conference. *J Am Diet Assoc.* 1995; 95:598-606.

Pew Health Professions Commission. Finocchio LJ, et al. Reforming Health Care Workforce Regulation: Policy Considerations for the 21st Century. San Francisco, CA: 1995.

Self-Reflection

Atkins S, Murphy K. Reflective Practice. *Nursing Standard.* 1994; 8(39):49-54.

Barkley N. *The Crystal-Barkley Guide to Taking Charge of Your Career.* Workman Publishing Company, Inc., New York, NY: 1995:63-92.

Driscoll J. Reflective practice for practice. *Senior Nurse.* 1994; 13(7):47-50.

Epstein R. Mindful Practice. *Journal of the American Medical Association.* 1999; 282(9): 833-839.

Learning Needs Assessment

Barkley N. *The Crystal-Barkley Guide to Taking Charge of Your Career.* New York, NY: Workman Publishing Company, Inc., 1995:1-45.

Kolb, DA. Learning Styles Inventory (Version LSI-3). TRG Hay/McBer; Boston. 1999. Self-Scoring Inventory and Interpretation Booklet sold in quantities of 10. Call TRG Hay/McBer at 800-729-8074. Individuals can complete the inventory online at <http://trgm-cber.haygroup.com/Products/learning/lsius.htm>.

Rops, M. *Helping Dietetics Professionals Learn: A Guide to Developing Learning Needs Assessment Instruments,* Chicago, IL: Commission on Dietetic Registration, 2000.

Westberg, J and Jason, H. Fostering Learners' Reflection and Self-assessment. *Family Medicine.* 1994; 26(5):278-282.

Learning Plan Development and Implementation

Nelson B and Economy P. Goal-Setting Made Easy, Managing for Dummies. Foster City, CA: IDG Books Worldwide, Inc., 1996:122-136.

Felton, AE and Rops, MS. Ensuring Staff Competence: A Guide To Meeting JCAHO Competence Standards in All Settings. Chicago, IL: The American Dietetic Association, 1998. Sample planning tools, pages 68, 108, 111-116.

Evaluation of Learning Plan Outcomes

Kiener ME and Hentschel D. What happens to learning when the workshop is over? J of Con Ed in Nursing. 1989; 20:206-10.

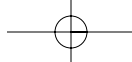
Saylor, CR. Reflection and Professional Education: Art, Science and Competency. Nurse Educator. 1990; 15(2):8-11.

Also refer to Atkins and Driscoll articles, listed under Self-Reflection.

Appendix C: Review Form

Self-Study Material - Subject Matter Expert Review Form

CPE Product Title:	Provider:
Publication Date:	Review Date:
Reviewer Name:	Reviewer Educational Qualifications:
Demonstrated expertise in the content area:	
CPE Level: <input type="checkbox"/> 1) Introductory <input type="checkbox"/> 2) General Knowledge <input type="checkbox"/> 3) Synthesis Level	
Terminology clearly defined	
Are references used : <input type="checkbox"/> primary? <input type="checkbox"/> appropriate? <input type="checkbox"/> current? <input type="checkbox"/> accurate? <input type="checkbox"/> secondary? <input type="checkbox"/> comprehensive? <input type="checkbox"/> cited properly?	
Are course objectives <input type="checkbox"/> clearly stated? <input type="checkbox"/> met?	
Is information presented accurate and up-to-date?	
Are there editing problems? (incorrect spellings, capitalization, punctuation, spacing?) Is information presented clearly, at an appropriate reading level?	
Is material presented objectively? Are all sides of controversial issues presented fairly?	
Your estimate of the amount of time an average dietetics practitioner would take to complete this self-assessment product. _____ (in ½ hour increments)	



	Are the contents of this product evidence-based and if not, why?
	Would you recommend this product? For RDs? For DTRs?
	Confidential comments (for CDR review only)*:
	Comments/recommendations for author:*

*Attach additional comments as needed

Reviewer Signature

Date

