

# The Prior Approver

April 2026 | Volume 2, Issue 2



## Prior Approval Numbers



Welcome to *The Prior Approver*, CDR's quarterly newsletter for CPE Providers. Spring has sprung, and so have spring conference activity application submissions! Keep reading to learn more about tips that can help with a smooth submission process, prior approval reminders, and more!



## Accountable Contact Redesignation & Annual Report Information

Need a friendly reminder about annual requirements as an Accountable Contact? We're here to help!

Accountable Contacts are required to take an [annual retraining](#) to ensure that they are up to date on policy changes, requirements, etc.

In addition to Accountable Contact annual retraining, one Accountable Contact must submit the Annual Report for their CPE Provider account.

Not sure when your Annual Report is due? Check out the chart to the right!



Benchmarking Report Complete	Annual Report Due the Following Year
Jan, Feb, Mar	March
Apr, May, Jun	June
Jul, Aug, Sept	September
Oct, Nov, Dec	December

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## Test Your Prior Approval Knowledge

**Case Study:** You are an Accountable Contact for a CPE Provider account. You have submitted your Benchmarking Report (one time requirement) in April of 2026. In which reporting cohort does your CPE Provider account fall within for your Annual Report due date in 2027?

Check your answer below!



**Answer:** Your Annual Report will be due in June 2027. If a Benchmarking Report is submitted during the months of April, May, or June - the reporting cohort, which indicates when the Annual Report is due, is June of the following year.

## Reminders & Request for Feedback

CDR is requesting feedback from CPE Providers. Complete [this survey](#) and share helpful Prior Approval tips that you've received to assist other CPE Providers with the prior approval process!

Please keep contact information up to date within your [CPE Provider account](#).

Learners may not use the same content to complete assessments from different CPE activities (e.g. Book and test from Provider "A" to earn CPEUs and then the same book and a different test sold separately by Provider "B" to earn additional CPEUs).

## Activity Start Date

Please remember that the activity start date that is included on the timing outline **must** match the activity start date that is included within the activity application. See below!

▼ 📅 Dates and Location

The start date indicated in this section **must** match the start date on the uploaded timing outline.

Start Date \* 📅 04/21/2026

End Date \* 📅 04/21/2026