

PROGRAM DIRECTOR PDF CLASS COMPLETION SUBMISSION INSTRUCTIONS

REVISED: APRIL 2012

The PDF Class Completion Submission process was implemented in 2008 to minimize the cost of overnight mailing by the program director. This process is outlined in Step 8 of the Quick Reference Check List, Updated April 2012.

The program directors first step is to process your class on the CRMS online system, remembering to click on the Submit to CDR button once you have printed and proofread the Candidate Submission Detail form for each student, making appropriate edits, if any. Then print and sign the Class Submission Recap Report.

The following documents to be submitted to CDR are listed below in their order of submission from top to bottom.

- Program Director Contact Form
- Class Submission Recap Report
- First Student's Candidate Submission Detail Form – Alpha By Last Name
- First Student's Registration Eligibility Application Form – CDR Copy – Alpha By Last Name
- Second Student's Candidate Submission Detail Form – Alpha By Last Name
- Second Student's Candidate Registration Eligibility Application Form – CDR Copy – Alpha By Last Name
- Etc, Etc, Etc

(Please note that the following documents are NOT required for submission with this process; the Verification Statement, RDE or DTRE Mis-Use Form, a copy of the Academy member number verification, Transcript Degree/Confirmation Release Form, Print screen of the View Candidate from the CRMS system, and Print screen of the Completion Group Summary from the CRMS system.)

Scan all documents to one pdf file as outlined in Step 7 of the Quick Reference Check List. The file needs to be compressed between 4.5 MB and 10 MB (4,096 KB – 10,240 KB) to ensure transmission through the system to CDR. You may need to obtain assistance from your IT Staff. Please remember to print and review the pdf document prior to submission to ensure there is no distortion and that each page is exactly the same size, including portrait style, as the documents you scanned.

If you have an old scanner that shrinks the CRMS documents you will need to page number the documents in the bottom center of each page and rescan to a new pdf document prior to submission to CDR.

Credentialing Registration Maintenance System (CRMS)
All Program Director Instructions
Registration Eligibility Application On-Line Process

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Open and right click on the pdf file and then click on the rename option. Then label and save your pdf document with your class information using the sample below as an example. The correct labeling, including spaces and dashes, of the pdf file **and** the subject line on your e-mail is:

Sample: Class Completion 12-08-96 - DPD 4806 T - 2 Students

Open an e-mail to Peggy Anderson at panderson@eatright.org **and** to Joe LasCola at jlascola@eatright.org and address the Subject Line with the same labeling on your pdf document.

Sample: Class Completion 12-8-96 - DPD 4806 T - 2 Students

Please note the wording, spaces and dashes in the labeling of the pdf file **and** the e-mail subject line so that when CDR does a quick scan we can locate the one we are searching for to avoid processing delays.

PDF Class Completion submission and labeling is very important when we are trying to locate a P D F class document. It is essential that everything be labeled correctly for filing, tracking and researching.

Attach the pdf file to your e-mail and submit it to Peggy Anderson **AND** Joe LasCola at CDR. CDR only recognizes program directors that are authorized by CADE. If the program director entrusts another individual to submit the class to CDR they must CC the program director. If this does not occur and CDR does not recognize the sender, for security reasons, the class will be Denied. The program director will be notified of this attempted submission in the event this was not an authorized submission by the program director.

Once the class completion has been submitted via a pdf file by e-mail, you would then retain the original documents in your files. CDR will send an acknowledgement e-mail to verify that your submission came through. If you do not receive an e-mail within 48 business hours, please resend the class and notify Peggy Anderson **AND** Joe LasCola. Don't forget to finish the CRMS On-Line process by clicking on the Submit To CDR button. The class cannot be processed without the CRMS electronic submission. As mentioned in Step 8 of the Quick Reference Check List – Revised April 2012, you can still submit the documents via a secure courier (Priority Mail, UPS, Fed X) should you not have access to scanning or encounter problems with the pdf document process. Do Not Submit via regular US Mail, Certified or Registered as it could take up to two weeks for delivery.

Upon completion of CDR processing the class, the CRMS system will automatically send you a confirmation e-mail. You can always verify if the class is pending or approved by clicking under the Submitted Completion Groups on the left icon, under the action button, for the class completion date.

Inquiries and class completion submissions should be directed to Peggy Anderson or Joe LasCola at 800-877-1600, extension 4764 or 4781, or by e-mail to Peggy at panderson@eatright.org **AND** Joe at jlascola@eatright.org.

Thank you.