

COMMISSION ON DIETETIC REGISTRATION  
REGISTRATION ELIGIBILITY APPLICATION  
ON-LINE PROCESS

CP, DI, ISPP and DT STUDENT INSTRUCTIONS

Revised: April 2012

- Complete the Registration Eligibility Application Form – CDR Copy provided by your Program Director. This form must be completed in colored ink [but not Black] within the last one to two weeks prior to the completion of your program to ensure current data is submitted to CDR. The name, only, you provide must match the name on your government-issued photo identification (i.e., driver’s license, passport, etc.) to gain access to the exam. To avoid processing delays, it is required that every area be completed, including maiden name and ALL phone numbers – even if they are repeated. You must provide a copy of your Academy membership card to your program director to ensure the Academy ID number is recorded correctly. Please Do Not Guess when entering your identification number. It is recommended that you do not use an “edu” e-mail address as they expire shortly after completing your program resulting in missing important e-mails related to the eligibility/examination process and once you pass the exam. Remember to sign and date the form.
- Return the CDR Copy to your Program Director on or before the deadline they have given you. The Program Director will submit this original form to CDR for eligibility application processing.
- Complete the RDE or DTRE MIS-USE form and return the signed/printed and dated document to your Program Director. This form states that individuals who are not credentialed by CDR as a RD or DTR will not use RDE, RD Eligible, Registered Dietitian Eligible, DTRE, DTR Eligible or RD/DTR in their e-mail address prior to passing the CDR Exam. We refer you to the CDR website for dietitians <http://www.cdrnet.org/PDFs/RDE%20%20Mis-Use%20%20-%20%20Updated%204-09.pdf> for Dietetic Technicians <http://www.cdrnet.org/PDFs/DTRE%20%20Mis-Use%20%20-%20%20Updated%204-09.pdf> .
- Retain the Name Address Change Form - Student Copy for your records and future use.
  - The “Student Copy” is to be used when you have a name, address, phone number and/or e-mail change after you have submitted the original CDR Copy, which is your eligibility application, to your Program Director.
  - Please mail the documents to CDR, attention Peggy Anderson or Joe LasCola to: 120 South Riverside Plaza Suite 2000 Chicago, Il 60606. Make sure you complete ALL areas of the Change Form, including previous address (the address you provided to your Program Director), new address, Program Director’s name and four-digit program code that is found on your Verification Statement from your Program Director indicating completion of your supervised practice. Please Note that for ALL name changes a copy of the marriage license, divorce decree or court order must be included. When a name, address, phone number and/or e-mail change occurs, also notify your Program Director of the change(s) via mail so that they can update their records.
  - The RDE or DTRE MIS-USE Student Copy form is provided in your Student Exit Packet as a policy reminder. This form states that individuals who are not credentialed by CDR as

a RD or DTR will not use RDE, RD Eligible, Registered Dietitian Eligible, DTRE, DTR Eligible or RD/DTR in their e-mail address prior to passing the CDR Exam.

- Your Program Director will provide a copy of the 2006 ADA Journal article “Co-Sign or Not to Co-Sign”, helpful information while on the job and prior to passing the CDR exam.

Program Directors will forward the On-Line Computerized Registration Eligibility Application for each student to CDR. You will receive an e-mail confirming your registration eligibility from CDR approximately two to three weeks following Program Director submission to CDR. CDR does not encourage “edu” e-mail addresses as they often expire shortly after the student completes the supervised practice program.

#### Timelines and Procedures for the Eligibility / Examination Application Process

Within the last two weeks of the supervised practice program (Coordinated, Dietetic Internship, Dietetic Technician, Individualized Supervised Practice Pathway (ISPP) the program director will provide each student with some forms that are to be completed and returned to the program director so they can complete the eligibility application process for their submission to CDR. The program director will provide each student with the Student Exit Packet that is to include a minimum of five or six original Verification Statements (VS). These original VS forms are for you to provide, upon request, to prospective employers, the licensure board and to the Academy for membership. The VS form DOES NOT get submitted to or by CDR, nor is it to be included with the exam application to ACT.

The normal process time from start to finish can be from two to four weeks without any variables. Some variables could be that the documents don't arrive in order, being audited, documents aren't submitted within a week of class completion, Holiday(s), office closings, Holiday vacation and US Mail. If any of the variables come in to play, then the process time could be longer. However, if everything comes through right away from the program director via pdf or secure overnight courier and all is in order, candidates could possibly receive their exam packets from ACT within ten to twelve business days, or sooner, depending if it is peak processing time.

Once CDR receives both of the two-step class completion submissions from the program director, provided everything is in order and the class is not being audited, the eligibility process begins and then the class is forwarded to ACT for further processing.

Effective January 1, 2012 ACT went online through the new CDR/ACT Web Portal and will no longer mail out the exam application packets. As a result, it is imperative that the students provide an accurate e-mail address that they use. We don't encourage 'edu' addresses, unless the institution retains them following graduation long term. It is also encouraged that if the student changes their e-mail address that they keep CDR informed to ensure that they don't miss important information related to the exam and upon passing the exam miss information related to their maintenance fee and credential.

Candidates will receive an e-mail from ACT with their examination application, which will expire one year from the date of issuance, and a link to the Handbook for Candidates. Candidates will have one year to complete the application, pay online, schedule their test appointment and sit for the exam. The candidate should have their credit card on-hand when they log-in, as the system will shut down after 15 minutes due to non-completion. Upon completion, the candidate will receive a Scheduling Confirmation Email that they are required to bring with them to gain admittance at the test center.

Candidates will not be able to make any changes to their name and/or address on the CDR/ACT Web Portal. They must complete and submit the Name Address Change Form, along with a copy of their

marriage license, divorce decree or legal name change court document, to Peggy Anderson or Joe LasCola. Upon receipt, CDR will update the candidate's record and notify ACT. ACT will e-mail an updated Exam Application or Scheduling Confirmation Email to the candidate. Remember, the candidate's name on the Scheduling Confirmation Email and their US government-issued photo identification must match in order for them to be admitted to the Test Center for their examination.

Your Confirmation E-mail will contain a list of approximately 230 test centers, which includes a toll-free scheduling phone number. Should the candidate not complete the application, make their payment and test within the one year timeline, it will become invalid. The candidate would then need to contact CDR to re-establish their registration eligibility and go through the process again. Upon completion of this process CDR forwards the candidate's name to ACT, who will prepare and e-mail a new exam application packet. The candidate would then have one year to complete the exam application, along with the current application fee, before they can be authorized to test again. There is a 45-day wait window between testing; therefore, the candidate can retest on the 46<sup>th</sup> day from the previous exam date. This calculation would include weekends and is the only time that the weekend is used in any calculations. All other policies specify Business Days or Hours, Monday through Friday. Should you encounter any difficulties with the exam application process or at the test center, contact ACT at 319-337-1315 for assistance.

For candidates passing the exam, on the bottom of your Score Report it states that you will receive your first piece of maintenance information in approximately two to three weeks. CDR receives the candidate test information (pass or fail) from ACT approximately seven to ten business days following the day of the exam. CDR processes this information in the database and then an e-mail is sent to the candidates acknowledging they passed the exam. Within 24 – 48 hours of the first e-mail, the new RD/DTR receives a second e-mail with their \$50 Maintenance Fee Notice attached. Some servers and Spam accounts don't recognize our attachment. If you don't see the second e-mail after 48 hours of your first e-mail you should check your Spam. The maintenance fee can be paid by mail, online or by phone. Once the fee is posted to the individual's record, their registration card is system generated and mailed within ten business days.

Being a member of the Academy, your membership number and password would be the same as your CDR registration number and password. You can monitor your status on the CDR website at [www.cdrnet.org](http://www.cdrnet.org) by clicking on the CDR Online Credentialing Verification Search located in the very center of the home page in a lavender rectangle box. Once you are in our database you will be able to go all the way through the Search process and print your RD/DTR Verification. If you are not in our database as a RD/DTR then the system will provide a pop-up statement directing you to contact CDR regarding this record. When this appears, please try the Search process in another couple of days. This system was developed to assist the credentialed dietitian, dietetic technician, employers and licensure boards that require verification prior to the registration card being issued. Please share this information with your employer.

Once you are in our database you can then pay online at [www.cdrnet.org](http://www.cdrnet.org). Under the CDR **Online Credentialing Verification Search** option you will see three icons, click on the one that looks like a computer screen and says Online Services. This would be the first of the three icons starting from left to right located in the center of the screen. The next screen will request your Academy member/CDR RD/DTR identification number and password. The next screen will be your Profile Page and at the top of this screen you will click on CDR Credentialing, which will take you into your confidential CDR records. You will then see that you owe a \$50 Maintenance Fee and click on Pay Now to begin your payment process.

Inquiries regarding the eligibility process should be directed to Peggy Anderson at 312/899-0040, extension 4764 or e-mail Peggy at [panderson@eatright.org](mailto:panderson@eatright.org). Or contact Joe LasCola at 312/899-0040, extension 4781 or e-mail Joe at [jlascola@eatright.org](mailto:jlascola@eatright.org).

Thank you