CDR CPEU Prior Approval Program

Enduring Activity Application Checklist:
(Activity Types: 741 CDR CPEU Prior Approved Enduring)

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Activity Application Component: (Application Field Type)	Notes:	Done:
Activity Type (Drop-Down List)	Enduring Activity Types: 741 CDR CPEU Prior Approved Enduring	
Descriptive Activity Title (Short Answer)	Title should provide learners with a basic understanding of what the activity is about - i.e., Carbohydrate Intake in Individuals with Type 2 Diabetes	
Accountable Contact (AC) (Drop-Down List)	Individuals will only appear in the application if they have provided their contact information and been designated and approved as Accountable Contacts.	
Total Continuing Professional Education Units (CPEUs) Requested (Short Answer)	The AC will enter total time for non-reading-based components, feedback/assessment, and/or word count into the short answer field. Please note: • If the activity contains non-reading-based components, the uploaded detailed timing outline **must** match the calculated CPEUs for the non-reading-based components (i.e., recorded videos). • The detailed timing outline **must** include the word count of reading-based components. **Note**: Any activity that is enduring cannot be offered for more than 35 CPEUs.	
Enduring Components (Multiple Choice)	The AC will indicate the type(s) of enduring components included in the activity.: • Reading-based components (i.e., books, textbooks, articles) • Non-reading-based components (i.e., recorded videos) Note: All activity components (including reading-based enduring) must be included on the timing outline.	
Feedback or Assessment Type (Multiple Choice)	For additional information on feedback or assessment types please refer to Policy 16.0.	
Ethics Related CPE Activity? (Yes/No)	If yes, the AC must select at least one (1) performance indicator from Sphere 1: Ethics.	
Allow in CPE Database? (Yes/No)	The provide must select one: • Yes – Learners will be able to locate the activity in the CDR CPE Database. • No – Learners will <u>not</u> be able to locate the activity in the CDR CPE Database.	
Does the Activity Address Nutrition and Diet Topics? (Yes/No)	For the definition of Nutrition and Diet Topic please refer to Core Content Criteria #8. If yes, the AC must include either: • The ID number and first/last name of the CDR credentialed practitioner involved in program planning, **OR** • The CDR recognized organization by which they are Accredited by: ACCME, ACPE, AAPA, ADA CERP, ANCC, APA, ARBO/COPE, ASWB, BOC	
Activity Description for Public (Short Answer)	Should include topic(s), delivery method(s), and requirements for completion.	
Target Audience (Multiple Choice)	Select target audience based on RD/DTR Practice Areas described in the revised 2024 Scope of Practice for the Registered Dietitian Nutritionist.	
Learning Objective(s) (Short Answer)	Learning objectives are statements that define the goal(s) of an educational activity. Learning objectives are appropriate for the target audience's practice area. • The AC must include at least **one** learning objective.	
Detailed Timing Outline (Document Upload)	The detailed timing outline on non-reading-based components must include (click here for an example) : • Title and start date of activity • CPE content contributor(s)/speaker(s)/presenter(s) first name, last name, and credentials (if applicable) • Breakdown of time for non-reading-based components	

	• Word count of reading-based components • Time for informal or formal feedback and assessment component	
Qualifications of • CPE Content Contributor(s) • Presenter(s) • Moderator(s) (Document Upload)	Each CPE content contributor (i.e., program planner, content developer, presenter, etc.), presenter(s), and/or moderator(s) must have a resume, CV, or bio that contains information that establishes relevant expertise: • Education (degree must be from USDE-recognized accrediting agency or foreign academic degree equivalent) *; **OR** • Published peer-reviewed journal article; **OR** • Proof of presentation at a reputable, peer-reviewed conference.	
Reference List or **Bibliography** (Document Upload)	All references must be cited, and controversial/disputed issues must be presented as such, with documentation from current and reputable refereed scientific journals.	
Conflict of Interest (Yes/No)	ACs will indicate if conflicts of interest exist within the CPE activity. • Refer to Policy 8 for additional information on conflict of interest.	
Commercial Support (Yes/No)	ACs will indicate if commercial support was utilized for the CPE activity. • Refer to Policy 9 for additional information on commercial support.	
Funding (Yes/No)	ACs will indicate if funding was utilized for the CPE activity. • Refer to Policy 10 for additional information on funding.	
Marketing and Commercial Bias (Check Box)	The AC will complete an attestation on marketing and commercial bias. For additional information, refer to Policy 7. "I, the Accountable Contact, do hereby attest that the CPE submission is in accordance with the CDR CPEU Prior Approval policies and as such complies with all rules and regulations related to marketing and commercial bias."	
Best Available Research Evidence (Check Box)	The AC will complete an attestation on best available research evidence. For additional information, refer to Content Criteria 5. "I, the Accountable Contact, do hereby attest that the CPE submission is in accordance with the CDR CPEU Prior Approval policies and as such complies with all rules and regulations related to best available research evidence."	
Performance Indicator(s) (Drop-Down List)	ACs must select at least **one** performance indicator from CDR's Essential Practice Competencies. Ethics activity applications must contain at least one PI from Sphere 1: Ethics	
Activity Date (Drop-Down Calendar)	Activities must be submitted at least **48 hours** prior to the start of the CPE activity. Exceptions will not be made for late submissions. • The **start date** is the date the activity begins. The **end date** will be updated by CDR staff upon approval of CPEUs.	

Key:
*Within the activity application, the AC will be asked if the individuals responsible for CPE content hold foreign academic degrees. The AC will be asked to upload one of the following: • Verification of the foreign degree by one of the agencies listed on the Foreign Degree Evaluation Agencies list. • Verification of credentials issued by relevant, recognized, and accredited programs that meet national or international standards. If unable to provide verification, a non-refundable $50 fee will be added to the activity application review fee (**Policy 22.0**). Note: The AC is responsible for ensuring CPE meets Core Content Criteria. Regardless of upload or additional fee payment, CDR Staff may return the activity application and request additional documentation substantiating expertise.