CDR CPEU Prior Approval Program

Non-Enduring Activity Application Checklist:
(Activity Types: 161, 172, 181, 231)

Click here to access the CDR CPEU Provider Policy Manual

Activity Application Component: (Application Field Type)	Notes:	Done:
Activity Type (Drop-Down List)	Non–Enduring Activity Types: 161, 172, 181, 231	
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.	
CDR CPE Prior Approved Activity to be studied* (Drop-Down List)	The AC will need to select the active (non-expired) CDR CPEU Prior Approved activity the Study Group is based on. **Note**: Only applies to Activity Type 231: CDR CPEU Prior Approved Study Group.	
Total Continuing Professional Education Units (CPEUs) Requested (Short Answer)	The Accountable Contact (AC) will enter total time for content and learner assessment† into the short answer field. • The uploaded detailed timing outline **must** match the calculated CPEUs (click here for an example) • Concurrent sessions count as one (1) session • CPEUs are in increments of 0.25. For information on minimum CPEU requirements & rounding refer to Policy 17.3 and 17.4	
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 If the sessions occur on non-consecutive days, the Accountable Contact must indicate if the learner has to complete all sessions to obtain CPEUs. If the answer is no, the sessions need to be submitted as separate activities. **Note**: 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 provider 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 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: AACME, 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 (click here for an example): • Title and start date of activity • Start and end time of each session • Must include title of peer-reviewed journal article being discussed‡ • Must include activity title, number and Provider of associated approved activity* • Speaker(s)/Presenter(s) first name, last name, and credentials (if applicable) • 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 speaker(s)/presenter(s)/ moderator(s)** (Document Upload)	Each 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.	
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.	
Journal Article to be Discussed‡ (Document Upload)	The peer-reviewed journal article(s) being discussed during the Journal Club must have been published within the past 5-years. **Note**: Only applies to Activity Type 161: CDR Prior Approved Journal Club (161).	
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 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 List, & Drop-Down List)	If the activity is to be held in multiple locations, provide a listing that includes each city, state, and country. **Note**: This field is optional.	

Key:
***Applies only to Activity Type 231: CDR CPEU Prior Approved Study Group
†Applies only to Activity Type 172: CDR CPEU Prior Approved Live
‡Applies only to Activity Type 161: CDR CPEU Prior Approved Journal Club
**Activity Type 181: CDR CPEU Prior Approved Posters is exempt from this requirement
††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.