

Check List: Do You Have Everything You Need to Submit?

Self-Study ACTIVITIES: Activity Types – 700, 710, 720, 730, 740

For additional information of Activity Types please refer to, the [PDP Guide](#).

- Activity Type**
- Descriptive Activity Title**
 - *Ex. Carbohydrate Intake in Individuals with Type 2 Diabetes*
- Activity Contact Person**
 - Phone number
 - Activity provider email address
- Number of CPE Hours Requested**
 - Please note: 1 contact hour is equal to 1 CPEU; CPEUs are in increments of 0.25
 - Self-study activities must be a minimum of 0.5 CPEUs
- CPE Level**
 - Level I: Assumes that the participant has little or no prior knowledge of the area(s) covered
 - Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered
 - Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered
- Target Audience**
 - Must include an RD and/or DTR
- Access to Self-Study Activities**
 - Physical copy or electronic
 - Objectives of the activity stated in operational behavioral terms
- Bibliography**
 - References must be cited
 - Controversial or disputed issues must be presented as such, with documentation from current and reputable refereed scientific journals
- A resume or curriculum vitae for each instructor or individual involved in the development of CPE materials**
 - Should include:
 - Appropriate academic training, certification, or demonstrated expertise in particular subject area
 - Academic degrees should be relevant and from a US regionally accredited institution or foreign equivalent
- Expert review forms from 3 content experts**
 - Reviewers should not be associated with the creation of the program content in any way
 - If the program is diet/nutrition related, **all three** reviewers must be a CDR credentialed RD or DTR
 - If the program is not diet/nutrition related, **at least one** reviewer must be a CDR credentialed RD or DTR
 - Expert review forms are available for download [here](#)
- A resume, biosketch or curriculum vitae for each content expert**
 - *Should include:*
 - Speakers education
 - Speakers credential background
 - Biosketch forms can be found [here](#)

- Post-Assessment**
 - Must be composed of four option multiple choice questions
 - Must be written by a [Professional Test Question Writer](#)
 - First and Last Name of Professional Test Question Writer
 - Test Question Writers document(s) confirming formal training (i.e., formal Transcripts or certificate of completion)
- Critical Thinking Tool**
 - [Click Here](#) to access the critical thinking tool
- Timing Outline/Agenda**
 - *Should include:*
 - Start and end time of each session
 - Speakers first name, last name, and credentials (if applicable)
 - [Click Here](#) to access an example
- Disclose potential conflict of interest, including commercial bias**
 - Sample disclosure statement can be found [here](#)
- Suggested Performance Indicator(s)**
 - For a list of Performance Indicators, [Click Here](#)
- Activity Date**
- Location**

Documents to attach for Self-Study Activities:

- Access to the activity
- Bibliography
- Resume or curriculum vitae for each instructor or individual involved in the development of CPE materials
- [Review Forms](#) from 3 Content Experts
- Resume/CV/[biosketch](#) for each Content Experts
- Documentation of [Professional Test Writer](#) training
- Post-Assessment
- [Critical Thinking Tool](#)
- [Timing Outline/Agenda](#)
- [Disclosure Statement](#)