THE PRIOR APPROVER

CDR PRIOR APPROVAL NEWSLETTER

OCTOBER 2026 | VOLUME 2, ISSUE 4

CDR CPEU | Prior Approval Program

Facilitating lifelong learning through access to nutrition and dietetics related Continuing Professional Education.

PRIOR APPROVAL BY THE NUMBERS*

386
Applications Approved

41%
Initial Applications Submitted with Complete Documentation

Timing Outline Missing Speakers or Developers
Most Common Reason for Returned Applications

Enduring
Most Common Activity Type

*September 2026 Data Summary

UPDATES AND REMINDERS

Update

EFFECTIVE JANUARY 1, 2027

CDR will no longer grant extensions to learners for expired activities. Providers are responsible for communicating expiration dates to learners.

Before You Submit

Use the submission checklists for your activity type.

- ✓ Enduring Activity
- ✓ Non-Enduring Activity
- ✓ Mixed Activity

FROM THE REVIEWERS DESK

Small details make a difference

A clear timing outline helps reviewers follow the learning experience. Identify educational sessions, breaks, and other non-educational time separately.

- Label breaks clearly
- Identify all speakers and developers
- Match dates across all materials

SPOT THE SCARY MISTAKES



Can you find the two mistakes in this application?

Practice Scenario

Activity Start Date (on application): October 31, 2026

Timing Outline
Title: Frightfully Fit: Ghoulishly Good Nutrition
Speaker: BooBerry Pie, RD
Start Date: October 30, 2026
Activity Type: 172: Live
CPEU: 1

12:00pm - 12:05pm	Introduction
12:05pm - 12:15pm	Definition and Description
12:15pm - 12:35pm	What does it all mean?
12:35pm - 12:40pm	Break
12:35pm - 12:50pm	Where do we go from here?
12:50pm - 1:05pm	Q&A

Hint: look at dates, time duration, and breaks.
Answer on page 2.

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PROVIDER CONNECTION

CDR CPEU Prior Approval Program

PAYMENT OPTIONS

Use online credit card payment

Providers can conveniently pay for activity applications directly through the Provider Portal using either a credit card or ACH payment.

PROVIDER EDUCATION

Current credentials tell the full story

When preparing an activity application, obtain updated resumes or bios from all speakers and/or developers.

Review these materials to confirm that credentials are current and each individual's expertise is relevant to the activity's educational content.

DOCUMENTATION CHECK

Resume or Bio

- Accurate credentials
- Relevant expertise
- Name and credentials consistent across all materials

MEET THE PRIOR APPROVAL TEAM

Chelsea Williams, MHS, RD, LD



Chelsea brings over a decade of experience in nutrition, education, and program administration. She is passionate about supporting professional growth and quality continuing education. Outside of work, she enjoys traveling, listening to music, spending time with her family and animals, practicing Gracie Jiu Jitsu, and cheering on her son on and off the baseball field.

Have a question? Reach out to us at priorapproval@eatright.org. We're happy to help!

RESOURCES

Helpful tools and information are available on the CDR website.

- Prior Approval Program
- Accountable Contact Training
- Activity Type Definitions
- CDR Essential Competencies
- Announcements and Resources

CHALLENGE ANSWERS

1. Application start date and timing outline start date do not match.
2. Conflicting times with break and lecture.

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