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# Continuing Professional Education Provider Accreditation Program

## HANDBOOK

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# HANDBOOK

## A. INTRODUCTION

### **CDR's Mission Statement**

The Commission on Dietetic Registration (CDR) administers valid, reliable, and rigorous credentialing processes to protect the public and meet the needs of CDR credentialed practitioners, employers and consumers.

### **Intent of CPE Provider Accreditation Program**

The intent of the Continuing Professional Education Provider Accreditation Program is to recognize Continuing Professional Education (CPE) Providers that have met CDR's CPE Standards. This Handbook and Appendix provides Information on the benefits, Standards, and requirements of CDR's CPE Accredited Provider Program. Information about the Professional Development Portfolio, CPE activities, and additional resources are also included.

Continuing Professional Education Accredited Provider status does not constitute endorsement by CDR of a Provider, activities, or materials. The Provider is responsible for the content and quality of any CPE activities/ materials provided under their assigned Provider number.

### **CDR Contact Information**

If you have any questions/ comments about CDR's Continuing Professional Education Provider Accreditation Program, please contact:

Commission on Dietetic Registration  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
Phone: (800) 877-1600 ext. 5500  
cdr@eatright.org

### **CPE Provider Accreditation Program Applicant Eligibility**

Only applicants headquartered within the United States will be considered for the CPE Provider Accreditation Program through the Commission on Dietetic Registration. However, CDR will accept Prior Approval Requests from international providers.

Effective January 1, 2019, CDR credentialed practitioners are now eligible to apply to become a CDR CPE Accredited Provider independent of their geographical location.

### **CPE Accredited Provider Number**

Each CPE Accredited Provider will be assigned a unique Provider number, and the Provider is responsible for the content and quality of any CPE activities/ materials provided under their assigned Provider number. All activities/ materials must cite the CDR Provider number. In addition, all correspondence with CDR will include the Provider number.

### **Benefits of Becoming a CDR Accredited Provider**

#### **Recognition:**

By CDR, dietetics professionals, and state dietetic licensure agencies as a Provider that meets CDR's Standards for Continuing Professional Education.

**Enhanced Practitioner Satisfaction:**

- By targeting activities to address the practitioners teaching interests, which will be identified and given to CPE Providers in a complimentary annual report.
- By offering certificates of completion, which meets state licensure and CDR recertification requirements.
- With exposure to a market of over 90,000 CDR Credentialled Practitioners through promotion of individual CPE activities in the CDR CPE Database, which is searchable to CDR Credentialled Practitioners online. ([www cdrnet org/go/and/cdr/cpe\\_search cfm](http://www cdrnet org/go/and/cdr/cpe_search cfm))
- As a CPE Accredited Provider on CDR's website.
- By approval to use the CDR CPE Provider Accreditation Logo while marketing CPE activities and materials.

**Streamlined Process:**

With a brief CPE Provider Accreditation Renewal Application process only every three {3} years. By eliminating the requirement to submit individual CPE activities by CDR Prior Approval Requests.

Rather than completing CDR Prior Approval Requests for individual CPE activities, Providers complete the CPE Provider Accredited Application process, eliminating the requirement for reoccurring paperwork during the three (3) year period, Accredited Providers will receive a CPE Provider Accreditation Renewal Application along with their maintenance fee invoice.

**Marketing Opportunities:**

Becoming a CDR CPE Accredited Provider offers exposure to a market of over 90,000 CDR Credentialled Practitioners. CDR will list all CPE Accredited Providers on CDR's website, [www cdrnet org](http://www cdrnet org), along with contact information for reaching Providers.

**CDR Logo**

CDR Encourages CPE Accredited providers to use the CDR CPE Accredited provider Logo on all activities/materials related to continuing education.

Continuing Professional Education Accredited Provider status does not constitute endorsement by CDR of a Provider, activities/materials. However, to distinguish those Providers that have met CDR's Standards, providers are permitted to use the following statement regarding Accredited with CDR:

"(Provider's name) is a Continuing Professional Education (CPE) Accredited provider with the Commission on Dietetic Registration (CDR). CDR Credentialled Practitioners will receive xx Continuing Professional Education units (CPEUs) for completion of this activity/material"

\*Restrictions

The CDR Logo and statement are reserved for CPE Accredited providers only. The Logo can only be reproduced in black and white. The Logo and statement may not be used in the promotion of any other products and services

**Online Continuing Professional Education (CPE) Database:**

The Online Continuing Professional Education (CPE) Database provides an excellent opportunity for promotion of CPE activities. CPE courses offered by Accredited Providers are identified as such in the Database and CPE Accredited Providers are given mandatory access to the Database. Database instructions and login information are emailed to CPE Accredited Providers to allow input of pertinent CPE activity information. CDR Credentialled Practitioners will be able to locate activities by topic, location, provider, activity type, learning need, and date. All CPE Accredited Providers are responsible for providing CDR's online CPE Database with the most current and accurate CPE activity information for all activity offerings for CDR Credentialled Practitioners.

### **Length of Accreditation**

Accreditation will be granted for three (3) years for Providers that meet the Standards. If at any time the provider elects to not participate in the CPE Provider Accreditation Program, the Provider will notify CDR immediately and refrain from using the CDR CPE Accredited provider Logo, statement, and number. The Provider will also inform CDR Credentialled Practitioners of a change in its CPE Provider Accredited Status.

### **CPE Provider Accreditation Program Fees**

	CPE Providers	CPE Providers ( <i>Academy of Nutrition and Dietetics Affiliates</i> )
Application Fee	\$500.00 ( <i>Non-Refundable</i> )	\$500.00 ( <i>Non-Refundable</i> )
Annual Maintenance Fee ( <i>If approved for accreditation</i> )	\$300.00 ( <i>Non-Refundable</i> )	\$300.00 ( <i>Non-Refundable</i> )

## **B. CDR PROFESSIONAL DEVELOPMENT AND GUIDING PRINCIPLES**

### **Guiding CPE Principles**

For the past thirty (30) years, the recertification process has been based on mandatory continuing education hour reporting. The value of continuing education is not disputed. It is estimated that the half-life of dietetics education is about three (3) years. CPE can keep practitioners abreast of changes in the field and can keep practice state-of-the-art. The Portfolio builds upon the value of CPE.

Effective CPE is more complex than information transfer. It requires such steps as: identifying what needs to be learned, using educational methods that optimize learning, developing strategies to implement what has been learned, and transferring new learning into practice.

What can CDR do to improve the effectiveness of CPE? The aim of the Portfolio is to foster and facilitate lifelong learning and to provide tools to assist in professional development. Responsible, lifelong learning is continuous learning that is self-initiated, self-directed, and self-evaluated, undertaken for the purpose of professional development, personal enhancement, or quality of care

improvement. It is CDR's intent to strengthen the current system to improve the effectiveness of professional development through self-directed, lifelong learning.

### **Professional Accountability**

How does the Portfolio enhance accountability? The Portfolio works in conjunction with the Code of Ethics for the Profession of Dietetics (see appendix) and the Standards of Professional Practice to improve dietetics practice and to promote professional competence through personal accountability. The Portfolio supports the CDR Credentialled Practitioners taking responsibility for his or her own professional development.

By grounding the process in professional practice, the professional assumes responsibility for selecting learning activities that have a direct relationship to that practice. CDR's role then shifts from approving or denying CPE activities to one of providing professionals with the tools for self-directed learning, verifying that each step in the process has been completed and meets minimum guidelines. In response to feedback from practitioners asking for enhanced accountability, Portfolios will be audited at random and by identified triggers

## **C. CPE PROVIDER ACCREDITATION STANDARDS**

There are five (5) Standards that CPE Providers must meet to be awarded CPE Provider Accreditation status with the Commission on Dietetic Registration. A New Provider Application for Accreditation can be found by the link below.

[www cdrnet org accredited provider information](http://www cdrnet org accredited provider information)

As an Accredited Provider, you have agreed to offer Continuing Professional Education activities that comply with the CDR Provider Accreditation Program Standards.

### **Standard 1—Accredited Provider Eligibility**

a.) The mission of the CPE Provider is consistent with CDR's content criteria for Continuing Professional Education. CDR defines CPE as education beyond that required for entry into the profession, as defined in the CDR Dietetics Practice Audit. CDR Credentialled Practitioners engage in lifelong learning to maintain and improve knowledge and skills for competent practice.

b.) Providers must be headquartered in the United States. Only applicants headquartered in the United States will be considered for the CPE Provider Accreditation Program through the Commission on Dietetic Registration. However, CDR will accept prior approval requests from international providers.

c.) Providers may include:

Corporation

Partnership

Sole Proprietor

Accredited Colleges/Universities

Government Agencies

Non-profit Organizations

State Affiliates

### **Standard 2—Program Planning and Content Development**

a.) CPE involves endeavors that exceed usual or routine employment responsibilities and are designed to accomplish the following four goals:

- Facilitate lifelong learning by updating, enhancing, or assessing knowledge and skills,
- Implement an individual Learning Plan,
- Relate to the conceptual framework of the dietetics profession,
- Provide outcomes that apply to practice competency.

b.) Each educational session/self-study product must meet the following criteria:

- **All continuing professional education activity types addressing diet and nutrition topics\* must include an RD or DTR in program planning. This policy change is effective for continuing professional activities offered on or after June 1, 2018 and for CDR credentialed practitioners recertifying beginning a new recertification cycle on or after June 2, 2018.**

\*Academic Coursework, and CPE activities offered by American Board of Medical Specialties (ABMS), American Academy of Family Physicians (AAFP), American Academy of Nurse Practitioners (AANP), American Academy of Physician Assistants (AAPA), Organizations accredited by the Accreditation Council for Continuing Medical Education (ACCME), Organizations accredited by the Accreditation Council for Pharmacy Education (ACPE), American Nurses Credentialing Center (ANCC), American Psychiatric Association (APA), American Psychological Association (APA), American Public Health Association (APHA), pharmacy, dentistry, and speech language pathology societies and associations are excluded from this requirement.

- Are dietetics related Dietetics related means: The integration, application, and communication of principles derived from food, nutrition, social, business, and basic sciences to achieve and maintain optimal nutritional status of individuals through the development, provision, and management of effective food and nutrition services in a variety of settings and as defined by the essential practice competencies.
- Are relevant to knowledge, skills, behavior and attitudes of professional dietetics practice.
- Are developed by instructors or individuals who have appropriate academic training, certification, or demonstrated expertise to present or develop materials in a particular subject area.
- Academic degrees should be relevant and from a US regionally accredited institution. Foreign academic degrees accredited by foreign equivalent institutions are accepted on the condition that they have been verified by one of the agencies listed on the Independent Foreign Degree Evaluation Agencies list on pages 21 – 22 of the Appendix. Publications in scientific, peer reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise.
- Demonstrate that content, quality, and scientific integrity of activities and materials are maintained.

- Presentations and materials that are clinical in nature are evidence-based. A balanced discussion of the topic, including risk versus benefit information where appropriate, is ensured. Controversial or disputed issues are presented as such and supported by documentation from current and reputable, refereed, scientific journals.
- Disclose potential conflicts of interest, including commercial bias
- Are (typically) a minimum of one (1) contact hour in length. Exceptions include professional reading, poster presentations and exhibits, and self-study activities, which can be a minimum of 0.5 CPEUs.
- Continuing Professional Education (CPE) offerings must comply with all CDR Approved Activity Type specific criteria.

### **Standard 3—Program Assessment and Outcomes Evaluation**

a.) The educational objectives or learning outcomes of the activities are assessed

Learners will be aware that the educational objectives or learning outcomes of the activity will be assessed. Examples of assessment of objectives or outcomes include, but are not limited to, case studies, role-play scenarios, test questions, or action planning.

b.) The activity is evaluated

Providers will offer an opportunity for learners to evaluate the CPE activity. Further, Providers will regularly use this important feedback to continually improve the activities/materials offered. Learners must also be notified that they may submit evaluations of the quality of activities/materials to CDR. This information will be transmitted to Accredited Providers. Poor evaluations of activities/materials may trigger an audit of the activities/materials by CDR. In addition, activities/materials may be randomly audited by CDR to determine compliance with the CPE Accreditation Standards.

c.) The activities are based on an identified learning need, practice competency and performance indicator of CDR Credentialled Practitioners.

d.) The level of the activity is identified, as described by CDR

To assist CDR Credentialled Practitioners in selecting appropriate CPE activities and Providers for developing CPE activities, the following levels provide guidance for describing individual activities or materials:

Level I: Assumes that the participant has little or no prior knowledge of the area(s) covered. The focus of the activity is to increase the core knowledge of the participant.

Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is to enhance knowledge and application of the participant.

Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is synthesis of recent advances and future directions.

### **Standard 4—Personnel Qualifications**

Instructors or Individuals Mandatory Qualifications for Developing CPE Materials

a.) Be competent in the subject matter.

Instructors and individuals that develop CPE materials will have appropriate academic training, certification or demonstrated expertise to present or develop materials in a particular subject area. Academic degrees should be relevant, and granted by a US, regionally-Accredited college/university. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise.

b.) Present information based on scientific principles and current information.

The Provider is responsible for the content, quality, and scientific integrity of the activities. Potential conflicts of interest, including commercial bias will be disclosed. A balanced discussion of the topic, including risk versus benefit information where appropriate, will be ensured. Controversial or disputed issues must be presented as such, supported by documentation from current and reputable refereed scientific journals.

c.) Be knowledgeable and skilled in instructional methods appropriate for adults.

The Professional Development Portfolio recertification process for CDR credentialed practitioners is grounded on the principles of adult learning. It is essential that instructors or individuals that develop CPE materials are familiar with instructional methods appropriate for adults. Materials are provided in the Appendix of this Handbook to give to instructors: or individuals who develop CPE materials to assist in meeting this aspect of the Standard: however, Providers may use other approaches to ensure that these individuals are knowledgeable and skilled in instructional methods appropriate for adults.

d.) Utilize instructional methods appropriate to meet the educational objectives or learning outcomes.

Not only is it important to use instructional methods appropriate for adults, the instructional methods should be congruent with the objectives or outcomes. For example, if the objective or outcome is to measure body fat using a skin fold caliper, learners should be given an opportunity to practice this skill.

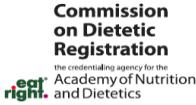
## **Standard 5—Operational Policies and Procedures**

a.) Prior Approval requests submitted from other organizations must be directed to CDR

As an Accredited Provider, you are not authorized to review, approve, or charge a fee for prior approval requests that may be submitted to you from other organizations. Accredited Providers are strictly limited to creating and approving their own activities that comply with the Commission on Dietetic Registration's CPE Guidelines and Accredited Provider Standards. If Accredited Providers are approached about approving prior approval requests from other organizations, they will immediately direct these inquiries to the Commission on Dietetic Registration.

b.) A certificate of attendance or completion is provided to the learner and records of attendance are maintained for seven (7) years.

A certificate of attendance or completion will be provided for each individual who completes the education activity. Each certificate will include the following information:

 <p><b>Commission on Dietetic Registration</b> the credentialing agency for the Academy of Nutrition and Dietetics</p>	<p style="text-align: center;"><b>Continuing Professional Education Certificate of Attendance —Attendee Copy—</b></p> <p>Participant Name: _____</p> <p>Registration Number: _____</p> <p>Activity Title: _____ _____</p> <p>Activity Number: _____ _____</p> <p>Date Completed: _____ Number of CPEUs Awarded: _____</p> <p>*Suggested Learning Need Code(s): _____ _____</p> <p>*Suggested Performance Indicator(s): _____ _____</p> <p>Provider Signature _____</p> <p style="text-align: center;">RETAIN ORIGINAL COPY FOR YOUR RECORDS <small>*Refer to your Professional Development Portfolio Guide For LNCs or PIs</small></p>
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Records of activities/materials completion will be maintained for seven (7) years. Procedures will be in place so CDR Credentialled Practitioners can receive documentation, in a timely manner, of their attendance or completion of a CPE activity.

c.) Policies are established related to commercial support and full disclosure.

The Provider will have policies to disclose, in advance, any potential conflicts of interest including any source of compensation related to the activities/materials. These policies will extend to instructors or individuals developing CPE materials. A sample policy is included in the Appendix.

d.) Accreditation Standards are consistently followed.

CDR will monitor CPE Accredited Providers on an ongoing basis to ensure that the Standards are consistently met. Some of the ways Providers will be monitored include:

- CDR Credentialled Practitioners will be encouraged to contact CDR if they feel a Provider is not meeting the CPE Provider Accreditation Standards.
- CDR may periodically request activity attendance information to gather feedback from attendees on Provider performance in achieving the Standards.
- CDR may also request activities/ materials or attend activities to directly observe the CPE Accredited Provider activities.

## D. CPE ACTIVITY TYPES AND DESCRIPTIONS

### 100. Academic Coursework

Dietetics-related academic coursework, including distance learning, at a regionally accredited US college or university can be awarded CPEUs based on the following list. Under the activity description in your Step 2: Activity Log, indicate whether the coursework was taken during a semester, trimester, or quarter. Academic coursework that qualifies for CPE credit must be started after you have become an RDN or RD, or NDTR or DTR and must be completed in your current recertification cycle. The date of completion of academic coursework can be either the date of notification of successful course completion or the date of the final examination required for course

completion; note, however, that the notification of successful completion of coursework must be received by May 31 of the last year of the recertification cycle.

1 semester credit hour= 15 CPEUs

1 trimester credit hour= 14 CPEUs

1 quarter credit hour= 10 CPEUs

Practitioners Documentation Required: Official Transcripts.

#### **101. Recorded Lectures from Massive Open Online Courses (MOOCS)**

Time spent viewing recorded online lectures or seminars offered via regionally accredited colleges or universities within the context of massive online open courses (MOOCS) can be awarded CPEUs. You must have official verification of your participation, such as a certificate of completion that verifies that you have completed specified assignments, participatory activities, and evaluation benchmarks. One CPEU is equivalent to 1 contact hour.

Practitioners Documentation Required: Official Verification of Participation.

#### **110. Case Presentations**

CPEUs may be awarded for attendance at dietetics related case presentations. Examples may include but are not limited to:

— Grand rounds

— Patient case study

One CPEU is equivalent to 1 contact hour.

#### **120. Certificate Programs**

An intensive training program with a performance assessment component. Upon completion of the program, participants receive a certificate attesting to the attainment of a new knowledge/skill set (e.g., CDR's Certificate of Training in Weight Management). Unlike a certification, participants do not receive a professional designation (e.g., CSSD). Certificate programs must:

- Be dietetics-related.
- Have stated learning objectives upon which the course and assessment content is based.
- Include content expert instruction and interactive discussion (which may occur face-to-face or by electronic delivery).
- Include a post-course assessment that assesses the participant's completion of the program's learning objectives.
- Have all course materials reviewed by a minimum of three professionals with demonstrated expertise in the content area attesting to the hours needed to complete the program.
- Be sponsored by the Commission on Dietetic Registration (CDR) or a CDR-accredited provider.

If the program includes a self-study component, the self-study must include an assessment based on stated learning objectives wherein course participants must pass the assessment to continue in the program and to receive CPEUs for the self-study component.

Individuals completing a certificate program receive CPEUs for training and assessment time regardless of whether they pass the post-course assessment and receive the certificate. Though you may receive certificates of completions for lectures and seminars as well as for self-study activities, these certificates do not signify completion of 120-level certificate programs. One

CPEU is equivalent to 1 contact hour

Practitioners Documentation Required: Certificate of Completion or agenda/timing outline.

#### **130. Exhibits**

Learning obtained from dietetics-related exhibits such as those presented at the Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo can be awarded CPEUs when properly documented. You do not need to list exhibitors separately. You may record several exhibits that relate to the same learning need code as one event on your Step 2: Activity Log. Virtual, online exhibits may be awarded up to 1 CPEU, provided the exhibit is organized around a single, dietetics-related topic; provides a certificate of completion for participants; and contains a minimum of 25 links or pages of text for review. One-half (0.5) CPEU is equivalent to a one-half contact hour (30 minutes).

Practitioners Documentation Required: Certificate of Attendance/Completion/materials describing exhibits.

#### **140. Experiential Skill Development**

Guidelines for experiential skill development activities are:

- Content must be dietetics-related
- Program must include a didactic component
- Providers must be credentialed professionals in the subject area taught or must be an RDN or RD, or

NDTR or DTR (for culinary programs, an RDN or RD, or NDTR or DTR must be involved in the planning or presentation)

Examples of experiential skill development activities include culinary skills training (content must focus on food composition, food chemistry, alternative nutrient sources, cultural/social/economic influences, techniques to improve acceptability or compliance), physical assessment training, multi-skills training, and computer/ technology training. Any self-study experiential skill development activity must meet requirements listed in the 700-740 Preapproved Self-Study section. One CPEU is equivalent to 1 contact hour.

Practitioners Documentation Required: Certificate of Completion or agenda/timing outline.

#### **150. Interactive Workshops**

Workshop content is required to be dietetics related, and the workshop should include interactive discussion or participation among attendees.

One CPEU is equivalent to 1 contact hour

Practitioners Documentation Required: Certificate of Completion or agenda/timing outline.

#### **160. Journal Clubs**

The journal club must be preplanned, provide for group participation, include three or more professionals and include in-depth discussion of a single dietetics-related topic from pre-assigned articles/papers in professional, peer-reviewed journals (materials should not be older than five years). Online journal clubs, in which interactive posts by dietetics professionals are read by and responded to by dietetics professionals, are also creditable. A system or program administrator should be able to provide verification of participation in the event of an audit.

One CPEU is equivalent to 1 contact hour.

Practitioners Documentation Required: Certificate of Completion or agenda/timing outline.

#### **170. Lectures and Seminars**

Lecture/seminar content must be dietetics related and include participation by or discussion among attendees. Web or telephone conference seminars must occur in real time and include a provision for discussion and interaction between the presenter and attendees. You may be requested to provide an itemized list of lectures attended at annual meetings or conferences. Note that recorded webinars do not qualify under this activity type (see 175. Recorded Preapproved CPE, 230. Study Groups, and 700-740. Preapproved Self-Study).

One CPEU is equivalent to 1 contact hour.

Practitioners Documentation Required: Certificate of Completion or agenda/timing outline.

#### **171. Webinars/Teleseminars**

Lecture/seminar content must be dietetics related and include participation by or discussion among attendees. Web or telephone conference seminars must occur in real time and include a provision for discussion and interaction between the presenter and attendees. You may be requested to provide an itemized list of lectures attended at annual meetings or conferences. Note that recorded webinars do not qualify under this activity type (see 175. Recorded Preapproved CPE, 230. Study Groups, and 700-740. Preapproved Self-Study).

One CPEU is equivalent to 1 contact hour.

Practitioners Documentation Required: Certificate of Completion or agenda/timing outline.

#### **175. Recorded Pre-Approved CPE**

Viewing or listening to a recording of a presentation can now be awarded CPE credit. In order for a recording to be eligible for credit, the recorded presentation must have been either preapproved by CDR for credit when it was presented live or offered by one of CDR's accredited CPE providers. In addition, the recording must be listened to/viewed within 3 years of the original date of the live presentation (e.g., a recording of a presentation given on September 15, 2016, could be viewed for credit through September 14, 2019.) Please note that if the activity included a post-test/quiz please see the description of Self-Study Activities (page 18).

One CPEU is equivalent to 1 contact hour.

Practitioners Documentation Required: Certificate of Completion or agenda/timing outline.

#### **180. Posters**

Learning through dietetics-related poster sessions, such as those seen at the Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo, can be awarded CPEUs. You do not need to

list posters separately. You may record several posters that relate to the same performance indicator as one event on your Step 2: Activity Log.

One half (0.5) CPEU is equivalent to a one-half contact hour (30 minutes).

Practitioners Documentation Required: Certificate of Completion or agenda/timing outline.

### **210. Residency and Fellowship Programs**

Programs require completion of a dietetics-related, post-baccalaureate-level residency or fellowship activity with a minimum of 75 contact hours for RDNs or RDs or 50 contact hours for NDTRs or DTRs. Program experience must take place after the practitioner has become an RDN or RD, or NDTR or DTR and must meet all of the following criteria: — At the post-baccalaureate level and is dietetics related. — Offers formalized/structured experiences. — Sponsored by a US regionally accredited college or university or an institution accredited/approved by The Joint Commission or NCQA — Completed within the current 5-year recertification cycle.

Completion of the program provides 75 CPEUs.

Practitioners Documentation Required: Certificate of Completion or agenda/timing outline.

### **230. Study Groups**

Study groups must be preplanned, provide for group participation, include three or more professionals, and include in-depth study of a specific, dietetics-related topic (e.g., audio or video recording or webcast of an approved session at the Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo). Recordings of approved presentations can be no older than 1 year past the date of the presentation to receive credit. All study group materials must adhere to content criteria standards and requirements listed on page 5.

One CPEU is equivalent to 1 contact hour.

*\*Note: CPE providers that are selling video or audio recordings of preapproved CPE activities should include instructions for RDNs or RDs, and NDTRs or DTRs regarding how to obtain study group CPEUs.*

Practitioners Documentation Required: Certificate of Attendance/Completion, or CPE Agenda/Outline (Objectives, Date, Timeline, Coordinator)

### **700.-740. Pre-Approved Self-Study Materials**

Self-study activities are defined as educational materials (e.g., audio, video, and web-based materials, study kits, modules, and publications) used for individual study. Academic correspondence courses are not considered self-study activities.

Only activities preapproved by CDR or from CDR-approved CPE providers will be accepted for self-study CPEUs. All activities listed in CDR's CPE online database at [cdrnet.org/database](http://cdrnet.org/database) are preapproved by CDR.

To receive CPE credit for self-study materials, the practitioner must meet all CPE provider requirements for the product (including complying with deadlines, completing examinations, making payments, etc.).

CPE providers seeking CDR preapproval and practitioners need to be aware that self-study CPE activities must meet all of the following criteria in order for RDNs or RDs, and NDTRs or DTRs to receive CPEUs:

- Content: The refereed activity must meet the content criteria for continuing education as stated in the Continuing Professional Education Guidelines, including “Content should apply to the field of nutrition and dietetics.”
- In this case, “refereed” denotes a review by a minimum of three independent professionals with demonstrated expertise in the content area. **For self-study programs addressing diet and nutrition topics all three of the referees must be a Commission on Dietetic Registration registered dietitian or dietetic technician, registered. For self-study programs addressing non-diet and non-nutrition topics at least one of the referees must be a Commission on Dietetic Registration registered dietitian or dietetic technician, registered Referees’ academic degrees should be relevant, and granted by a US regionally accredited institution.** Foreign academic degrees accredited by foreign equivalent institutions are accepted under the condition that they have been verified by one of the agencies listed on the Independent Foreign Degree Evaluation Agencies list. Each referee must complete and sign the review form attesting to the number hours it takes to complete the course and the course content currency. The Referees should not be associated with the creation of the content of the program in any way. Please see the Appendix for Referee forms.
- Include CDRs Critical Thinking Tool\* CDR will implement this as required component of all prior approved self-study products and self-study products offered by CDR Accredited Providers effective for programs approved or re-approved on or after January 1, 2020.
- Presenters/developers: Instructors or individuals who develop CPE materials will have appropriate academic training, certification, or demonstrated expertise to present or develop materials in a particular subject area. Academic degrees should be relevant and from a US regionally accredited institution or foreign equivalent. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer reviewed conferences may also be used to help establish expertise.
- Scientific integrity: The provider is responsible for the content, quality, and scientific integrity of the activities. Potential conflicts of interest, including commercial bias, will be disclosed. A balanced discussion of the topic, including risk versus benefit information where appropriate, will be ensured. Controversial or disputed issues must be presented as such and supported by documentation from current and reputable refereed scientific journals.
- Length: The activity must be a minimum of a one-half (0.5) contact hour in length.
- Assessment of learner: An evaluative component—four option multiple choice test questions for study materials—must accompany the activity. Professional test question writers are required to develop the test questions for the activity.
- Must contain a bibliography.
- Self-study CPE activities, regardless of their format, will be eligible for CPE credit for up to 3 years from the date of their initial publication.

One CPEU is equivalent to 1 contact hour.

Practitioner Documentation Requirement: Certificate of Completion or agenda/timing outline

## E. CPE PROVIDER ACCREDITATION PROGRAM COMPLAINT PROCESS

## **Complaint or Concern**

If CDR receives a complaint or identifies through its monitoring that a Provider may not be in compliance with the Standards, CDR will contact the Provider in writing to request documentation for its investigation and request a response to the complaint or concern within thirty (30) business days. If the Accredited Provider does not provide the requested documentation within thirty (30) business days, CDR will consider the complaint substantiated, and may initiate actions up to and including revocation of Accredited Provider status. There are three possible outcomes of complaint investigations:

### **Complaint or Concern Not Substantiated**

If CDR is unable to substantiate the complaint or concern identified and is satisfied that the Accredited Provider activities and products are of an acceptable quality, the Provider will be notified within fifteen (15) business days of this determination, and no further action is required.

### **Complaint or Concern Partially Substantiated**

If, after investigation, the complaint or concern is not fully substantiated, yet CDR has developed concerns or reservations about the Accredited Provider activities or products then a letter of concern may be issued. The letter will identify the activity or product and the specific concerns. Suggested remedies may be included, up to and including a suggestion that the Provider voluntarily modify certain activities or withdraw certain products from future sales. The Provider will be notified within fifteen (15) business days of this determination. Provider Accreditation status will not be affected. The Provider will be informed that failure to comply with the suggested remedies may result in reconsideration of the matter.

### **Complaint or Concern Substantiated or Documentation not provided**

If the complaint or concern is substantiated during the CDR investigation, or if the Provider does not submit requested documentation to CDR within thirty {30} business days of the request, CDR may issue one of the following:

#### *Letter of Concern*

A letter of concern to the Provider will identify the CDR finding and the activity or product and specific concerns. Suggested remedies may be included, up to and including a suggestion that the Provider voluntarily modify certain activities or withdraw certain products from future sales. Such a letter will be transmitted within fifteen {15} business days of this determination.

#### *Sanctions*

The letter will identify the CDR finding and the activity and/or product and specific concerns. Suggested remedies may be included, up to and including a requirement that the Provider modify certain activities or withdraw certain products from future sales. Such a letter will be transmitted within fifteen (15) business days of this determination. The Provider will be informed that failure to comply with the CDR requirements / remedies may result in probation or loss of Accredited Provider status.

#### *Probation*

The Provider will be notified in writing of being placed on probation for a specified period. If not already provided, CDR will request that the documentation for its investigation be submitted within thirty (30) business days, or additional information may be requested. The letter will identify the CDR finding and the activity and/or product and specific concerns. Suggested remedies may be included, up to and including a requirement that the Provider modify certain activities or withdraw certain products from future sales. If the requirements/remedies are successfully completed by the end of the probationary period, the probation will terminate. The Provider will be informed that failure to comply with the CDR requirements/ remedies may result in continued probation or loss of Accredited Provider status.

#### *Revocation*

If, upon investigation, CDR feels that the continued Accreditation of the Provider would not benefit the dietetics profession or could constitute a threat to the public health, safety or welfare, the accredited status can be revoked. The Accredited Provider will be notified via secure mail of the revocation, and informed of the appeal procedures. The yearly maintenance fee will not be refunded.

#### *Appeals of Adverse Decisions*

The CPE Provider may appeal an adverse decision related to Continuing Professional Education Provider Accreditation status. Please refer to the Appeal process below.

## **F. CPE PROVIDER ACCREDITATION PROGRAM APPEALS PROCESS**

This section sets forth the procedures for appeals of adverse decisions related to the Commission on Dietetic Registration's Continuing Professional Education Provider Accreditation.

An Appeal is defined as a written petition from an organization questioning the adverse decision of CPE Provider Accreditation. An organization may submit an appeal within thirty (30) business days after receipt of the initial notification of the adverse decision letter.

#### **Procedures for Appeal**

An organization may appeal any decision of the Commission on Dietetic Registration which impacts the organization

#### **Appeal of CDR Decisions**

An organization may appeal decisions regarding the CPE Provider Accreditation Program process by filing written notification of the intent to appeal and the basis of the initial appeal. Such written notification shall be filed with the Director of the Office on Dietetic Credentialing for the Commission on Dietetic Registration (the "Director") within thirty (30) business days after notification of an adverse decision.

The Director will refer the matter to the Chairman of the Appeals Panel of the Commission on Dietetic Registration, which will consider the appeal at its next regularly scheduled meeting.

The Director will notify the appellant of the decision of the Appeals Panel of the Commission on Dietetic Registration within thirty (30) business days of the decision. Notification of the decision will be sent by certified mail, return receipt requested.

Further written appeal and the basis for such an appeal of the decision of the CDR Appeals Panel shall be sent by the organization to the Director within thirty (30) business days after notification of the decision. The Director will refer the matter to the Chairperson of the Commission on Dietetic Registration for a hearing at the next regularly scheduled meeting of the Commission.

The Director will notify the appellant of the decision of the Commission on Dietetic Registration as soon as practicable after the Commission's decision. The notification will be sent by certified mail, return receipt requested.

If there is a disagreement with the decision by the Commission on Dietetic Registration, a final appeal may be filed with the Academy Appeals Committee.

# APPENDIX

## RESOURCES

### **CDR Accredited Provider Portal**

CDR has established an Accredited Provider Portal that includes several helpful resources including:

#### **Code of Ethics for the Profession of Dietetics**

[www cdrnet org/code](http://www cdrnet org/code)

#### **Adult Learning**

The Commission on Dietetic Registration (CDR) has created a new recertification process for CDR Credentialled Practitioners the Professional Development Portfolio. The aim of the Portfolio is to foster and facilitate lifelong learning and to provide CDR Credentialled Practitioners with tools to assist in professional development.

CDR embraces the philosophy of lifelong learning encouraged in The Academy of Nutrition and Dietetics Standards of Professional Practice directed towards professional development, personal enhancement, and quality of care improvement. CDR believes that the Portfolio supports the CDR Credentialled Practitioners taking responsibility for his or her own professional development.

An essential element of professional development for CDR Credentialled Practitioners is involvement in Continuing Professional Education that reinforces the aim of the Portfolio. Therefore, as an instructor or individual that develops CPE materials for CDR Credentialled Practitioners, you are an essential part of their professional development.

#### **Adult learners**

The literature is rich with information to assist in the development of learning opportunities for adults. The following are some aspects of adult learning that are important to consider:

##### *Experience*

Adult learners bring an array of experiences to learning, and these experiences should be an integral part of the learning process.

##### *Readiness to learn*

Motivation and readiness to learn, in some cases, are related. The steps in the Portfolio facilitate self-reflection, learning needs assessment, and Learning Plan development. As a result, the CDR Credentialled Practitioners is prepared for learning with an individualized plan that provides a blueprint for reaching his or her goals.

##### *Problem-Centered*

Adult learners reflect on their experiences as they incorporate new learning. Adults often seek out learning experiences in response to a problem or situation. Learning experiences that provide an opportunity for individuals to apply the information will increase the likelihood that the new learning will be transferred into practice.

##### *Self-Directed and Interdependent*

The Portfolio is designed to assist professionals with becoming self-directed learners. Many traditional educational learning experiences, however, have been directed (i.e., lecture style teaching). Reinforcement strategies, such as collaboration in establishing the outcomes of learning and learning techniques such as discussion groups, help strengthen self-directed learning.

While adult learning is self-directed, it is also interdependent. Problems or challenges for practitioners occur in the work or volunteer environment that prompts them to seek out learning. Providing opportunities for CDR Credentialled Practitioners to collaborate with others to solve problems can be very valuable.

#### *Learning style preferences*

Each individual has a unique preference for learning. Some individuals prefer active learning, a hands-on approach. Others learn best by a passive role in learning. The Portfolio process embraces diversity in learning style preferences. Therefore, it is essential to incorporate a variety of learning experiences in educational activities/ materials.

### **Additional Reading**

Baden C. Adult learning in associations: Models for good practice. American Society of Association Executives, Washington, DC, 1998.

Bailey J, James R, Saparito P. A model for reflective pedagogy. *J Management Education*. 1997;21(2):155-68.

Curry L, Wergin J. Educating professionals: Responding to new expectations for competence and accountability. Jossey Bass, San Francisco, CA, 1993.

Hiemstra R, Brockett R. Overcoming resistance to self-direction in adult learning. Jossey-Bass, San Francisco, CA, 1994.

Kiener ME and Hentschel D. What happens to learning when the workshop is over? *Journal of Continuing Education in Nursing*. 1989;20:206-10.

Kolb D. Experiential learning: Experience as the source of learning and development. Prentice Hall, New Jersey, 1984. Kolb D. Learning styles inventory technical manual. McBer & Co., Boston, MA, 1985.

McIntosh C. Adult education for tomorrow. *UNESCO Courier*. 1997;50{7/8}:88-92. McNutt K. Conflict of interest. *J Amer Diet Assoc*. 1999;99:29-30.

Peters J. Strategies for reflective practice. *New Directions for Adult and Continuing Education*. 1991;51:89-97. Schmied! J. Continuing Ed: Key to job success. Pacific Business News. 1997;35{19}:29.

Schon D. Educating the reflective practitioner. San Francisco, CA, 1987.

Smith ER and Standal TS. Learning styles and study techniques. *Journal of Reading*. 1981;April:599-602. Westberg J and Hilliard J. Fostering learner's reflection and self-assessment. *Fam Med*. 1994;26:278-82.

### **SAMPLE FORMS**

Subject Matter Expert Review

<https://www.cdrnet.org/vault/2459/web/files/Self%20Study%20Expert%20Review%20Form%20Editable.pdf>

Sample Certificate of Attendance

<https://www.cdrnet.org/vault/2459/web/files/Prior%20Approval%20CPE%20Certificate.pdf>

Sample Disclosure Statement

<https://admin.cdrnet.org/vault/2459/web/files/Sample%20Disclosure%20Statement.pdf>

### **SAMPLE DISCLOSURE STATEMENT**

I hereby certify that, to the best of my knowledge, no aspect of my current personal or professional circumstance places me in the position of having a conflict of interest with this presentation.

I hereby certify that, to the best of my knowledge, neither I (including any member of my immediate family) nor any individual or entity with whom or with which I have a significant working relationship have (has) received something of value from a commercial party related directly or indirectly to the subject of this presentation.

The foregoing statements are true without exception.

The foregoing statements are true except as reported in detail below.

AFFILIATION/ FINANCIAL INTERESTS	CORPORATE ORGANIZATION
Grants/ Research Support	_____
Consultant	_____
Stock Shareholder	_____
Honorarium	_____
Other Financial and Material Support	_____

While an interest or affiliation with a corporate organization does not prevent you from making a presentation, the relationship must be made known to attendees. Failure to complete and return this form will require to identify a replacement for your presentation.

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Print Name

Title

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Signature

Date