

COMMISSION ON DIETETIC REGISTRATION
The Credentialing Agency for the American Dietetic Association
120 North Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995

Credentialing Registration Management Services (CRMS)

Eligibility Application Process

DT PATHWAY FOR DPD GRADUATES

DPD QUICK REFERENCE CHECK LIST

JUNE 2009 - UPDATED DECEMBER 2009

To minimize processing delays, please check off each step as you go through the registration eligibility application process.

It is essential that the information provided by each student is accurate and verified. The application is electronically downloaded; therefore, it is important that the program director **proofread** the data entered online on the Candidate record against the Registration Eligibility Application Form (see Steps 4 and 5).

STEP 1:

Go to CDR's website located at www.cdrnet.org and on the left side of the screen click on "Program Directors".

STEP 2:

Scroll down to "DPD Program Director Information for Graduating Students", located in the center of the screen.

On the next screen:

- The "DPD Program Director Information for Graduating Students," located at the top half in the center of the screen, is the "DPD Program Director Packet."
- The "Graduating Student Information," located at the bottom half in the center of the screen, is the "Student Exit Packet."

Please contact Peggy Anderson [800-877-1600, extension 4764] should you have any questions or require assistance.

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□ STEP 3:

The Registration Eligibility Application Form Must Be Submitted To CDR With Your Class Completion Submission.

- Upon receipt of the Registration Eligibility Application for DPD Graduates to sit for the Registration Examination for Dietetic Technicians, verify the original BS degree transcript, the original DPD Verification Statement and the original DTRE Mis-Use Form.
- Verify with the student that they completed the on-line survey. Their application cannot be processed until the survey is completed. If the student has not completed the survey the link is located on their application and is <http://ecom.eatright.org/CRMS/survey.asp>.
- Verify the student completed all areas, and signed and dated the Registration Eligibility Application – 05/09.
- The Program Director needs to print their name, sign the form and document their institution’s four-digit DPD program code on the Registration Eligibility Application Form – 5/09.
- If you are processing more than one student, place the “Registration Eligibility Application Form” - 5/09 in **alpha by last name order**. Refer to Step 7 for the document submission order.
- Verify the student completed all areas on the “DTRE Mis-Use” form and place the form in the student’s file. This form is required for submission to CDR if your class is audited, or upon request by CDR.

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- STEP 4:
 - Open the CRMS program located on the first line after clicking on “Program Directors” at the CDR website home page of www.cdrnet.org.
 - Enter your Login and Password. Please contact Peggy Anderson [800-877-1600, extension 4764] if you require assistance or have misplaced these codes.
 - The next screen will welcome you back. On the left side of the screen click on Grp. Submit [Group Submit].
 - The next screen will provide your four-digit program code with a T (for dietetic technician student – DPD Graduate), the name of your institution, the current program director’s name and an Action Column on the far right of the screen. Click on the icon under the Action Column to advance to the next screen.
 - On the top half of this screen in the center click on Add Completion Group.
 - On the next screen enter the class completion date. This date must be the same as the DPD completion date that appears on the DPD Verification Statement.
 - On the next screen click on Add Candidate.
 - On this screen enter the candidate information provided from the Registration Eligibility Application Form – 5/09 Form.
 - Click on the “Save” button once all data provided by the student has been entered.

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STEP 5:

Complete each field with the data provided on the Registration Eligibility Application Form – 5/09.

- Enter the student's ADA Member ID number (minimum of 6 digits) as it appears on their ADA membership card. Obtain a photocopy of the ADA membership card to ensure accuracy when recording the member number and that the student did not guess. For non-members enter six zeros.
- Enter the student's name as it appears on their driver's license; (last, first/first and middle name and/or middle initial).
- Enter the student's maiden name, if applicable.
- Enter the student's prior name(s), if any. (Not their maiden name.)
- Enter the student's social security number. Check the "Not Available" box if it is an international student who does not intend to remain and work in the US.
- Enter the student's current mailing address. The first line should be the apartment number, if applicable, followed by the street address on the second line. If the address is a house, complete the first line. However, it is very important the student provides an apartment number, if applicable, to avoid mail delivery and/or processing delays.
- Enter the home phone number on the first line. Enter the cell phone number if the student does not have a land-line (home) phone number.
- Enter the daytime / work phone number on the second line. If the student is not working enter their cell phone number. If no cell phone number, enter their home on the second line.
- Enter the cell phone number on the third line even if you have entered it on line one and/or line two. If no cell phone number, enter all zeros for the third line.
- Enter the student's current and permanent e-mail address. This is very important since the student receives their electronic notification about their examination application status from CDR and ACT via e-mail throughout the application process. (It is not recommended to use the university/college e-mail address since many of them expire following the student's completion of their program.)
- Enter the degree type.
- Enter the date the degree was conferred.

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□ STEP 6:

Forms Must Be Submitted To CDR

All forms should be in ascending **Alpha By Last Name** order as they appear on the Class Submission Recap Report.

- Click on the “Print Candidate Record” button to obtain the “Candidate Submission Detail” form for each student. Please note that the forms print out in **Alpha By Last Name** Order. Contact Peggy Anderson at 800-877-1600, extension 4764 should you encounter print problems.
- Click on the “Print Signature” button to obtain the “Class Submission Recap Report.” Contact Peggy Anderson at 800-877-1600, extension 4764 should you encounter print problems.
- Place the “Candidate Submission Detail Form” on top of the Registration Eligibility Application Form for each student **alpha by last name**.
- ***Proofread*** the student information on the “Candidate Submission Detail Form” using the Registration Eligibility Application Form – 5/09, to ensure all data has been entered accurately. [NOTE: Data entered on the “Candidate Submission Detail Form” must appear on the CDR Copy. The student needs to complete a new form if the information has changed prior for submission to CDR.]
- If any edits/errors are noted during the **proofreading** process, click on the individual student record, make the correction(s), reprint the student’s “Candidate Submission Detail Form” and place it **alpha order by last name**.
- Once all proofreading, editing and reprinting of the individual “Candidate Submission Detail Forms” have been completed, the program director must sign and date the “Class Submission Recap Report.” Place this form on top of the student records.
- Complete the “Contact Form” and place it on top of the “Class Submission Recap Report.” The “Contact Form” should be submitted to CDR in the event questions arise regarding the Class Completion Group submission. If the program director will not be available to be contacted at their institution, CDR must have an alternate telephone number or e-mail address in order to resolve problems or questions. (Please make sure CDR has contact information for up to six {6} weeks past class submission.)

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STEP 7:

Class Completion documents to be submitted to CDR for registration eligibility application processing for students to take the Registration Examination for Dietitians or Dietetic Technicians.

- Steps 3, 4, 5, 6 and 7 Check Lists – For verification only, **retain in your files.**

Submit the following documents in the same order as list below, the first placed on top.

- Program Director Contact Form
- Class Submission Recap Report
- First Student's Candidate Submission Detail Form – **Alpha by Last Name Order**
- First Student's Registration Eligibility Application Form – CDR Copy, **Alpha by Last Name Order**
- Second Student's Candidate Submission Detail Form – **Alpha by Last Name Order**
- Second Student's Registration Eligibility Application Form – CDR Copy, **Alpha by Last Name Order**
- Etc.

STEP 8:

Submit all required class completion documents listed in Step 7 via e-mail, using pdf format, to Peggy Anderson at panderson@eatright.org. This should be **one** pdf file. You may need to have your IT Department compress the file if it is too large.

The pdf document and the e-mail subject line must read the same -- see sample below.

Class Completion 12-08-96 – DPD 4806 T – 2 Students

In the event you are unable to convert these documents to a pdf format, you must then mail these required class completion documents (outlined in Step 7) to the following address:

Peggy Anderson
Commission on Dietetic Registration
120 S Riverside Plaza, Suite 2000
Chicago, IL 60606-6995

Please note that these documents must be sent via a secure courier (i.e., UPS, Federal Express or Priority Mail) to ensure student applications are processed in a timely manner. Do not use regular US Mail, Certified Mail or Registered Mail. These carriers can take up to 7 – 15 days to deliver the mail to CDR. Thank you.