

700.-740. *Pre-approved Self-Study Materials*

Self-study programs are defined as educational materials (e.g., audio, video, and web-based materials, study kits, modules and publications) used for individual study. Academic correspondence courses are not considered self-study programs.

Only activities prior-approved by CDR or from CDR-approved CPE providers will be accepted for self-study CPEUs.

Activities listed in CDR's CPE online database at www.cdrnet.org are all prior-approved by CDR.

To receive CPE credit for self-study materials, the practitioner must meet all provider requirements for the product (including complying with deadlines, completing examinations, making payments, etc.).

In order to provide expanded learning opportunities, as of June 1, 2008, CDR accepts self-study materials from certain CPE providers accredited by other CDR-approved organizations as detailed in the list on the next page. Be sure to refer to CDR's website at www.cdrnet.org for an updated list of approved self-study providers.

If the self-study materials are accredited by one of the CDR-approved organizations listed on the next page, please include the activity provider and the accrediting organization on your Step 4: Activity Log in the "Provider" box.

CPE providers seeking CDR prior-approval, as well as practitioners, need to be aware that self-study CPE programs must meet all of the following criteria in order for RDs, RDNs, or DTRs to receive CPEUs:

1. **Content:** The refereed program must meet the content criteria for continuing education as stated in the Continuing Professional Education Guidelines, including "Content should apply to the field of nutrition and dietetics."
2. **Referees:** The program must be refereed. In this case, refereed denotes a review by a minimum of three external professionals with demonstrated expertise in the content area. Academic degrees should be

<i>Maximum CPEUs per 5 Years</i>
No Maximum
<i>Description for Activity Log</i>
Program Title, Provider, Date Completed, CPEUs Requested
<i>Audit Documentation to Retain</i>
Certificate of Completion or agenda/timing outline
Provider Contact Information

The following are categories of pre-approved, self-study programs for which CPEUs can be awarded:

- 700 Audio-based
(e.g., CD, Podcast, etc.)
- 710 Computer-based
(e.g., CD-ROM or non-internet based)
- 720 Printed
(e.g., booklets, CPE articles in the Journal of the Academy of Nutrition and Dietetics)
- 730 Video-, DVD-, or CD- based
- 740 Web-based
(e.g., Internet or online learning, such as CDR's Assess & Learn Series)

relevant, and from a US, regionally-accredited institution. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish demonstrated expertise.

3. **Presenters/Developers:** Instructors or individuals that develop CPE materials will have appropriate academic training, certification or demonstrated expertise to present or develop materials in a particular subject area. Academic degrees should be relevant, and from a US, regionally-accredited institution or foreign equivalent. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise.
4. **Scientific Integrity:** The provider is responsible for the content, quality, and scientific integrity of the activities. Potential conflicts of interest, including commercial bias will be disclosed. A balanced discussion of the topic, including risk versus benefit information where appropriate, will be ensured. Controversial or disputed issues must be presented as such, supported by documentation from current and reputable refereed scientific journals.
5. **Length:** The program must be a minimum of one half (0.5) contact hour in length.
6. **Evaluation of learner:** An evaluative component, for example test questions for study materials or an electronic discussion bulletin board for Internet sessions, must accompany the program. Professional test question writers or individuals with demonstrated capabilities in evaluation/assessment or item writing are required to develop the test questions for the program.
7. **Pre-approved Self-study materials** can be approved for up to one year if the CPE product is a scientific journal or newsletter article, and for up to three years, if the CPE product is a book, DVD or other durable material.

One CPEU is equivalent to 1 contact hour.

Please Note:

In addition to self-study materials offered by CDR Accredited Providers, CDR also accepts self-study materials from certain CPE providers accredited by other CDR-approved organizations. Self-study materials approved by the following organizations are currently accepted:

AAFP – American Academy of Family Physicians

AANP – American Academy of Nurse Practitioners

AAPA – American Academy of Physician Assistants

ACCME – Organizations accredited by the Accreditation Council for Continuing Medical Education

ACPE – Organizations accredited by the Accreditation Council for Pharmacy Education

ANCC – American Nurses Credentialing Center

APA – American Psychiatric Association

APA – American Psychological Association

APHA – American Public Health Association