CDR CPEU Prior Approval Program

Mixed Activity Application Checklist:

(Activity Types: Must include 172 + 741)

To qualify as a mixed activity, all activity components (live/synchronous and enduring) must be required.

****Click here to access the CDR CPEU Provider Policy Manual****

Activity Application Component: (Application Field Type)	Notes:	Done:
Activity Type (Drop-Down List)	Mixed Activity Type: Must include 172 + 741.	
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 live components, non-reading-based components, learner assessment, and/or word count into the short answer field. • Concurrent sessions count as one (1) session • The uploaded detailed timing outline **must** match the calculated CPEUs (click here for an example) For information on minimum CPEU requirements & rounding refer to Policy 17.3 and 17.4. CPEUs are in increments of 0.25.	
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.	
Multiple Sessions? (Yes/No)	The AC must indicate if their activity has multiple sessions. If the activity has multiple sessions, the AC must then indicate if: • The sessions occur on the same or consecutive days OR on non-consecutive days. **Note:** If the sessions occur on non-consecutive days, the learner must have to complete all sessions to obtain CPEUs in order to be submitted as a mixed activity. If the total number of sessions is more than 10, conference processing fee applies (Policy 22.0).	
Learner Assessment (Check Box)	The AC will complete an attestation on learner assessment. For additional information, refer to Policy 16.0. "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."	
Ethics Related CPE Activity? (Yes/No)	If yes, the AC must select at least one (1) performance indicator from Sphere 1: Ethics. **Note:** Activity application can either be ethics **OR** health equity related.	
Health Equity CPE Activity? (Yes/No)	If yes, the AC must select at least one (1) performance indicator from Sphere 2: Health Equity. **Note:** Activity application can either be ethics **OR** health equity related.	
Allow in CPE Database? (Yes/No)	The AC must select one: • Yes – Learners will be able to locate the activity in CDR's CPE Database • No – Learners will not be able to locate the activity in the CPE Database	
Does the Activity Address Nutrition and Diet Topics? (Yes/No)	For the definition of Nutrition and Diet Topics 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. The AC must include at least **one** learning objective	
Detailed Timing Outline/Agenda (Document Upload)	The detailed timing outline/agenda must include a breakdown of both the live and enduring components of the mixed activity (click here for an example): • Title and start date of activity • Start and end time of each live session • CPE activity developer(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 • Estimated total time for learner assessment (must be exact, i.e., 30 minutes) **Note**: Welcomes/introductions, breaks (including meals), and closings/wrap ups do not count towards total CPEUs.	
Qualifications of: • **Presenter(s)** • **Moderator(s)** • **CPE Activity Developer(s)** (Document Upload)	Each CPE activity developer(s)/speaker(s)/presenter(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. For enduring activity (741) components **only,** each CPE activity developer (i.e., program planner, presenter, author of learner assessment, etc.) must have a resume, CV, or bio that contains information that establishes relevant expertise. See list above for documentation that establishes expertise. ***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: • 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.	
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. • 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.	

	Individual conflicts of interest, or lack thereof, are disclosed to learners before learners engage with educational content. Commercial support and funding (if applicable) are disclosed to learners before learners engage with educational content."	
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. • The **start date** is the date of the live activity • The **end date** will be updated by CDR staff upon approval of CPEUs	
Location(s) – City, State, & Country (Short Answer, Drop-Down & Drop-Down List)	If the **live** portion of the activity is to be held in multiple locations, provide a listing that includes each city, state, and country. **Note**: This field is optional.	