

## Frequently Asked Questions

### 190: Professional Leadership and Precepting

**Q: When can I begin logging CPE credit for precepting?**

**A:** You may begin logging CPE credit for precepting hours completed June 1, 2017 and after.

**Q: Can I log CPEUs for precepting completed prior to June 1, 2017.**

**A:** No. CPEUs are only granted for precepting hours completed June 1, 2017 or after.

**Q: How do I record CPEUs for precepting?**

**A:** You may record 3 CPEUs per year for precepting and/or leadership activity type on your Activity Log using Activity Type 190 Professional Leadership and Precepting.

**Q: How many CPEUs can I log in my 5 year cycle for precepting?**

**A:** You may record a total of 15 CPEUs per 5 year cycle for precepting and/or professional leadership on your Activity Log.

**Q: Can I receive CPEUs for precepting and holding an elected/appointed position?**

**A:** A maximum of 15 CPEUs per 5 year cycle may be reported for Activity Type 190: Professional Leadership and Precepting. The CPEUs may be awarded for either precepting, or holding an elected/appointed position or both.

**Q: What documentation do I need to retain for precepting?**

**A:** You are required to complete and retain the *Preceptor Confirmation and Self-Reflection Form*. This form must be signed and dated by the ACEND Accredited Program Director, Coordinator or other program director designee.

**Q: Can preceptors for students in non-accredited ACEND programs earn CPEUs under Activity Type 190 Professional Leadership and Precepting?**

**A:** No, you may only earn CPE credit when precepting a student in an ACEND accredited program.

**Q: If I precept more than one student can I earn more than 3 CPEUs in a year?**

**A:** No, you may only record up to 3 CPEUs per year using Activity Type 190: Professional Leadership and Precepting.

**Q: Can I obtain credit for if I am paid for precepting?**

**A:** Yes, if you adhere to all the requirements for this activity type.

**Q: May I obtain credit for precepting more than once in a CDR calendar year (June 1-May 31).**

**A:** Yes, but only up to a maximum of 3 CPEUs per year.

**Q: How long must I keep my *Preceptor Self-Assessment and Confirmation Form*?**

**A:** You must keep the verification form for two (2) years after the end of the reporting cycle.

**Q: Do I need to submit a copy of the *Preceptor Self-Assessment and Confirmation Form*?**

**A:** You will only need to submit the *Preceptor Self-Assessment and Verification Form* for audit purposes. Please keep it for your records.

**Q: Do I have to precept within the United States?**

**A:** No, you may precept any student who is enrolled in an ACEND accredited program.

**Q: Can I obtain for leadership and precepting in the same year?**

**A:** Yes, you may log a maximum of 3 CPEUs per year for a combination of leadership and precepting activities

**Q: Does this CPEU credit opportunity include everyone in a facility who precepts students or only 1-2 people? For example, do the CPEUs only apply to the primary preceptor in a large facility or also multiple staff dietitians who also precept the students/interns?**

**A:** All dietetics preceptors may record CPEUs for precepting as long as they have completed the *Self-Assessment and Verification Form*.

**Q: Who provides the certificate of completion for the 3 CEUs, the CP/DI Program Director?**

**A:** The *Self-Assessment Verification Form* signed by the ACEND accredited Program Director may be used as the certificate of completion.

**Q:** Our preceptors have the interns for a total of 32 hours per intern per rotation. These hours are for full supervised work days, not necessarily the exact amount of time the preceptor is providing 1-1 training. Are the preceptors logging the 1-1 time only or the full amount of time they spend "overseeing practical experiences", i.e. the full 8 hour day?

**A:** Preceptors should only log one-on-one time for CPE credit.

**Q:** Some preceptor RDs teach classes to the interns (Nutrition Support, Renal, Computer software, NFPE, NCP, etc.) . Can they use this teaching time as "precepting" for credit hours?

**A:** No, CDR does not award CPEUs for serving as a presenter or teacher, however, preceptors may obtain credit for some of the preparation time for the presentation. (e.g. professional reading in peer-reviewed journals, Activity Type 200)

**Q:** Some RDs "precept" projects only. (They review and make suggestions for newsletters written by the interns or oversee research projects, for example.) Can this project work be counted as "precepting"?

**A:** No, serving as a project reviewer cannot be logged for CPE credit. One-on-one time mentoring a student through a project can be counted as precepting for CPE credit.

**Q:** For documentation:

**a.** We provide a "Schedule & Assignment" document to the interns containing the rotation information and identifying the preceptor. At the end of the year, we provide the ACEND certificate to each preceptor "thanking" them for precepting. Will either of these documents be acceptable in an audit situation or do I need to write a "letter documenting election or appointment" for each preceptor?

**b.** I will, of course, sign off on all Self Reflection forms in addition to the above.

**A:** The preceptor verification form is the only documentation that is needed for preceptors.

**Q:** Can preceptors receive more than 3 CPEUs per year if they precept more than one student?

**A:** No, CPEUs are based on the total number of precepting hours, not students.