

**SUBJECT: On-Line Registration Eligibility Processing System
Effective February 25, 2004**

February 2004

Dear Program Director:

The Commission on Dietetic Registration (CDR) is making its final preparations to transition the current method of processing registration eligibility via software to an on-line process. For over two years CDR has been exploring an on-line system to expedite the registration eligibility application process, and has pilot-tested this new on-line processing system with a representative sample of program directors. Also, this past December, you were all asked to test your on-line systems to determine system compatibility with CDR's Internet operation.

This new process, accessible via the Internet, will eliminate system incompatibilities between CDR and university/hospital computer systems, and it will also streamline internal processing steps. On-line submissions will result in a reduction in processing time and transmission of information to ACT from the current average of 5-7 business days from receipt of the software and original documentation, to an average of 24-48 business hours from receipt of original documentation that is still required with each electronic submission. These supporting documents will continue to be required (via priority mail) with the new, on-line processing system.

On-line submission will be available effective Wednesday, February 25, 2004. All classes submitted to CDR for registration eligibility processing must be sent via this new on-line method. Class submissions, sent via the old method, must be received by February 19, 2004. Submissions received after this date will be returned to the program director because the information cannot be entered into the new system.

All program directors (CP, DI, and DT) are asked to review the accompanying *CRMS (Credential Registration and Maintenance System) Program Director User Guide* prior to submitting your next class to CDR for registration eligibility processing. Program Directors should contact CDR if they experience any problems with this new system; 800/877-1600, Peggy Anderson (ext 4764), Elaine Appleton (ext 4859), or Kay Manger-Hague (ext 4777).

A "Program Director" page will be added to CDR's web site effective February 4. To access this page, please click the appropriate button on the left side of CDR's Home Page (www.cdrnet.org). This site will provide program directors information related to examination eligibility, student information, and the CRMS system. Please refer to this page often to ensure you have all the latest information.

We are very excited about the new CRMS registration eligibility processing system. Thank you in advance for your cooperation and support.

Sincerely,

Kay Manger-Hague, RD
Director,
Credentialing Operations