

CDR CPEU Prior Approval Program Annual Requirements



1

Complete CDR’s Accountable Contact Training

Each Accountable Contact must complete training each year.

[Log in to the CDR CPE Provider portal.](#) Select the Accountable Contact Training tab.

Complete all steps in the Training. Save your Certificate of Completion by printing to PDF.

2

(re)Designate the Accountable Contact

Within your the CDR CPE Provider portal, select the Contacts tab.

Click “View” to the left of your name.

Provider Info

Contacts

Contacts - 1 Item

	Phone	E-Mail
View	207-111-1111	priorapproval@

Click “Choose File” to upload your Accountable Contact Training Certificate of Completion.

Contact Name *

Sierra Xie

Accountable Contact (AC)

Is this contact a designated Accountable Contact?

YES

This is an APPROVED Accountable Contact.

AC Training Certificate of Completion *

Choose File

☐ Delete File | TEST.pdf (28 KB)

Note: When renewing Accountable Contact status, leave the response to ‘Accountable Contact (AC)’ toggled to **YES**.

Click “Save Contact.”

3

Complete CDR’s Annual Report

The Annual Report will be available in the CPE Provider Portal 90 days before it is due. Access the Report in the blue banner at the top of the Portal.

Complete the Report and click “Save.”

Provider Status: Prior - Approval Only

Important: One Accountable Contact per account must [submit an Annual report](#) by December