

COMMISSION ON DIETETIC REGISTRATION

120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995
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CREDENTIALING REGISTRATION MANAGEMENT SYSTEM (CRMS) REGISTRATION ELIGIBILITY APPLICATION

ON-LINE PROCESS

IMPLEMENTED: FEBRUARY 2004

REVISED: APRIL 2009

PROGRAM DIRECTOR CHECK LIST STUDENT INSTRUCTIONS

- Provide students with a copy of the “Student Instruction” sheet in the “Graduating Student Information” or “Student Exit Packet”. Please underscore the importance of following instructions.
- Provide students with the Registration Eligibility Application Form - CDR Copy, return to CDR by the Program Director and the Name Address Change Form for Registration Eligibility - Student Copy which is part of the “Student Exit Packet”.
- Provide students with a copy of the *Study Guide for the Registration Examination* purchasing information form, which is part of the “Student Exit Packet”.
- Direct students to contact the Program Director to confirm their *Registration Eligibility Application Process* submission to CDR. They will receive a letter confirming registration eligibility from CDR approximately seven to ten business days following CDR’s receipt of the class. However, should the class be randomly audited eligibility acknowledgement could take an additional one to two weeks during the audit process.
- Refer students to the February 1999 *JADA*, page 156, for an article entitled, “*Computer-based testing: A new experience in 4 easy steps*” and the October 1998 *JADA*, page 1102, for an article entitled, “*Computer-based certification tests integrate testing and scoring, increase convenience*” for a detailed description of the eligibility and examination processes, which is part of the “Student Exit Packet”. The CDR website for Graduating Student Information link is: <http://www.cdrnet.org/programdirector/info.html>
- Provide students with at least five (5) original supervised practice Verification Statement forms. Original Verification Statements may be required for ADA Membership Associate to Active member transfer status, licensure and employment. Students should also retain a personal file copy for future use.
- Remember to review the RDE or DTRE Misuse form with students; obtain students signature; retain in student files in case of an audit or upon CDR’s request.

Should you have any questions please contact Peggy Anderson at 800/877-1600, extension 4764 or e-mail Peggy at panderson@eatright.org.

Thank you.