Commission on Dietetic Registration
the credentialing agency for the
eat right. Academy of Nutrition and Dietetics

120 South Riverside Plaza
Suite 2000
Chicago, Illinois 60606-6995
312.899.0040 ext. 5500
www.cdrnet.org

How to Apply for Advanced Practice in Clinical Nutrition Certification (With Graduate Degree)

1. Go to CDR's website - www.cdrnet.org
2. Click on "**Log In"** (at the top of the screen).
3. Enter your registration ID number and password.
4. Click on "**Apply for Advanced Practice Certification**".
5. Click on "**Apply for Advanced Practice Certification**"
6. Click on "**Add a new application**," then choose the testing window and click "**Add.**"
7. Click on **"Select Your Eligibility Pathway For This Exam"**
8. **Select "Have a graduate degree", then click on "Next"**

Candidate Information Tab

1. Complete all of the required information indicated by the *****.
2. If the address listed is incorrect, return to the profile page to change your address. Address changes completed on the profile page will update in CDR's and the Academy's database.
3. Complete the practice and work setting questions.
4. When finished completing the form, click on "**Save and Continue**" to the right of the mailing address. If the "**Employment**" screen does not appear, then look for the error message at the top of the screen that lists what is incomplete on the form.

Employment Tab (This form is to document the required work and/or consulting hours).

1. Click on "**Add Employer**" (a pop-up screen will appear to complete).
2. Complete the required information indicated by the *****.
3. Dates of employment must be within the past five years from the application postmark deadline. The number of hours documented must be within the date range. There is a calendar option or enter the date using the month/date/year. Please describe only your *advanced practice clinical nutrition* related job duties in the box provided.

4. Indicate the information for the supervisor/authorized individual who will be verifying your practice hours. Examples of supervisors/authorized individuals include an employer, supervisor, human resources, physician, etc.
5. Enter a valid e-mail for the supervisor/authorized individual. They will be e-mailed a form to complete to verify the information you list. Consultants complete the form the same way. However the supervisor/authorized individual section for consultants will be your own name and contact information. Consultants must click the "**I am a consultant**…" checkbox.
6. Consultants must upload documentation to verify their documented hours and practice. This documentation includes tax returns for their business practice, and published billing rates for their clients on their website.
7. To upload documentation, click on "**Add document**," type in the description of the document, and click "**Add**." It is not necessary to upload each document separately, if possible, scan all the documents into one or two files and upload indicating the different documents in the description, but make sure the file is not too large.
8. Click "**Upload**" to upload your document(s) and then click on "**Refresh**" to see if the document uploaded correctly. If it is uploaded correctly, then the status will change from "Upload Document" to "View Document."
9. Once this form is complete, click on "**Validate**." If there are any errors, they will be listed at the top. If no errors exist, then click on "**Save/Finish Later**."
10. Once this form is complete, it will be listed on the employment page. Please click on the **envelope@ icon.** They will be e-mailed a form to complete to verify the information provided on the form. Once a form is e-mailed to the supervisor/authorized individual, it cannot be edited. If a form has not been e-mailed to the supervisor/authorized individual, the status will be "not verified." Once the form is sent, the status will be listed as "e-mailed for verification." Once the supervisor/authorized individual has completed the form, the status will change to "verified." It is the responsibility of each candidate to ensure that their supervisor/authorized individual complete the form. Once a form is verified, it cannot be changed or sent again, however; the form can be deleted. The application cannot be submitted until the hours are verified.
11. A summary of work experiences will be tallied. When you have completed entering the work experiences, click on "**Save and Continue**."

<u>**Education Tab**</u> (This form is to document graduate degree).

1. Click on "**Add Degree**."
2. Click on degree from drop down box and click "**Add**."
3. Enter information about the degree

4. To upload transcript, click on “**Add document**,” type in the degree description, and click “**Add**.”
5. Click “**Upload**” to upload the transcript and then click on “**Refresh**” to see if the document uploaded correctly. If it is uploaded correctly, then the status will change from “Upload document” to “view document.”
6. Once this form is complete, click on “**Validate**.” If there are any errors, they will be listed at the top. If no errors exist, then click on “**Save/Finish Later**.”
7. Each completed degree used for the education substitution must be added separately.
8. A summary of educational degrees will appear. When done entering education click on “**Save and Continue**.”

<u>Final Checklist Tab</u>

1. The final checklist makes an inventory of items that need to be completed and/or corrected before the application can be submitted.
2. If there are no corrections and/or sections that need to be completed, then the button to “**Click on for review**” will be present. Once an application is submitted for review it cannot be changed.
3. If submitted properly, the status will indicate “Submitted for review.”

<u>Application Fee Payment:</u>

1. Once the application is complete and submitted an invoice is created for the application fee. An e-mail is also sent with instructions to pay the application fee.
2. To pay click on “CDR Fees”, click on “Select Item” under Advanced Practice Exam Invoices, click on “Add to Cart” then “Checkout” and then follow the process to pay the application fee.
3. Visa, MasterCard, Discover and American Express are accepted.
4. Please note that your application will be reviewed only after you pay the application fee. The application fee is non-refundable and non-transferrable. Please note that application fee payments will not be accepted after the deadline. If the application fee is not received by the deadline, candidates will have to submit a new application for the next examination window.

Once the application is reviewed another e-mail is sent with instructions to pay the examination fee. After the examination fee is paid, you will receive information for scheduling your examination appointment. Please note, examination fee payments will not be accepted after the deadline. If the examination fee is not received by the deadline, candidates will have to submit a new application for the next examination window.