

## **HOW TO ENTER YOUR STEP 4: ACTIVITY LOG ONLINE**

1. Point your Internet browser to [www.cdrnet.org](http://www.cdrnet.org).
2. On the CDR home page, click on the yellow “**Activity Log**” 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 Activity Log**” 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 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 (i.e. #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.
  - Please note that 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.
12. Please be sure to log off once you have completed your online session. You can use the back button to return to the CDR Certification & PDP page to logout or you may simply close the internet window.

**You will receive verification of your approved Activity Log within 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.**