

CDR CPEU Prior Approval Program Pre-Submission Requirements



1

Complete CDR’s Accountable Contact Training

[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

Designate the Accountable Contact

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

Click “View” if you have an existing profile, or “+New Contact” if you do not.

Provider Info

Contacts

Contacts - 1 Item

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

+NEW CONTACT

le Contact Status	AC Exp
	04/30/25

Edit or add contact information, toggle “Accountable Contact (AC) to yes, and 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)

Click “Save Contact.”

3

Complete CDR’s Benchmarking Report

Once there is one approved Accountable Contact, the Benchmarking Report will become available in the blue banner at the top of the CPE Provider Portal.

Complete the Report and click “Save.”

Pre-submission requirements include designating an Accountable Contact and completing the [Benchmarking Report](#).