

Enduring Activity Application Checklist:

([Activity Types](#): 741 CDR CPEU Prior Approved Enduring)

****[Click here](#) to access the CDR CPEU Provider Policy Manual****

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)	<p>The AC will enter total time for non-reading-based components, learner assessment, and/or word count into the short answer field.</p> <ul style="list-style-type: none"> 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 <p>Note: Any activity that is enduring cannot be offered for more than 35 CPEUs.</p>	
Enduring Components (Multiple Choice)	<p>The AC will indicate the type(s) of enduring components included in the activity:</p> <ul style="list-style-type: none"> Reading-based components (i.e., books, textbooks, articles) Non-reading-based components (i.e., recorded videos) <p>Note: All activity components (including reading-based enduring) must be included on the timing outline.</p>	
Learner Assessment (Check Box)	<p>The AC will complete an attestation on learner assessment. For additional information, refer to Policy 16.0.</p> <p>“I, the Accountable Contact, do hereby attest that the CPE activity includes learner assessment, as detailed in CDR Prior Approval Policy 16.0: Learner Assessment.”</p>	
Ethics Related CPE Activity? (Yes/No)	<p>If yes, the AC must select at least one (1) performance indicator from Sphere 1: Ethics.</p> <p>Note: Activity application can either be ethics OR health equity related.</p>	
Health Equity CPE Activity? (Yes/No)	<p>If yes, the AC must select at least one (1) performance indicator from Sphere 2: Health Equity.</p> <p>Note: Activity application can either be ethics OR health equity related.</p>	
Allow in CPE Database? (Yes/No)	<p>The provide must select one:</p> <ul style="list-style-type: none"> 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)	<p>For the definition of Nutrition and Diet Topic refer to Core Content Criteria #8.</p> <p>If yes, the AC must include either:</p> <ul style="list-style-type: none"> 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. The AC must include at least one learning objective	
Detailed Timing Outline (Document Upload)	<p>The detailed timing outline on non-reading-based components must include (click here for an example) :</p> <ul style="list-style-type: none"> Title and start date of activity 	

	<ul style="list-style-type: none"> • CPE activity developer(s) (i.e., program planner, author of learner assessment, etc.)/speaker(s)/presenter(s) first name, last name, and credentials (if applicable) • Breakdown of time for non-reading-based components (if applicable) • Word count of reading-based components (if applicable) • Estimated total time for learner assessment (must be exact, i.e., 30 minutes) 	
Qualifications of <ul style="list-style-type: none"> • CPE activity developer(s) • Presenter(s) • Moderator(s) (Document Upload)	Each CPE activity developer(s) (i.e., program planner, author of learner assessment, etc.), presenter(s), and/or moderator(s) must have a resume, CV, or bio that contains information that establishes relevant expertise: <ul style="list-style-type: none"> • 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)	A minimum of 3 – 4 references per session/presentation must be compiled into a single reference list or bibliography and uploaded into the Prior Approval activity application. Note: CDR Prior Approval Reviewers may request additional references during the review process. Complete reference lists must be available to learners and must be submitted in the event of activity audit.	
Conflict of Interest (Yes/No)	ACs will indicate if conflicts of interest exist within the CPE activity. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Refer to Policy 9 for additional information on commercial support 	
Funding (Yes/No)	ACs will indicate if funding was utilized for the CPE activity. <ul style="list-style-type: none"> • 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 and health equity applications must contain at least one PI from Sphere 2: Health Equity.	
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. <ul style="list-style-type: none"> • 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 development hold foreign academic degrees. The AC will be asked to upload one of the following: <ul style="list-style-type: none"> • 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.
