# Enduring Activity Application Checklist:

**Activity Types:** 741 CDR CPEU Prior Approved Enduring

<table>
<thead>
<tr>
<th>Activity Application Component: (Application Field Type)</th>
<th>Notes:</th>
<th>Done:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity Type</strong> (Drop-Down List)</td>
<td>Enduring Activity Types: 741 CDR CPEU Prior Approved Enduring</td>
<td></td>
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<tr>
<td><strong>Descriptive Activity Title</strong> (Short Answer)</td>
<td>Title should provide learners with a basic understanding of what the activity is about - i.e., Carbohydrate Intake in Individuals with Type 2 Diabetes</td>
<td></td>
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<tr>
<td><strong>Accountable Contact (AC)</strong> (Drop-Down List)</td>
<td>Individuals will only appear in the application if they have provided their contact information and been designated and approved as Accountable Contacts.</td>
<td></td>
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</tbody>
</table>
| **Does the Activity Include Reading-Based Components?** (Yes/No) | Examples of reading-based components include books, textbooks, articles, etc. Please note:  
  - If provider selects “yes,” they will need to indicate if the activity also includes non-reading-based components (i.e., recorded videos). |
| **Number of Continuing Professional Education Units (CPEUs) requested** (Short Answer) | The provider will enter time for non-reading-based components, feedback/assessment, and/or word count into the short answer fields. The CPE Application will calculate total CPEUs the activity application is eligible. Please note:  
  - If the activity contains reading-based components, the provider will enter the total word count into the CPE application. The system will calculate the amount of time (in rounded hours - Policy 17.4) based on a reading speed of 100 words/minute.  
  - If the activity contains non-reading-based components, the uploaded detailed timing outline must match the calculated CPEUs for the non-reading-based components (i.e., recorded videos). |
| **Feedback or Assessment Type** (Drop-Down List)       | For additional information on Feedback or Assessment types, [click here](#) (Policy 16.0) |
| **Ethics Related CPE Activity?** (Yes/No)              | If yes, the provider must select at least one (1) performance indicator from Sphere 1: Ethics. |
| **Allow in CPE Database?** (Yes/No)                    | The provider must select one:  
  - Yes – Learners will be able to locate the activity in the CPE Database  
  - No – Learners will not be able to locate the activity in the CPE Database. |
| **Does the activity encompass Nutrition and Diet Topics?** (Yes/No Drop-Down) | For the definition of Nutrition and Diet Topics, [click here](#) (Core Content Criteria #8).  
If yes, the provider must include either:  
  - The ID number and first/last name of the CDR credentialed practitioner involved in program planning, OR  
  - The CDR recognized organization by which they are Accredited by: ACCME, ACPE, AAPA, ADA CERP, ANCC, APA, ARBO/COPE, ASWB, BOC |
| **Activity Description for Public** (Short Answer)      | Should include topic(s), delivery method(s), and requirements for completion. |
| **Target Audience** (Drop-Down List)                   | Select target audience based on RD/DTR Practice Areas described in the revised 2024 Scope of Practice for the Registered Dietitian Nutritionist. |
| **Learning Objective(s)** (Short Answer)               | Learning objectives are statements that define the goal(s) of an educational activity. Learning objectives are appropriate for the target audience’s practice area.  
  - Provider must include at least one learning objective. |
| **Detailed Timing Outline** (Document Upload)          | The detailed timing outline on non-reading-based components must include [click here](#) for an example):  
  - Title and start date of activity |

Last Updated: 1/2024
**Qualifications of**
- **CPE Content Contributor(s)**
- **Presenter(s)**
- **Moderator(s)**

Each CPE content contributor (i.e., program planner, content developer, presenter, etc.), presenter(s), and/or moderator(s) must have a resume, CV, or bio that contains information that establishes relevant expertise:
- Education (degree must be from USDE-recognized accrediting agency or foreign academic degree equivalent) *
- Published peer-reviewed journal article; OR
- Proof of presentation at a reputable, peer-reviewed conference.

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### Reference List or Bibliography

All references must be cited, and controversial/disputed issues must be presented as such, with documentation from current and reputable refereed scientific journals.

### Performance Indicator(s)

Providers must select at least one performance indicator from **CDR’s Essential Practice Competencies**.
- Ethics activity applications must contain at least one PI from Sphere 1: Ethics

### Activity Date

Activities must be submitted at least 48 hours prior to the start of the CPE activity. Exceptions will not be made for late submissions.
- The **start date** is the date the activity begins.
- The **end date** will be updated by CDR staff upon approval of CPEUs.

### Conflict of Interest

Providers will indicate if conflicts of interest exist within the CPE activity.
- Refer to **Policy 8** for additional information on conflict of interest.

### Commercial Support

Providers will indicate if commercial support was utilized for the CPE activity.
- Refer to **Policy 9** for additional information on commercial support.

### Funding

Providers will indicate if funding was utilized for the CPE activity.
- Refer to **Policy 10** for additional information on funding.

### Marketing and Commercial Bias

The provider will complete an attestation on marketing and commercial bias. For additional information, refer to **Policy 7**.

*I, the Accountable Contact, do hereby attest that the CPE submission is in accordance with the CDR CPEU Prior Approval policies and as such complies with all rules and regulations related to marketing and commercial bias.*

### Best Available Research Evidence

The provider will complete an attestation on best available research evidence. For additional information, refer to **Content Criteria 5**.

*I, the Accountable Contact, do hereby attest that the CPE submission is in accordance with the CDR CPEU Prior Approval policies and as such complies with all rules and regulations related to best available research evidence.*

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**Key:**

*Within the activity application, the AC will be asked if the individuals responsible for CPE content hold foreign academic degrees.*

- Verification of the foreign degree by one of the agencies listed on the [Foreign Degree Evaluation Agencies list](#).
- Verification of credentials issued by relevant, recognized, and accredited programs that meet national or international standards.
- Publication in a scientific, peer-reviewed journal or presentation at a scientific, peer-reviewed conference.

If the AC can provide proof of relevant expertise, the **$50 non-USDE academic degree processing fee will not apply.**