



**CDR
CPEU** Prior Approval
Program
Activity Type Definitions

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100 – Academic Coursework

Nutrition and dietetics-related academic coursework, including distance learning, at a university accredited by a USDE recognized accrediting agency can be awarded CPEUs based on the following list. Under the activity description in your Activity Log, indicate whether the coursework was taken during a semester, trimester, or quarter. Academic coursework that qualifies for CPE credit must be started after you have become an RD or DTR and must be completed in your current recertification cycle and the course completion date shall not extend beyond the last day of the term. For those RDs or DTRs concluding a 5-year recertification cycle, the date of completion of academic coursework can be the date of notification of successful course completion. However, successful notice must be received by May 31 of the last year of the recertification cycle.

CPEUs Approved	Course taken for Credit	Course Audited
1 semester credit hour	15 CPEUs	8 CPEUs
1 trimester credit hour	14 CPEUs	7 CPEUs
1 quarter credit hour	10 CPEUs	5 CPEUs

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Course Title

College or University

Date Completed

CPEUs Requested Based on Number of Quarter, Semester or Trimester Credits Earned

Audit Documentation to Retain

Verifiable Transcript

All activities must adhere to PDP Content Criteria.

101 – Massive Online Open Courses (University Accredited by a USDE Recognized Accrediting Agency)

Time spent viewing recorded online lectures or seminars within the context of massive online open courses (MOOCS) and offered through universities accredited by a USDE recognized accrediting agency can be awarded CPEUs. You must have official verification of your participation, such as a certificate of completion that verifies that you have completed specified assignments, participatory activities, and evaluation benchmarks.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Course Title

College or University

Date Completed

CPEUs Requested

Audit Documentation to Retain

Official Verification of Participation

One CPEU is equivalent to one contact hour.

All activities must adhere to PDP Content Criteria.

102 – CE Offered by Jointly Accredited Providers

RDs and DTRs can source nutrition and dietetics-related continuing education from any [Jointly Accredited Provider](#) regardless of target profession.

Jointly Accredited Providers offer continuing education targeted to specific professions and provide Interprofessional Continuing Education (IPCE) opportunities designed to address the professional practice gaps of the healthcare team using an educational planning process that reflects input from those healthcare professionals who make up the team. The education is designed to change the skills/strategy or performance of the healthcare team, and/or patient outcomes.

Any completed activity offered by a Jointly Accredited Provider is logged as Activity Type 102 regardless of format. CDR's Activity Type Definitions and Content Criteria do not apply to IPCE or single profession activities offered via Jointly Accredited Providers. For example, if the activity is described as live, internet live, enduring or any other format, it is logged as Activity Type 102.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Course Title

College or University

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline or Official Verification of Participation

One CPEU is equivalent to one contact hour.

120: Certificate Program

An intensive training program which is not to be confused with CPE that awards certificates of completion or attendance.

Certificate Programs can be offered as an enduring activity, live web-based activity, and/or in-person training or combination thereof with formative and summative assessments.

The purpose of formative assessment is to provide feedback to both participants and facilitators/instructors with the intent of enhancing the learning process. Formative assessment may include self-reflection and diagnostic components (e.g., pretest) and may be remedial (i.e., focusing on correction or improvement). Formative assessment may take place on one or more occasions throughout the learning process.

Summative (end-of-program) assessment is used to evaluate participants' accomplishment of the intended learning outcomes and generally takes place at the completion of the education/training component of the program. Any generally accepted assessment method may be utilized for conducting the summative assessment. Passing, proficiency, or performance outcomes are communicated to the learner.

Certificate programs must:

1. Be nutrition and dietetics related.
2. Have stated learning objectives upon which the course and assessment content is based.
3. Include a statement that explicitly outlines the purpose of the program.
4. Include content expert instruction and learner/ provider interaction, engagement, and feedback.
5. Have a process of validating the content of the assessment which includes, at a minimum, documentation of the link between the intended learning outcomes and the assessment (e.g., a table listing the knowledge, skills, and/or competencies needed for participants to accomplish the intended learning outcomes and identifying how the specified knowledge, skills, and/or competencies are covered by the assessment). The assessment content is periodically revised, as needed, by subject matter experts and qualified individuals to ensure that it continues to reflect the scope and purpose of the program and remains aligned with the education/training and the intended learning outcomes
6. Use a generally accepted method or rubric for setting the performance, proficiency, or passing standard for the summative (end-of-program) assessment. This method, in which trained subject matter experts participate, should:
 - (a) link the performance, proficiency, or passing standard to the expected performance of a participant who has accomplished the intended learning outcomes; and
 - (b) be consistent with the nature and intended use of the assessment.
7. Be evaluated for effectiveness on a regular basis to ensure its ongoing utility for evaluating participants' accomplishment of the intended learning outcomes. The procedures and analyses performed for this purpose are consistent with generally accepted measurement principles.
8. Have all course materials reviewed by a minimum of three independent professionals with demonstrated expertise in the content area attesting to the hours needed to complete the program. A minimum of one of the reviewers must be a Commission on Dietetic Registration Registered Dietitian or Dietetic Technician, Registered. Reviewer's academic degrees should be relevant and granted by a university accredited by a USDE recognized accrediting agency. Foreign academic degrees accredited by foreign equivalent institutions are accepted under the condition that they have been verified by one of the agencies listed on the Independent Foreign Degree Evaluation Agencies list. Each reviewer must complete and sign the review form attesting to the number of hours it takes to complete the course and the course content currency. The reviewers should not be associated with the creation of the content of the program in any way.
9. Be offered by the Commission on Dietetic Registration (CDR) or is CDR CPEU Prior Approved.

Assessment-based certificate programs award a certificate only to those participants who meet the performance, proficiency or passing standard for the assessment.

Upon completion of the program, participants receive a certificate attesting to the attainment of a new knowledge/skill set (e.g., CDR's Certificate of Training in Obesity for Pediatrics and Adults). Unlike a certification, participants do not receive a professional designation (e.g., CSSD).

Individuals who fail the summative post-assessment will be awarded CPEUs for completing the program. However, the certificate of training will NOT be awarded to individuals who fail the summative post-assessment.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

One CPEU is equivalent to one contact hour.

All activities must adhere to PDP Content Criteria.

161/162 - CDR CPEU Prior Approved Journal Club (161) and CDR CPEU Eligible Journal Club (162)

The journal club must be nutrition and dietetics-related, preplanned, provide for group participation, include three or more professionals, and include in-depth discussion of a single topic from pre-assigned articles/papers in professional, peer-reviewed journals (materials should not be older than five years). Online journal clubs, in which interactive posts by dietetics professionals are read by and responded to by dietetics professionals, are also creditable. A system or program administrator should be able to provide verification of participation in the event of an audit.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title (Including Topic or Article)

Provider (Hosting Organization or Coordinator)

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

One CPEU is equivalent to one contact hour.

All activities must adhere to PDP Content Criteria.

172/ 173 - CDR CPEU Prior Approved Live (172) and CPEU Eligible Live (173)

Examples of LIVE, synchronous learning include:

- In-person or virtual lectures
- Seminars
- Webinars
- Teleseminars
- Case presentations
- Workshops
- Culinary skills training*
- Physical assessment training
- Computer/technology training

Content must be nutrition and dietetics related and include methods for providing informal feedback or formal feedback and assessment to the learner or learners.

*Content must focus on food composition, food chemistry, alternative nutrient sources, cultural/social/economic influences, techniques to improve acceptability or compliance.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

One CPEU is equivalent to one contact hour.

All activities must adhere to PDP Content Criteria.

181/182 - CDR CPEU Prior Approved Posters (181) and CDR CPEU Eligible Posters (182)

Learning through nutrition and dietetics-related poster and e-poster sessions at professional conferences can be awarded CPEUs. Posters need not be listed separately but are logged as a single entry based on the completion date of the event.

Maximum CPEUs per 5 Years

15 for RDs, 10 for DTRs

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

One half (0.5) CPEU is equivalent to a one-half contact hour (30 minutes).

All activities must adhere to PDP Content Criteria.

190 – Professional Leadership/ Precepting

Professional Leadership

Holding an elected or appointed office in a nutrition or dietetics-related national, state, district, or community organization that contributes to the acquisition of leadership skills and professional development can be awarded CPEUs. A year in the term of office (such as president) or preliminary term of office (such as president elect) must be completed during the current recertification cycle. Years of a term that concluded during a previous recertification cycle may not be claimed on the current cycle. Training on the topic of professional leadership would not qualify under this activity type. For a multi-year term, each year completed is eligible for 3 CPEUs. Concurrent positions may be held and claimed towards the maximum CPEUs.

Maximum CPEUs per 5 Years

15 for RDs, 10 for DTRs

(A maximum of 3 CPEUs per year can be awarded for this activity)

Description for Activity Log

Title (Elected or Appointed Position)

Provider (Nutrition or dietetics-related national, state, district, or community organization)

Date Completed

CPEUs Requested

Audit Documentation to Retain

Letter documenting election or appointment.

Precepting

Learning acquired while serving as a preceptor for dietetics students in an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited dietetics program may be awarded CPEUs. **Note: For example, precepting for other programs/ students such as Certified Dietary Managers does not qualify for CPEUs.** ACEND defines a preceptor as a practitioner who serves as faculty for students/interns during supervised practice by overseeing practical experiences, providing one-on-one training, and modeling professional behaviors and values. To receive CPEU credit:

- The precepting must have been completed during the current recertification cycle.
- The preceptor must complete the [Verification and Self Reflection Form](#) provided by the program director. The form must be signed and dated by the ACEND accredited program director. The form should be retained by the preceptor as documentation to be submitted to CDR if audited.

Precepting CPEU Conversion:

1–25 hours = 1 CPEU

26–50 hours = 2 CPEUs

51+ hours = 3 CPEUs

*if precepting multiple interns, determine CPEUs based on total hours

Maximum CPEUs per 5 Years

15 for RDs, 10 for DTRs

(A maximum of 3 CPEUs per year can be awarded for this activity)

Description for Activity Log

Program Title (indicate: Preceptor)

Provider (ACEND accredited dietetics program)

Date Completed

CPEUs Requested

Audit Documentation to Retain

Completed Preceptor Verification and Self-Reflection Form

All activities must adhere to PDP Content Criteria.

200 – Professional Reading

Reading peer-reviewed, dietetics-related articles from professional journals and professional newsletters can be awarded CPE credit. Online journals are acceptable in this category. Articles in professional newsletters must be identified as peer reviewed. The article must be read within 5 years of the date the article was published. Include the journal reference/citation in the activity description.

A peer-reviewed journal has the following characteristics:

- It is usually published by professional organizations and societies.
- Its primary purpose is to report original research or review articles.
- Editorial board is listed in the front of the journal or newsletter.
- Articles include an author byline.
- It includes cited references and charts/graphs/photos that impart information.

A journal is likely not peer-reviewed if its primary purpose is to report on trends/concerns in an industry or to provide practical “how-to” articles. If you are unsure as to whether a particular journal or newsletter article is peer reviewed, you may obtain written verification from the issuing organization or a reference librarian.

Reading one article is equivalent to one-half (.5) CPEU.

Maximum CPEUs per 5 Years

35 CPEUs for RDs, 30 CPEUs for DTRs

Description for Activity Log

Journal or Newsletter Citation

Date Completed

CPEUs Requested

Audit Documentation to Retain

Copy of Abstract or First Page of Article

All activities must adhere to PDP Content Criteria.

205 – Research

Conducting primary research as a sole, principal, or co-investigator can be awarded CPEUs. An investigator is defined as one who participates substantially in the conception and design of the work and the analysis of data as well as in the writing of the report. Primary research as outlined in the Evidence Analysis Library includes:

- Randomized Controlled Trials
- Cluster Randomized Trial
- Randomized Crossover Trial
- Prospective Cohort Study
- Retrospective Cohort Study
- Non-Randomized Controlled Trial
- Non-Randomized Crossover Trial
- Case-Control Study
- Time Series Study
- Reliability Study
- Non-Controlled Trial
- Case Study or Case Series
- Other Descriptive Study
- Cross-Sectional Study
- Trend Study
- Before-After Study
- Systematic reviews with or without meta-analyses are also considered research for this activity type

The research must have been conducted after the investigator has become an RDN or RD, or NDTR or DTR. Research completed to fulfill academic requirements would receive credit as 100: Academic Coursework, while reading reviews designed primarily to summarize the findings of others would receive credit under 200: Professional Reading. However, completing a meta-analysis that identifies new trends or ideas based on data from other studies would be awarded CPEUs in the Research category. Required documentation must be completed within the current recertification cycle to receive credit.

Level of Involvement	Description	CPEUs Awarded
Principal Investigator	One who alone develops the study concept, research design, analysis of data and writing of the report	20 CPEUs per study
Co-Investigator	One who participates substantially in the conception and design of the work, analysis of data and writing of the report	10 CPEUs per study

Maximum CPEUs per 5 Years

60 for RDs, 40 for DTRs

Description for Activity Log

Title of Study

Sponsoring/funding institution Identification as principle or co-investigator

Date Completed

CPEUs Requested

Audit Documentation to Retain

Sponsoring/funding institution info Report to include an introduction, purpose of research, methodology, discussion of results, summary and references.

One or more of the following (must be completed within current cycle):

- Final summary technical report to federal, state or other grant providing organization.
- Letter verifying acceptance for publication in a peer-reviewed journal or copy of published manuscript.
- Letter verifying acceptance for presentation or poster session at a peer-reviewed professional association conference.

All activities must adhere to PDP Content Criteria.

210 – Residency and Fellowship Programs

Programs require completion of a dietetics-related, post-baccalaureate-level residency or fellowship activity with a minimum of 75 contact hours for RDNs or RDs or 50 contact hours for NDTRs or DTRs. Program experience must take place after the practitioner has become an RDN or RD, or NDTR or DTR and must meet all of the following criteria:

- At the post-baccalaureate level and is dietetics related.
- Offers formalized/structured experiences.
- Sponsored by a university accredited by a USDE recognized accrediting agency or an institution accredited/approved by The Joint Commission or NCQA.
- Completed within the current 5-year recertification cycle.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Residency/ Fellowship

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

Completion of the program provides 75 CPEUs.

All activities must adhere to PDP Content Criteria.

220 – Mentorship Recipients

Mentorships are nutrition and dietetics related as outlined in Essential Practice Competencies.

Before beginning a mentorship, the learner first contracts with an individual who is an expert in a particular area using the mentorship contract available here. Within the contract, describe the demonstrable learning outcomes (skills, knowledge, judgment, or attitude) expected upon completion. The learning outcomes must be measurable or observable and clearly stated. Describe the resources/activities utilized.

Please note that the mentorship activity is not an available route for logging CDR-approved or non-approved certifications or certificate programs (see 260–651: Certifications and 120: Certificate Programs).

One CPEU is equivalent to 2 hours spent on this activity.

Maximum CPEUs per 5 Years

50 for RDs, 35 for DTRs

Description for Activity Log

Activity Title (Area of Learning)

Provider (Mentor Name)

Date Completed

CPEUs Requested

Audit Documentation to Retain

Signed Mentorship Contract

All activities must adhere to PDP Content Criteria.

231/232 - CDR CPEU Prior Approved Study Group (231) and CDR CPEU Eligible Study Group (232)

Study groups must be nutrition and dietetics-related, preplanned, provide for group participation, include three or more professionals, include in-depth study of a specific topic, and be based on an active (non-expired) CDR CPEU Prior Approved activity located in CDR's [Continuing Professional Education Database](#).

Note: The study group coordinator is responsible for attaining any applicable copyright or trademark permissions from the CPE provider for CPE activities utilized within the context of a study group

Maximum CPEUs per 5 Years

50 for RDs, 35 for DTRs

Description for Activity Log

Program Title/ Topic

Provider (Hosting Organization or Coordinator)

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

One CPEU is equivalent to one contact hour.

All activities must adhere to PDP Content Criteria.

260 – 651 Certifications

The following Certifications are available for CPEU credit based on successful application to CDR by the organization responsible for administering the certification. Learners may not apply nor will credit be awarded for certifications which do not appear in the list below or on CDR's Policy Updates and Announcements webpage.

For approval, the program must be nutrition and dietetics related, must require candidates to meet eligibility requirements and pass an examination to become certified initially, and must require certificants to recertify by passing an exam or by continuing professional education depending on the certification requirements/options.

Eligibility for CPE credit in a given cycle is based on date of notification of successfully meeting certification or recertification requirements. CPEUs can be awarded for qualifying certifications earned during the current 5-year recertification cycle and up to 6 months before your current recertification cycle. The date of completion of the certification can be either the date of notification of successful completion of the requirements for certification or the date of the examination required for certification.

<i>Certification (Activity number, certification board, and full title)</i>	<i>CPEUs</i>
260: ADCES – Board Certified Advanced Diabetes Management (exam)	75
300: NBNSC – Certified Nutrition Support Clinician	75
330: CDR – Advanced Practice Board Certification in Clinical Nutrition	75
335: CDR – Board Certification as a Specialist in Gerontological Nutrition	75
336: CDR – Board Certification as a Specialist in Obesity and Weight Management	75
337: CDR – Board Certification as a Specialist in Oncology Nutrition	75
340: CDR – Board Certification as a Specialist in Pediatric Nutrition	75
360: CDR – Board Certification as a Specialist in Pediatric Critical Care Nutrition	75
380: CDR – Board Certification as a Specialist in Renal Nutrition	75
385: CDR – Board Certification as a Specialist in Sports Dietetics	75
420: IBLCE – International Board Certified Lactation Consultant	50
460: CBDCE – Certified Diabetes Care and Education Specialist (exam)	75
462: CDECB – Canadian Board Certified Diabetes Educator (exam)	75
465: NCSF – Certified Personal Trainer (exam)	25
480: ADCES – Board Certified Advanced Diabetes Management (recert via CE)	50
490: ACCL – Clinical Lipid Specialist	40
500: AAFCS – Certified in Family and Consumer Sciences	40
515: ACE – Certified Medical Exercise Specialist	40
516: ACE – Certified Group Fitness Instructor	25
517: ACE – Certified Health Coach	25
518: ACE – Certified Personal Trainer	25
529: ACSM – Certified Personal Trainer	25
530: ACSM – Certified Exercise Physiologist	40
532: ACSM – Certified Clinical Exercise Physiologist	50
545: SNA – School Nutrition Specialist	40
550: IAEDP* – Certified Eating Disorders Specialist (initial exam)	75
551: IAEDP* – Certified Eating Disorders Specialist (recertification)	50
560: IFT – Certified Food Science	50
600: HQCB – Certified Professional in Healthcare Quality	25
620: NAFEM – Certified Foodservice Professional (DTRs only)	40
625: NASM – Certified Personal Trainer	25
630: NBCC – National Certified Counselor	50
635: CBDCE – Certified Diabetes Care and Education Specialist (recert via CE)	50
637: CDECB – Canadian Board Certified Diabetes Educator (recert via CE)	50
640: NCHEC – Certified Health Education Specialist	40
645: NCSF – Certified Personal Trainer (recertification)	25
647: NESTA – Personal Fitness Trainer	25
650: NSCA – Certified Strength & Conditioning Specialist	40
651: NSCA – Certified Personal Trainer	25

*The IAEDP CEDS is an approved certification or recertification for the traditional route only.

Please note that in order for CDR credentialed practitioners to be eligible to use the equivalency route CEDS certification, existing or newly certified CEDS must successfully pass the initial certification exam on or after June 2, 2015.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Certification Obtained

Provider

Date of Notification

CPEUs Requested

Audit Documentation to Retain

Copy of document verifying date of issue and duration of certification.

All activities must adhere to PDP Content Criteria.

741 - CDR CPEU Prior Approved Enduring

A self-paced activity that endures over a 3-year approval lifespan and includes methods for providing informal feedback or formal feedback and assessment to the learner or learners. Examples may include but are not limited to online interactive educational modules, recorded presentations, printed materials, or podcasts.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

One CPEU is equivalent to one contact hour.

All activities must adhere to PDP Content Criteria.

742 – CPEU Eligible Enduring

CDR accepts enduring activities from CPE providers accredited by CDR-approved organizations listed below. Enduring CPE is a self-paced activity that endures over a specified time and includes methods for providing informal feedback or formal feedback and assessment to the learner or learners. Examples may include but are not limited to online interactive educational modules, recorded presentations, printed materials, and/or podcasts.

Please note: CDR also accepts enduring materials from CPE providers accredited by other CDR-approved organizations. Enduring materials approved by the following organizations are currently accepted:

AAFP

American Academy of Family Physicians

AANP

American Academy of Nurse Practitioners

AAPA

American Academy of Physician Assistants

ACCME

Organizations accredited by the Accreditation Council for Continuing Medical Education

ACPE

Organizations accredited by the Accreditation Council for Pharmacy Education

ANCC

American Nurses Credentialing Center

APA

American Psychiatric Association

APA

American Psychological Association

APHA

American Public Health Association

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

One CPEU is equivalent to one contact hour.

All activities must adhere to PDP Content Criteria.



Commission on Dietetic Registration

the credentialing agency for the



Academy of Nutrition
and Dietetics

A graphic element for the CDR CPEU logo consisting of several vertical bars of varying heights and colors (purple, red, yellow, green) to the left of the text.

CDR
CPEU Prior Approval
Program