

May 2023

Submitting Your Graduates for RD or DTR Exam Eligibility Registration Eligibility Processing System (REPS)

Your students have worked hard to complete your program requirements and are now ready to take the exam. To become exam eligible with CDR, all graduates must be submitted by their program director into CDR's REPS portal. Please review the below steps to ensure graduates can be efficiently processed by CDR staff to then take the exam as soon as they are ready.

1. Log Into REPS

Log in to REPS at ww.reps.cdrnet.org using your CDR ID as your username and the password assigned to you when you became a program director. If you forgot your password, please use the forgot password function or email cdrexams@eatright.org.

2. Add a New Class

On the **Program Director's Dashboard**, select the option to **Add New Class**. You will be prompted to enter your class' completion date (from your program's Verification Statement). Please note that only students who have completed your program on the same date may be entered together.

3. Add Candidates

On the **Class Process** page, add the names and emails of each student who completed your program on a given date. Once every student in the class has been added, check the box next to "Please click checkbox to send candidates email" and select **Save & Send Email**. Graduates are sent an email requesting they complete an online application.

4. Graduates Complete Demographics

Graduates will complete their portion of their REPS application, agree to the Code of Conduct, Non-Disclosure, and Candidate Code of Conduct. After the required information has been entered into the system, the student **Demographic Info** status on your Class Process screen will change to "Updated." You will receive an email notifying you when each graduate has updated their information.

5. Entering Program Information and Documentation

Select **Edit** next to the student's name to complete the education information portion of the Candidate Eligibility Application. The remaining items you are required to complete on their application are:

- a) Highest degree earned.
- b) Degree date (match degree conferral date on transcript).

- c) DPD program code and completion date (if required by your program type). Completion date in REPS must match the program completion date on the Verification Statement.
- d) Upload all required documents for each student (there will be a check list specific to your program type on the application page).

Press **Save and Validate** when each graduate's application is complete.

6. Submit to CDR

After you have completed the remaining portion of each application, the status will change to **Complete**. Once all students in the class have a Status of Complete, you can submit the class to CDR using the **Submit to CDR** button. CDR reviews all applications within 48 hours (please remind your graduates the whole process may take 3-5 days). If your application is complete/correct you will receive an approval email from CDR. Graduates are then exam eligible and will receive an Authorization to Test email from Pearson VUE within 24 hours. This email will provide instructions on scheduling their exam.

7. Make any Corrections as Requested

If there is an error on an application submitted to CDR, you will receive an email asking you to make necessary corrections. These will be outlined within each candidate's application.

Important Reminders

- The name you enter into REPS for a graduate **MUST match their government-issued ID exactly** or they will not be allowed to test. Please stress to your graduates the importance of reviewing their names in REPS and informing you of any issues.
- There are two dates on every Verification Statement (the program completion date and the signature date). **The date you enter into REPS is always the program completion date.**
- The most current program director forms are in the forms tab of REPS.

Resources:

- **Full Program Director Guide:** https://admin.cdrnet.org/vault/2459/web/Program_Director_Guide_Feb_2021.pdf
- **REPS FAQ:** <https://www.cdrnet.org/REPS-FAQ>