

# COMMISSION ON DIETETIC REGISTRATION

## REGISTRATION ELIGIBILITY APPLICATION

### PROGRAM DIRECTOR RANDOM AUDIT

#### SAMPLE RANDOM AUDIT NOTICE

**REVISED: APRIL 2009**

The following statement you will receive via e-mail should your recent class completion submission be selected in the Random Audit. The e-mail will identify which class is being audited and allow you five to seven business days to submit the documents.

This is notification that your recent class submission of program graduates has been computer selected for the random audit.

Please send the following additional documentation for each student/candidate along with your required support documentation to complete the eligibility application process to CDR.

- Original transcript confirming degree and date of conferral \*, official letter from the Registrar or Dean of the Graduating School, or Original Foreign Degree Equivalency Report confirming the degree equivalent.
- Original Didactic Program in Dietetics Verification Statement, if applicable
- Original Dietetic Internship, Coordinated or Dietetic Technician Verification Statement
- Original *RDE* or *DTRE* Mis-Use Student Signature Forms

The audit documents must be sent directly from the program director only to Peggy Anderson at CDR via a secure and traceable one- or two-day courier service (i.e., Priority Mail, UPS, Federal Ex, DHL, etc). Please **Do Not** send via regular U.S. Mail, Certified and/Registered as they can take up to two to four weeks for delivery.

All original documentation will be returned to the Program Director upon completion of the audit via secure mail.

Please don't hesitate to contact me at [panderson@eatright.org](mailto:panderson@eatright.org) or via phone at 800/877-1600, extension 4764, should you have any questions or require assistance during this process.

\* Please refer to the US Degree Transcript Verification Addendum.