

PRIOR APPROVAL GUIDELINES AND DOCUMENTATION

This section allows you to see what guidelines and documentation needs to be provided and retained in order to facilitate CPE activities successfully.

Definition and Philosophy of Continuing Professional Education:

CDR defines continuing professional education (CPE) as education beyond that required for entry into the profession. ***CPE participation is mandatory for maintenance of registration.** CDR Credentialed Practitioner engages in lifelong development to maintain and improve knowledge and skills for competent practice. This includes continuous self-assessment to identify professional strengths and learning needs, establishment of short-term and long-term goals for individual professional development and selection of appropriate CPE to meet these goals.

Prior Approved activities are individual educational activities for which activity Providers have opted to request continuing professional education (CPE) hour approval on behalf of CDR Credentialed Practitioner prior to the date of the activity.

To receive Prior Approval of a CPE activity from CDR, Please refer below:

One submission for each activity. Submit the documentation for review to the Commission on Dietetic Registration Database or affiliate dietetic association at least **4-6 weeks** prior to the activity date. Please allow at least **4-6 weeks** for review. Keep one copy for your files. Some affiliate dietetic associations share the CPE approval responsibilities with CDR.

Following **Live** activities review, CDR or the State CPE Review Chair / Committee will send verification of approval. Activity Providers **must** provide each participant with a certificate of completion verifying completion of the activity. Providers **must** also maintain a list of participants who completed their activity for at least **seven (7) years**. **The approval status can be effective up to one (1) calendar year from date of approval.** Approval status will expire after the first (**1st**) year, and the entire activity along with documentation **must** be resubmitted for review prior to the expiration date.

Requests for Prior Approval of **Self Study** activities **must** be submitted to CDR for review. **The approval status can be effective up to three (3) calendar years from date of approval.** Approval status will expire after the **third (3rd) year**, and the entire activity along with documentation **must** be resubmitted for review prior to the expiration date.

The following information is required on the Continuing Education Prior Approval Database / Request Form:

Activity Title

Activity Provider

Activity Date(s)

Estimated Number of CDR Credentialed Practitioners / Others

Location (city & state) If the activity is to be held in multiple locations, please provide a listing that includes each city, state, and date

Target Audience

Activity Chair (the individual who planned the meeting)

Activity Contact Person (receives certificates of attendance and additional materials), phone number, address, email address

Type of Program

Number of CPE Hours Requested

Learning Need Code(s)

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CPE Level according to the following definitions:

- 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.

Reporting Procedures:

Live and Self Study activity Providers **must** provide each participant with a certificate of completion verifying completion of each activity. Providers **must** also maintain a list of participants who completed their activity for at least **seven (7) years**.

The certificate of completion must include:

Participant's name
Credential Number
Activity Title
Activity Number
Date Completed
CPEUs Awarded
CPE Level

Commission on Dietetic Registration		Continuing Professional Education Certificate of Attendance	
the credentialing agency for the Academy of Nutrition and Dietetics		-Attendee Copy-	
Participant Name:	_____		
Registration Number:	_____		
Activity Title:	_____		
Activity Number:	_____		
Date Completed:	_____	Number of CPEUs Awarded:	_____
*Learning Need Code(s):	_____	CPE Level:	_____
_____ Provider Signature		RETAIN ORIGINAL COPY FOR YOUR RECORDS	
*Refer to your Professional Development Portfolio Learning Needs Assessment Form (Step 2)			

May 31 of each year should be used as the final postmark deadline for activity completion.

Providers should provide the certificate of completion by June 15.

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Live Activity

The following must be provided with the completed Continuing Education Live Activity Prior Approval Database / Request Form:

Educational objectives, describing anticipated outcomes for each session.

A Timing outline, detailing all the time spent in sessions, meals, breaks, testing, etc. All hours are awarded for learning time only.

Information regarding the target audience (target audience cannot include the lay public).

Qualifications of speaker(s) / presenter(s). These should be biography, resume, or Curriculum Vitae.

Live Activity: Study Group or Journal Club Guidelines

The term "journal club" refers to a specific type of study group, i.e., one which restricts its resources to published journal articles. Study groups may, however, employ a broader range of resources: Self Study materials, audio-tapes, video-tapes, journal articles, books, published lectures, etc.

*The minimum number of CDR Credentialed Practitioners required for a study group or journal club is **three (3)**. Most study groups meet **once a month for 1-2 hours** and thus enable their members to obtain **12-24 CPE hours a year**. You are free to tailor this to your own needs. As of **June 1, 2001**, Prior Approval is no longer required of study groups or journal clubs, however, CDR encourages that the activity for the entire year be pre-planned before the first meeting to ensure that any group which undertakes continuing professional education activities will establish a well-organized and well-designed activity.*

*It is encouraged that specific limited topics be selected for each planned meeting. A resource list should be identified at the onset. Specific resources need not be identified for each topic; the requirement is merely that the study group identify possible resources on which it will be drawing during the coming year. **Materials should not be older than five (5) years.***

CDR encourages journal clubs and study groups to be prior approved for CPE credit.

*The form should be submitted for review to the Commission on Dietetic Registration at least **4-6 weeks** prior to the activity date. Some affiliate dietetic associations have agreed to share the approval responsibility with the Commission. To determine where to send your activity for review, view the Affiliate CPE Agreements. Keep one copy for your files.*

Verification of activity approval and attendance reporting forms will be forwarded upon completion of the evaluation. Please notify the Commission of any changes in the activity (e.g., dates, topics, timing outline) prior to the activity date.

Self Study Activity

The following must be provided with the completed Continuing Education Self Study Activity Prior Approval Database / Request Form:

Access to Self Study activities (either physical or electronic), including objectives of the activity stated in operational behavioral terms.

A bibliography for reference and further reading. Complete references must be cited. Controversial or disputed issues must be presented as such, with documentation from current and reputable refereed scientific journals.

*Three letters from content experts. Letters should attest to the CPE content appropriateness for CDR credentialed practitioners with specific comments. The letters should also attest to the length of time required to complete the activity. **The content experts should not be associated with the Provider in any way.** A biography, resume, or Curriculum Vitae must be included for each content expert.*

Documentation of the background in test item development of the item writers (i.e., participation in class, workshop on item writing techniques including sponsoring organization's name).

Step 1: Review the above information

Step 2: Submission option: [Database](#) (Will determine further submission instruction in **Step 2 of the Database if necessary.)**

Step 3: [Click here if you are interested in promoting your CPE activities to over 90,000 CDR credentialed practitioners.](#)