

CDR Staff Audit Checklist

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CDR staff will use this checklist when conducting an activity audit. The completed checklist will be sent to the CPE Provider.

CPE Activity Provider	
CPE Activity Number/Title	
Nature of Complaint (if applicable)	
Audit Outcome	
CDR Comments	<p>Please review the following table for areas of noncompliance and CDR notes.</p> <p>While the findings below identify noncompliance in a single activity, you are responsible for ensuring that <i>all</i> CDR prior-approved activities within your Provider account comply with CDR's policies. Repeated instances of noncompliance—particularly those similar to findings from a previous audit—may result in suspension of submission privileges.</p>

Validity of CPE Content			
CPE Characteristic	Yes/Compliant	Instances of Noncompliance (#)	CDR Notes
1. Is the educational content based on best available research evidence, which is supported by documentation from reputable, peer-reviewed, scientific journals?	<input type="checkbox"/>		
2. Are areas of doubt or controversy identified and discussed?	<input type="checkbox"/>		
3. Does referenced content support safe, effective customer care or service?	<input type="checkbox"/>		
Marketing and Commercial Bias			
CPE Characteristic	Yes/Compliant	Instances of Noncompliance (#)	CDR Notes

4. Is educational content absent of commercial bias and marketing?	<input type="checkbox"/>		
5. Does CPE activity include informational content only?	<input type="checkbox"/>		
6. Were trade names, brand names, branded product images, and branded images used for informational purposes only?	<input type="checkbox"/>		
7. Are logos in CPE content restricted to CPE Provider logos and those listed as exceptions in Policy 7.4?	<input type="checkbox"/>		
8. Are resources open access?	<input type="checkbox"/>		
9. Are on-slide citations free of URLs to web pages with product or service purchase options?	<input type="checkbox"/>		
10. Was/is the physical or virtual space free of marketing?	<input type="checkbox"/>		
11. Are print, email, and other communications free of non-CPE product or service information, non-CPE branded product images, non-CPE branded images, and logos (provider and supporter logos okay)?	<input type="checkbox"/>		
12. Is information about the CPE that does not contain educational content communications free of non-CPE product or service information, non-CPE branded product images, non-CPE branded images, and logos (provider and supporter logos okay)?	<input type="checkbox"/>		
13. Were activities peripheral to the Prior Approved CPE that were not Prior Approved for CPEUs made clear and obvious to learners?	<input type="checkbox"/>		

14. Does Provider ensure that learner names and contact information are not shared without the learners' explicit consent, including to non-CPE divisions of the Provider's company, parent company, or affiliate companies?	<input type="checkbox"/>		
Conflicts of Interest, Commercial Support, and Funding			
CPE Characteristic	Yes/Compliant	Instances of Noncompliance (#)	CDR Notes
15. Are conflicts of interest or lack thereof disclosed to practitioners before engaging in CPE content?	<input type="checkbox"/>		
16. Was disclosure information collected and retained for all individuals who influenced, controlled, contributed to, or presented CPE content?	<input type="checkbox"/>		
17. Did disclosure information include declaration of conflict(s) of interest or lack thereof? If COI, did information include name of company or organization with which the individual has/had a financial relationship and the nature of the financial relationship?	<input type="checkbox"/>		
18. Do disclosures and disclosure forms match response related to conflicts of interest on activity application?	<input type="checkbox"/>		
19. Is commercial support disclosed to practitioners before engaging in CPE content?	<input type="checkbox"/>		
20. If commercial support disclosed, is required language from Policy 9.5 used? "Commercial support has been provided by [name of commercial supporter]."	<input type="checkbox"/>		
21. Was commercial support information collected, retained, and adequate?	<input type="checkbox"/>		

22. If commercial support disclosed, does this match response related to commercial support on activity application?	<input type="checkbox"/>		
23. If commercial support used, was it used per guidelines from Policy 9.3?	<input type="checkbox"/>		
24. Is funding disclosed to practitioners before engaging in CPE content?	<input type="checkbox"/>		
25. If funding disclosed, is required language from Policy 10.2 used? “Funding from non-CPE revenue for CPE planning, development, review, and / or presentation has been provided by [name of funder].”	<input type="checkbox"/>		
26. Was funding information collected, retained, and adequate?	<input type="checkbox"/>		
27. If funding disclosed, does this match response related to funding on the activity application?	<input type="checkbox"/>		
Other CPE Characteristics			
CPE Characteristic	Yes/Compliant	Instances of Noncompliance (#)	CDR Notes
28. For Certificate Programs (Activity Type 120) only , does activity include Formative Learner Assessment? For Live (Activity Type 172), Enduring (Activity Type 741), and Mixed activities only , does activity include Learner Assessment?	<input type="checkbox"/>		
29. For Certificate Programs (Activity Type 120) only , does Formative Assessment help identify learning needs?	<input type="checkbox"/>		
30. For Certificate Programs (Activity Type 120) only , does activity include Summative Learner Assessment?	<input type="checkbox"/>		

31. For Certificate Programs (Activity Type 120) only , were results of Summative Assessment collected?	<input type="checkbox"/>		
32. For Certificate Programs (Activity Type 120) only , does Summative Assessment evaluate whether the learning objectives were met? For Live (Activity Type 172), Enduring (Activity Type 741), and Mixed activities only , does Learner Assessment evaluate whether learning objectives were met?	<input type="checkbox"/>		
33. Does the CPE activity address diet and nutrition topics?	<input type="checkbox"/>		
34. If the CPE activity addresses diet and nutrition topics, was this indicated in the activity application?	<input type="checkbox"/>		
35. Do speaker resume(s)/CV(s)/bio(s) submitted on activity application and indicated in the timing outline match actual speaker(s)?	<input type="checkbox"/>		
36. For Certificate Programs (Activity Type 120), Enduring (Activity Type 741), and Mixed Activities only , do CPE developer resume(s)/CV(s)/bio(s) submitted on activity application and indicated in the timing outline match actual CPE developer(s)?	<input type="checkbox"/>		
37. For Non-Enduring, Enduring, and Mixed activities only , are CPEUs requested on activity application consistent with time and/or word count of the activity?	<input type="checkbox"/>		
38. Do Provider-created certificates of completion include the following? <ul style="list-style-type: none"> • Participant name • Registration number • Provider code • Activity title 	<input type="checkbox"/>		

<ul style="list-style-type: none"> • Activity number • Date completed • Number of CPEUs awarded • Performance indicator(s) • Provider signature 			
39. Do Provider-created certificates of completion include either no logos or Provider logos only?	<input type="checkbox"/>		
40. Is the required credit statement from Policy 14.3.1 used? “[Title of activity] awards [number of CPEUs] CPEUs in accordance with the Commission on Dietetic Registration’s CPEU Prior Approval Program.”	<input type="checkbox"/>		
41. Does the activity evaluation include the required CDR feedback statement / email? “CDR credentialed practitioners may share information regarding the quality of this CPE activity or any CDR prior approved activity with CDR staff by submitting the CDR CPEU Prior Approval Activity Complaint form on CDR’s website.”	<input type="checkbox"/>		
42. Does the activity evaluation include all requisite questions?	<input type="checkbox"/>		