

Credentialing Registration Management Services (CRMS)

Eligibility Application Process

QUICK REFERENCE CHECK LIST

REVISED: April 2012

The Credential Registration Maintenance System (CRMS) is compatible with Internet Explorer and MAC. Should you encounter difficulties with MAC/Safari please contact your IT Department.

To minimize processing delays, please check off each step as you go through the registration eligibility application process.

It is essential that the information provided by each student is accurate and verified. The application is electronically downloaded; therefore, it is important that the program director proofread the data entered online on the Candidate record against the Registration Eligibility Application Form – CDR Copy (see Steps 4 and 5).

STEP 1:

Go to CDR's website located at www.cdrnet.org and click on Program Directors located on the left side of the screen.

STEP 2:

Scroll down to Program Director Information for Graduating Students located in the center of the screen.

On the next screen:

- Print the Program Director Information for Graduating Students located at the top half in the center of the screen. This is the Program Director Packet.
- Print the Graduating Student Information located at the bottom half in the center of the screen. This is the Student Exit Packet.

Please contact Peggy Anderson or Joe LasCola [800-877-1600, extension 4764 or 4781] should you have any questions or require assistance.

COMMISSION ON DIETETIC REGISTRATION
REGISTRATION ELIGIBILITY APPLICATION
ON-LINE PROCESS

Page 9

□ STEP 3:

“The Registration Eligibility Application Form - CDR Copy” Form Must Be Submitted To CDR With Your Class Completion Submission.

- Provide each student with the “Registration Eligibility Application Form – CDR Copy” (Formerly the Name/Address Verification Form – CDR Copy) for her or his completion and return to the program director. NOTE: Only the current CDR Copy [For CRMS – Revised 4/12] will be accepted. Please destroy all old forms to ensure your class submission does not encounter processing delays.
- Provide each student with the “RDE or DTRE Mis-Use” form for their completion and return to the program director.
- Provide each student with the “Transcript Release/Degree Confirmation” form for their completion and return to the program director.
- Verify the student completed all areas, and signed and dated the “Registration Eligibility Application Form - CDR Copy (Revised 4/12)”.
- The Program Director needs to print their name, sign the form and document their institution’s four-digit program code on the “Registration Eligibility Application Form – CDR Copy (Revised 4/12)”.
- Place the “Registration Eligibility Application Form - CDR Copy (Revised 4/12)” in **alpha by last name order**.
- Verify the student completed all areas on the “RDE Mis-Use” form and place the form in the student’s file. This form is required for submission to CDR if your class is audited or upon request by CDR.
- Verify the student completed all areas on the “Transcript Release/Degree Confirmation” form and place the form in the student’s file. This form is required for submission to the Registrar’s Office, not to CDR, to obtain the student’s transcript should CDR audit your class.

□ STEP 4:

- Open the CRMS program located on the first line after clicking on Program Directors at the CDR website home page of www.cdnet.org.

COMMISSION ON DIETETIC REGISTRATION
REGISTRATION ELIGIBILITY APPLICATION
ON-LINE PROCESS

Page 10

- ❑ Enter your Login and Password. Please contact Peggy Anderson or Joe LasCola [800-877-1600, extension 4764 or 4781] if you require assistance or have misplaced these codes.
- ❑ The next screen will welcome you back. On the left side of the screen click on Grp. Submit [Group Submit].
- ❑ The next screen will provide your four-digit program code, the name of your institution, the current program director's name and an Action Column on the far right of the screen. Click on the icon under the Action Column to advance to the next screen.

Dietetic Technician Program Directors will notice that the on-line CRMS program code options are either an "A" or a "D". Upon submission, a regular dietetic technician class [Associate or Baccalaureate Degree] must be identified with the "A" program code. The "D" program code can only be used if the student has completed a Baccalaureate Degree and Didactic Program in Dietetics (DPD).

- ❑ On the top half of this screen in the center click on Add Completion Group.
 - ❑ On the next screen enter the class completion date.
 - ❑ On the next screen click on Add Candidate.
 - ❑ On this screen enter the candidate information provided from the "Registration Eligibility Application Form – CDR Copy (Revised 4/12)" Form.
 - ❑ Click on the "Save" button once all data provided by the student has been entered.
- ❑ STEP 5:

Complete each field with the data provided on the "Registration Eligibility Application Form – CDR Copy (Revised 4/12)".

- ❑ Enter the student Member ID # (minimum of 6 digits) as it appears on their membership card. Obtain a photocopy of the membership card, profile page or receipt to verify entry of the member number is accurate. (Required for number verification and entry on CRMS for accuracy. It is not required for submission to CDR.) If the student is a non-member please enter six zeros enabling you to advance in the system.

COMMISSION ON DIETETIC REGISTRATION
REGISTRATION ELIGIBILITY APPLICATION
ON-LINE PROCESS

Page 11

- Enter the student's name as it appears on their drivers' license; (last, first/first and middle name and/or middle initial) to ensure admittance at the test site. Students are unable to change their name on the exam application online.
 - Enter the student's maiden name.
 - Enter the student's prior name(s), if any (i.e., divorced or legal name change). (Not their maiden name.)
 - Enter the last four digits of the student's social security number. Check the "Not Available" box ONLY if it is an international student who does not intend to remain and work in the US.
 - Enter the student's current mailing address. The first line should be the apartment number, if applicable, followed by the street address on the second line. If the address is a house, complete the first line. However, it is very important the student provides an apartment number, if applicable, to avoid mail delivery and/or processing delays.
 - Enter the home phone number on the first line number. Enter the cell phone number if the student does not have a land line (home) phone number.
 - Enter the daytime / work phone number on the second line. If the student is not working enter their cell phone number. If no cell phone number, enter their home on the second line.
 - Enter the cell phone number on the third line even if you have entered it on line one and/or line two. If no cell phone number, enter all zeros for the third line.
 - Enter the student's current and permanent e-mail address. This is very important since the student receives their electronic notification about their examination application status from CDR and ACT via e-mail. (It is not recommended to use the university/college e-mail address since many of them expire following the student's completion of their program.)
 - Enter the degree type.
 - Enter the date the degree was conferred.
 - Enter the DPD program code by clicking on the down arrow and scrolling to the four-digit code from the DPD Verification Statement. **(This field is not applicable for Coordinated and Dietetic Technician, Type A, program submissions.)**
 - Enter the DPD completion date, if applicable.
- STEP 6:

Forms Must Be Submitted To CDR

COMMISSION ON DIETETIC REGISTRATION
REGISTRATION ELIGIBILITY APPLICATION
ON-LINE PROCESS

Page 12

All forms should be in ascending **Alpha By Last Name** order as they appear on the Class Submission Recap Report.

- ❑ Click on the “Print Candidate Record” button to obtain the “Candidate Submission Detail” form. Please note that the forms print out in **Alpha By Last Name** Order. Contact Peggy Anderson or Joe LasCola at 800-877-1600, extension 4764 or 4781 should you encounter print problems.
 - ❑ Click on the “Print Signature” button to obtain the “Class Submission Recap Report.” Contact Peggy Anderson or Joe LasCola at 800-877-1600, extension 4764 or 4781 should you encounter print problems.
 - ❑ Place the “Candidate Submission Detail Form” on top of the “Registration Eligibility Application Form – CDR Copy” **Alpha By Last Name** by student.
 - ❑ ***Proofread*** the student information on the “Candidate Submission Detail Form” using the “Registration Eligibility Application Form – CDR Copy (Revised 4/12),” to ensure all data has been entered accurately. [NOTE: Data entered on the “Candidate Submission Detail Form” must appear on the CDR Copy. The student needs to complete a new form if the information has changed prior for submission to CDR.]
 - ❑ If any edits are noted during the **proofreading** process, click on the individual student record, make the correction(s), reprint the student’s “Candidate Submission Detail Form” and place it in **alpha order by last name**.
 - ❑ Once all proofreading, edits and reprinting of the individual “Candidate Submission Detail Forms” have been completed, the program director must sign and date the “Class Submission Recap Report.” Place this form on top of each set of student records.
 - ❑ Complete the “Contact Form” and place it on top of the “Class Submission Recap Report.” The “Contact Form” should be submitted to CDR in the event questions arise regarding the Class Completion Group submission. If the program director will not be available to be contacted at their institution, CDR must have an alternate telephone number or e-mail address in order to resolve problems or questions to minimize processing delays. (Please make sure CDR has contact information for up to six {6} weeks past class submission.)
- ❑ **STEP 7:**
- Class Completion documents to be submitted to CDR for registration eligibility application processing for students to take the Registration Examination for Dietitians or Dietetic Technicians.

COMMISSION ON DIETETIC REGISTRATION
REGISTRATION ELIGIBILITY APPLICATION
ON-LINE PROCESS

Page 13

- Steps 3, 4, 5, 6 and 7 Check Lists – For verification only, retain in your files.

Submit the following documents in the same order as list below, the first placed on top.

- Contact Form
- Class Submission Recap Report
- 1st Candidate Submission Detail Form – **Alpha by Last Name Order**
- 1st Student Eligibility Application Form – CDR Copy, **Alpha by Last Name Order**
- 2nd Candidate Submission Detail Form – **Alpha by Last Name Order**
- 2nd Student Eligibility Application Form – CDR Copy, **Alpha by Last Name Order**
- Etc.

STEP 8:

Submit all required class completion documents listed in Step 7 via e-mail, using pdf format, to Peggy Anderson **AND** Joe LasCola at panderson@eatright.org and Jlascola@eatright.org. This should be one pdf document. You may need to have your IT Department compress the file if it is too large.

The pdf document and the e-mail subject line should read the same per the sample below:

Class Completion 12-09-01 – CUP 1200 – 2 Students

In the event you are unable to convert these documents to a pdf format, you must then mail these required class completion documents (outlined in Step 7) to the following address:

Peggy Anderson and Joe LasCola
Commission on Dietetic Registration
120 S Riverside Plaza, Suite 2000
Chicago, IL 60606-6995

Please note that these documents must be sent via a secure courier (i.e., UPS, Federal Express or Priority Mail) to ensure student applications are processed in a timely manner. Do not use regular US Mail, Certified Mail or Registered Mail. These carriers can take up to 7 – 15 days to deliver the mail to CDR.

Thank you.