1-2-3: Step by Step Through The PDP

Instructions for Online Entry of the Step 2: Activity Log

1. Go to **www.cdrnet.org** (the latest releases of Microsoft Internet Explorer, Firefox, Google Chrome or Safari work best).

2. On the CDR home page, click on the "**Login**" link in the right-hand corner of the page.

3. Enter your login and password (If you do not know either your login or password, click on the "**Forgot Password**" button and follow the approptiate prompt to either reset password or have the system email your website login).

4. Your credential information box should now appear. If it does not, click MyCDR in the upper right-hand corner of the screen. Once on the MyCDR page, click on the "**PDP**" tab in the blue menu bar.

5. Click on the pink box that says, "**Click here to access your Log.**"

6. If this is not your first portfolio cycle, you will see multiple cycle dates. Click "**Select**" next to your current 5-year recertification cycle.

7. Click the "**Add Activity**" button to track an activity on your Log.

   - This will open a new window. If you don't immediately see it, minimize your current page and look for the window that says "**PDP Log—Add Activity.**"

   - Select the 3-digit activity code of the activity that you completed (e.g., #170 lecture/seminar, #720 printed self-study, etc).

   - Enter the date of completion in the MM/DD/YYYY format or use the calendar icon to the right.

   - Choose your performance indicator from the drop-down box (Note: The dropdown list will populate only with the performance indicators on your Learning Plan, relative to the date of the activity).

   - Enter the activity Title and CPE activity provider name.

   - Enter the number of CPEUs obtained.

   - Briefly explain how you used or will use the knowledge or skill acquired from this learning activity.

8. Click the "**Add Activity**" button to track this activity on your Step 2: Activity Log. If the activity is not immediately added to your log, an error message will appear at the top of the page.

9. Once the activity has been added to your log, click "**Add Activity**" again to enter additional activities.

10. Should you need to edit an activity, you can do so by clicking on the yellow pencil icon directly to the right of the activity entry. If you would like to delete an activity, click the red X next to the pencil icon.

11. After RDNs or RDs have entered at least 75 CPEUs, or NDTRs or DTRs have logged 50 CPEUs, click on the "**Finish – Submit Log for Processing**" button.

   - CDR now offers an optional midpoint review once within your 5-year recertification cycle. When RDNs or RDs have entered between 30-74 CPEUs, or NDTRs or DTRs have entered 30-49 CPEUs, a button will appear that says "**Submit Log for Midpoint Review.**" The deadline for the midpoint review is 6 months before the end of your 5-year recertification cycle.

You will receive verification of your approved Activity Log within 6-8 weeks of submission.

If you have an email address on record, you will receive your Activity Log approval letter by email.

If you do not have an email address on record, your letter will be sent by mail.