

**Commission
on Dietetic
Registration**

the credentialing agency for the
 Academy of Nutrition
and Dietetics

Audit Instructions

eat
right.

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.

PDP Activity Log

Your activity log has randomly been selected for audit. You will receive an email with further details. Please upload documentation relevant to each activity for review.

Registered Dietitian Nutritionist or Registered Dietitian

[Activity type FAQ](#)

Cycle Start Date 06/02/2024 Cycle End Date 05/31/2030

[Sphere & Competency FAQ](#)

Log Status - not submitted

[Print Log](#)

You have logged 76 CPEUs out of 75 required for recertification

You have completed the minimum number of CPE required for this certification cycle. Please remember to click [Finish - Submit log](#) for processing before the end of your certification cycle.

[Finish - submit Activity Log](#)

[Add an Activity](#)

	Activity Date	Activity Type	Activity Provider	Activity Title	CPE Units	Comment	Review Status	
Edit	6/19/2024	173	CDR Test	Ethics Test	1.00			UPLOAD
Edit	6/19/2024	337	CDR Test	CDR CSO Test	75.00			UPLOAD

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

PDP Activity Log

Your activity log has randomly been selected for audit. You will receive an email with further details. Please upload documentation relevant to each activity for review.

Registered Dietitian Nutritionist or Registered Dietitian

Cycle Start Date 06/02/2024 Cycle End Date 05/31/2030

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Activity type FAQ

Sphere & Competency FAQ

Print Log

Finish - submit Activity Log

Add an Activity

	Activity Date	Activity Type	Activity Provider	Activity Title	CPE Units	Comment	Review Status	
Edit	6/19/2024	173	CDR Test	Ethics Test	1.00			 UPLOAD
Edit	6/19/2024	337	CDR Test	CDR CSO Test	75.00			 UPLOAD

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.

The screenshot shows a web form titled "Upload Certificate or Agenda Documents" with a purple header bar containing a back arrow, the title, and "SAVE" and "CANCEL" buttons. The form fields are as follows:

- Activity Provider:** CDR Test
- Activity Title:** Ethics Test
- Activity Type:** 175 Recorded Pre-Approved CPE
- Suggested Documentation:** Certificate of completion or agenda/timing outline

Below the fields is a text block: "If you do not have documents for this activity, please indicate below. This activity will be automatically denied and the CPE deducted from your totals. You can always change later if you find documentation for this activity."

Under this text is a toggle switch labeled "I do not have audit documents for this activity". A red oval highlights this toggle, and a green arrow points from the first text box to it.

At the bottom is a text block: "To upload a new document, please click button to select document to upload. After selecting your document, select the document type and click Save Document button. Limit is two documents per activity. Allowed file types are PDF, DOC, PPT, XLS, JPG, PNG, TIF Maximum file size is 5 Mb"

Below this text is a green button with a folder icon and the text "Select a document". A red oval highlights this button, and a green arrow points from the second text box to it.

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

← Upload Certificate or Agenda Documents CANCEL

Activity Provider
CDR Test

Activity Title
Ethics Test


Activity Type
175 Recorded Pre-Approved CPE

Suggested Documentation
Certificate of completion or agenda/timing outline

If you do not have documents for this activity, please indicate below. This activity will be automatically denied and the CPE deducted from your totals. You can always change later if you find documentation for this activity.

I do not have audit documents for this activity ☐

To upload a new document, please click button to select document to upload. After selecting your document, select the document type and click Save Document button. Limit is two documents per activity. Allowed file types are PDF, DOC, PPT, XLS, JPG, PNG, TIF Maximum file size is 5 Mb



Ethics Test.pdf

Select document type

☒ Certificate of Completion or agenda/timing outline
☐ Other

Save Document

Step 5: Click "Save."

← Upload Certificate or Agenda Documents

SAVE CANCEL

Activity Provider

CDR Test

Activity Title

Ethics Test

Activity Type

175 Recorded Pre-Approved CPE

Suggested Documentation

Certificate of completion or agenda/timing outline

If you do not have documents for this activity, please indicate below. This activity will be automatically denied and the CPE deducted from your totals. You can always change later if you find documentation for this activity.

I do not have audit documents for this activity ☐

To upload a new document, please click button to select document to upload. After selecting your document, select the document type and click Save Document button. Limit is two documents per activity. Allowed file types are PDF, DOC, PPT, XLS, JPG, PNG, TIF Maximum file size is 5 Mb

Select a document

	File Name	
Download	Ethics Test.pdf	×

←

SAVE CANCEL



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

PDP Activity Log

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Registered Dietitian Nutritionist or Registered Dietitian

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Activity type FAQ

Sphere & Competency FAQ

Print Log

Finish - submit Activity Log

Add an Activity

	Activity Date	Activity Type	Activity Provider	Activity Title	CPE Units	Comment	Review Status
Edit	6/19/2024	175	CDR Test	Ethics Test	1.00		UPLOADED
Edit	6/19/2024	337	CDR Test	CDR CSO Test	75.00		UPLOAD

Step 7: 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.

PDP Activity Log

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Registered Dietitian Nutritionist or Registered Dietitian

Activity type FAQ

Cycle Start Date 06/02/2024 Cycle End Date 05/31/2030

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Finish - submit Activity Log

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Edit	6/19/2024	337	CDR Test	CDR CSO Test	75.00			✓ UPLOADED



Questions?

Have additional questions? Please contact CDR at pdpaudit@eatright.org