

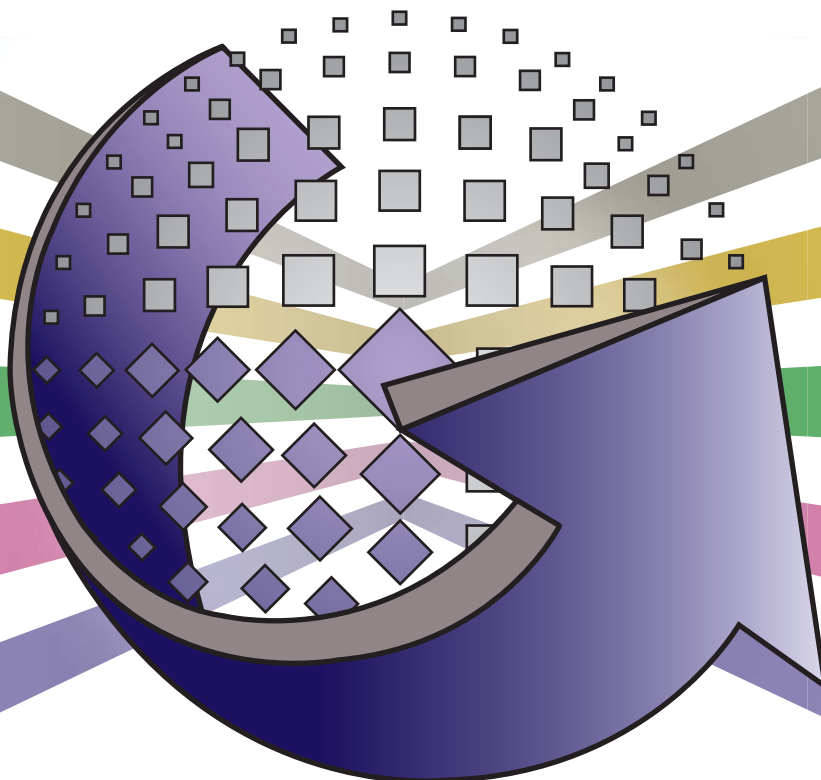
The following PDP Guide has been optimized for PDF viewing and use. All links that appear inside are active, including Page links, such as those found in the Table of Contents. As well, Steps 1, 2, and 5 are able to be completed and saved within this electronic document

**Commission
on Dietetic
Registration**
the credentialing agency for the
American Dietetic
Association

PDP

Professional Development Portfolio

Guide



For cycles ending 2016

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.

PDP Guide Purpose

This Guide provides all the information and tools to successfully complete your recertification cycle. In this 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 specified deadlines, either online or as documented by postmark.

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Contacting CDR

The Commission on Dietetic Registration will always be the best resource for information regarding the PDP process and its requirements. Feel free to contact us in one of the following manners:

Phone: 1-800-877-1600 x 5500

Web: www.cdrnet.org

Email: cdr@eatright.org

Fax: 312-899-4772

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



Format Change: PDP Goes Green

Previous users will notice a format change for the PDP Guide from the previous 3-ring binder.

This version contains no metals and less plastic material, and is printed using recycled materials. Steps 1, 2 and 5 of the PDP process can be completed in this PDP Guide, but because the Step 3: Learning Plan and Step 4: Activity Log are intended to be completed online, this new PDP Guide contains no paper forms.

However, if you do not have access to a computer or the Internet, you may use the Request for Paper PDP Forms sheet found in Appendix E of the PDP Appendix booklet.

In determining which CPE activities receive credit under the Professional Development Portfolio process, CDR's Competency Assurance Panel considers the direction of information flow – whether it is towards or away from the practitioner.

For example, when attending a lecture/ seminar, information is flowing towards the practitioner therefore this activity would be eligible for CPE. When a practitioner delivers a presentation, the information is flowing from the practitioner to the audience, therefore presenting is not eligible for CPE. Presenters may possibly receive CPEUs for certain preparation activities within the approved CPE categories. Please see pages 5-15 for a full list of approved CPE Activity Types.

Professional Development Portfolio Process

Principles

The underlying principle of this process is that effective continuing professional education (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.

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.

CDR embraces the philosophy of the American Dietetic Association's *Standards of Professional Practice*, which hold the individual professional responsible for continuing competence. In addition, the statement in the *Code of Ethics for the Profession of Dietetics*, "the dietetics professional assumes responsibility and accountability for personal competence in practice further underscores the individual's responsibility for responsible lifelong learning." RDs and DTRs not complying with the *Code of Ethics* are subject to disciplinary actions including censure, probation, suspension of

registration or revocation of credential (see <http://www.eatright.org/CODEOFETHICS/>).

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, official transcript, etc.). Specific "Required Documentation" is outlined in your CPE Activities (pages 5-15) under each activity type.

The 5 steps of the Professional Development Portfolio Process take time. Like many things, you will find that the value of the process is proportionate to the effort expended in its completion.

CPE 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 or materials that may or may not be part of your job function and have the following characteristics:

1. Facilitate lifelong learning by updating, enhancing, or assessing knowledge and skills.
2. Help you implement an individual Learning Plan.
3. 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.

4. The educational level is targeted to beyond entry-level dietetics professionals and provides learning outcomes that apply to professional practice or intended practice.
5. Are developed by instructors or individuals that 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 (or foreign equivalent). Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise.
6. Content, quality, and scientific integrity of the activities and materials is maintained. Presentations and materials that are clinical in nature are evidence-based. A balanced discussion of the topic, including risk versus benefit information where appropriate, is ensured. Controversial or disputed issues are presented as such, supported by documentation from current and reputable refereed scientific journals.

7. Potential conflicts of interest, including commercial bias are disclosed.
8. Typical CPE presentations and products must be a minimum of one (1) contact hour in length. Exceptions include professional reading, poster presentations and exhibits, and self-study programs which can be a minimum of 0.5 CPEUs.

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 in the following pages 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.

Be aware that failure to complete the PDP process will lead to the loss of your RD or DTR credential.

CDR will continue processes for prior approval of CPE and accreditation for CPE providers to identify activities and providers that have met CDR standards. You may attend activities that have not been prior-approved or presented by CDR-accredited providers (except for self-study programs) provided they meet PDP process requirements.

Approved Continuing Professional Education Activities

100. Academic Coursework

Dietetics-related academic coursework, including distance learning, at a US regionally accredited college or university can be awarded CPEUs according to the listing below. Under the activity description in your Step 4: Activity Log, indicate whether the coursework was taken during a semester, trimester, or quarter. Academic coursework must be started after a practitioner becomes an RD/DTR and must be completed in your current recertification cycle in order to receive CPE credit. The date of completion of academic coursework can be either the date of notification of successful course completion or the date of the final examination required for course completion. However, the notification of successful completion of coursework must be received by May 31 of the last year of the recertification cycle.

<i>Maximum CPEUs per 5 Years</i>
No Maximum
<i>Description for Activity Log</i>
Course Title
College or University
Date Completed
Quarter, Semester or Trimester
Credits Earned/CPEUs Requested
<i>Documentation to Retain</i>
Official Transcript

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

110. Case Presentations

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

- grand rounds
- patient case study

One CPEU is equivalent to 1 contact hour.

<i>Maximum CPEUs per 5 Years</i>
No Maximum
<i>Description for Activity Log</i>
Program Title, Provider, Date Completed, CPEUs Requested
<i>Documentation to Retain</i>
Certificate of Completion or Copy of Brochure Describing Case Presentation

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., CDR's Certificate of Training in Adult Weight Management). Unlike a certification, 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 US regionally accredited college or university or an institution accredited/approved by the Joint Commission, 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.

One CPEU is equivalent to 1 contact hour.

<i>Maximum CPEUs per 5 Years</i>
No Maximum
<i>Description for Activity Log</i>
Program Title, Provider, Date Completed, CPEUs Requested
<i>Documentation to Retain</i>
Certificate of Completion or agenda/timing outline Provider Contact Information

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.

You need not list exhibitors separately. You may record several exhibits that relate to the same learning need code as one event on your Step 4: Activity Log.

Virtual, online exhibits may be awarded up to 1 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.

One half (0.5) CPEU is equivalent to ½ contact hour (30 minutes).

<i>Maximum CPEUs per 5 Years</i>
15 for RDs, 10 for DTRs
<i>Description for Activity Log</i>
Event, Provider, Date Completed, CPEUs Requested
<i>Documentation to Retain</i>
Certificate of Attendance/ Completion or Materials Describing Exhibits (Date, Timeline, Provider, Content)

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-skills training, and computer/technology training. Any self-study Experiential Skill Development must meet requirements listed in the 700-740 Pre-approved Self-Study section.

One CPEU is equivalent to 1 contact hour.

<i>Maximum CPEUs per 5 Years</i>
No Maximum
<i>Description for Activity Log</i>
Program Title, Provider, Date Completed, CPEUs Requested
<i>Documentation to Retain</i>
Certificate of Completion or agenda/timing outline Provider Contact Information

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.

<i>Maximum CPEUs per 5 Years</i>
No Maximum
<i>Description for Activity Log</i>
Program Title, Provider, Date Completed, CPEUs Requested
<i>Documentation to Retain</i>
Certificate of Completion or agenda/timing outline Provider Contact Information

160. Journal Clubs

The Journal Club must be preplanned, provide for group participation, include 3 or more professionals, and include in-depth discussion of a single dietetics-related topic from pre-assigned articles/papers in professional, peer-reviewed journals (materials should not be older than five years). Online journal clubs, in which interactive posts by dietetics professionals are read by and responded to by dietetics professionals, are also creditable. A system or program administrator should be able to provide verification of participation in the event of an audit.

One CPEU is equivalent to 1 contact hour.

<i>Maximum CPEUs per 5 Years</i>
No Maximum
<i>Description for Activity Log</i>
Program Title, Provider, Date Completed, CPEUs Requested
<i>Documentation to Retain</i>
Certificate of Completion or agenda/timing outline Provider Contact Information

170. Lectures/Seminars/Webinars/Teleseminars

Lecture/Seminar content must be dietetics-related and include participation by or discussion among attendees. Web or telephone conference seminars must occur in real time and include a provision for discussion and interaction between the presenter and attendees.

Please note that recorded webinars do not qualify under this activity type (please see 230 Study Groups and 700-740 Pre-approved Self-Study).

One CPEU is equivalent to 1 contact hour.

<i>Maximum CPEUs per 5 Years</i>
No Maximum
<i>Description for Activity Log</i>
Program Title, Provider, Date Completed, CPEUs Requested
<i>Documentation to Retain</i>
Certificate of Completion or agenda/timing outline Provider Contact Information

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 need not list posters separately. You may record several posters that relate to the same learning need code as one event on your Step 4: Activity Log.

One half (0.5) CPEU is equivalent to ½ contact hour (30 minutes).

<i>Maximum CPEUs per 5 Years</i>
15 for RDs, 10 for DTRs
<i>Description for Activity Log</i>
Event Title, Provider, Date Completed, CPEUs Requested
<i>Documentation to Retain</i>
Certificate of Completion or Program/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 the acquisition of leadership skills and professional

development can be awarded CPEUs. You must complete the term in your current recertification cycle.

Please note that training on the topic of Professional Leadership would not qualify under this activity type (please see 150 Interactive Workshops or 170 Lectures/Seminars).

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.

200. Professional Reading

Reading peer-reviewed, dietetics-related articles from professional journals and 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. Include the journal reference/citation in the activity description. 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 or newsletter.
- 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 one article is equivalent to one half (0.5) CPEU.

Increased CPE Maximum for Authors

Dietetics practitioners can increase their current Professional Reading maximum of 15 CPEUs for RDs,

<i>Maximum CPEUs per 5 Years</i>
15 for RDs and DTRs
<i>Description for Activity Log</i>
Elected Office at the National, State or District Level, Organization, Date Completed
<i>Documentation to Retain</i>
Notice, Association Directory, Confirming Office Held and Dates of Service

<i>Maximum CPEUs per 5 Years</i>
15 for RDs, 10 for DTRs
<i>Description for Activity Log</i>
Journal or newsletter citation Date Completed CPEUs Requested
<i>Documentation to Retain</i>
Copy of Abstract or First Page of Article

PLEASE NOTE that this activity is not the same as 700-740 Pre-approved Self-Study. If the article has a quiz/evaluation, such as the CPE articles in the Journal of the American Dietetic Association, then it may be a pre-approved self-study. Please see pages 14-15 for a description of self-study activities such as printed self-study articles with questionnaires.

10 for DTRs per 5-year recertification cycle, for those who can document authoring a publication (journal article in a scientific peer-reviewed journal or a chapter in a published dietetics related textbook).

If your article or chapter has been published within your current 5-year recertification cycle, your Professional Reading maximum can be increased by 5 CPEUs per article or chapter, up to a maximum of 35 CPEUs if you have authored four articles (or two chapters and two articles, etc.). To receive an increase in your Professional Reading CPEU maximum, you need to record the articles or chapters which you have written. Please reference Appendix D, pg. 14 (in the separate Appendix booklet).

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. The research must have been conducted after the investigator becomes an RD/DTR. Research completed to fulfill academic requirements would receive credit under activity type 100 Academic Coursework, while literature reviews designed primarily to summarize the findings of others would receive credit under activity type 200 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 per 5 Years
60 for RDs, 40 for DTRs
Description for Activity Log
Title of Study, Sponsoring/funding institution, Identification as sole or co-investigator, CPEUs, Date research completed
Documentation to Retain
Sponsoring/funding institution contact info, 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 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

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

210. Residency and 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. Program experience must take place after practitioner becomes an RD or DTR and meet all of the following criteria:

- Post-baccalaureate level and dietetics-related.
- Formalized/structured experiences.
- Sponsored by a US regionally accredited college or university or an institution accredited/approved by JCAHO or NCQA.
- Activity must be completed within the current 5-year recertification cycle.

Completion of the program provides 75 CPEUs.

<i>Maximum CPEUs per 5 Years</i>
No Maximum
<i>Description for Activity Log</i>
Residency/Fellowship, Provider, Date Completed, CPEUs
<i>Documentation to Retain</i>
Certificate of Completion, Provider Contact Information, 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 on pages 17 and 18 of the PDP Appendix.

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

<i>Maximum CPEUs per 5 Years</i>
50 for RDs, 35 for DTRs
<i>Description for Activity Log</i>
Activity, Sponsor Name and Contact Information, Date Completed, CPEUs Requested
<i>Documentation to Retain</i>
Sponsored Independent Learning Contract with Original Signatures

230. Study Groups

Study groups must be preplanned, provide for group participation, include 3 or more professionals, and include in-depth study of a specific, dietetics-related topic (e.g., audio or video recording or webcast 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.

<i>Maximum CPEUs per 5 Years</i>
50 for RDs, 35 for DTRs
<i>Description for Activity Log</i>
Title/Topic, Coordinator, Date Completed, CPEUs
<i>Documentation to Retain</i>
Certificate of Attendance/Completion, or CPE Agenda/Outline (Objectives, Date, Timeline, Coordinator), Provider Contact Information

*Note: CPE providers that are selling video or audio recordings of prior-approved CPE activities should include instructions for RD/DTRs regarding how to obtain Study Group CPEUs.

260.-460. Certification (For Consecutive Recertification Periods)

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, must require candidates to meet eligibility requirements and 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, pages 3-4, for a list of approved certifications and associated contact information.

Eligibility for CPE credit is based upon date of notification of successfully meeting 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. The date of completion of the certification can be either the date of notification of successful completion of the requirements for certification, or the date of the examination required for certification. However, the notification of successful completion of certification must be received by May 31 of the last year of the recertification cycle.

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

Completion of the Certification provides 75 CPEUs.

260: AADE – Board Certified Advanced Diabetes Management ¹	340: CDR–Board Certification as a Specialist in Pediatric Nutrition	460: NCBDE – Certified Diabetes Educator ¹
300: NBNSC – Certified Nutrition Support Clinician	380: CDR–Board Certification as a Specialist in Renal Nutrition	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.
335: CDR–Board Certification as a Specialist in Gerontological Nutrition	385: CDR–Board Certification as a Specialist in Sports Dietetics	² Available to DTRs also
337: CDR–Board Certification as a Specialist in Oncology Nutrition	420: IBLCE – International Board Certified Lactation Consultant ^{1,2}	

<i>Maximum CPEUs per 5 Years</i>
No Maximum
<i>Description for Activity Log</i>
Certification Obtained, Provider, Date of Notification, CPEUs Requested
<i>Documentation to Retain</i>
Copy of document verifying date of issue and duration of certification, Provider Contact Information

480.-651. Certification (For Alternate Recertification Periods)

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. The date of completion of the certification can be either the date of notification of successful completion of the requirements for certification or the date of the examination required for certification. However, the notification of successful completion of certification must be received by May 31 of the last year of the recertification cycle.

For this category, certificants are not required to pass an examination for recertification. Refer to Appendix A, pages 3-4, for a list of approved certifications and associated contact information.

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

Completion of the Certification provides 75 CPEUs.

<i>Maximum CPEUs per 5 Years</i>
No Maximum
<i>Description for Activity Log</i>
Certification Obtained, Provider, Date of Notification, CPEUs Requested
<i>Documentation to Retain</i>
Copy of document verifying date of issue and duration of certification, Provider Contact Information

480: AADE – Board Certified Advanced Diabetes Management	530: ACSM – Health/Fitness Instructor	620: NAFEM – Certified Foodservice Professional ²
500: AAFCs – Certified in Family and Consumer Sciences	531: ACSM – Health/Fitness Director	625: NASM – Certified Personal Trainer
515: ACE – Certified Clinical Exercise Specialist	532: ACSM – Exercise Specialist	630: NBCC – National Certified Counselor
516: ACE – Certified Group Fitness Instructor	533: ACSM – Program Director	635: NCBDE – Certified Diabetes Educator
517: ACE – Certified Lifestyle & Weight Management Consultant	545: ASFA – School Foodservice and Nutrition Professional ²	640: NCHCEC – Certified Health Education Specialist
518: ACE – Certified Personal Trainer	600: HQCB – Certified Professional in Healthcare Quality	¹ Available to RDs and DTRs
529: ACSM – Certified Personal Trainer	610: IBLCE – International Board Certified Lactation Consultant ¹	² Available to DTRs only

700.-740. Pre-approved Self-Study Materials

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 or from CDR-approved CPE providers will be accepted for self-study CPEUs.

Activities listed in CDR's CPE online database at www.cdrnet.org are all prior-approved by CDR.

To receive CPE credit for self-study materials, the practitioner must meet all provider requirements for the product (including complying with deadlines, completing examinations, making payments, etc.).

In order to provide expanded learning opportunities, as of June 1, 2008, CDR accepts self-study materials from certain CPE providers accredited by other CDR-approved organizations as detailed in the list on the next page. Be sure to refer to CDR's website at www.cdrnet.org for an updated list of approved self-study providers.

If the self-study materials are accredited by one of the CDR-approved organizations listed on the next page, please include the activity provider and the accrediting organization on your Step 4: Activity Log in the "Provider" box.

CPE providers seeking CDR prior-approval, 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, including "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

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title, Provider, Date Completed, CPEUs Requested

Documentation to Retain

Certificate of Completion or agenda/timing outline
Provider Contact Information

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

- 700 Audio-based (e.g., CD, Podcast, etc.)
- 710 Computer-based (e.g., CD-ROM or non-internet based)
- 720 Printed (e.g., booklets, CPE articles in the J Am Diet Assoc.)
- 730 Video-, DVD-, or CD-based
- 740 Web-based (e.g., Internet or online learning, such as CDR's Assess & Learn Series)

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.

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 or foreign equivalent. 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 half (0.5) 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.

One CPEU is equivalent to 1 contact hour.

PLEASE NOTE

In addition to self-study materials offered by CDR Accredited Providers, CDR also accepts self-study materials from certain CPE providers accredited by other CDR-approved organizations. Self-study materials approved by the following organizations are currently accepted:

AAFP – American Academy of Family Physicians

AANP – American Academy of Nurse Practitioners

AAPA – American Academy of Physician Assistants

ACCME – Organizations accredited by the Accreditation Council for Continuing Medical Education

ACPE – Organizations accredited by the Accreditation Council for Pharmacy Education

ANCC – American Nurses Credentialing Center

APA – American Psychiatric Association

APA – American Psychological Association

APHA – American Public Health Association

US Regionally Accredited Colleges or Universities

1

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.

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 Step 3: Learning Plan. It is recommended that you complete this worksheet before the start of your five-year recertification cycle. The minimum number of goals you must identify is one, 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 goals as needed.

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. 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. Sample questions could include:

- Do you teach?
- Do you conduct research?

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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. Use this worksheet to initiate your Step 3: Learning Plan.

Process Requirements

This worksheet is for your personal use. It serves as the basis for completing the Step 3: Learning Plan. After you have determined your short- and long-term goals using the Step 1: Professional Self-Reflection worksheet, it is recommended that you complete this worksheet before the start of your 5-year recertification cycle. If your professional situation changes, you may revise your Step 2: Learning Needs Assessment as needed.

Identify Learning Needs

Review the professional goals established in your Step 1: Professional Self-Reflection worksheet. Then in Step 2, select the learning needs that will help you achieve professional or learning goals you have identified in Step 1.

The first impulse may be to select everything but try to focus on learning needs that are most important to accomplishing your goals. The reality is that there is not enough time and money for you to study everything, so it is more helpful to you to prioritize your learning needs.

In identifying learning needs it may be helpful to ask questions such as:

- How much do I know about this subject? How much do I need to know about this now?
- How much do I need to know about this in the future?
- How will this knowledge or skill help me achieve my goal?

General Learning Need Codes

To simplify learning need code selection in specific areas, note that you can use up to 4 general learning need codes (the first code listed in each category, ending in “000”). If a general learning need code is selected, you can get CPE credit for activities matching any learning need code in that category (e.g., if you select 5000 Medical Nutrition Therapy, you can get credit for CPE activities matching 5190 Diabetes Mellitus, 5250 HIV/AIDS, 5380 Wound Care, etc.). You may select a maximum of 4 general learning need codes.

- [1000 PROFESSIONAL SKILLS](#)
- 1010 Career planning, Standards of Practice, Standards of Professional Performance, Scope of Dietetics Practice Framework
- 1020 Computer, electronic technology
- 1030 CPR
- 1040 Cultural sensitivity
- 1050 Ethics
- 1060 Foreign language, cultures
- 1065 Informatics
- 1070 Leadership, critical and strategic thinking
- 1080 Legislation, public policy
- 1090 Media skills
- 1100 Photography, video and graphic production
- 1110 Risk taking
- 1120 Time and stress management, life balance
- 1130 Verbal communication skills, presentations
- 1140 Written communication skills, publishing
- [2000 SCIENCE OF FOOD AND NUTRITION](#)
- 2010 Botanicals, phytochemicals
- 2020 Composition of foods, nutrient analysis
- 2030 Food preservation, additives, irradiation
- 2040 Food science, genetically modified food
- 2050 Genetics
- 2060 Immunology
- 2070 Macronutrients: carbohydrate, fat, protein, fiber, water
- 2080 Microbiology, food toxicology
- 2090 Micronutrients: vitamins, minerals
- 2100 Nutritional biochemistry
- 2110 Physiology, exercise physiology
- [3000 NUTRITION ASSESSMENT & DIAGNOSIS](#)
- 3005 Nutrition Diagnosis
- 3010 Assessment methodology
- 3020 Assessment of target groups, populations
- 3030 Anthropometrics, body composition
- 3040 Food consumption, fluid balance
- 3050 Feeding, swallowing, dentition
- 3060 Laboratory tests
- 3070 Pharmacological, drug/nutrient, herbal interaction
- 3080 Physical: blood pressure, pulse, bowel sounds
- 3090 Screening parameters, methodology, and surveillance
- 3100 Supplemental nutrients, botanicals
- [4000 WELLNESS AND PUBLIC HEALTH](#)
- 4010 Community intervention, monitoring, and evaluation
- 4020 Community program development
- 4030 Dietary guidelines, DRIs, Food Guide Pyramid, food labeling
- 4040 Disease prevention
- 4050 Epidemiology
- 4060 Exercise, fitness, and sports nutrition
- 4070 Food security and hunger
- 4080 Government-funded Food & Nutrition Programs
- 4090 Health behaviors: smoking cessation, stress management

- 4100 Social Marketing
- 4110 Vegetarianism
- 4120 Life Cycle
- 4130 Pregnancy
- 4140 Lactation
- 4150 Infancy & Childhood
- 4160 Adolescence
- 4170 Men's health
- 4180 Women's health
- 4190 Elderly nutrition
- [5000 MEDICAL NUTRITION THERAPY](#)
- 5010 Acute
- 5020 Ambulatory
- 5030 Home care
- 5040 Long-term, intermediate, assisted living
- 5050 Rehabilitation
- 5060 Neonates
- 5070 Pediatrics
- 5080 Adolescents
- 5090 Adults
- 5100 Elderly
- 5110 Allergies, sensitivities
- 5120 Autoimmune diseases, arthritis, lupus
- 5125 Bariatric Surgery
- 5130 Bone diseases, osteoporosis
- 5140 Burns
- 5150 Cancer
- 5160 Cardiovascular disease
- 5170 Critical care, trauma
- 5180 Developmental disorders
- 5190 Diabetes mellitus
- 5200 Disordered eating
- 5210 Dysphagia
- 5220 Gastrointestinal disorders
- 5230 Hematological disorders, anemia
- 5240 Hepatic disorders
- 5250 HIV/AIDS
- 5260 Hypertension
- 5270 Infectious diseases
- 5280 Nutrient deficiencies, Failure to thrive
- 5290 Metabolic disorders, Inborn errors
- 5300 Neurological: stroke, Alzheimer's, dementia, Parkinson's, spinal cord injuries
- 5310 Pregnancy complication
- 5320 Psychiatric disorders, anxiety
- 5330 Pulmonary diseases
- 5340 Renal diseases
- 5350 Substance abuse, alcoholism
- 5360 Transplantation
- 5370 Weight management, obesity
- 5480 Wound care
- 5390 Care planning, documentation, and evaluation
- 5400 Case management
- 5410 Client protocols, clinical guidelines
- 5420 Complimentary care, alternative therapies
- 5430 End of life care
- 5440 Enteral and parenteral nutrition support
- 5450 Feeding equipment, tube placement, adaptive utensils
- 5460 Self-care management
- [6000 EDUCATION, TRAINING, AND COUNSELING](#)
- 6010 Behavior change theories, techniques
- 6020 Counseling, therapy, and facilitation skills

- 6030 Education theories and techniques for adults
- 6040 Education theories and techniques for children and adolescents
- 6050 Instructional materials development
- 6060 Learning needs assessment, learning plan development, & evaluation
- 6070 Interviewing and listening skills
- 6080 Training, coaching, and mentoring
- [7000 BUSINESS AND MANAGEMENT](#)
- 7010 Business plan development
- 7020 Conflict management
- 7030 Contract management
- 7040 Consultation
- 7050 Customer focus
- 7060 Emergency and disaster management
- 7070 Entrepreneurship, private practice
- 7080 Financial management
- 7090 Human resources management, labor relations
- 7100 Institution/regulatory policies and procedures, HCFA, OBRA, Joint Commission, NCQA, OSHA, USDA
- 7110 Legal issues, malpractice
- 7120 Marketing
- 7130 Managed care
- 7140 Materials management
- 7150 Negotiation
- 7160 Quality management
- 7170 Reimbursement, coverage
- 7180 Strategic planning
- 7190 Supervision, crisis management
- 7200 Team building
- 7210 Sales, merchandising
- [8000 FOOD SERVICE SYSTEMS AND CULINARY ARTS](#)
- 8010 Child and adult food programs
- 8015 Cultural/ethnic food and culinary practices
- 8018 Environmental, agricultural & technological influences on food systems
- 8020 Equipment management
- 8030 Facilities layout, planning and design
- 8040 Food safety, HAACP, and sanitation
- 8050 Food distribution and service
- 8060 Culinary skills and techniques
- 8070 Food production, quantity purchasing
- 8080 Food styling and food presentation
- 8090 Menu planning and development, nutrient analysis
- 8100 Food and recipe development and modification
- 8110 School foodservice
- 8120 Sales, merchandising
- 8130 Sensory perception and evaluation of foods and ingredients
- [9000 RESEARCH AND GRANTS](#)
- 9010 Data analysis, statistics
- 9020 Evaluation and application of research
- 9030 Outcomes research, cost-benefit analysis
- 9040 Proposal development, grant applications
- 9050 Publication, communications of research outcomes
- 9060 Research development and design
- 9070 Research instruments and techniques

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Step 3: Learning Plan

Purpose

In this step, list the goals from your Step 1: Professional Self-Reflection worksheet and the learning need codes from your Step 2: Learning Needs Assessment worksheet. On the Step 3: Learning Plan, you will also identify any CPE activity types you might use. Note that you are not required to use only the CPE activity types you select. You can use any of the approved CPE activity types listed, even if you do not select them now. Another purpose of the Step 3: 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 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. The Step 3: Learning Plan examples on www.cdrnet.org illustrate dietetics-related skills, needs, and goals. All the Learning Needs listed on the Step 2: Learning Needs Assessment worksheet are dietetics-related.

Process Requirements

The Step 3: Learning Plan serves as the basis for completing your Step 4: Activity Log. It is recommended that you 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 (a 120 day chart is on CDR's website www.cdrnet.org). Only CPE activities that correspond to learning need codes specified on your verified Step 3: Learning Plan and which meet applicable CDR standards will receive credit for recertification. If you complete a CPE activity that does not correspond to your learning need codes, you will need to revise your Learning Plan within 120 days of the CPE activity.

You must submit your Learning Plan within your current recertification cycle, however, you may submit your Step 3: Learning Plan as early as 75 days before the beginning of your new 5-year recertification cycle. Note that neither the 75 day rule or the 120 day Learning Plan grace period can be used to get CPEU credit for activities completed outside your current recertification cycle. If this is not your first recertification cycle, you must have an approved Step 4: Activity Log before you can submit a new Step 3: Learning Plan.

If you have completed a PDP recertification cycle before, there is a feature in CDR's online Learning Plan that will enable you to make a copy of your last Step 3: Learning Plan from your previous recertification

cycle. You can then modify as needed before submitting it for review.

You must have at least one goal, supported by at least one learning need code, although you will likely have more of both. CDR has no requirements for your goals, other than the goals be dietetics-related. You will receive notification that CDR has verified your Step 3: Learning Plan within 4 weeks of submission. If you do not receive verification within 4 weeks, you must contact CDR. Verification includes an email or letter acknowledging receipt of your accepted Step 3: Learning Plan. If CDR determines that your Learning Plan is incomplete or not dietetics-related, CDR will contact you in writing for further information. The primary requirement is that any CPE learning activity you undertake must relate to one or more of the learning needs specified on your Step 3: Learning Plan.

On www.cdrnet.org, you can see how a sample practitioner has completed his Step 3: Learning Plan.

If Your Plans Change

The Learning Plan can be revised to accommodate significant career changes or life situations. If your learning needs and goals significantly change, you must submit a revised Step 3: Learning Plan to CDR for re-verification. This resubmission is important because your learning activities will be evaluated against the Learning Plans(s) that 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 Step 3: Learning Plan must be submitted before you participate in CPE

activities or submitted within 120 days of completing your first CPE activity under your new Learning Plan.

General Learning Need Codes

To simplify learning need code selection in specific areas, note that you can use up to 4 general learning need codes (the first code listed in each category, ending in “000”). If a general learning need code is selected, you can get CPE credit for activities matching any learning need code in that category (e.g., if you select 5000 Medical Nutrition Therapy, you can get credit for CPE activities matching 5190 Diabetes Mellitus, 5250 HIV/AIDS, 5380 Wound Care, etc.). You may select a maximum of 4 general learning need codes.

Instructions for Online Entry of Your Step 3: Learning Plan

1. Point your internet browser to www.cdrnet.org (The latest versions of Microsoft Internet Explorer, Mozilla Firefox, Google Chrome or Apple Safari work best).
2. On the CDR home page, click on the green “Log In” computer icon in the center of your screen or click on the yellow “Learning Plan” text in the left menu bar.
3. Enter your ID number (your CDR Registration number) and your web password.

If you do not know your password, first click on the link that indicates “Forgot your password?” and then click the link that indicates “You may reset your password with your Social Security Number and ID number” and follow the instructions or click on the link which sends your password to the email address we have on file for you.

Or contact CDR at 800-877-1600 x5500 to set up a new password.

4. Your Profile Page should now appear. Click on the “CDR Portfolio & Payments” tab at the top of the page.
5. Click on the "PDP Learning Plans" tab at the top of the page.
6. If this is not your first portfolio cycle, you will see multiple cycle dates. Please click on “Select” next to your current five-year recertification cycle.
7. Click the "Add a New Plan" button to enter your Learning Plan. If this is not your first portfolio cycle, you can use the “Copy last plan from previous recertification cycle” option.
8. Note that the Approved Types of Continuing Professional Education (CPE Activities) appears as you begin the Learning Plan process. After completing this Activity Type survey page, click on “Save and Continue” to proceed to the page where you enter your goals and learning need codes.
9. When the entry form appears, type your first professional goal in the box beside Goal Number 1.
10. After typing your goal, record the Learning Need Codes (LNCs) you will use to achieve that particular goal.
 - You must have at least one LNC per goal.
 - You can select only one LNC per drop-down box.
 - You can include as many LNCs per goal as you would like.
 - Should you have more than two LNCs for your goal, click on the green plus sign (+) on the right-hand side of the page. (You may need to scroll to the right to see the plus sign.)
- Please refer to the Step 2: Learning Needs Assessment for a complete list of LNCs. You can select a maximum of 4 general LNCs (e.g., 1000, 2000, 3000) on your entire Learning Plan. However, you can select as many specific LNCs as you wish (e.g., 4040, 5190, 6010).
- Click on “Add Another Goal” to enter additional goals.
11. After you have entered all of your goals and learning need codes, you can then click on the “Finish – Submit for Approval” button to submit your Learning Plan to CDR for approval. The status should immediately say Pending Approval. If it does not, an error message will appear at the top of the page.
 - Be sure to enter all of your goals and LNCs before clicking the submit button. Once your Learning Plan has been submitted to CDR, you will not be able to modify your goals and LNCs until the Plan has been reviewed and approved.
 - Note that you cannot save a partially entered Learning Plan. You must enter and submit your entire Learning Plan at the same time.
 - You can update your Learning Plan as often as needed during your 5-year recertification cycle.
12. We recommend that you print a copy of your Step 3: Learning Plan to keep for your records.

You will receive verification of your approved Learning Plan within 4 weeks of submission. If you have an email address on record, you will receive your Learning Plan verification letter by email. If you do not have an email address on record, your letter will be sent by mail.

Step 4: Activity Log

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Purpose

This step provides a means to record, evaluate and document 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. Documenting these learning activities can be useful not only to you, but also to employers and outside accrediting organizations. Reviewing your evaluations of your learning activities can help you in making future decisions about learning opportunities.

Process Requirements

The Step 4: Activity Log is central to the professional development process. You will log your CPEUs online, and you can keep required CPE documentation in folders provided in this Guide. One pocket folder is provided for each year of your cycle.

The Step 4: Activity Log is designed to document your participation in activities that support your Step 3: Learning Plan. 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 on pages 5-15.

CDR has an online CPE database available to assist you in locating relevant, prior-approved CPE activities. It is a catalog

of 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 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.

You will receive credit for all CPE activities that correspond to learning need codes specified on your Step 3: Learning Plan and which meet applicable CDR Standards. This is true even if one or more of the goals listed on your Step 3: Learning Plan are not met.

Note that the only CPE activities that must be prior-approved by CDR (or offered by CDR-approved program providers) are Pre-approved Self-Study programs (see activity type 700-740 on pages 14-15).

Depending on the CPE activity(s) you select, it may or may not require 5 years to complete your PDP requirements. Please submit your Step 4: Activity Log to CDR as soon as you complete your PDP requirements within your recertification cycle. You must have a Step 3: Learning Plan verified by CDR before you can submit your Step 4: Activity Log. The total number of CPEUs submitted must be at least 75 for RDs and 50 for DTRs.

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Logging vs. Submitting CPEUs

Logging CPE activities means recording them on your online Step 4: Activity Log. You have two chances to submit your CPE activities to CDR for review:

1. When you have logged between 30 and 74 CPEUs (between 30 and 49 CPEUs for DTRs), CDR will provide the opportunity for a one-time, mid-point review of your Step 4: Activity Log. You will be able to see which activities were accepted and if any were denied. Once CPE activities have been approved, they cannot be edited or deleted. In addition, the mid-point review cannot be requested during the last 6 months of a recertification cycle (no later than December 1 of the last year of the recertification cycle).
2. Once you have logged 75 or more CPEUs (50 or more for DTRs), you can submit them to CDR for final review.

Your Step 4: Activity Log may be submitted as soon as you complete your recertification requirement. All CPE activities must be completed by May 31 of the fifth year of the recertification cycle, and your Step 4: Activity Log must be submitted to CDR by June 30 of the fifth year. When you submit your Step 4: Activity Log to CDR for final review a Certification Statement will appear. You will need to answer the questions and click “Submit” once more before your Step 4: Activity Log is officially submitted to CDR for review.

You will receive notification from CDR within 6–8 weeks of receipt of your Step 4: Activity Log. Maintain required CPE supporting documentation for 2 years beyond the end of your recertification cycle. Do not mail the CPE documentation to CDR unless you are notified in writing of an audit.

If you need to have a CPE report for state licensure purposes, contact CDR for a state licensure verification worksheet or visit www.cdrnet.org/certifications/licensure/verification.htm.

You will use your Activity Log as the basis for completing the Step 5: Professional Development Evaluation worksheet.

Log CPE Activities from CDR’s Online CPE Database

RD/DTRs can use the online database at www.cdrnet.org not only to find activities in which they have participated but also to log those activities. Although not all CPE activities are found in the database, many are listed. Clicking the “add to log” button will pre-populate data fields in your Step 4: Activity Log, so that you don’t have to type in information such as the title of the course and the name of the provider. This can simplify and streamline the logging process.

Instructions for Online Entry of Your Step 4: Activity Log

1. Point your Internet browser to www.cdrnet.org (The latest versions of Microsoft Internet Explorer, Mozilla Firefox, Google Chrome or Apple Safari work best).
2. On the CDR home page, click on the green “Log In” computer icon in the center of your screen or click on the yellow “Activity Log” text in the left menu bar.
3. Enter your ID number (your CDR Registration number) and your password.

If you do not know your password, first click on the link that indicates “Forgot your password?” and then click the link that indicates “You may

- reset your password with your Social Security Number and ID number” and follow the instructions or click on the link which sends your password to the email address we have on file for you. Or contact CDR at 800-877-1600 x5500 to set up a new password.
4. Your Profile Page should now appear. Click on the “CDR Portfolio & Payments” tab at the top of the page.
 5. Click on the "PDP Activity Log" tab at the top of the page.
 6. If this is not your first portfolio cycle, you will see multiple cycle dates. Please click on “Select” next to your current five-year recertification cycle.
 7. Click the "Add Activity" button to track an activity on your Log.
 - When the entry form appears, choose your Learning Need Code from the drop down box.
 - Next, select the three-digit Activity Code of the activity that you completed (e.g. 170 Lecture/Seminar, 720 Printed Self-Study, etc.).
 - Enter the Activity Title and Provider.
 - Enter the number of CPEUs obtained.
 - Enter the date of completion in the MM/DD/YYYY format or use the calendar feature.
 - Briefly explain how you used or will use the knowledge or skill acquired from this learning activity.
 8. Finally, click the “Add Activity” button to track this activity on your Step 4: Activity Log. If the activity is not immediately added to your Log, an error message will appear at the top of the page.
 9. Once the activity has been added to your Log, click “Add Activity” again to track additional activities.
 10. Should you need to edit an activity, you can do so by clicking on the blue pencil icon directly to the right of the activity entry. If you would like to delete an activity, click the red circle with the X next to the pencil icon. (You may need to scroll to the right to see the pencil and red X icons.)
 11. After you have entered at least 75 CPEUs (50 CPEUs for DTRs), click on the “Finish – Submit Log for Processing” button.
 - CDR now offers an optional midpoint review once within your five-year recertification cycle. When you have entered between 30-74 CPEUs (30-49 CPEUs for DTRs), a button will appear that says “Submit Log for midpoint review.” The deadline for the midpoint review is 6 months before the end of your five-year recertification cycle.
 - A Certification Statement page will appear when you submit for final review. Your Log is not submitted until this page is complete.
 12. Please be sure to log off once you have completed your online session. You can use the button in the top left corner to return to your Profile Page to log off or you may simply close the internet window.
- You will receive verification of your approved Activity Log within 6-8 weeks of submission.
- If you have an email address on record, you will receive your Activity Log approval letter by email.
- If you do not have an email address on record, your letter will be sent by mail.

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Step 5: Professional Development Evaluation

Purpose

The final step follows completion of the Step 4: Activity Log and occurs at the end of the recertification cycle. It is a self-evaluation of the degree to which you met your Step 3: Learning Plan. 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 Step 1: Professional Self-Reflection, of your next professional development cycle. In this way, the process becomes continuous improvement.

Requirements

The Step 5: Professional Development Evaluation worksheet is for your use in the evaluation of your continuing education. On your Step 4: Activity Log 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.

What progress did I make toward accomplishing my professional goals?

Refer to your Step 3: Learning Plan 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. The following may be useful:

- Consider how your level of knowledge or skill has changed as a result of your CPE activities.
- Which kinds of learning activity types were more useful to you (do you have a preferred learning style)?
- Which CPE providers did you find produced materials or activities that worked best for you?
- 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.

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

Not every RD/DTR will be audited by CDR. 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 <http://www.eatright.org/CODEOFETHICS/>).

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 and/or information as needed.
5. If requirements are met at this point, practitioner is notified, if not, audit is sent to ADA's Ethics Committee for 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 one of the following:

- recertification,
- request for 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, or visit www.cdrnet.org/whatsnew/appeals.htm.