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

Instructions for Online Entry of the Step 1: Learning Plan

1. Go to **www.cdrnet.org**
2. On the CDR homepage, click 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. The individual information page should now appear. Click on the "**PDP**" tab on the blue toolbar.
5. Click on the green box that says, "**Click here to access your PLAN.**"
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. A separate window, "**What's New?**" will appear. Read the text, then click "Continue" near the bottom of the page.
8. Read the Introduction page, then click "**Let's Get Started.**"
9. You will then be asked questions regarding the following:
   a. Practice status
   b. Positions held in your previous or current practice
   c. Day-to-day activities
   d. Skills, knowledge, and judgment needed for day-to-day activities
   e. Interests and future work
   f. Anticipated changes in current role or position
   g. Future roles or positions
   h. Mandatory learning
   i. Ethics and professionalism
10. After you have answered all questions, you can view your personalized Practice Competency Profile that the Goal Wizard has generated for you by clicking on "**Display My Profile.**" (After this step, if for any reason you are not able to finish your Learning Plan in one sitting, you may save the work you have completed and come back to it at a later time.)
11. Review the competencies not selected by the Goal Wizard. If you would like to add any competencies to your Practice Competency Profile, select the competency and then click, **"Select From List on Left and Click Here to Add Competency to My Profile."** Repeat this for each competency you wish to add. Once you are finished, click "**Next.**"
12. Review all the competencies on your Practice Competency Profile. If you wish to delete any competencies, select the delete box to the left of the competency. When you are finished, click on "**Show My Profile.**"
13. You will now see the final version of your Practice Competency Profile. You may print out your Practice Competency Profile at this point if you wish; however, you may also print it at the end of the Goal Wizard process. When you are done reviewing the final version of your Profile, click on "**Create Your Learning Plan.**"
14. Click "**Next**" to create your Learning Plan.
15. Select competencies from your Practice Competency Profile that will be added to your Learning Plan as goals that reflect your current or future learning needs. **Click the green arrow** to the right of each competency to add a competency to your Learning Plan. When you are finished, click "**Next.**" You will now be able to view your Learning Plan
16. You will now be asked to choose performance indicators for each goal. To choose Performance Indicators, click on "**Select Performance Indicators**" to the right of each goal. Once you have selected all Performance Indicators, click "**Update Learning Plan.**" Repeat this process for each goal. After you have selected Performance Indicators for each goal, click "**I Have Finished Creating My Plan.**"
17. Your completed Step 1: Learning Plan will now be displayed based on the goals and performance indicators you have chosen. At this time, you may submit your plan or update it and submit later. If you wish to submit your plan, click "**Yes, Submit My Plan.**"
18. Your Learning Plan is now approved and active in the system.
19. It is recommended that you print a copy of your Step 1: Learning Plan for your records.