

**Commission
on Dietetic
Registration**

the credentialing agency for the
 Academy of Nutrition
and Dietetics

Learning Plan and Competency Plan Builder Instructions

eat
right.

Updated: March 2025

Tips for Creating a Learning Plan

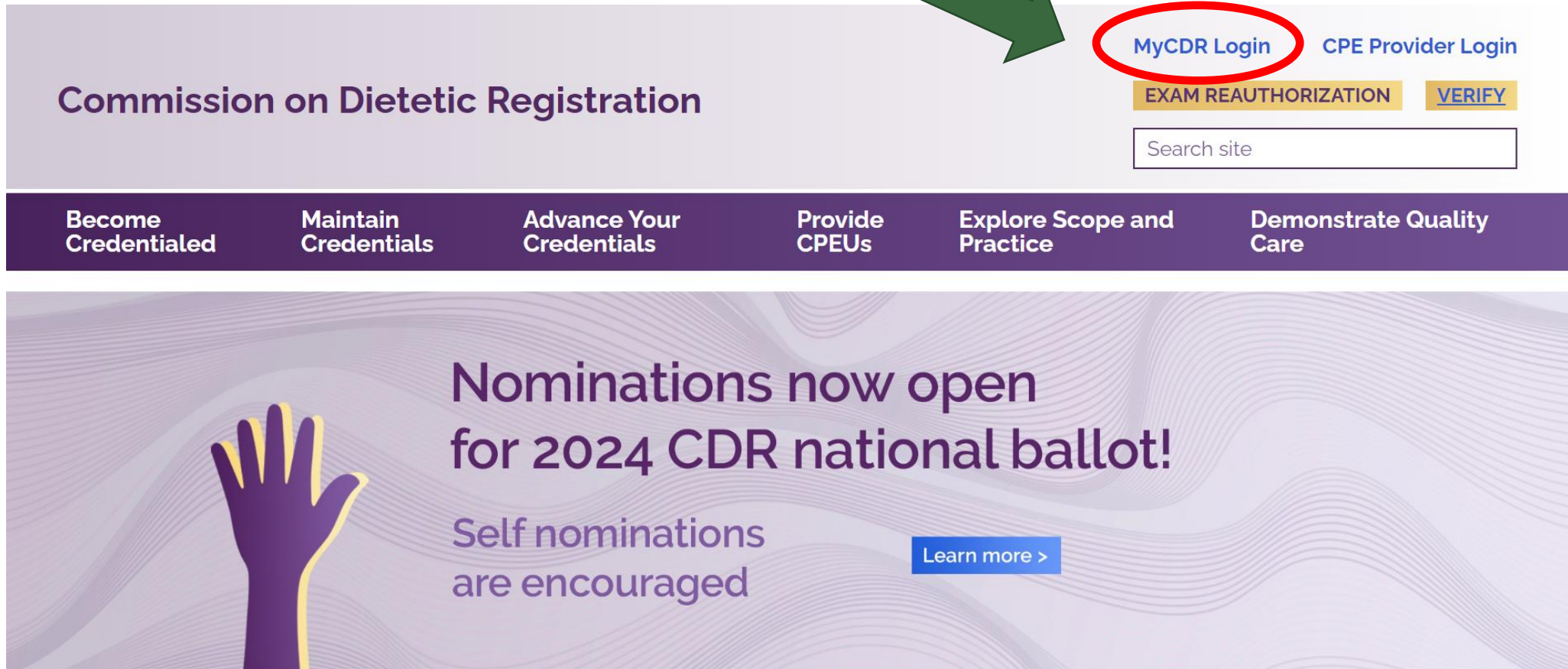
How to create a Learning Plan if you're currently **not working or are retired**:

- CDR recognizes that many RDs and DTRs maintain the credential despite having pursued careers in other fields or having reached retirement. Selecting from the [Core Essential Practice Competencies](#) in Spheres 1-10 may help create a Learning Plan that is more general. The scope and depth of the Learning Plan is a personal decision and is reflective of where practitioners are in their careers.

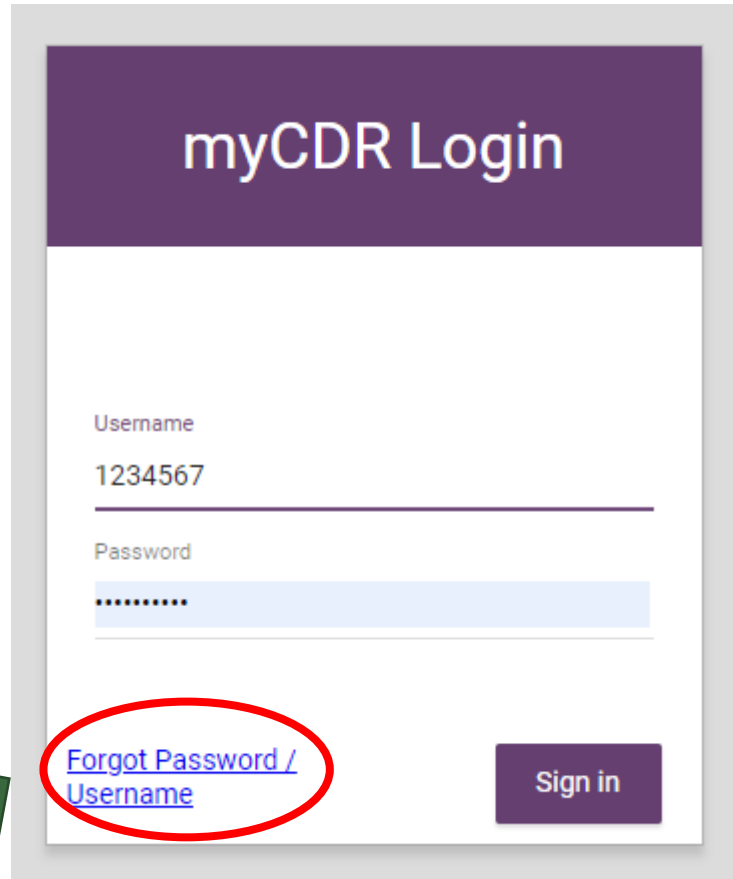
How to create a Learning Plan if you're **newly credentialed**:

- CDR recommends creating a general Learning Plan which does not relate to role-specific areas of practice. Selecting from the [Core Essential Practice Competencies](#) in Spheres 1-10 may help create a Learning Plan that is more general versus specific to a role, area of practice, or practice setting. As you become more specialized, you have the option to update your Learning Plan with [Functional Essential Practice Competencies](#) in Spheres 11-15. The scope and depth of your Learning Plan is a personal decision and is reflective of where you are at in your career and where you see it leading.

Step 1: Go to www.cdrnet.org and click "**MyCDR Login**."



Step 2: Log in to your MyCDR account with your username and password.

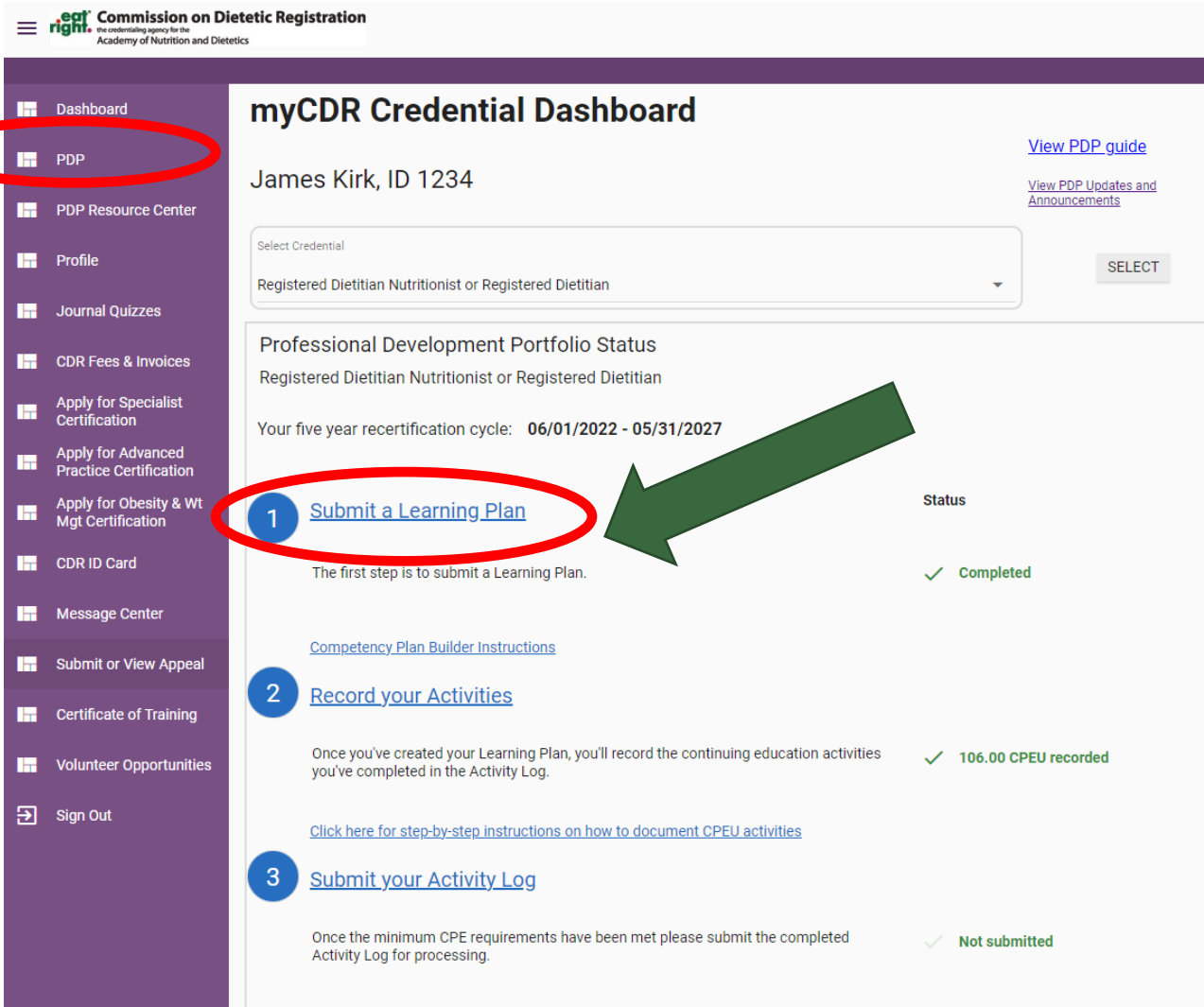


The image shows a screenshot of the myCDR Login page. At the top, there is a purple header with the text "myCDR Login" in white. Below the header, there are two input fields: "Username" and "Password". The "Username" field contains the text "1234567". The "Password" field is masked with dots. Below the password field, there is a link that says "Forgot Password / Username" in blue text, which is circled in red. To the right of this link is a purple button with the text "Sign in" in white. A large green arrow points from the bottom left towards the "Forgot Password / Username" link.

Helpful Tips:

- Your username is typically your ID number. Start with the first number after R00's (ex. 456789)
- Forgot your username or password? Click the "**Forgot Password / Username.**" Follow the appropriate prompt to either reset password or have the system email your login information.

Step 3: Enter the Professional Development Portfolio by clicking **"Submit a Learning Plan"** from the Dashboard or **"PDP"** from the left navigation pane.



The screenshot shows the 'myCDR Credential Dashboard' for James Kirk, ID 1234. The left navigation pane is highlighted with a green arrow pointing to the 'PDP' link, which is circled in red. The main content area shows the 'Professional Development Portfolio Status' for a Registered Dietitian Nutritionist or Registered Dietitian. The five-year recertification cycle is 06/01/2022 - 05/31/2027. The first step, 'Submit a Learning Plan', is circled in red and highlighted with a green arrow. The status is 'Completed'. The second step, 'Record your Activities', is also highlighted with a green arrow. The status is '106.00 CPEU recorded'. The third step, 'Submit your Activity Log', has a status of 'Not submitted'.

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myCDR Credential Dashboard

James Kirk, ID 1234

[View PDP guide](#)
[View PDP Updates and Announcements](#)

Select Credential
Registered Dietitian Nutritionist or Registered Dietitian SELECT

Professional Development Portfolio Status
Registered Dietitian Nutritionist or Registered Dietitian

Your five year recertification cycle: **06/01/2022 - 05/31/2027**

1 Submit a Learning Plan
The first step is to submit a Learning Plan. ✓ Completed

[Competency Plan Builder Instructions](#)

2 Record your Activities
Once you've created your Learning Plan, you'll record the continuing education activities you've completed in the Activity Log. ✓ 106.00 CPEU recorded

[Click here for step-by-step instructions on how to document CPEU activities](#)

3 Submit your Activity Log
Once the minimum CPE requirements have been met please submit the completed Activity Log for processing. ✓ Not submitted

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Step 4: Click "**Create Plan**" next to your cycle to begin creating your Learning Plan.

PDP Plans and Activity Logs

RDN or RD

Registered Dietitian Nutritionist or Registered Dietitian

My recertification cycles

06/01/2024 - 05/31/2029 (current)

Create Plan

You do not have a plan on file for this cycle.

Step 5: Read the introduction then click “**Let’s Get Started**” to begin building the Learning Plan.

Competency Plan Builder

FAQCONTACT US

1Welcome

2Spheres and competencies

3Summary

Welcome

LET’S GET STARTED

What is the CDR Competency Plan Builder?

The Competency Plan Builder is a digital tool to create a continuing professional education (CPE) Learning Plan. It will help identify focus areas during each five-year recertification cycle for verified CDR credentialed nutrition and dietetics practitioners.

How do I create my plan?

Personalize your plan by adding desired competencies within defined spheres. Spheres describe core and functional areas of dietetics practice. Competencies are identifiable knowledge, skills, and attitudes that are expected outcomes of CPE activities.

Select Spheres and Competencies. **Review** your plan. **Submit** to CDR.

Update your plan as your career goals change throughout any five-year cycle. Approval is automatic upon receipt.

What changed?

The new Competency Plan Builder is faster and easier to complete.

Before you get started, watch this [tutorial video](#) and read the [FAQs](#).

LET’S GET STARTED

Step 6: Select the Spheres you want to include in the Learning Plan.

Click the tile **or** "Add" button to add a Sphere.

Notes:

- You must select at least **1 Competency** from the Sphere 1 – Ethics. Sphere 2 – Health Equity is not required.
- You are **not required** to complete an activity for each Sphere/Competency on the Learning Plan.
- There is **not** a maximum number of Spheres/Competencies you can select.

Select Spheres and Competencies

There are 14 spheres related to the nutrition and dietetics profession. Click "add" to learn more about each sphere. Within each sphere, select competencies that match your interests and goals to build or revise your plan.

- At least one competency must be selected from the mandatory Ethics sphere (1 CPE)
- There is no maximum number of Spheres or Competencies that must be selected
- You are not required to select a competency from each sphere
- You will not be required to meet every competency on your plan

You've selected 0 Competencies from 0 Spheres

Ethics (required) 0 competencies selected + ADD	Health Equity 0 competencies selected + ADD	Communications 0 competencies selected + ADD	Leadership and Advocacy 0 competencies selected + ADD
Critical Thinking and Decision Making 0 competencies selected + ADD	Informatics 0 competencies selected + ADD	Research and Scholarship 0 competencies selected + ADD	Quality Management 0 competencies selected + ADD
Food, Nutrition and Dietetics 0 competencies selected + ADD	Education and Counseling 0 competencies selected + ADD	Clinical Care 0 competencies selected + ADD	Business, Industry, and Product Development 0 competencies selected + ADD
Community, Population, and Global Health 0 competencies selected + ADD	Foodservice Systems and Management 0 competencies selected + ADD	Organization Management 0 competencies selected + ADD	

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[< BACK TO STEP 1](#)

[NEXT STEP >](#)

Step 7: Within the Sphere, select each Competency you want to add to the Learning Plan.

Select the checkbox to add the Competency



Ethics | Sphere 1 (Required)

Identifies with and adheres to the code of ethics for the profession.

Select at least one Ethics competency for your plan

- ☒ 1.1 Demonstrates and maintains competence in practice.
- ☐ 1.2 Demonstrates integrity in personal and organizational behaviors and practices.
- ☐ 1.3 Recognizes and manages situations with ethical implications.
- ☐ 1.4 Respects client autonomy to make decisions about proposed services.
- ☐ 1.5 Recognizes and maintains appropriate relationships and boundaries.
- ☐ 1.6 Adheres to confidentiality and privacy legislation, standards and policies.
- ☐ 1.7 Applies cultural competence and consideration for social determinants of health to show respect for individuals, groups and populations.
- ☐ Create my own (you can only create one per sphere)

Notes:

- You are **not required** to complete an activity for each Competency on the Learning Plan.
- There is **not** a maximum number of Competencies you can select.
- You may create **one** optional Competency of your own under each Sphere.

Click "**Save**" to add Competencies to the Learning Plan.

CANCEL

SAVE



Step 8: Once you have selected the Spheres and Competencies you want on the Learning Plan, click "**Next Step**" at the bottom of the page.

Total Competencies and Spheres selected is shown here.

Need to update your Competencies? Click "**Edit**" under the corresponding Sphere.

Select Spheres and Competencies

There are 14 spheres related to the nutrition and dietetics profession. Click "add" to learn more about each sphere. Within each sphere, select competencies that match your interests and goals to build or revise your plan.

- . At least one competency must be selected from the mandatory Ethics sphere (1 CPE)
- . There is no maximum number of Spheres or Competencies that must be selected
- . You are not required to select a competency from each sphere
- . You will not be required to meet every competency on your plan

You've selected 8 Competencies from 4 Spheres

Ethics (required) 1 competencies selected EDIT	Health Equity 1 competencies selected EDIT	Communications 0 competencies selected + ADD	Leadership and Advocacy 0 competencies selected + ADD
Critical Thinking and Decision Making 0 competencies selected + ADD	Informatics 0 competencies selected + ADD	Research and Scholarship 0 competencies selected + ADD	Quality Management 0 competencies selected + ADD
Food, Nutrition and Dietetics 5 competencies selected EDIT	Education and Counseling 0 competencies selected + ADD	Clinical Care 1 competencies selected EDIT	Business, Industry, and Product Development 0 competencies selected + ADD
Community, Population, and Global Health 0 competencies selected + ADD	Foodservice Systems and Management 0 competencies selected + ADD	Organization Management 0 competencies selected + ADD	

< BACK TO STEP 1

NEXT STEP >

Step 9: Review the Learning Plan. Click **"Submit Plan"** when ready to submit.

Click **"View performance indicators"** to review.

Notes:

- You are **not required** to complete an activity for each Sphere/Competency on the Learning Plan.
- Performance Indicators (PIs) are intended as **guidelines only**. You need not achieve every PI.
- Review the Learning Plan then click **"Submit Plan."** Learning Plans are immediately active upon submission.

Competency Plan Builder

[FAQ](#) [CONTACT US](#)

1 Welcome — 2 Spheres and Competencies — 3 Summary

Review and Submit Your Personalized Learning Plan

You're almost done. Review your Competency Plan Builder and Submit your Learning Plan to CDR. Download and print your Learning Plan. Visit later to modify it as your career goals change.

*Additional information: each competency includes descriptors called 'Performance Indicators' that illustrate recommended actions, behavior and outcomes. These guidelines should be used in workplace goal setting, job descriptions and CPE program development.

You've selected 8 Competencies from 4 Spheres

[Collapse all](#)[EDIT SELECTIONS](#)[START OVER](#)[PRINT](#)[SUBMIT PLAN](#)

Ethics | Sphere 1 (1 competencies selected)

Identifies with and adheres to the code of ethics for the profession.

Selected competencies

1.1 Demonstrates and maintains competence in practice.
[View performance indicators](#)

Health Equity | Sphere 2 (1 competencies selected)

Advocates for health equity in nutrition and dietetics care and services, mindful of unavoidable, unfair or remediable differences among individuals or populations.

Selected competencies

2.1 Provides nutrition and dietetics services (eg, nutrition care, education, research, advocacy) respectfully and mindfully to individuals, groups and populations with unique identities, characteristics and backgrounds.
[View performance indicators](#)

Food, Nutrition and Dietetics | Sphere 9 (5 competencies selected)

Uses current knowledge and skills to convey the specific application of food and nutrition sciences and physical activity in the dietetics profession.

Selected competencies

9.1 Interprets and applies current food and nutrition science in nutrition and dietetics practice.

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Step 10: Confirm the Learning Plan is active.

The most recent submission date will appear here.



Congratulations, your new plan is now Active!

Registered Dietitian Nutritionist or Registered Dietitian

06/01/2024 - 05/31/2029

Submission date

Plan status

09/11/2024

Active

[VIEW PLAN](#)

[MODIFY](#) [PRINT](#)

To modify your Plan, click "**modify.**"



Notes:

- The Learning Plan is **immediately** active once submitted. CDR does not review Learning Plans.
- You can modify your Learning Plan **throughout** your five-year recertification cycle.
- To modify the Learning Plan, click "**modify.**"

What's next?

Now that you've completed your plan, you can start logging activities. Review or modify your plan anytime by visiting the Dashboard

CDR has developed the Essential Practice Competencies for CDR Credentialed Nutrition and Dietetics Practitioners publication to assist you in understanding how competencies define the knowledge, skill, judgement and attitude requirements throughout a practitioner's career, across practice, and within focus areas. You may access this and other important resources at: www.cdrnet.org/competencies.

[START LOGGING YOUR ACTIVITIES](#)

[RETURN TO DASHBOARD](#)

Helpful Tips

You must submit the Learning Plan to **gain access to the Activity Log**.

After submitting the Learning Plan, you will be able to record **CPEUs completed during the recertification cycle** (even those completed before Learning Plan submission).

You **do not** need to complete a CPEU for each Sphere and Competency on the Learning Plan.

When recording CPEUs, you will be able to select from all Spheres and Competencies, **even those not included on your Learning Plan**. Select the Sphere and Competency you think best fits the activity. There is no right or wrong answer.

Once submitted, the Learning Plan is **immediately** active. You may modify the Learning Plan throughout your 5-year recertification cycle. Please note, modifications do not negate the CPEUs already recorded.

The Competency Plan Builder Learning Plan will **roll over to the next recertification cycle**. CDR encourages you to modify the Learning Plan as needed.

Looking for **additional resources** to assist with your Plan? Check out:

- [Professional Development Resource Center](#)

Questions?

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