

**Commission
on Dietetic
Registration**

the credentialing agency for the
**Academy of Nutrition
and Dietetics**



Extension & Remediation Activity Log Instructions



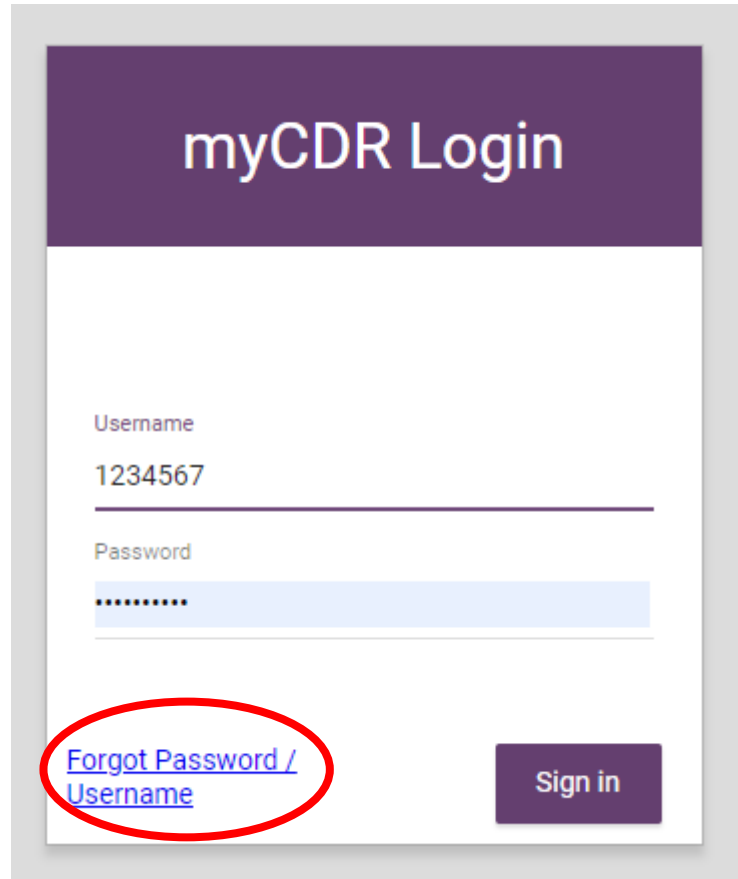
Updated: January 2026

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



The screenshot shows the top navigation bar of the Commission on Dietetic Registration website. The main header is "Commission on Dietetic Registration". To the right, there are buttons for "EXAM REAUTHORIZATION" and "VERIFY". Below these is a search bar labeled "Search site". A red arrow points from the right side of the header to the "MyCDR Login" button, which is circled in red. Below the header is a dark purple navigation bar with six menu items: "Become Credentialed", "Maintain Credentials", "Enhance Your Credentials", "Provide CPEUs", "Explore Scope and Practice", and "Demonstrate Quality Care". Below the navigation bar is a large green banner with a woman wearing headphones and holding a mug. The banner text reads: "SUPPORTING CREDENTIALLED PRACTITIONERS: CDR'S IMPACT IN PROGRAM YEAR 2024-2025". There is a "WATCH VIDEO" button with a hand cursor over it. Below the banner, it says: "PathLMS's CDR Campus is the platform that supports all our education programs. If you do not have an account, you will be prompted to create one."

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



myCDR Login

Username
1234567

Password
.....

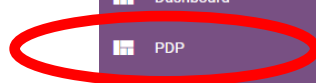
[Forgot Password / Username](#)

Sign in

Helpful Tips:

- The username is typically your **ID number** which starts with the first number after R00 (e.g., 456789)
- If you forgot your password, click the **forgot password link** and follow the prompts to reset the password or have the system email the login information.

Step 3: Enter the Professional Development Portfolio by clicking **"PDP"** from the left navigation pane.



Commission on Dietetic Registration
the credentialing agency for the Academy of Nutrition and Dietetics

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**

Step	Description	Status
1	Submit a Learning Plan The first step is to submit a Learning Plan. Competency Plan Builder Instructions	✓ Completed
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. Click here for step-by-step instructions on how to document CPEU activities	✓ 106.00 CPEU recorded
3	Submit your Activity Log Once the minimum CPE requirements have been met please submit the completed Activity Log for processing.	✓ Not submitted

Step 4: Click **“Access Log”** next to your cycle to begin recording activities.

My recertification cycles		
06/01/2022 - 05/31/2027 (current)	Access Plan	Access Log
03/20/2021 - 05/31/2026	Access Plan	Access Log Log Completion Letter
03/20/2017 - 05/31/2022	Access Plan	Access Log Log Completion Letter

Step 5: Click **“Add an Activity”** to begin recording completed activities.

PDP Activity Log
Registered Dietitian Nutritionist or Registered Dietitian


Cycle Start Date 06/01/2022 Cycle End Date 05/31/2027

Log Status - Not submitted for approval

You have logged 106 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](#)



Step 6: Enter the 6-digit CDR Prior Approval Activity Number for **Auto Entry**.

If you know the activity's 6-digit CDR Prior Approval Number, please enter it here and click Continue.
If you do not know the number, click Skip.

Activity Number

179093

Skip

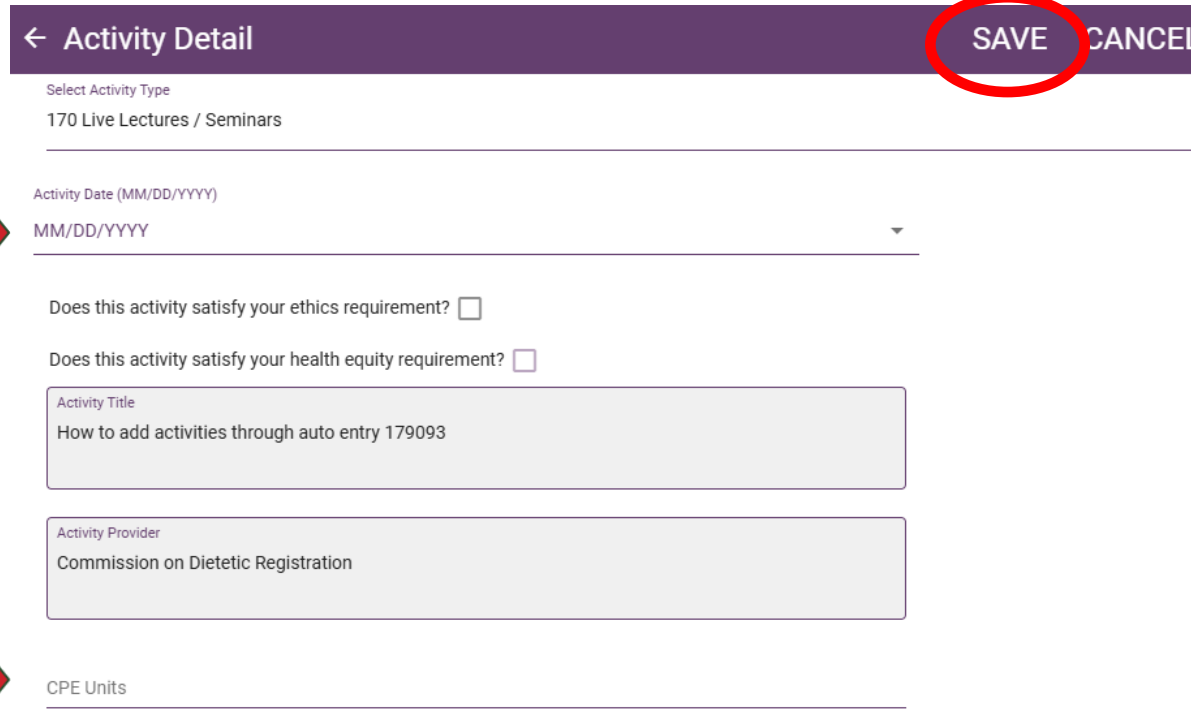
Continue

Note:

- For CDR Prior Approved activities, the CDR Prior Approval Number can be found in the [CPE Database](#).
- If you do not know the number, click "**Skip**".

Step 7: Completing the Activity Detail Page with Auto Entry.

The activity information will auto-populate, you must enter the date of completion and the total CPE Units and click "Save".



← Activity Detail SAVE CANCEL

Select Activity Type
170 Live Lectures / Seminars

Activity Date (MM/DD/YYYY)
MM/DD/YYYY

Does this activity satisfy your ethics requirement?

Does this activity satisfy your health equity requirement?

Activity Title
How to add activities through auto entry 179093

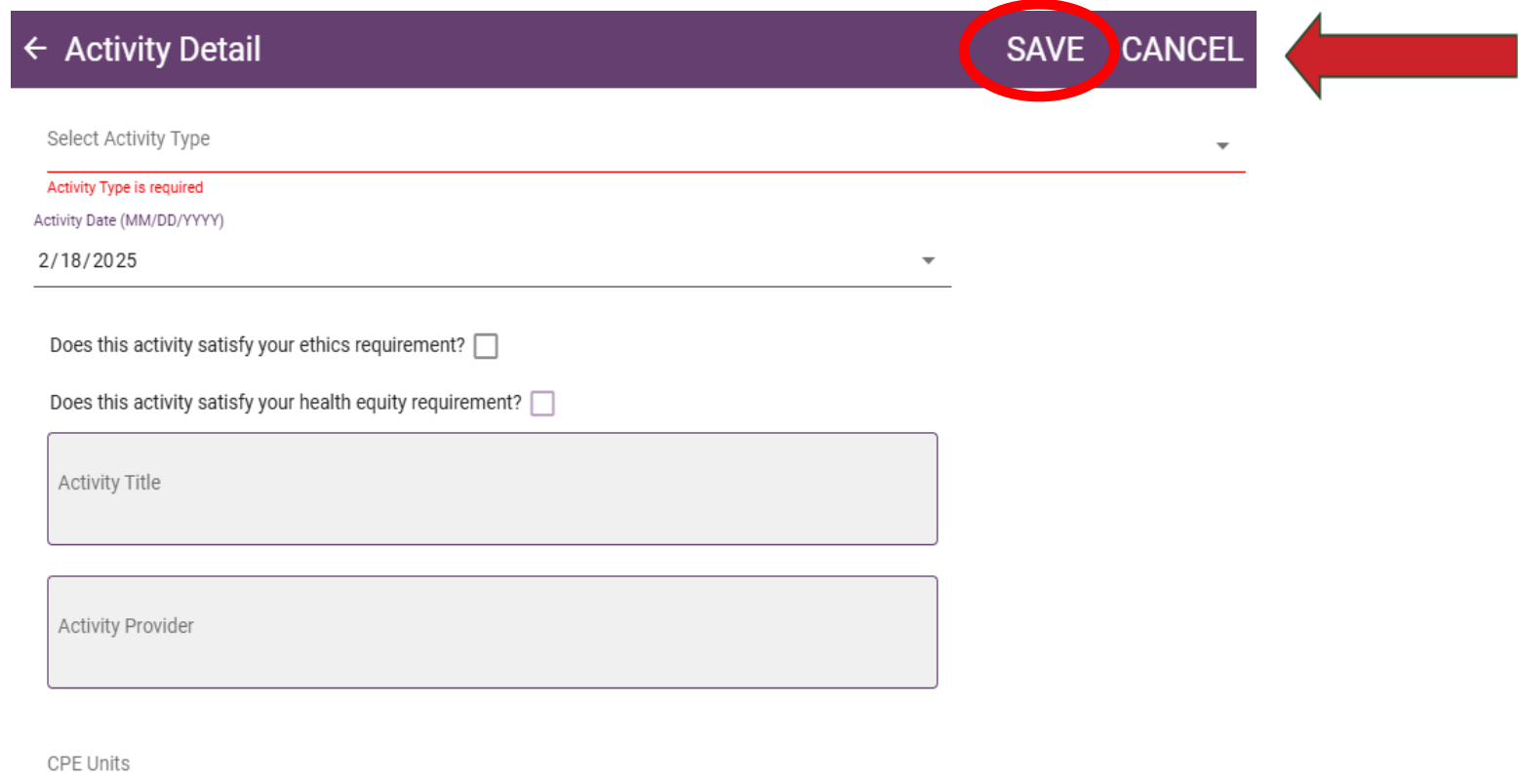
Activity Provider
Commission on Dietetic Registration

CPE Units

Note: Practitioners are no longer required to select a Sphere and Competency or write an impact statement when recording an activity. Instead, practitioners will reflect on the Spheres and Competencies that best describe their learning when completing the Step 3: Self-Assessment during final submission.

Step 8: Completing the Activity Detail Page with **Manual Entry.**

You must select the appropriate [Activity Type](#) and enter the date of completion, the Activity Title, the Provider name, and the total CPE Units. If this activity satisfied the [Ethics or Health Equity](#) requirement select the box that applies and click "Save".



← Activity Detail **SAVE** CANCEL

Select Activity Type
Activity Type is required

Activity Date (MM/DD/YYYY)
2/18/2025

Does this activity satisfy your ethics requirement?

Does this activity satisfy your health equity requirement?

Activity Title

Activity Provider

CPE Units

Note: Practitioners are no longer required to select a Sphere and Competency or write an impact statement when recording an activity. Instead, practitioners will reflect on the Spheres and Competencies that best describe their learning when completing the Step 3: Self-Assessment during final submission.

Step 9: Next, you must upload the certificate of completion or other required documentation for the completed activity.

	Activity Date	Activity Type	Activity Provider	Activity Title	CPE Units	Review Status	Comment (Optional Upload)
Edit	3/15/2021	171	SuperZenRD	How to be a patient communicator	1.75		



Select the green **“Upload”** option.
Click **“Select a document”** and upload the file.

Note: The date of completion on the certificate must match the date recorded in the activity entry.

Step 10: Submit for final review and complete the Step 3: **Self-Assessment**.

PDP Activity Log
Registered Dietitian Nutritionist or Registered Dietitian

Cycle Start Date 06/01/2022 Cycle End Date 05/31/2027

Log Status - Not submitted for approval

You have logged 106 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**

Once the minimum number of CPEUs has been recorded, click "**Finish-submit Activity Log**" to begin the submission process. Next, complete the Step 3: **Self-Assessment** which includes **attesting** to completion of PDP requirements, **answering** four certification statement questions, and **responding** to three reflection questions. Then, **submit** your online Activity Log for final review.

Upon submission, the CDR dashboard will display “web submission for processing.” Review of Activity Logs can take up to 1-2 weeks. You will receive email notification once the Activity Log has been reviewed.

3 Submit your Activity Log

Once the minimum CPE requirements have been met please submit the completed Activity Log for processing.

✓ **Web Submission for processing**

Questions?

Contact CDR Appeals at cdrappeals@eatright.org