

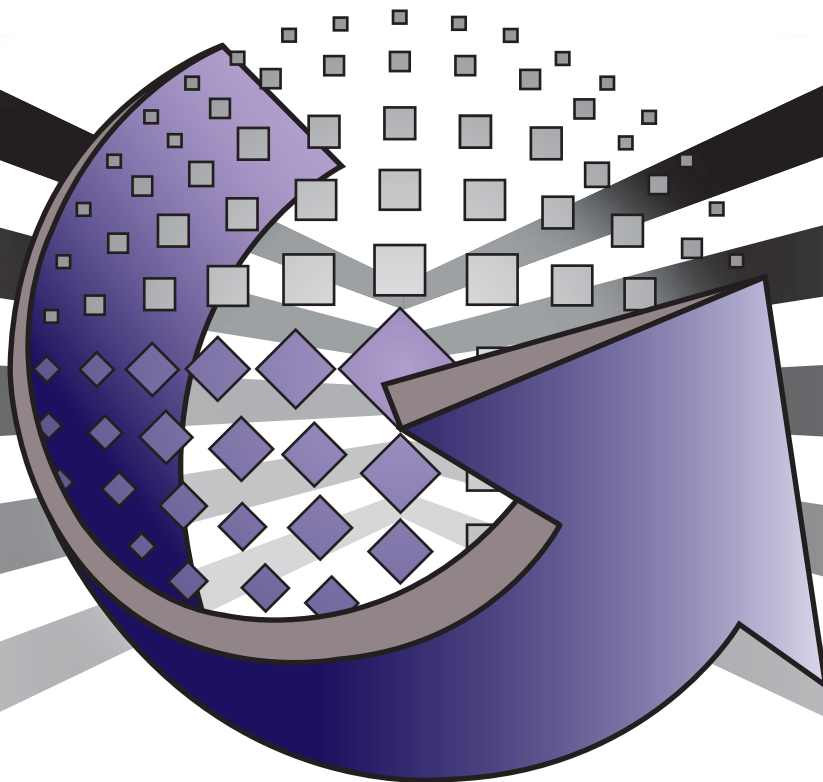
**Commission
on Dietetic
Registration**

the credentialing agency for the
eat right. American Dietetic
Association

PDP

Professional Development Portfolio

Appendix



For cycles ending 2016

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Professional Development Portfolio Guide

Please Note: All pages listed below are contained in the separate PDP Guide booklet to be found in the Professional Development Portfolio.

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Contacting CDR

The Commission on Dietetic Registration will always be the best resource for information regarding the PDP process and its requirements. Feel free to contact us in one of the following manners:

Phone: 1-800-877-1600 x 5500

Web: www.cdrnet.org

Email: cdr@eatright.org

Fax: 312-899-4772

Mail: Commission on Dietetic Registration
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995

Appendix A: Approved Programs



*This list will be updated on a periodic basis.
Please visit www.cdrnet.org or contact CDR for
a current list of approved certifications.

Approved Certification Programs for Consecutive Recertification Periods

Board Certification as a Specialist in
Dietetics (Gerontological Nutrition,
Oncology Nutrition, Pediatric Nutrition,
Renal Nutrition, and Sports Dietetics)

Commission on Dietetic Registration,
120 South Riverside Plaza, Suite 2000,
Chicago, IL 60606-6995. Phone: 800-
877-1600, ext. 5500. Fax: 312-899-4772.
Web: www.cdrnet.org (RD only).

Board Certified Advanced Diabetes
Management

American Association of Diabetes Educators,
8515 Georgia Ave., Suite 400, Silver Spring,
MD 20910-3492. Phone: 800-284-2378.
Web: www.diabeteseducator.org.

Certified Diabetes Educator

National Certification Board for Diabetes
Educators, 330 east Algonquin Road,
Suite 4, Arlington Heights, IL 60005.
Phone: 847-228-9795. Fax: 847-228-8469.
Web: www.ncbde.org (RD only).

Certified Nutrition Support Clinician

National Board of Nutrition Support
Certification, Inc. 8630 Fenton St.,
Suite 412, Silver Spring, MD 20910.
Phone: 800-727-4567. Fax: 301-587-2365.
Email: nbnscc@nutr.org
Web: www.nutritioncertify.org (RD only).

Certified Personal Trainer

National Council on Strength and Fitness,
13501 SW 136 St., #102, Miami, FL 33146.
Phone: 800-772-6273, Fax: 305-256-7722..
Email: info@ncsf.org
Web: www.ncsf.org

International Board Certified Lactation
Consultant

International Board of Lactation
Consultant Examiners, 6402 Arlington
Blvd., Suite 350, Falls Church, VA 22042.
Phone: 703-560-7330. Fax: 703-560-7332.
Email: iblce@iblce.org
Web: www.iblce.org

A

Approved Certification Programs for Alternate Recertification Periods

ACE-Certified Clinical Exercise Specialist, ACE-Certified Group Fitness Instructor, Lifestyle & Weight Management Consultant, ACE-Certified Personal Trainer

American Council on Exercise, 4851 Paramount Drive, San Diego, CA 92123.
Phone: 800-825-3636. Fax: 858-576-6564.
Web: www.acefitness.org.

ACSM Certified Personal TrainerSM, ACSM Health/Fitness InstructorSM, ACSM Health/Fitness Director[®], ACSM Exercise SpecialistSM, or ACSM Program DirectorSM

American College of Sports Medicine. P.O. Box 1440, Indianapolis, IN 46206-1440.
Phone: 317-637-9200. Fax: 317/634-7817.
Email: crtacsm@acsm.org
Web: www.acsm.org

Certified Foodservice Professional

North American Association of Food Equipment Manufacturers, 161 North Clark St., Suite 2020, Chicago, IL 60601.
Phone: 312-821-0201. Fax: 312-821-0202.
Web: www.nafem.org/cfsp

(This is an approved certification for recertification of DTRs only)

Certified in Family and Consumer Sciences

American Association of Family and Consumer Sciences. 400 N. Columbus St., Suite 202, Alexandria, VA 22314.
Phone: 800-424-8080 Fax: 703-706-4663.
Email: info@aafcs.org
Web: www.aafcs.org

Certified Health Education Specialist

National Commission for Health Education Credentialing Inc., 1541 Alta Drive,

Suite 303, Whitehall, PA 18052-5642.
Phone: 888-624-3248 Fax: 800-813-0727.
Email: nchec@nchec.org
Web: www.nchec.org

Certified Professional in Healthcare Quality

Healthcare Quality Certification Board, PO Box 19604, Lenexa, KS 66285-9604.
Phone: 913-895-4609. Fax: 913-895-4652.
Email: info@cphq.org
Web: www.cphq.org

Certified Strength and Conditioning Specialist or NSCA-Certified Personal Trainer

National Strength and Conditioning Association Certification Commission, 3333 Landmark Circle, Lincoln, NE 68504.
Phone: 888-746-2378. Fax: 402-476-7141.
Email: commission@nsca-cc.org
Web: www.nsca-cc.org

NASM - Certified Personal Trainer

National Academy of Sports Medicine, 26632 Agoura Rd., Calabasas, CA 91302.
Phone: 800-460-6276, Fax: 818-878-9511.
Email: bsutton@nasm.org
Web: www.nasm.org

National Certified Counselor

National Board for Certified Counselors, 3 Terrace Way, Suite D, Greensboro, NC 27403.
Phone: 336-547-0607. Fax: 336-547-0017.
Email: nbcc@nbcc.org
Web: www.nbcc.org

School Foodservice and Nutrition Professional

School Nutrition Association, 120 Waterfront St. National Harbor, MD
Phone: 301-686-3100. Fax: 301-686-3115.
Email: servicecenter@schoolnutrition.org
Web: www.schoolnutrition.org

(This is an approved certification for recertification of DTRs only)

Appendix B: Resources

B

Background and Impetus for the Professional Development Portfolio Development

Duyff, RL. The value of lifelong learning: key element in professional career development. *J Am Diet Assoc.* 1999; 99(5):538-543.

Kane MT, Cohen AS, Smith ER, Lewis C, Reidy C. 1995 Commission on Dietetic Registration Dietetics Practice Audit. *J Am Diet Assoc.* 1996; 96:1-14.

Parks S, et al. Challenging the future of dietetics education and credentialing—dialogue, discovery, and directions: A summary of the 1994 Future Search Conference. *J Am Diet Assoc.* 1995; 95:598-606.

Pew Health Professions Commission. Finocchio LJ, et al. Reforming Health Care Workforce Regulation: Policy Considerations for the 21st Century. San Francisco, CA: 1995.

Health Professions Education: A Bridge to Quality, Committee on the Health Professions Education Summit, Board on Healthcare Services, Institute of Medicine on the National Academies. Washington D.C., 2003

Self-Reflection

Atkins S, Murphy K. Reflective Practice. *Nursing Standard.* 1994; 8(39):49-54.

Barkley N. The Crystal-Barkley Guide to Taking Charge of Your Career. Workman Publishing Company, Inc., New York, NY: 1995:63-92.

Driscoll J. Reflective practice for practice. *Senior Nurse.* 1994; 13(7):47-50.

Epstein R. Mindful Practice. *Journal of the American Medical Association.* 1999; 282(9): 833-839.

Learning Needs Assessment

Barkley N. The Crystal-Barkley Guide to Taking Charge of Your Career. New York, NY: Workman Publishing Company, Inc., 1995:1-45.

Kolb, DA. Learning Styles Inventory (Version LSI-3). TRG Hay/McBer; Boston. 1999. Self-Scoring Inventory and Interpretation Booklet sold in quantities of 10. Call TRG Hay/McBer at 800-729-8074. Individuals can complete the inventory online at www.haygroup.com.

Rops, M. Helping Dietetics Professionals Learn: A Guide to Developing Learning Needs Assessment Instruments, Chicago, IL: Commission on Dietetic Registration, 2000.

Westberg, J and Jason, H. Fostering Learners' Reflection and Self-assessment. *Family Medicine.* 1994; 26(5):278-282.

Learning Plan Development and Implementation

Nelson B and Economy P. *Goal-Setting Made Easy, Managing for Dummies.* Foster City, CA: IDG Books Worldwide, Inc., 1996:122-136.

Felton, AE and Rops, MS. *Ensuring Staff Competence: A Guide To Meeting JCAHO Competence Standards in All Settings.* Chicago, IL: The American Dietetic Association, 1998. Sample planning tools, pages 68, 108, 111-116.

Evaluation of Learning Plan Outcomes

Kiener ME and Hentschel D. What happens to learning when the workshop is over? *J of Con Ed in Nursing.* 1989; 20:206-10.

Saylor, CR. Reflection and Professional Education: Art, Science and Competency. *Nurse Educator.* 1990; 15(2):8-11.

Also refer to Atkins and Driscoll articles, listed under Self-Reflection.

C

Appendix C: Environmental Scan

In 2006, CDR contracted to have qualitative, focus group research done with a sample of employers who hire RDs. The following excerpts from that research summarize some of the things employers listed when asked what additional knowledge, skills or abilities they would like to see in RDs they would hire:

- A better understanding of how adults learn
- A better ability to communicate with patients/clients at their level
- Improved counseling and coaching skills
- Improved writing and presentation skills
- Physical assessments
- Enteral and parenteral feedings
- Improved critical thinking and problem solving
- Specialization – more depth in one focal area
- Improved management skills, to include:
 - Supervision
 - Coaching, mentoring
 - Negotiation
 - Accounting/finance
 - Budgeting/cost control
 - Inventory
 - QA/QI
 - Marketing, selling
 - Revenue generation; reimbursement, sales grant writing

Core Trends

The 1995 and 2000 studies identified “the core trend to be the need to do more and better with less. Rising costs, increased competition, and rising customer expectation pressures drive this trend. Computerization and automation accelerate it. Private and public organizations are downsizing, reorganizing, outsourcing, automating and relying more on multidisciplinary teams of cross-trained, versatile, flexible, creative, proactive professionals who know how to focus their

efforts on the organization’s outcomes and bottom line- and who know how to show professional and public audiences that they are doing so.” Nothing in the 2006 results contradicts the basic thrust of those findings. Other continuing trends noted in prior research and evidenced in the current findings include the decline of “traditional” dietetics jobs (clinical plus food service responsibilities in a community hospital) and the growth of other “non-traditional” opportunities (as evidenced particularly by participants in the sports/wellness/fitness and business/industry/consulting groups). Technology continues to affect the way dietetics professionals do their work, especially in the areas of menu planning/printing/recording, charting nutrient analysis, and patient education/presentations. The bottom line emphasis noted since 1995 continues; the focus is relentlessly on outcomes and results, for patients and for the employing organizations.

Segment Specific Trends

What follows is a recap of trends somewhat more specific to each of the vertical segments investigated.

Community

A need is seen here for even more coordination between disciplines, and more effective joint delivery of services. With a rapidly diversifying population base, there is a growing need for practitioners with strong cultural competence, and the ability to speak a language other than English (led by Spanish). Some participants feel the diversity of the dietetics profession must be increased for future success in agency settings. Finally, employers perceive a need for entry-level professionals to take



on leadership roles more quickly; agencies are chronically short-staffed and depend on an almost entrepreneurial approach from practitioners to achieve needed results.

Healthcare (including Food Service group participants)

Higher acuity and greater complexity are seen as characterizing today's patient base, which the trend towards reduced hospital stays exacerbates. The latter results in the need for quicker interventions, putting a premium on efficiency, prioritizing, and decision-making. Its corollary is that the cure is being driven more and more to outpatient settings. There is now more interdisciplinary coordination and joint delivery of service, as well as higher expectations for coordination of care at discharge. Customer service and satisfaction has become even more of a driver, as patients direct their own care more frequently, and customer satisfaction measurement becomes a competitive marketing tool. The combination of interdisciplinary coordination plus customer focus means dietetics professionals must be effective "people persons" for a broad range of stakeholders, from doctors to other health professionals to diet office staff to low-literacy patients. Finally, some employers in this group assert that there is little to no time to train RDs on the job, so there is a strong need for practical experience prior to registration.

Long-Term Care

The combination of increasing regulation/oversight plus funding squeezes makes efficiency the watchword in this segment; employers assert that RDs must be adept at doing more with less to succeed. Because reimbursement drives revenue, documentation skills are more critical. An aging population is seen to increase the acuity and complexity of care, meaning RDs must now be much more clinically focused; there is no time for them to

be in the kitchen any longer. Because RDs are often consultants to multiple facilities (thus not always on site), they need to educate other caregivers to function in their stead: CNAs, RNs, LPNs, MDs. This group, too, felt that entry level RDs must take on leadership roles more quickly than they once did.

Business/Consulting/Sports/Wellness/Fitness

These are the areas where entrepreneurial ambitions are almost a job requirement; many discussion participants were in positions they had more or less created for themselves. These employers would also assert that there is little to no time for on-the-job training of entry level RDs, so practical experience before registration is highly valued. People skills are important for this segment too, in that patients/clients feel themselves better informed and are more likely to direct their own care; counseling and coaching, not "educating" or ordering, are the modes by which RDs will be successful. As with others, these employers feel new RDs must take on leadership and supervisory roles more quickly. Finally, uniquely, these employers consider marketing, sales, product development, and grant writing to be core competencies for entry-level RDs.

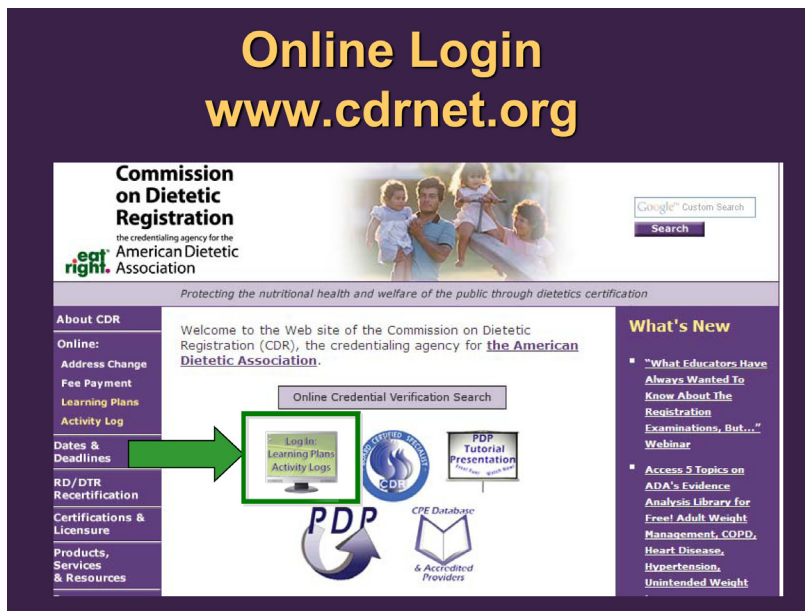
Education/Research

Some in this group see research opportunities increasing, though others would disagree. Several see a trend towards needing to educate/present to more varied audiences, both health care professionals and patients/clients. The focus of many in this segment meant their supervision of RDs was of a more pedagogical nature, and thus of somewhat diminished interest to the main purposes of this research.

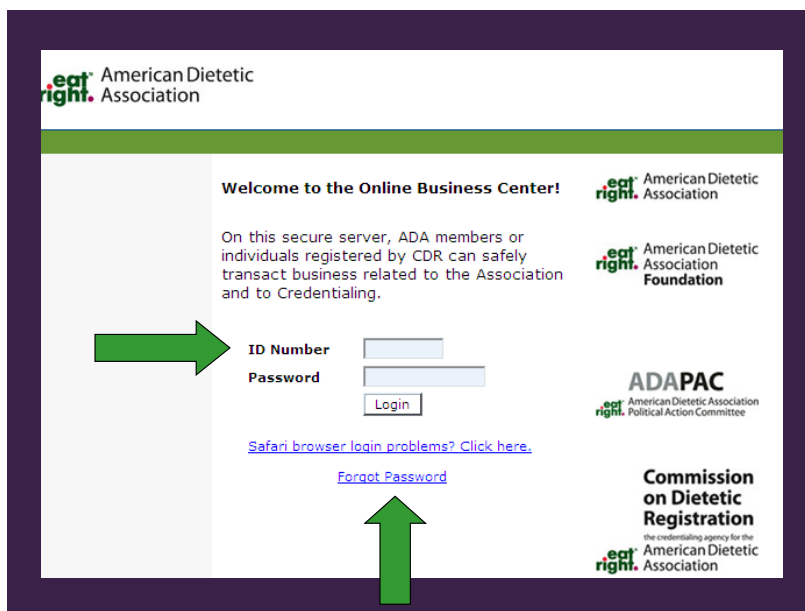
D

Appendix D: Instructions for Online Entry

To submit your Learning Plan online, point your Internet browser to www.cdrnet.org. On the CDR home page, click on the computer icon in the center of your screen.

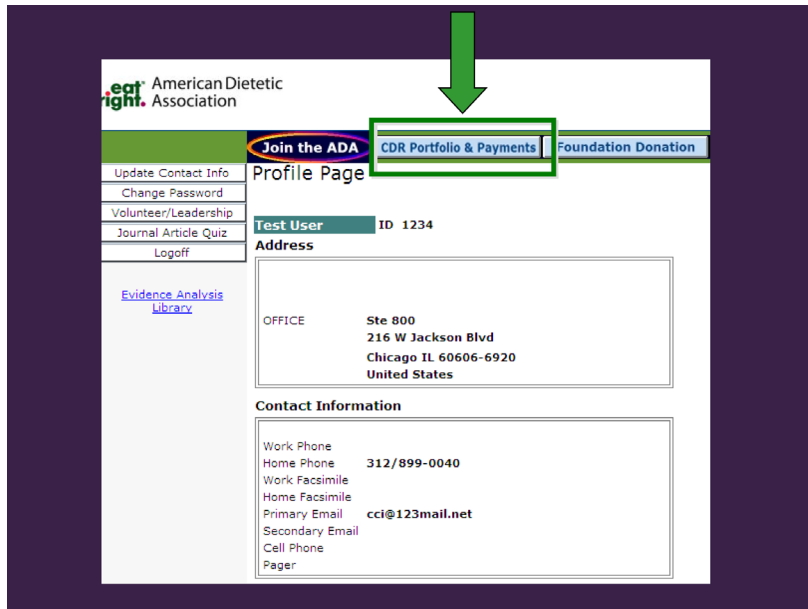


Enter your ID number (your CDR Registration number) and your password. If you do not have your password, click on the "Forgot your password" link to reset it.



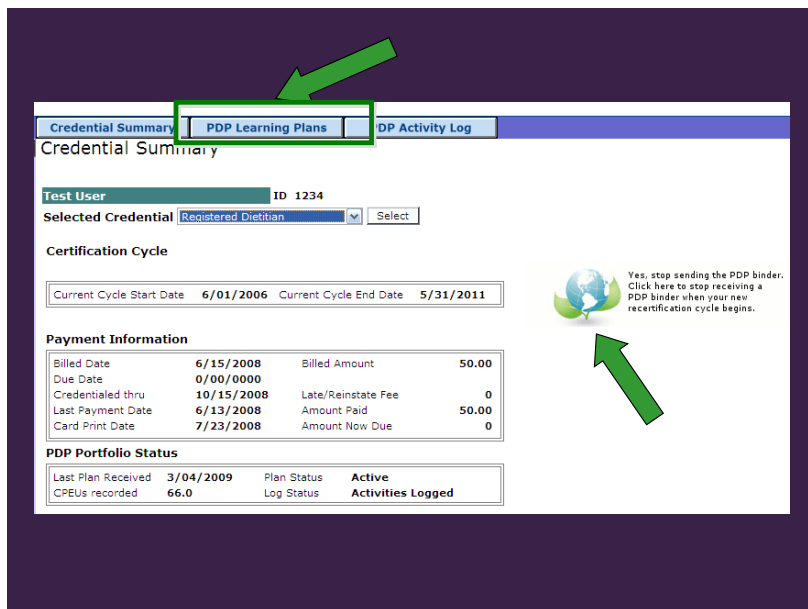


Your Profile Page will appear. Click on the “CDR Portfolio & Payments” tab at the top of the page.



Next, click on the "PDP Learning Plans" link on the top of the page.

Also, from this page you may indicate your desire to stop receiving the Portfolio binder in print by clicking the globe image. The Portfolio guidelines are online for downloading.





Click the “Select” button to select your current recertification cycle and to enter your Learning Plan.

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Return to Profile Page **Credential Summary** **PDP Learning Plans** **PDP Activity Log**

PDP Plan - Select Recertification Cycle

Test User ID 1234

Selected Credential **Registered Dietitian**
Current Cycle Start Date **6/01/2006** Current Cycle End Date **5/31/2011**

Choose the recertification cycle to view/update plans

| Cycle Start Date | Cycle End Date | |
|------------------|----------------|--------|
| 6/01/2001 | 5/31/2006 | Select |
| 6/01/2006 | 5/31/2011 | Select |

On this screen, click the “View/Replace” button.

Commission on Dietetic Registration the credentialing agency for the American Dietetic Association

Return to Cred Summary **PDP Plan - Display or Replace Plan**

Test User ID 1234

Selected Credential **Registered Dietitian**
Cycle Start Date **6/01/2007** Cycle End Date **5/31/2012**

| Postmark Date | Status | |
|---------------|--------|--------------|
| 3/11/2008 | ACTIVE | View/Replace |

On the first screen you will be asked to select that activities that you plan to participate in over this certification cycle. Remember that you are completing these for planning purposes only; you are not restricted to learning in the identified ways.

Select the activities by clicking on the boxes next to the activities. When you are finished, click the Save and Continue button.

PDP Plan - Select Plan Activities

Test User ID 1234

Selected Credential **Registered Dietitian**

Cycle Start Date **6/01/2006** Cycle End Date **5/31/2011**

Plan Postmark Date **4/20/2009**

Plan Status **WORK IN PROCESS**

Save and Continue

Select activities you may be completing over this certification cycle. Minimum of one activity required. Click the 'Save & Continue' button to continue adding goals and learning need codes to your plan.

| Activity Code | Description | Select |
|---------------|--------------------------------|--------------------------|
| 100 | Academic Coursework | <input type="checkbox"/> |
| 110 | Case Presentations | <input type="checkbox"/> |
| 120 | Certificate Program | <input type="checkbox"/> |
| 130 | Exhibits | <input type="checkbox"/> |
| 140 | Experiential Skill Development | <input type="checkbox"/> |
| 150 | Interactive Workshops | <input type="checkbox"/> |
| 160 | Journal Clubs | <input type="checkbox"/> |
| 170 | Lectures/Seminars | <input type="checkbox"/> |
| 180 | Posters | <input type="checkbox"/> |

Select one of your goals from Step 1: Professional Self-Reflection and record it where it says “Goal Number 1.” The minimum number of goals is one: however, we encourage you to select a realistic number of goals to assist you in meeting your professional needs. It is important to realize that you will not be required to accomplish all of your goals.

PDP Plan - Display Details

Test User ID 1234

Selected Credential **Registered Dietitian**

Cycle Start Date **6/01/2006** Cycle End Date **5/31/2011**

Plan Postmark Date **4/20/2009**

Plan Status **WORK IN PROCESS**

Add Another Goal **Finish - Submit for Approval**

Note: You must click the "Finish - Submit for Approval" button when you are completely done with your plan. Use the "Add Another Goal" to add another goal to your plan or click the green plus icon to add additional Learning Need Codes to a goal.

Do not use the "back" button of your browser or exit your browser during this session. If you do so, work on your Learning Plan will be lost.

| Goal Number | Goal | SELECT LNC | SELECT LNC |
|-------------|------|------------|------------|
| 1 | | | |

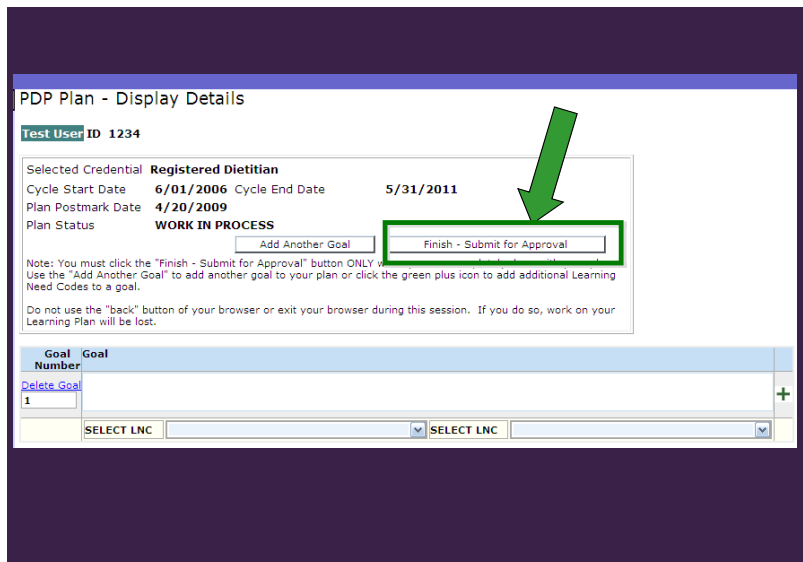
+

After typing your goal, select from the drop-down menus the Learning Need Codes (LNCs) you will use to achieve that particular goal. You must have at least one LNC per goal. If you need to add more LNCs, click on the green plus button (+) on the far right-hand side of the page. Refer to the Step 2: Learning Needs Assessment in your PDP guide for a complete list of Learning Need Codes.

Once all of this information has been entered for a goal, click on “Add Another Goal” to continue entering your remaining goals.



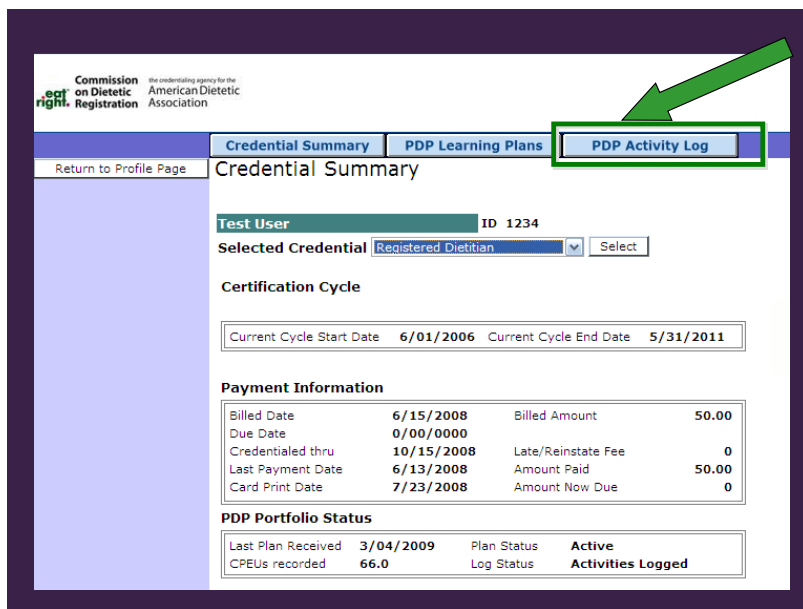
When you have entered all of your Goals and Learning Need Codes, then click the “Finish - Submit for Approval” button.



Be sure you are ready to submit before you click this button since you will not be able to modify this information until your Plan has been approved. You will receive verification of your approved Learning Plan within 4 weeks of submission.



To log your CPE activities online, login as we previously covered. However, instead of clicking the PDP Learning Plan, click the PDP Activity Log.





Like before click the “Select” button to view your current recertification cycle Activity Log.

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Return to Profile Page | **Credential Summary** | PDP Learning Plans | PDP Activity Log

PDP Plan - Select Recertification Cycle

Test User ID 1234

Selected Credential **Registered Dietitian**
Current Cycle Start Date **6/01/2006** Current Cycle End Date **5/31/2011**

Choose the recertification cycle to view/update plans

| Cycle Start Date | Cycle End Date | |
|------------------|----------------|--------|
| 6/01/2001 | 5/31/2006 | Select |
| 6/01/2006 | 5/31/2011 | Select |

To add a CPE activity, click the “Add Activity” button.

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Return to Cred Summary

PDP Log - Display Activities

Test User ID 1234

Selected Credential **Registered Dietitian**
Cycle Start Date **6/01/2006** Cycle End Date **5/31/2011**
Log Status **Activities Logged** [Print Log](#)

Indicates reviewer notes can be viewed by clicking icon

Author's of dietetics-related articles in peer-reviewed journals or chapters in dietetics-related texts are now able to increase their Professional Reading CPEU limit.

| Code | Units | Activity Name | Provider | Units | Date | Notes | Actions |
|------|-------|---|---|-------|------------|--|---------|
| 5030 | 720 | Alcohol Consumption by the Aging Adult in the United States: Health Benefits and Detriments | American Dietetic Association FNCE 2008 | 2.0 | 10/14/2008 | Will incorporate new information into counseling strategies and information given to home-bound gerontological clients or patients | |

Total CPE **66.0** This Page CPE **9.0**

[Submit Log for mid-point review](#) | **Add Activity** | [Add Activity via CPE Database Search](#) | [Journal Article Quiz](#)

Note: Please do not click "Finish - Submit Log for Process" if you want to continue adding additional activities later for CDR recertification. You may however submit log for mid-point review when you have completed CPE. This option will allow for additional CPE to be recorded while current CPE is being reviewed. The mid-point review can only be done once during your recertification cycle and not within 6 months of your cycle end date.

First, you'll need to refer to your Learning Plan to determine which of your learning needs a particular CPE activity addresses and record that information on your Log. It is important to note that while some CPE providers do provide learning need codes for their CPE activities, these are suggested codes and you may use your professional judgment to assign a code other than those suggested.

Then, identify the type of activity (for example, seminar or web-based self-study) from the drop-down menu.

Next, you'll describe the activity name, provider, the CPE units, and the date of completion.

D

Lastly, relate each learning activity to your Learning Plan. You'll identify how you used the knowledge or skill acquired from the learning activity and click the "Add Activity" button, and you'll return to the Log page where the activity you've entered will show. Repeat adding activities throughout your five-year recertification cycle.

There are a couple of additional ways to add activities to your Log. If you are an author, click the button highlighted to log your publications.

If the activity is CDR prior-approved, you can click the button, highlighted here, to search CDR's online CPE Database for the activity, click on another button and the activity details will be automatically filled in on your Log.

| ID | CPE Units | Title | Provider | CPE Units | Date | Description |
|------|-----------|---|--|-----------|------------|--|
| 5030 | 720 | Alcohol Consumption by the Aging Adult in the United States: Health Benefits and Detriments | American Dietetic Association RVCE 2008 | 2.0 | 10/14/2008 | Will incorporate new information into counseling strategies and information given to home-bound gerontological clients or patients |

Total CPE 66.0 This Page CPE 9.0

Note: Please do not click 'Finish - Submit Log for Processing' if you want to continue adding additional activities later for CDR recertification. You may however submit log for mid-point review when you have completed 30 CPE. This option will allow for 30 CPE to be recorded while current CPE is being reviewed. The mid-point review can only be done once during your recertification cycle and not within 6 months of your cycle end date.



You can click on this button to complete the ADA Journal article CPE quizzes. These quizzes are free for ADA Members and are available to non-member practitioners at a fee. Quizzes will be available for a year following the article’s publication date. Once you have completed a quiz, you will be given a one-time option to automatically transfer the CPEUs to your Activity Log.

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Return to Cred Summary
PDP Log - Display Activities

Test User ID 1234

Selected Credential Registered Dietitian
Cycle Start Date 6/01/2006 Cycle End Date 5/31/2011
Log Status Activities Logged

Indicates reviewer notes can be viewed by clicking icon

Author of dietetics-related articles in peer-reviewed journals or chapters in dietetics-related texts are now able to increase their Professional Reading CPEU limit.

| | | | | | | | |
|------|-----|--|---|-----|------------|--|--|
| 5030 | 720 | Alcohol Consumption by the Aging Adult in the United States: Health Benefits and Detriments: Educational Objectives At the conclusion of this acti | American Dietetic Association RWCE 2008 | 2.0 | 10/14/2008 | Will incorporate new information into counseling strategies and information given to home-bound gerontological clients or patients | |
|------|-----|--|---|-----|------------|--|--|

Total CPE 66.0 This Page CPE 9.0

Submit Log for mid-point review Add Activity Add Activity via CPE Database Search **Journal Article Quiz**

Note: Please do not click 'Finish - Submit Log for Processing' if you want to continue adding additional activities later for CDR recertification. You may however submit log for mid-point review when you have completed 30 CPE. This option will allow for additional CPE to be recorded while current CPE is being reviewed. The mid-point review can only be done once during your recertification cycle and not within 6 months of your cycle end date.

Optionally, you may submit for a mid-point review of your learning activities once you’ve logged between 30 and 74 CPEUs for RDs and 30 and 49 CPEUs for DTRs and as long as it is earlier than December first of the last year in your recertification cycle. To do so, you would click the button highlighted.

Your December 1st deadline for requesting a mid-point review can be calculated by subtracting 1 from your recertification cycle end date. As an example, if your end date is 2010, subtracting 1 gives you the deadline of December 1st, 2009.

Again, this is optional and available for those who want to feel assured they are progressing okay.

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Return to Cred Summary
PDP Log - Display Activities

Test User ID 1234

Selected Credential Registered Dietitian
Cycle Start Date 6/01/2006 Cycle End Date 5/31/2011
Log Status Activities Logged

Indicates reviewer notes can be viewed by clicking icon

Author of dietetics-related articles in peer-reviewed journals or chapters in dietetics-related texts are now able to increase their Professional Reading CPEU limit.

| | | | | | | | |
|------|-----|--|---|-----|------------|--|--|
| 5030 | 720 | Alcohol Consumption by the Aging Adult in the United States: Health Benefits and Detriments: Educational Objectives At the conclusion of this acti | American Dietetic Association RWCE 2008 | 2.0 | 10/14/2008 | Will incorporate new information into counseling strategies and information given to home-bound gerontological clients or patients | |
|------|-----|--|---|-----|------------|--|--|

Total CPE 66.0 This Page CPE 9.0

Submit Log for mid-point review Add Activity Add Activity via CPE Database Search Journal Article Quiz

Note: Please do not click 'Finish - Submit Log for Processing' if you want to continue adding additional activities later for CDR recertification. You may however submit log for mid-point review when you have completed 30 CPE. This option will allow for additional CPE to be recorded while current CPE is being reviewed. The mid-point review can only be done once during your recertification cycle and not within 6 months of your cycle end date.



After you have logged 75 or more CPEUs (50 or more for DTRs), a button will appear that says “Finish – Submit Log for Processing.”

Be sure you are ready to submit before you click this button since you will not be able to modify your activities or add additional activities to your Log.

After you click on this button to submit your CPEUs for review, a Certification Statement Page will appear. You need to answer the questions and click “Finish – Submit” again before your Log is officially submitted for review.

You will receive verification of your approved Activity Log within 6-8 weeks of submission.

Appendix E: Blank Forms



Sponsored Independent Learning Contract

To be completed only by those using this activity type (see instructions in the Professional Development Portfolio Guide, page 11, for Activity Type 220, Sponsored Independent Learning).

Learner Name _____ CDR Credential RD DTR

Registration # _____

Sponsor Name: _____ Title: _____

Institution: _____ Phone Number: _____

Learning Need:

Which learning need(s) from your Learning Plan form (Step 3) does this learning contract address? List the learning need/s being addressed. _____

Learning Outcome:

What do you intend to learn? Describe the learning outcomes (skills, knowledge, or behaviors) you will be able to demonstrate following completion of this learning contract. The outcomes must be measurable or observable, clearly stated, and focus on what you will be able to demonstrate.

As a result of my learning, I will...

Learning Resources and Activities:

How will you accomplish each learning outcome? Describe the resources (material and/or human) you plan to use to achieve the learning outcome and the activities (techniques and/or tools) you will employ.



Target Number of Hours Needed to Accomplish Learning Outcomes:

How much time will you devote to achieving each learning outcome through the activities described? List the hours you anticipate spending on each activity. You must keep track of these hours in order to receive CPEUs for the activities.

Target Completion Date:

When will your learning outcomes be met? List your target date: _____

Evidence of Learning Outcome(s) Achievement:

How will you know if you have achieved the learning outcomes? List the evidence you will use to measure achievement of your learning outcomes. Examples of evidence include a peer audit, chart review, completion of a project, publication, self-assessment, question-and-answer session. _____

Sponsor and Learner Agreement:

We have discussed the Independent Learning Contract and agree to implement the activities outlines in this plan.

Signature of Learner: _____ Date: _____

Signature of Sponsor: _____ Date: _____

Complete this section after learning outcomes have been demonstrated:

I verify that the learner has devoted _____ hours towards achieving the learning plan outcomes and produced evidence of such achievement.

Describe the evidence and attach documentation, if applicable.

Signature of Sponsor: _____ Date: _____



Request for Paper PDP Forms

If your circumstances require you to fill out a paper form of the Step 3: Learning Plan and Step 4: Activity Log, please complete this request form and mail it to CDR. The paper forms will be mailed to you within 10 business days.

Required Information

| | | | |
|---|--|---|--|
| Date of Request: | | CDR Registration Number: | |
| Name: | | | |
| Telephone Number: | () | - | |
| Mailing Address: (The forms will be mailed to this address) | <hr/> Street Address Apartment/Unit # <hr/> City State Zip Code | | |

Please mail this completed form to:

Commission on Dietetic Registration
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995

For CDR Use Only

Date Received: _____ Date Mailed: _____