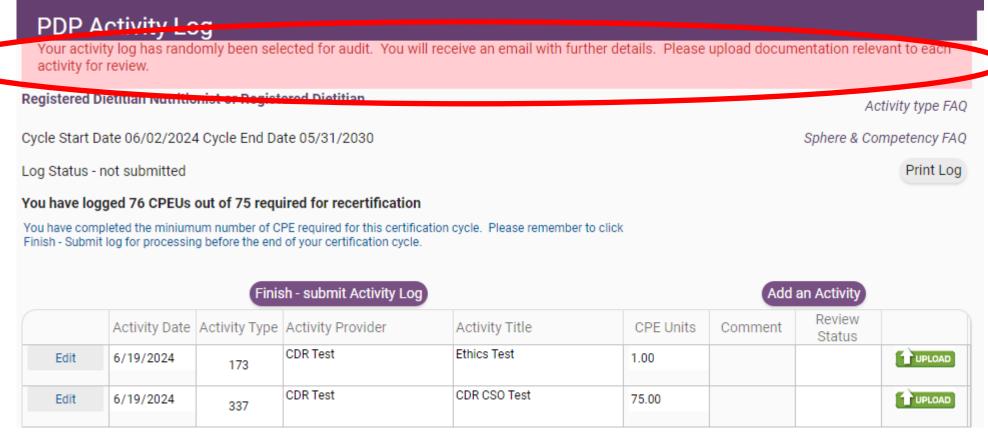


### Audit Instructions



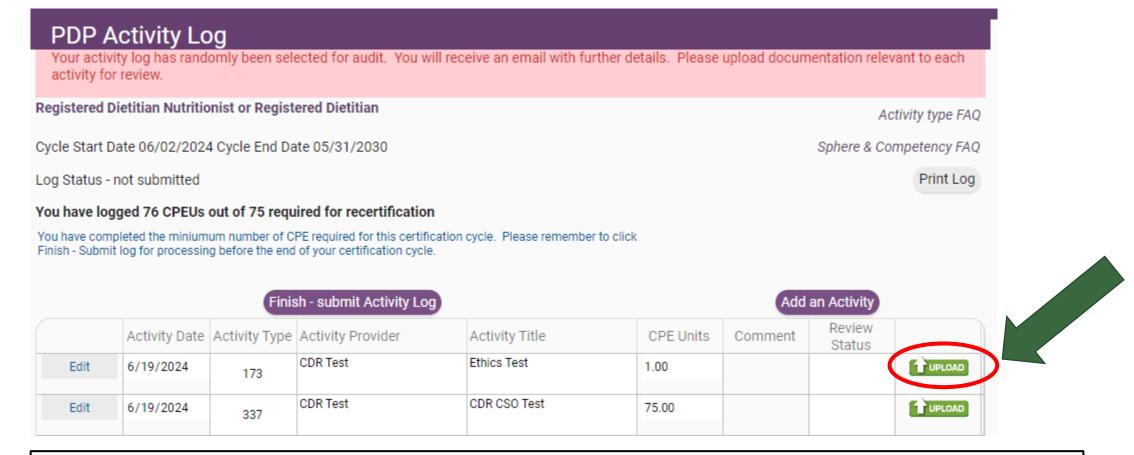
Updated: March 2025

**Step 1:** When you meet the minimum requirements (RD 75 CPEUs and DTR 50 CPEUs, including 1 CPEU in ethics or health equity) you will be notified if your Activity Log has been randomly selected for PDP Audit.



Commission

## **Step 2**: When notified of PDP Audit, you must upload supporting documentation for each activity recorded on the Activity Log. Click "**Upload**" to start.



Commission on Dietetic Registration

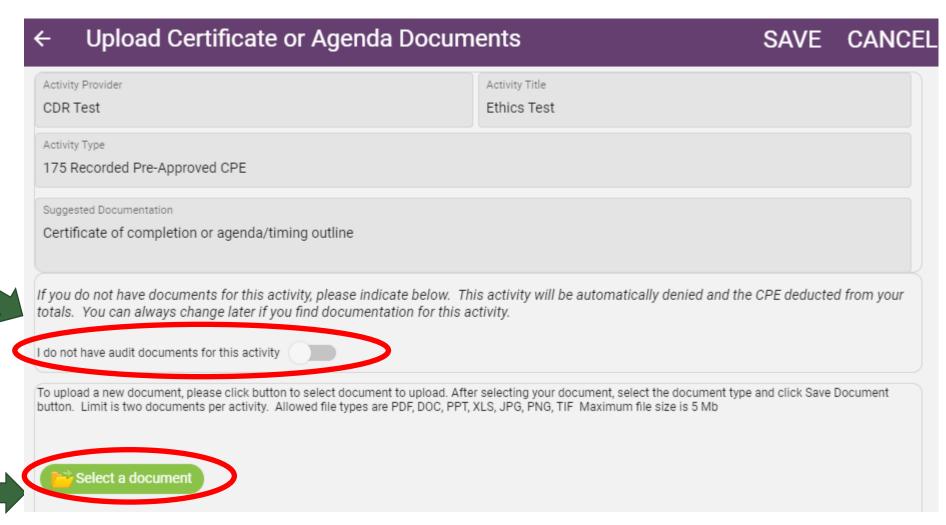
**Note:** Activities must be completed by May 31 of the last year of the 5-year recertification cycle. Audit documentation must be uploaded, and the Activity Log must be submitted by the date specified by CDR in an audit notice email communication.

#### **Step 3:** Select supporting documentation.

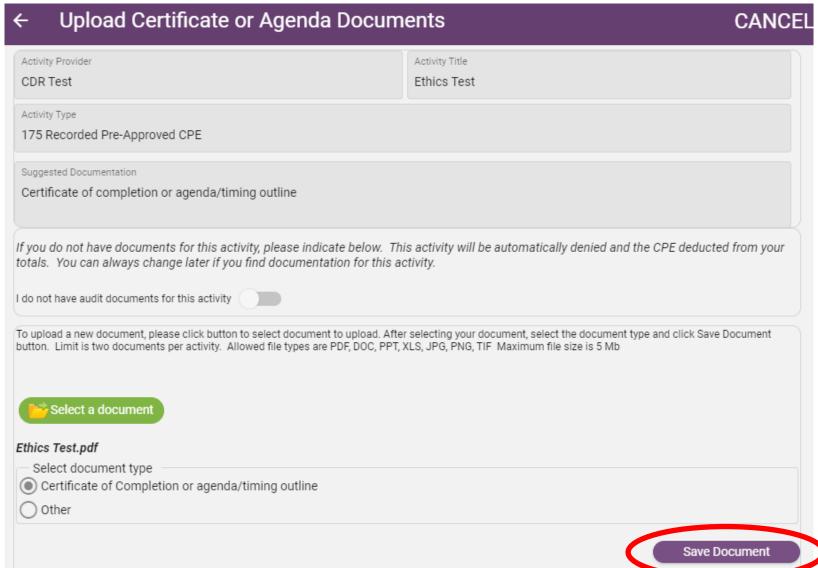
If you do not have supporting documentation for an activity, click the toggle to remove the CPEUs from your total.

Click "Select a document" to upload the supporting documentation for the activity.



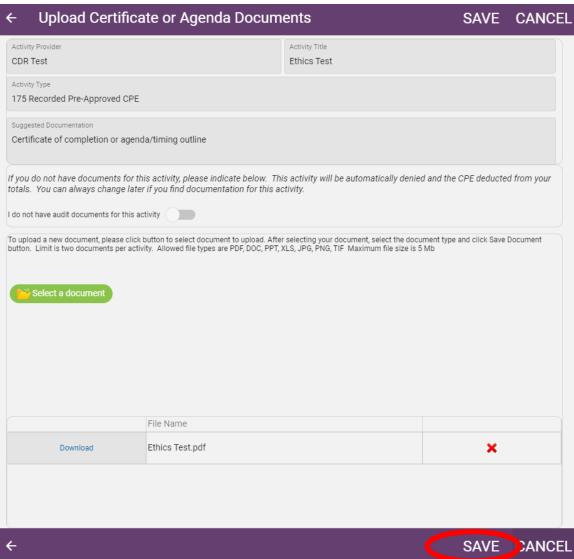


#### Step 4: Once selected, click "Save Document."

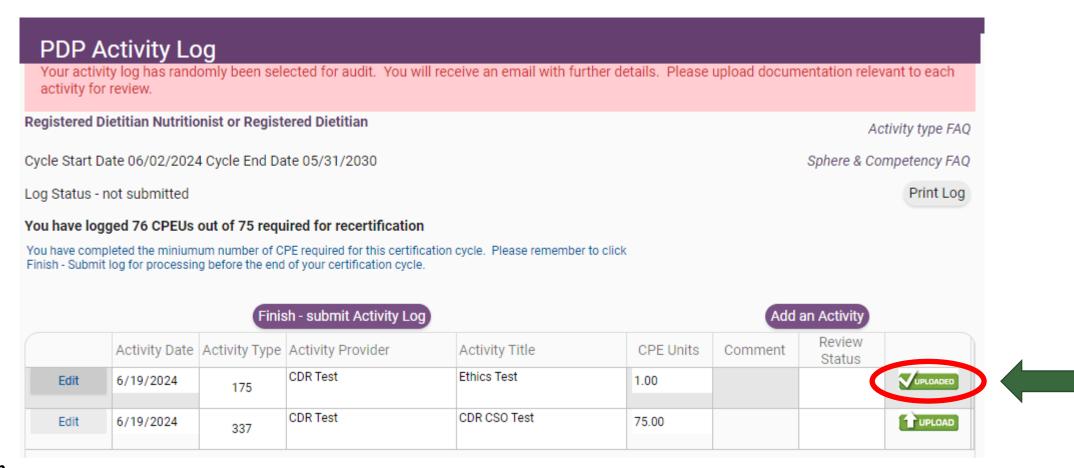


Commission

#### Step 5: Click "Save."

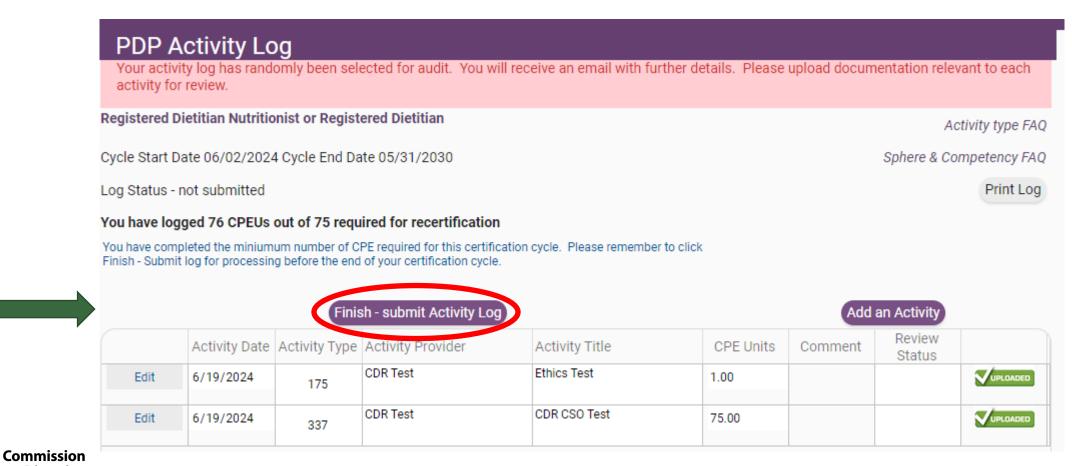


# **Step 6**: The green upload button will change to uploaded with a checkmark. Repeat steps 2-5 for all remaining recorded activities.





<u>Step 7</u>: Once documentation has been uploaded for every activity, click "Finish – submit Activity Log" any time on or before the date specified by CDR in an audit notice email communication.



#### Questions?

Have additional questions? Please contact CDR at <a href="mailto:pdpaudit@eatright.org">pdpaudit@eatright.org</a>

