

## **HOW TO ENTER YOUR STEP 3: LEARNING PLAN ONLINE**

1. Point your Internet browser to [www.cdrnet.org](http://www.cdrnet.org).
2. On the CDR home page, click the yellow “**Learning Plan**” text in the left menu bar.
3. Enter your Registration number (as your Login Name) and your password.  
(If you do not know your password, click on the link that indicates "Forgot your password?" and enter your email address. An email will be sent to you to reset your password. Or you can contact CDR at 800-877-1600 x5500 to set up a new password.)
4. The Individual Information page should now appear. Click on the “**CDR Certification & PDP**” tab in the left menu bar.
5. Click on “**PDP Learning Plan**” at the bottom 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 page 1 of the paper forms, with 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 in the PDP Guide for a complete list of LNCs. You can select a maximum of 4 general LNCs (i.e. 1000, 2000, 3000) on your entire Learning Plan. However, you can select as many specific LNCs as you wish (i.e. 4040, 5190, 6010).
  - Click on “**Add Another Goal**” to enter additional goals.
11. After you have entered all of your goals, 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 Learning Need Codes 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 approved.
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 30 days 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.**