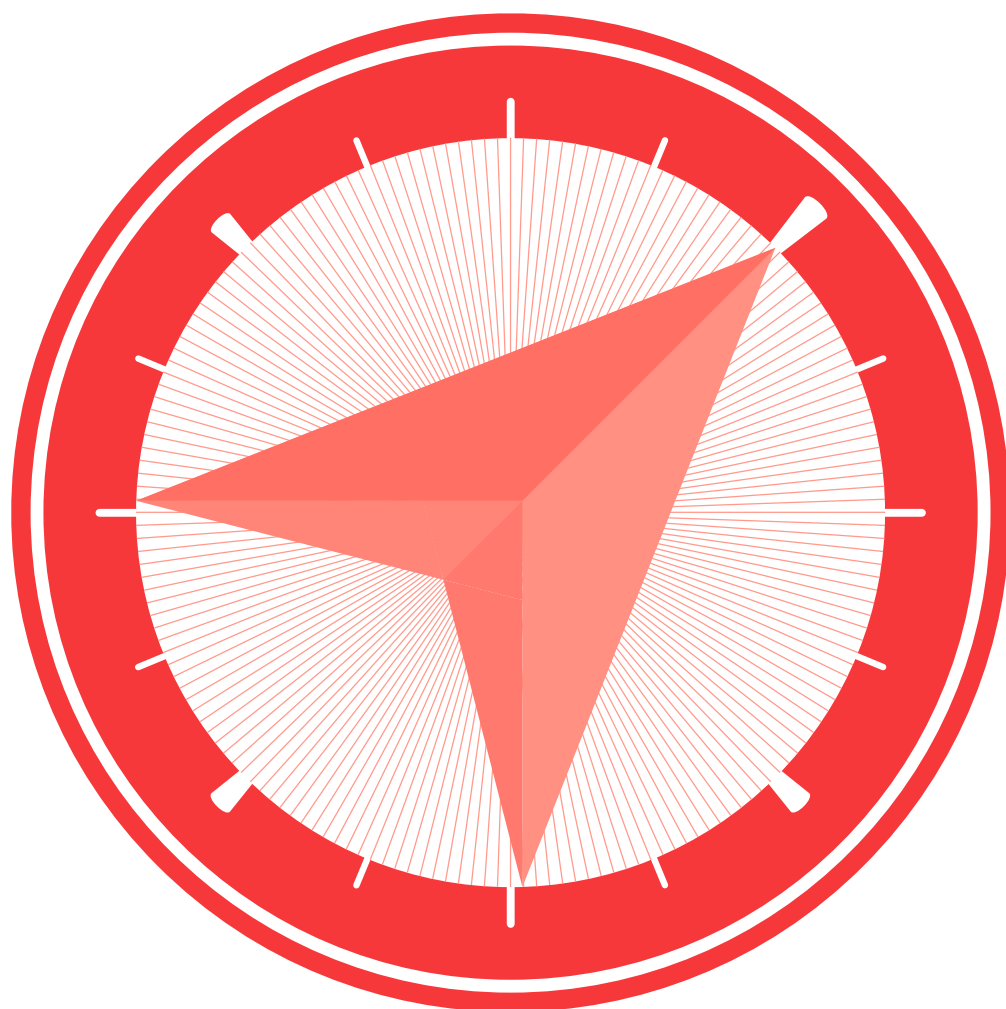


Registration Examination for **Dietetic Technicians**

Handbook for Candidates



READ THIS HANDBOOK COMPLETELY AND KEEP ON-HAND FOR REFERENCE.

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GENERAL INFORMATION

The Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics (Academy), does not discriminate against any applicant because of race, creed, religion, color, sex, marital status, national origin, or ancestry.

EXAMINATION APPLICATION

All candidates approved as examination eligible automatically receive an authorization to test email from Pearson VUE, the Commission on Dietetic Registration's testing vendor. This email will explain the process to schedule your exam and create login credentials for Pearson VUE's website. If you have not received your authorization to test email within 48 hours of receiving your CDR eligibility email, please contact Pearson VUE customer service at 888-874-7651. Candidates who established eligibility previously must request reauthorization to test. Candidates must contact the Commission on Dietetic Registration by email (ebutler@eatright.org), by telephone (312/899-4859) or online at cdmnet.org to request examination reauthorization. The request should include the candidate's name and CDR identification number/Academy of Nutrition and Dietetics membership number. Candidates are initially authorized to test for one year (365 days) from the date they are processed as eligible. Please refer to the Authorization to Test section (page 3) for further information.

CODE OF ETHICS

All candidates applying to take the Registration Examinations for Dietitians or Dietetic Technicians must sign the following agreement when establishing eligibility to take the registration examination:

"As a registered dietitian or dietetic technician, registered, I agree to abide by the Code of Ethics for the Profession of Dietetics (<http://www.eatright.org/codeofethics/>), and to hold harmless the Commission on Dietetic Registration or other RDs, RDNs, NDTRs, and DTRs, and CDR employees for their activities in enforcing them."

NON-DISCLOSURE AGREEMENT

All candidates applying to take the Registration Examinations for Dietitians or Dietetic Technicians must certify at that time and at the time of testing that they have read and understand the terms written below and will neither give nor receive assistance of any nature.

"I understand that the content of this examination is confidential. No part of the materials conveyed during this examination may be copied, downloaded, reproduced, stored, disseminated, transferred, or used in any form by any means without prior consent of the Commission on Dietetic Registration. Violators will be prosecuted to the fullest extent of the law. Final adjudications will be reported to all applicable administrative agencies. By accepting this non-disclosure agreement you are also acknowledging that you have read and understand all policies and procedures in the Handbook for Candidates."

APPLICATION PROCEDURES

Read this Handbook for Candidates in its entirety before scheduling your testing appointment.

Registering, paying, and scheduling for the exam must be completed on our secure website. For questions regarding the online application process, contact Pearson VUE at 1-888-874-7651 between 7:00 am and 7:00 pm Central Time, Monday through Friday, excluding holidays.

Once eligibility to test has been certified by CDR, candidates will receive an authorization to test email from Pearson VUE. The authorization to test email contains a personal CDR Candidate ID and dates of initial authorization. It also includes instructions regarding creating an account with Pearson VUE and the web address where the exam may be scheduled. A copy of this email should be kept in a secure location.

To apply for test accommodations, please read the Testing of Applicants with Disabilities section beginning on page 2.

Candidates must have access to a VISA[®], MasterCard[®], or American Express[®], credit card to begin the application process. Federal regulation prohibits Pearson VUE from accepting payments from sanctioned countries. On your Authorization to Test email from Pearson VUE, click on the URL link or copy it directly into a new browser window. On the Pearson VUE homepage, you can create an account and log in to schedule your exam.

Update of Account

Begin by reviewing your candidate profile. Sign in to the CDR/Pearson VUE web portal using your login credentials. On the homepage select "My Profile" under the My Account section. Changes to email addresses, mailing addresses, and phone numbers need to be made in writing to CDR.

For candidate identity protection, **name changes must be submitted with legal documentation via the mail to the Commission on Dietetic Registration (CDR)**, attention Peggy Anderson, Rebecca Beavers or Elaine Butler. Candidates must use the Name/Address Change Form located on CDR's website (cdmnet.org). Documentation must include the original legal document, such as a marriage license, divorce decree, or court order showing the name

change. A notarized copy of the original document will be accepted. Original documents will be returned upon request. Please be sure to identify that you are an exam candidate. Name changes can be sent to: Commission on Dietetic Registration, Attention: Exam Eligibility, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606. We are unable to accept faxed or scanned copies attached to emails. Should you have any questions regarding your name change, please do not hesitate to contact CDR.

Only the candidate's legal name as it appears on an *original* (no photo copies), *valid* (unexpired) *government issued* ID that includes their name, photograph, and signature, should be used. Use of nicknames or abbreviations must be avoided. In this Handbook for Candidates, Admission to Examination (page 4), there are directions which state that the candidate's name in Pearson VUE's scheduling system profile must match the name on the government-issued photo identification card to gain access at the test centers.

An email address is required in order to schedule an exam. Since email is the main method of communicating with candidates, a permanent email address should be listed in the email field. Do not use an academic institution email address (like a school .edu address) unless it is permanent. It is the candidate's responsibility to make sure their email address is current. Address, city, state, and ZIP code fields should be updated with CDR, if necessary. At least one telephone number is required. Make sure your permanent telephone number is in the Telephone Number field, and fill out the other telephone number fields as necessary.

Schedule an Appointment

To schedule an appointment, the candidate must:

- sign in to the CDR/Pearson VUE web portal using the username and password you received upon creating your Pearson VUE account
- select "DTR: Registration Examination for Dietitian Nutritionists" under Pre-approved Exams in the CDR Exams section to schedule an exam
- select "Schedule this Exam"
- on the Additional Questions from CDR page, candidates must select whether or not their name should be released with their exam scores to their program
- candidates must agree that they will not disclose any information about the exam to anyone else. **In order to proceed with the application, the candidate must select "I Agree" and click "Next" to save this selection.**
- use the Test Center Search to locate a test center using either your address or Zip Code. Select and test location and use the "Next" button to proceed
- use the calendar tool to see available test times on a certain date
- select an available test time (appointments must be made at least 48 hours in advance)
- review the appointment details and select "Proceed to Checkout" to pay for a testing appointment
- the system will display the exam policies for cancellation and rescheduling and candidates must agree to the CDR policies to proceed

Please Note: Candidates are required to indicate whether or not the candidate authorizes release of their name with the exam scores to program. In addition, the candidate must agree that he/she will not disclose any information about the exam to anyone else. Agreement to both questions is required in order to proceed with the scheduling.

Submission of Payment

On the Enter Payment screen, start by selecting MasterCard®, VISA®, or American Express® from the drop-down list. Type in the card number, the expiration month and year, cardholder's name, and the security code. Then type in the cardholder's address and telephone number. Click on the next button to proceed to the Submit Order screen. Credit cards will not be charged until Submit is selected at the end of the order process. After the order is submitted, the system will display the complete order information for review. When you click Submit, the order is entered, your credit card is charged and the system will send an email confirmation of the appointment. It is important that you receive this communication to ensure you successfully scheduled your examination. Please note, Federal regulation prohibits Pearson VUE from accepting payments from sanctioned countries.

For questions about scheduling or paying for the exam, step by step instructions are posted on www.pearsonvue.com/CDR. For further assistance, contact Pearson VUE at 1-888-874-7651, 7:00 am – 7:00 pm Central Time, Monday through Friday, excluding holidays.

TESTING OF APPLICANTS WITH DISABILITIES

Candidates applying for test accommodations must not sign in to the candidate account and register at this time. Instead, read and follow the instructions provided at www.pearsonvue.com/accommodations. There you will find information about accommodations and the application process. It will also include information on comfort aids which do not require an accommodations application. Follow the instructions in the Guidelines for Candidates. Do not ask your physicians, other professionals, or other agencies providing documentation to mail your documents separately. **You must send all documentation together to the fax number in the Guidelines for Candidates.**

All accommodation requests and supporting documents must be submitted for evaluation each time you want to test with accommodations.

The Commission on Dietetic Registration makes every reasonable effort to accommodate applicants for the Registration Examination for Dietetic Technicians who are disabled, as that term is defined in the Americans with Disabilities Act (ADA) of 2008. Under the ADA, a person is disabled if he or she has a physical or mental impairment that substantially limits him or her in a major life activity.

In an effort to make the Registration Examination for Dietetic Technicians equally accessible to applicants with disabilities, testing accommodations are made available for candidates with diagnosed physical, mental, sensory, or learning disabilities, and who provide appropriate documentation. All accommodations requests are evaluated by qualified professionals. Requests may also be submitted for independent external reviews by specialists in a particular impairment. It is important to understand that the mere documentation of the presence of a disability does not entitle you to accommodation(s). Rather, the impact of your disability on your ability to take this examination must be quantifiably documented.

For all requests: Candidates will be notified by letter whether or not your accommodations have been approved. If accommodations are approved, a letter will provide instructions on how to schedule the exam by telephone. If the candidate has not yet registered for the exam, a credit card is required when contacting the Accommodations Program Coordinator.

All candidates, regardless of accommodations, are still required to test before the one-year eligibility period expires. Apply as early as possible in advance so that sufficient time will be allowed to make the proper arrangements as **accommodations must be approved in advance of testing**. It is your responsibility to notify Pearson VUE of the need for accommodations.

Pearson VUE reserves the right to independently evaluate documentation submitted by all candidates who request accommodations. Pearson VUE may refuse accommodations if adequate notice accompanied by complete documentation as set forth above is not provided. If accommodations are denied, the candidate will be required to test under standard conditions. Please register, pay, and schedule for your exam by following the instructions outlined in the Application Procedures of this Handbook.

Should you have any questions regarding your disability and/or required documentation, contact Pearson VUE at 888/874-7651 and ask for an accommodations Program Coordinator between 7:00 am and 5:00 pm Central Time, Monday through Friday, excluding holidays.

TEST CENTER INFORMATION

Authorization to Test

Candidates approved for registration eligibility are authorized to test for one year at a time. The one-year authorization period is indicated in the Authorization to Test email sent to the candidate by CDR's testing agency, Pearson VUE. Authorization expires when the:

- candidate takes the examination;
- one-year authorization period ends;
- candidate fails to cancel the testing appointment within the specified timeline (see page 4, Scheduling, Changing, or Cancelling an Appointment);
- candidate arrives late for the scheduled testing appointment (see page 4, Late Arrivals);
- candidate does not complete the examination during the test appointment (see page 4, Rules for the Examination);
- candidate fails to present an *original* (no photo copies), *valid* (unexpired) *government issued ID* that includes their name, photograph, and signature. If the candidate does not have the qualifying ID issued from the country they are testing in, a passport from their country of citizenship is required.
- candidate fails to agree to the Non-Disclosure Agreement.

Candidates seeking reauthorization must contact the Commission on Dietetic Registration by email (ebutler@eatright.org), by telephone (312/899-4859) or online at cdnet.org to request an examination reauthorization. The request should include the candidate's name and CDR identification number/Academy of Nutrition and Dietetics membership number.

Test Administration

The Registration Examination for Dietetic Technicians is administered at over two hundred and fifty (250) Pearson VUE professional test centers in the United States and selected international locations.

Scheduling, Changing, or Canceling an Appointment

Scheduling, changing, or canceling an appointment is completed on the Pearson VUE Web Portal.

Sign in to your personal account using the username and password you created after receiving your authorization to test email from Pearson VUE. . **All appointments must be made at least 48 hours in advance of the desired date/time.** Any changes to an appointment made through your online account must be completed **at least 48 hours before your current test appointment.**

If you are rescheduling by **telephone, you must call at least 48 business hours in advance of your current test appointment.** Anytime an appointment is scheduled, changed, or cancelled, the candidate will receive confirmation of the transaction by email. **It is the candidate's responsibility to verify the receipt of the scheduling or cancellation email and the testing appointment date, time, and location.**

If assistance in scheduling a test appointment is needed, please call Pearson VUE's Candidate Service Center at 888/874-7651, from 7:00 am to 7:00 pm, Monday through Friday, Central Time, excluding holidays. Scheduling outside of these hours must be done on the Pearson VUE Web Portal.

If a test center is closed due to weather or other emergency conditions, Pearson VUE will email candidates to inform them of the closure and provide them with the opportunity to reschedule their examination at no cost. If a candidate believes extreme weather conditions prohibit safe travel to the test center, they must contact CDR within three days of the scheduled examination date. Candidates should email CDR at ebutler@eatright.org to provide a detailed explanation, supporting documentation detailing the weather conditions in their area, and a request for reauthorization

Late Arrivals

Candidates who arrive late for their testing appointment will not be seated. Candidates must contact the Commission on Dietetic Registration at 312/899-4859 to be reauthorized to test. Candidates will be required to complete another examination application and pay the current examination application fee.

Admission to Examination

Candidates must bring the Scheduling Confirmation email in order to be admitted to the Pearson VUE professional test center. In addition, each Candidate is required to present one form of *original* (no photo copies), *valid* (unexpired) *government issued ID* that includes their name, photograph, and signature. If the candidate does not have the qualifying ID issued from the country they are testing in, a passport from their country of citizenship is required. The identification must reflect the candidate's current legal name and match the information on the profile created in the scheduling system. Workplace, college or university identification will not be accepted.

Effective March 9, 2015, all examination candidates who report to a Pearson VUE Test Center will be required to remove their eye glasses and present them to the Testing Administrator for visual inspection. Eye glasses are considered a comfort aid item, which means they are allowed in the testing room following visual inspection to ensure examination security.

For identity authentication, candidates will have their palm scanned using "Palm-Vein Recognition" biometric technology. Palm-Vein Recognition offers an accurate, safe form of positive identification and helps to maintain the examination's integrity.

Rules for the Examination

1. None of the following types of personal items may be taken into the testing room: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, watches, wallets, purses, hats (and other head coverings), bags, coats, books and notes. Studying is not allowed in the test center.
2. Candidates must store the following items in a secure area indicated by the administrator. Cellular phones and other electronic devices must be turned off prior to placing them in the designated secure area. The testing center is not responsible for lost, stolen or misplaced personal items.
3. The Proctor may dismiss a candidate from the examination for any of the following reasons:
 - if the candidate's name on their government-issued photo identification does not match the name in Pearson VUE's system;
 - if a candidate's admission to the examination is unauthorized;
 - if a candidate creates a disturbance, is abusive or otherwise uncooperative;
 - if a candidate gives or receives help, or is suspected of doing so;
 - if a candidate attempts to remove test materials or notes from the test center;
 - if a candidate attempts to take the examination for someone else;
 - if a candidate has access to a cell phone or other electronic device during the testing session.
4. No visitors will be allowed at the test center.

5. An erasable note board may only be used after the exam has started. The candidate cannot remove this items from the testing room at any time during the exam, and it must be returned to the administrator immediately after the exam.
6. A simple "Pop-Up" calculator is provided online, at each computer workstation. Handheld calculators will not be provided by the testing center. Examinees are not permitted to bring their own calculator.
7. Candidates will sit in an assigned workstation until escorted out by a Test Administrator. Eating, drinking, smoking, chewing gum and making noise that creates a disturbance for other candidates are prohibited during the exam.
8. Examinees will have two and one-half (2 ½) hours to complete the examination once the timer/clock begins. The timer/clock will begin with question one of the examination. The examinee will have the option to hide the clock during the examination. Examination testing appointments are three (3) hours; two and one-half (2 ½) hours to take the examination, twenty (20) minutes to complete an introductory tutorial, and ten (10) minutes to complete the post examination survey.
9. Examination candidates must respond to the minimum number of examination questions (110) in order for the exam to be scored. If the examinee does not respond to the minimum number of questions within the time allowed (two and one-half (2 ½) hours), the examination will shut down and the exam will be scored as a failure, since it was inconclusive.
10. Candidates are continuously monitored by the administrator during testing. The session may be videotaped or otherwise recorded for security or other purposes.
11. Candidates must notify the administrator immediately if there is a problem that affects the candidate's ability to take the exam.
12. The exam timer will not be stopped for any **unscheduled breaks**. The administrator will set the workstation to the break mode and the candidate must take his/her ID when leaving the room. The administrator will verify the ID before the candidate can return to his/her seat. The exam will then be restarted.
13. While taking an **unscheduled break**, candidates are NOT allowed access to personal items other than medication required at a specific time and with the approval of the test administrator. Items not permitted include, but are not limited to: cellular phones, exam notes and study guides, unless specifically permitted by the exam sponsor.
14. Candidates are required to answer the current question before moving on to the next question. Candidates are not allowed to review previous questions or change previous responses.
15. Candidates cannot remove copies of exam questions and answers from the testing center, and cannot share or discuss the questions or answers with other candidates.
16. At the end of the exam, the administrator will ensure that the candidate's exam ended properly. The exam sponsors **will** display the score on the screen after the exam or **will** provide a printed score report. The candidate will receive a printed score report **after** the erasable note board and other materials have been returned to the administrator.

FEES AND REFUNDS

Examination Application Fee

The examination application fee is separate from the Academy of Nutrition and Dietetics membership application fee, membership dues, and CDR registration maintenance fee. The entire examination fee of \$120 **must** be paid at the time of exam appointment registration. The fee must be charged to a VISA®, American Express®, or MasterCard® credit card. Please note, Federal regulation prohibits Pearson VUE from accepting payments from sanctioned countries.

Examination Application Fee Refunds

Candidates may cancel an appointment and obtain a refund of payment provided the cancellation is done online a minimum of 48 hours before the appointment or by phone to Pearson VUE 48 business hours before the appointment. Candidate may reschedule by scheduling and paying for another exam appointment, provided the candidate's eligibility to test period does not expire on or prior to the new testing appointment. If the eligibility expires before a new testing appointment can be made, the candidate must contact the Commission on Dietetic Registration to be reauthorized to test and pay another examination application fee. Refunds are not provided for candidates who fail the examination, or who do not arrive for an appointment.

REPORT OF RESULTS

After completing the exam, examinees will receive a printed score report. Should examinees not receive a score report,

they can obtain one by going to the Pearson VUE scheduling portal at pearsonvue.com/CDR and sign in with their user ID and password, provided in the eligibility email sent by Pearson VUE. Examinees can select View Score Report and print. The score report will provide the examinee's scaled score required to pass the examination. All test results are subject to verification.

The examination is scored on a scale of 1–50. The minimum scaled score required to pass the examination is always 25. However, the number of questions the examinee must answer correctly to obtain the scaled score of 25 varies from one examination to another. This is because each examination includes a different set of questions. Based on examinee responses over time, we know that some questions may be slightly easier or more difficult than others. The computer adaptive test format evaluates the examinee's performance compared to the passing standard for the examination. The passing standard for the dietetic technician's examination was established with the implementation of the current test specifications.

In addition to monitoring the examinee's performance, the computer also monitors the difficulty level of the questions administered. If the examinee receives an examination that is slightly more difficult, fewer questions need to be answered correctly to pass the examination. Conversely, if the examinee receives a slightly easier examination, more questions must be answered correctly to pass the examination. This process ensures that examinees are neither rewarded nor penalized because they took an easier or more difficult examination.

In order to protect the security and integrity of the Registration Examination for Dietetic Technicians, the Commission on Dietetic Registration does not release to examinees the examination questions or the correct answers.

Candidates Passing the Examination

Information relative to maintenance of your credential will be sent to the email address provided on the application from the Commission on Dietetic Registration within three weeks after testing.

Interpreting Your Score Report

The content area scores on the score report are not used to determine pass-fail decision outcomes. They are only provided to offer a general indication regarding candidate performance in each content area. The examination is designed to provide a consistent and precise determination of a candidate's overall performance and is not designed to provide complete information regarding a candidate's performance in each content area. Candidates should remember that areas with a larger number of items will affect the overall score more than areas with a fewer number of items. The precision and consistency of scores diminishes with fewer items, and therefore, sub-scaled scores should be interpreted with caution, especially those that correspond to content areas with very few items.

Examination Reauthorization

An examinee who fails the examination or whose eligibility has expired (see page 3, Authorization to Test) must contact the Commission on Dietetic Registration in writing by telephone or online at cdrnet.org to be reauthorized. An examination application will **not** be automatically sent to examinees who must be reauthorized. Examinees will be allowed to retest 45 days after taking the examination unsuccessfully.

Appeals Procedure

An individual may appeal decisions regarding Commission policy/procedures (certification eligibility, certification maintenance, recertification) by filing a written appeal. Appeals must be sent to CDR within 30 calendar days after notification of an adverse decision and will be considered by the CDR Appeals Panel at its next scheduled meeting. A \$20.00 Appeal Review Fee will be required with every appeal submitted. Appeals submitted without the \$20.00 fee, will not be considered by the CDR Appeals Panel. A comprehensive copy of the appeals procedures can be found on the CDR website [here](#).

Confidentiality

The Commission on Dietetic Registration will verify registration status to licensure boards, employers, and the public upon written or verbal request. Examination data and examination scores will not be released without written authorization from the candidate.

CONTENT OF THE EXAMINATION

The examination content is divided into three content domains: Nutrition Science and Care for Individuals and Groups (44%); Food Science and Food Service (24%); and Management of Food and Nutrition Services (32%). The examination includes questions that are intended to test at either the comprehension or application level. Comprehension questions require accurate understanding of concepts, principles, and procedures, and include the ability to translate information presented in different formats, such as graphs, tables, and formulas. Questions at the application level generally involve using information or knowledge to solve a problem, make a decision, select a course of action, and so on.

The examination is computer based and variable length. Each examinee will be given a minimum of one hundred and ten (110) questions; eighty (80) scored questions and thirty (30) pretest questions. The maximum number of questions possible is one hundred and thirty (130); one hundred (100) scored questions and thirty (30) unscored pretest questions. In order to receive a passing or a failing score report, the examinee **must** complete between 110–130 questions. During the examination, if the examinee does not respond to the minimum of 110 questions (for whatever reason), he/she will receive a failing score report. Pretesting is done to see how well items perform before they are used in the scored portion of any examination. The pretest questions cannot be distinguished from those that will be scored, so it is important that examinees answer all questions.

All of the questions on the examination are intended to be practice-related. Questions from any of the three (3) content domains can appear anywhere in the examination; they are intermingled and do not appear in content order.

REGISTRATION EXAMINATION FOR DIETETIC TECHNICIANS – TEST SPECIFICATIONS

(January 1, 2017 – December 31, 2021)

The Registration Examination for Dietetic Technicians is designed to evaluate a dietetic technician’s ability to perform at the entry-level. The examination content domains and topics are outlined below.

	Percent of Exam
I. Nutrition Science and Care for Individuals and Groups	44%
A. Principles of Basic and Normal Nutrition	
B. Screening and Assessment	
C. Planning and Intervention	
D. Monitoring and Evaluation	
II. Food Science and Food Service	24%
A. Menu Development	
B. Procurement and Supply Management	
C. Food Production, Distribution, and Service	
D. Sanitation, Safety, Facility and Equipment	
III. Management of Food and Nutrition Services	32%
A. Human Resources	
B. Finance and Materials	
C. Marketing Products and Services	
D. Management Principles and Functions	
E. Quality Processes and Research	

Commission on Dietetic Registration (CDR) Entry-level Registration Examinations for Dietitians and Dietetic Technicians Frequently Asked Questions

Examination Format and Development Information

1. What is the difference between computer based testing (CBT) and computer adaptive testing (CAT)?

Computer based testing (CBT) is an umbrella term used to describe several types of examinations administered by computer. These tests may range from conventional multiple-choice tests administered on a personal computer to virtual reality simulations.

Computer adaptive testing (CAT) is a specific type of computer based testing. An adaptive test is commonly shorter than a traditional paper-and-pencil test. CAT also results in more measurement efficiency as it administers questions that provide the most information about the examinee's competence.

2. How often will the computerized examinations be administered?

The examinations will be administered year round at over two hundred fifty (250) Pearson VUE test centers nationwide. Test sites are typically open Monday through Friday, with some centers also open on Saturdays.

3. Where will the computerized examinations be administered?

CDR's testing agency, Pearson VUE, has over two hundred fifty (250) approved examination test centers nationwide, conveniently located in professional office spaces. Candidates will receive the most updated test center listing at the time of test registration. Center locations are subject to change.

4. How often does the examination content outline (test specifications) change?

The content outline changes following the review and analysis of the Dietetics Practice Audit. The last Audit was conducted in 2015. The current content outline took effect January 1, 2017.

2017-2021

	Dietitians		Dietetic Technicians	
Domain I	Principles of Dietetics	25%	Nutrition Science and Care for Individuals and Groups	44%
Domain II	Nutrition Care for Individuals and Groups	40%	Food Science and Food Service	24%
Domain III	Management of Food and Nutrition Programs and Services	21%	Management of Food and Nutrition Services	32%
Domain IV	Foodservice Systems	14%		

5. How many questions will be on the Registration Examination for Dietitians?

The multiple-choice examination will be variable length. Each examinee will be given, and must receive, a minimum of one hundred and twenty-five questions: one hundred (100) scored questions and twenty-five (25) pretest questions in order for the examination to be scored. The maximum number of questions possible is one hundred and forty-five (145): one hundred and twenty (120) scored questions, and twenty-five (25) un-scored pretest questions. If less than 125 items are answered when the 2 ½ hour testing period has ended, the candidate will receive a failed score of 2, indicating inconclusive.

6. How many questions will be on the Registration Examination for Dietetic Technicians?

The multiple-choice examination will be variable length. Each examinee will be given, and must receive, a minimum of one hundred and ten (110) questions; eighty (80) scored questions and thirty (30) pretest questions in order for the examination to be scored. The maximum number of questions possible is one hundred and thirty (130); one hundred scored questions and thirty (30) un-scored pretest questions.

Examination Authorization and Fee Payment

7. How long after candidates complete registration eligibility requirements (academic and supervised practice) will it take to be authorized to test?

The entire process, from the time the Commission on Dietetic Registration receives the program director candidate eligibility information to the time the candidate receives the Pearson VUE examination application email, is 2 to 3 weeks.

8. How much is the examination application fee?

The examination application fee for dietitians is \$200 and \$120 for dietetic technicians.

9. Will the online examination application, sent with the link for the Handbook for Candidates by Pearson VUE, expire?

The examination application expires one year after it is issued by Pearson VUE. (Refer to page 1 of the *Handbook for Candidates*.) If the examination application process and examination are not completed within this one-year time period, the examinee must contact the Commission on Dietetic Registration to request reauthorization and a new application.

10. Does the authorization to take the examination expire?

Yes. The CDR authorization to test expires after the test is taken or one (1) year after receipt of the examination application email, whichever occurs first. This means that examinees have 365 days from receipt of the application email from Pearson VUE to register, pay, schedule and complete the examination. If examinees take the test and are unsuccessful, they must contact CDR in order to re-establish eligibility to take the test again. It is important to note that some employers and licensure boards may establish shorter limits on the testing authorization period.

Examination Experience

11. How much time will examinees have to complete the examination?

Examination testing appointments are three (3) hours; two and one-half (2 ½) hours to take the examination, twenty (20) minutes to complete an introductory tutorial, and ten (10) minutes to complete the post examination survey. The timer/clock will begin with question one of the examination. Examinees will have two and one-half (2 ½) hours to complete the examination once the timer/clock begins. The examinee will have the option to hide the clock during the examination. Examination candidates must respond to the minimum number of examination questions (125) in order for the exam to be scored. If the examinee does not respond to the minimum number of questions within the time allowed (two and one-half (2 ½) hours), the examination will shut down and the exam will be scored as a failure, since it was inconclusive. Please see the answer to Question 5 for more information.

12. Will examinees be given an opportunity to become familiar with the computer before beginning the test?

Yes. Examinees will be allowed to take a tutorial on the computer prior to beginning the actual examination. This tutorial will include detailed instructions on taking the computerized examination and provide an opportunity to respond to practice questions. In addition, prior to the exam appointment, there will be a

practice test available at www.pearsonvue.com/CDR for candidates to download to experience the navigation of exams, and use of the online calculator.

13. Will a calculator be provided at the test center?

Yes. An online calculator is included in the exam and is the preferred calculator. A handheld test center simple calculator can be issued to the candidate, upon request. Examinees are not permitted to bring or use their own calculator. The calculator (either version) should be examined and tested prior to the beginning of the examination.

14. Will the test questions be in multiple-choice format?

Yes. Each question has four (4) answer options.

15. Will the test questions be numbered?

Yes. The examination questions will be numbered.

16. Will examinees be allowed to change question responses, skip questions, or review question responses?

No. Each question will require a response in order to continue the examination process. Once an examinee answers a question and continues to the next question, the examinee is not permitted to review or change previous examination questions/responses.

17. Why are there more pretest questions on the Registration Examination for Dietetic Technicians than the Registration Examination for Dietitians?

It is important that new questions be pre-tested for both examinations on a regular basis. The Registration Examination for Dietetic Technicians was only administered once per year until 1996, and coupled with a small examinee volume reduced the number of pretest questions administered each year. With computerized testing and year round administration, CDR has been able to pretest more questions and increase the bank of questions.

Examination Scheduling, and Test Center Issues and Protocols

18. How should I report scheduling problems?

If you experience difficulty during scheduling, please contact Pearson VUE's Candidate Service Center at 888-874-7651.

19. How should I report onsite testing problems?

If you experience technical difficulties during testing, please notify the test center personnel/ proctor immediately. Candidates are responsible for following the instructions for notifying the proctor of a testing problem.

Special Accommodations

20. Will the Commission continue to make special accommodations for examinees with disabilities?

Yes. Reasonable accommodations for candidates with disabilities, provided appropriate medical documentation is submitted with the request for special testing accommodations, will be made. Refer to the *Handbook for Candidates* section on testing with disabilities for specific documentation requirements. All evaluations will be done by Pearson VUE staff who are knowledgeable about the Americans with Disabilities Act.

Study Guides

21. Are there any other materials available to assist examinees in preparing to write the examination?

The Commission on Dietetic Registration publishes two study guides; Study Guide for the Registration Examination for Dietitians and Study Guide for the Registration Examination for Dietetic Technicians. Both study guides include a comprehensive study outline, references and practice examination. A practice examination is provided in both hard copy and on-line computer versions. The online computer version has been designed to simulate the actual computerized examination.

The Commission on Dietetic Registration (CDR) does not endorse any particular preparation program or offering. We encourage examination candidates to use a variety of resources that reflect their learning styles and needs. Purchasing an examination preparation product is NOT required and CDR does not guarantee that an individual will pass based on the purchase of an examination preparation product.

Score Reports: Candidates

22. When will examinees receive their score report?

Score reports will be distributed to examinees as they leave the test center.

23. What information will be included on the examinee score report?

The examinee score report will include the examinee's scaled score and the scaled score required to pass the examination. In addition, the score report will also document the candidate's scaled sub-scores.

January 1, 2017 to December 31, 2021

	Sub-Score Titles	Registration Examination for Dietitians	Registration Examination for Dietetic Technicians
I	Food and Nutrition Sciences	Domains I and II	Domains I
II	Food Service Systems/ Management	Domains III and IV	Domains II and III

24. Will the scaled score required to pass the examination change from the current minimum passing scaled score of twenty-five (25)?

The minimum scaled score required to pass the examination will remain twenty-five (25) on a scale of one (1) to fifty (50).

25. If the examinee decides to stop the examination before responding to the minimum number of questions required to make a pass/fail decision, will the examinee's score be reported as a "fail?"

No. If an examinee chooses to stop the examination before answering or not responding to the minimum number of questions required to make a pass/fail decision, the examination will not be scored. The examinee will receive a form documenting their decision to quit the examination. The examinee must contact the Commission on Dietetic Registration to be reauthorized to test. Candidates seeking reauthorization must contact the CDR by email (ebutler@eatright.org), by telephone (312-899-4859) or online at cdmnet.org to request an examination reauthorization. No refunds will be provided.

Score Reports: Academic Programs

26. Will dietetics education program directors receive institutional score reports?

Yes. Program directors will receive institutional reports in February and August of each year. The institutional score report will include scaled scores for program graduates, percentile ranks, national mean scores, institutional examinee mean scores, and scaled sub-scores. Examinee names will only be included if the examinee authorized release of scores with examinee name.

Examination Reauthorization

27. How soon can unsuccessful examinees retake the registration examination?

Examinees will be allowed to retest forty-five (45) days after taking the examination unsuccessfully. They must contact the Commission on Dietetic Registration to be reauthorized as examination-eligible and pay the current examination application fee.

28. Under what conditions must the examinee contact the Commission on Dietetic Registration to be reauthorized to test?

The examinee must contact the Commission to be reauthorized to test:

- when the examinee fails the examination,
- when the examinee's one-year authorization period ends,
- when the candidate fails to cancel the testing appointment within the specified timeline,
- when the candidate arrives late for the scheduled testing appointment, or
- when the candidate does not complete the examination during the testing appointment.

Candidates seeking reauthorization must contact the CDR by email (ebutler@eatright.org), by telephone (312-899-4859) or online at cdrnet.org to request an examination reauthorization.

29. How often may examinees take the registration examination?

Once an examinee establishes eligibility to take the examination there is no limit on the number of times an examinee may take the examination, provided the examinee waits the required forty-five (45) days between test dates. State licensure candidates must check with their state licensure board for any state specific requirements regarding retesting for licensure purposes only.