

# Competency Plan Builder Instructions

## **Commission on Dietetic Registration**

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



# Helpful Tips:

- How to create a Learning Plan if you're currently **not working or are retired**:
  - CDR recognizes that many RDs and DTRs maintain the credential despite having pursued careers in other fields or having reached retirement. Selecting from the [Core Essential Practice Competencies](#) in Spheres 1-10 may help create a Learning Plan that is more general. The scope and depth of the Learning Plan is a personal decision and is reflective of where practitioners are in their careers.
- How to create a Learning Plan if you're **newly credentialed**:
  - CDR recommends creating a general Learning Plan which does not relate to role-specific areas of practice. Selecting from the [Core Essential Practice Competencies](#) in Spheres 1-10 may help create a Learning Plan that is more general versus specific to a role, area of practice, or practice setting. As you become more specialized, you have the option to update your Learning Plan with [Functional Essential Practice Competencies](#) in Spheres 11-15. The scope and depth of your Learning Plan is a personal decision and is reflective of where you are at in your career and where you see it leading.

**Step 1:** Go to [www.cdrnet.org](http://www.cdrnet.org) and click “**MyCDR Login.**”

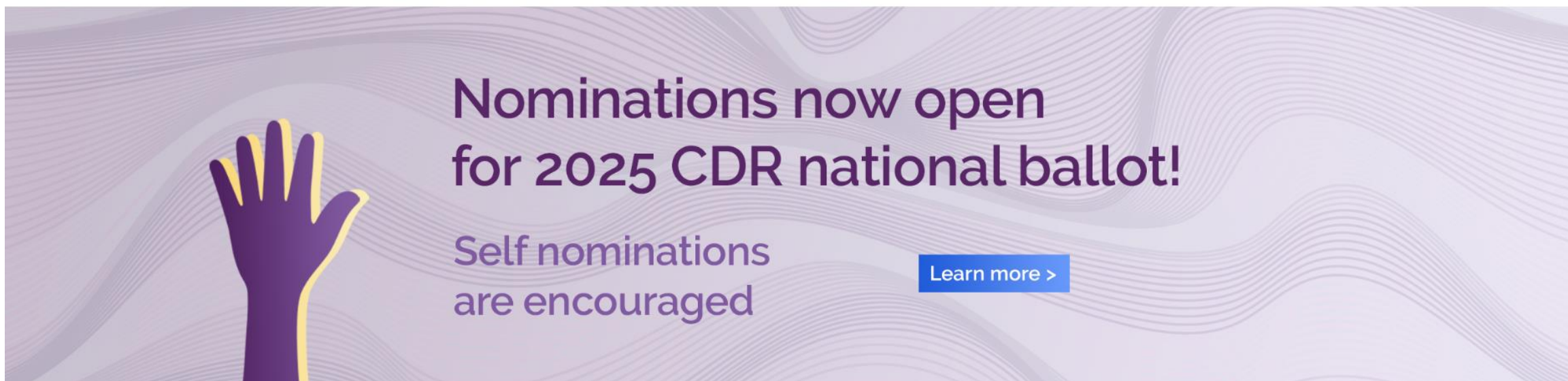


Commission on Dietetic Registration

[EXAM REAUTHORIZATION](#) [VERIFY](#) [MyCDR Login](#)

Search site

[Become Credentialed](#) [Maintain Credentials](#) [Enhance Your Credentials](#) [Provide CPEUs](#) [Explore Scope and Practice](#) [Demonstrate Quality Care](#)



**Nominations now open  
for 2025 CDR national ballot!**

Self nominations  
are encouraged

[Learn more >](#)

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

myCDR Login

Username  
1234567

Password  
\*\*\*\*\*

[Forgot Password / Username](#)

Sign in

**Helpful Tips:**

- Your username is typically your ID number. Start with the first number after R00's (ex. 456789)
- Forgot your username or password? Click the "**Forgot Password / Username.**" Follow the appropriate prompt to either reset password or have the system email your login information.

**Step 3:** Enter the Professional Development Portfolio by clicking “**Submit a Learning Plan**” from the dashboard or “**PDP**” from the left navigation pane.

**myCDR Credential Dashboard** [View PDP guide](#)

James Kirk, ID 1234

Select Credential  
Registered Dietitian Nutritionist or Registered Dietitian

### Professional Development Portfolio Status

Registered Dietitian Nutritionist or Registered Dietitian

Your five year recertification cycle: 06/02/2024 - 05/31/2030

	Status
<b>1</b> <a href="#">Submit a Learning Plan</a> The first step is to submit a Learning Plan.	✓ Completed
<b>2</b> <a href="#">Record your Activities</a> Once you've created your Learning Plan, you'll record the continuing education activities you've completed in the Activity Log. <a href="#">Click here for step-by-step instructions on how to document CPEU activities</a>	✓ 81.00 CPEU recorded
<b>3</b> <a href="#">Submit your Activity Log</a> Once the minimum CPE requirements have been met please submit the completed Activity Log for processing.	✓ Not submitted

The left navigation pane includes: Dashboard, PDP, PDP Resource Center, Profile, Journal Quizzes, CDR Fees & Invoices, Apply for Specialist Certification, Apply for Advanced Practice Certification, Apply for Obesity & Wt Mgt Certification, CDR ID Card, Message Center, Submit or View Appeal, Certificate of Training, Volunteer Opportunities, Sign Out.

Step 4: Click “**Create Plan**” next to your cycle to begin creating your Learning Plan.

## PDP Plans and Activity Logs

RDN or RD

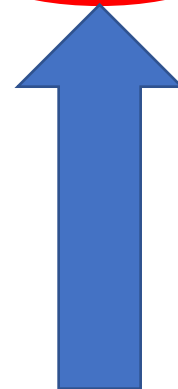
Registered Dietitian Nutritionist or Registered Dietitian

### My recertification cycles

06/01/2024 - 05/31/2029 (current)

Create Plan

You do not have a plan on file for this cycle.



Step 5: Read the introduction then click “**Let’s Get Started**” to begin building the Learning Plan.

## Competency Plan Builder

[FAQ](#) [CONTACT US](#)

1 Welcome ————— 2 Spheres and competencies ————— 3 Summary

### Welcome

LET’S GET STARTED

### What is the CDR Competency Plan Builder?

The Competency Plan Builder is a digital tool to create a continuing professional education (CPE) Learning Plan. It will help identify focus areas during each five-year recertification cycle for verified CDR credentialed nutrition and dietetics practitioners.

### How do I create my plan?

Personalize your plan by adding desired competencies within defined spheres. Spheres describe core and functional areas of dietetics practice. Competencies are identifiable knowledge, skills, and attitudes that are expected outcomes of CPE activities.

**Select** Spheres and Competencies. **Review** your plan. **Submit** to CDR.

**Update** your plan as your career goals change throughout any five-year cycle. Approval is automatic upon receipt.

### What changed?

The new Competency Plan Builder is faster and easier to complete.

LET’S GET STARTED



**Step 6:** Select the Spheres you want to include in the Learning Plan. Click on a tile to add a Sphere.

Click the tile or “Add” button to add a Sphere.



## Select Spheres and Competencies

There are 14 spheres related to the nutrition and dietetics profession. Click “add” to learn more about each sphere. Within each sphere, select competencies that match your interests and goals to build or revise your plan.

- . At least one competency must be selected from the mandatory Ethics sphere (1 CPE)
- . There is no maximum number of Spheres or Competencies that must be selected
- . You are not required to select a competency from each sphere
- . You will not be required to meet every competency on your plan

You've selected 0 Competencies from 0 Spheres

<b>Ethics (required)</b> 0 competencies selected <a href="#">+ ADD</a>	<b>Health Equity</b> 0 competencies selected <a href="#">+ ADD</a>	<b>Communications</b> 0 competencies selected <a href="#">+ ADD</a>	<b>Leadership and Advocacy</b> 0 competencies selected <a href="#">+ ADD</a>
<b>Critical Thinking and Decision Making</b> 0 competencies selected <a href="#">+ ADD</a>	<b>Informatics</b> 0 competencies selected <a href="#">+ ADD</a>	<b>Research and Scholarship</b> 0 competencies selected <a href="#">+ ADD</a>	<b>Quality Management</b> 0 competencies selected <a href="#">+ ADD</a>
<b>Food, Nutrition and Dietetics</b> 0 competencies selected <a href="#">+ ADD</a>	<b>Education and Counseling</b> 0 competencies selected <a href="#">+ ADD</a>	<b>Clinical Care</b> 0 competencies selected <a href="#">+ ADD</a>	<b>Business, Industry, and Product Development</b> 0 competencies selected <a href="#">+ ADD</a>
<b>Community, Population, and Global Health</b> 0 competencies selected <a href="#">+ ADD</a>	<b>Foodservice Systems and Management</b> 0 competencies selected <a href="#">+ ADD</a>	<b>Organization Management</b> 0 competencies selected <a href="#">+ ADD</a>	

### Notes:

- You must select at least **1 Competency** from the Sphere 1 – Ethics. Sphere 2 – Health Equity is not required.
- You are **not required** to complete an activity for each Sphere/Competency on the Learning Plan.
- There is **not** a maximum number of Spheres/Competencies you can select.



**Step 7:** Within the Sphere, select each Competency you want to add to the Learning Plan.

Select the checkbox to add the Competency



**Ethics | Sphere 1 (Required)**

Identifies with and adheres to the code of ethics for the profession.

Select at least one Ethics competency for your plan

- 1.1 Demonstrates and maintains competence in practice.
- 1.2 Demonstrates integrity in personal and organizational behaviors and practices.
- 1.3 Recognizes and manages situations with ethical implications.
- 1.4 Respects client autonomy to make decisions about proposed services.
- 1.5 Recognizes and maintains appropriate relationships and boundaries.
- 1.6 Adheres to confidentiality and privacy legislation, standards and policies.
- 1.7 Applies cultural competence and consideration for social determinants of health to show respect for individuals, groups and populations.
- Create my own (you can only create one per sphere)

**Notes:**

- You are **not required** to complete an activity for each Competency on the Learning Plan.
- There is **not** a maximum number of Competencies you can select.
- You may create **one** optional Competency of your own under each Sphere.

Click **“Save”** to add Competencies to the Learning Plan.



**Step 8:** Once you have selected the Spheres and Competencies you want on the Learning Plan, click “**Next Step**” at the bottom of the page.

## Select Spheres and Competencies

There are 14 spheres related to the nutrition and dietetics profession. Click “add” to learn more about each sphere. Within each sphere, select competencies that match your interests and goals to build or revise your plan.

- . At least one competency must be selected from the mandatory Ethics sphere (1 CPE)
- . There is no maximum number of Spheres or Competencies that must be selected
- . You are not required to select a competency from each sphere
- . You will not be required to meet every competency on your plan

You've selected 8 Competencies from 4 Spheres

Total Competencies and Spheres selected is shown here.

Need to update your Competencies? Click “**Edit**” under the corresponding Sphere.

<b>Ethics (required)</b> 1 competencies selected <a href="#">EDIT</a>	<b>Health Equity</b> 1 competencies selected <a href="#">EDIT</a>	<b>Communications</b> 0 competencies selected <a href="#">+ADD</a>	<b>Leadership and Advocacy</b> 0 competencies selected <a href="#">+ADD</a>
<b>Critical Thinking and Decision Making</b> 0 competencies selected <a href="#">+ADD</a>	<b>Informatics</b> 0 competencies selected <a href="#">+ADD</a>	<b>Research and Scholarship</b> 0 competencies selected <a href="#">+ADD</a>	<b>Quality Management</b> 0 competencies selected <a href="#">+ADD</a>
<b>Food, Nutrition and Dietetics</b> 0 competencies selected <a href="#">+ADD</a>	<b>Education and Counseling</b> 0 competencies selected <a href="#">+ADD</a>	<b>Clinical Care</b> 1 competencies selected <a href="#">EDIT</a>	<b>Business, Industry, and Product Development</b> 0 competencies selected <a href="#">+ADD</a>
<b>Community, Population, and Global Health</b> 0 competencies selected <a href="#">+ADD</a>	<b>Foodservice Systems and Management</b> 0 competencies selected <a href="#">+ADD</a>	<b>Organization Management</b> 0 competencies selected <a href="#">+ADD</a>	

< BACK TO STEP 1

**NEXT STEP >**

**Step 9:** Review the Learning Plan. Click **“Submit Plan”** when ready to submit.

Click **“View performance indicators”** to review.

**Notes:**

- You are **not required** to complete an activity for each Sphere/Competency on the Learning Plan.
- Performance Indicators (PIs) are intended as **guidelines only**. You need not achieve every PI.
- Review the Learning Plan then click **“Submit Plan.”** Learning Plans are immediately active upon submission.

## Competency Plan Builder

[FAQ](#) [CONTACT US](#)

1 Welcome — 2 Spheres and Competencies — 3 Summary

### Review and Submit Your Personalized Learning Plan

You're almost done. Review your Competency Plan Builder and Submit your Learning Plan to CDR. Download and print your Learning Plan. Visit later to modify it as your career goals change.

\*Additional information: each competency includes descriptors called 'Performance Indicators' that illustrate recommended actions, behavior and outcomes. These guidelines should be used in workplace goal setting, job descriptions and CPE program development.

You've selected 8 Competencies from 4 Spheres

[Collapse all](#)

[EDIT SELECTIONS](#)

[START OVER](#)

[PRINT](#)

[SUBMIT PLAN](#)

#### Ethics | Sphere 1 (1 competencies selected)

**Identifies with and adheres to the code of ethics for the profession.**

Selected competencies

1.1 **Demonstrates and maintains competence in practice.**  
[View performance indicators](#)

#### Health Equity | Sphere 2 (1 competencies selected)

**Advocates for health equity in nutrition and dietetics care and services, mindful of unavoidable, unfair or remediable differences among individuals or populations.**

Selected competencies

2.1 **Provides nutrition and dietetics services (eg, nutrition care, education, research, advocacy) respectfully and mindfully to individuals, groups and populations with unique identities, characteristics and backgrounds.**  
[View performance indicators](#)

#### Food, Nutrition and Dietetics | Sphere 9 (5 competencies selected)

**Uses current knowledge and skills to convey the specific application of food and nutrition sciences and physical activity in the dietetics profession.**

Selected competencies

9.1 **Interprets and applies current food and nutrition science in nutrition and dietetics practice.**

## Step 10: Confirm the Learning Plan is active.

The most recent submission date will appear here.



**Congratulations, your new plan is now Active!**

Registered Dietitian Nutritionist or Registered Dietitian  
06/01/2024 - 05/31/2029

Submission date	Plan status	
09/11/2024	<b>Active</b>	<a href="#">VIEW PLAN</a>

[MODIFY](#) [PRINT](#)

**To modify your Plan, click "modify."**

**What's next?**

Now that you've completed your plan, you can start logging activities. Review or modify your plan anytime by visiting the Dashboard

CDR has developed the Essential Practice Competencies for CDR Credentialed Nutrition and Dietetics Practitioners publication to assist you in understanding how competencies define the knowledge, skill, judgement and attitude requirements throughout a practitioner's career, across practice, and within focus areas. You may access this and other important resources at: [www.cdrnet.org/competencies](http://www.cdrnet.org/competencies).

[START LOGGING YOUR ACTIVITIES](#) [RETURN TO DASHBOARD](#)

### Notes:

- The Learning Plan is **immediately** active once submitted. CDR does not review Learning Plans.
- You can modify your Learning Plan **throughout** your five-year recertification cycle.
- To modify the Learning Plan, click **"modify."**

# Helpful Tips:

- You must submit the Learning Plan to **gain access to the Activity Log**.
- After submitting the Learning Plan, you will be able to record **CPEUs completed during the recertification cycle** (even those completed before Learning Plan submission).
- You **do not** need to complete a CPEU for each Sphere and Competency on the Learning Plan.
- When recording CPEUs, you will be able to select from all Spheres and Competencies, **even those not included on your Learning Plan**. Select the Sphere and Competency you think best fits the activity. There is no right or wrong answer.
- Once submitted, the Learning Plan is **immediately** active. You may modify the Learning Plan throughout your 5-year recertification cycle. Please note, modifications do not negate the CPEUs already recorded.
- The Competency Plan Builder Learning Plan will **roll over to the next recertification cycle**. CDR encourages you to modify the Learning Plan as needed.
- Looking for **additional resources** to assist with your Plan? Check out:
  - [Professional Development Resource Center](#)
- Have additional **questions**? Contact CDR at [pdp@eatright.org](mailto:pdp@eatright.org)