Commission on Dietetic Registration

the credentialing agency for the

Academy of Nutrition and Dietetics

eat right®

Prior Approval
Instruction Manual

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How the Prior Approval Process Works

1. All submissions are taken via www.cdrnet.org. The person submitting the request should be logged in with their organization's credentials, not their personal credentials. If you have issues logging in, please contact CDR (800) 877 – 1600 x 5500 or priorapproval@eatright.org.

2. If you have not created a provider account, please click here. (See below for additional information).

3. If you have a provider account, but are unsure where to login, click here.

4. Once you are logged in, click on "New Activity" in the top right corner, to open the prior approval form. Once you have completed the form, which **must be done in one sitting**, click "Submit Activity" at the bottom of the page. At this time, you will be prompted to make your payment.

5. You will receive email confirmation that your activity has been submitted. Once the CPE activity is approved, you will receive another email notification.

Creating a New Account

1. If your organization has never submitted an activity for prior approval, you would first need to create an account. The link to that page on the CDR website is: https://www.cdrnet.org/go/and/cdr/cpe_registration.cfm

2. In order to create an account, you need to complete the registration information form and select "Register." **_Please note_**: The provider name should be the name of the organization you are offering CPEs through.

CONTINUING PROFESSIONAL EDUCATION (CPE)

Please complete the following information in order to register with us. If you already have an account with us, please **click here to login**.

Note that if you submitted an activity in the past, you already have an account account with us, if you do not have your login information, please email **priorapproval@eatright.org** to contact us and we will provide you with your account login.

Registration Information			
* Provider Name			
* Address1		* E-mail	
Address2		* Phone	
Address3		Fax	
* City		Provider URL	
* State	Select State ▼ Other:	* Country	United States ▼
* Zip/Postal Code			Register

3. After submitting your registration, you will see this screen:
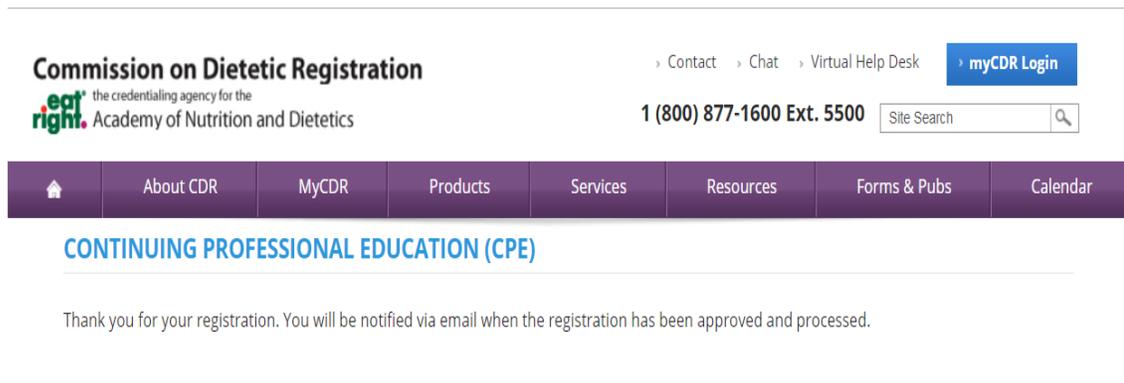
4. CDR staff will need to manually activate your account. If you create your account outside of business hours, it will be activated when our office opens on the next business day (Monday through Friday 8:30 am – 5:00 pm, CT).

5. Once your account has been activated, you will receive a computer-generated notification email. You will then be able to log in to your provider account and submit an activity for prior approval.

Logging in and Accessing the Prior Approval Request Form

1. All submissions are taken via the CDR website. The login screen for providers is: https://www.cdrnet.org/auth.cfm.

2. Prior approval requests being reviewed by CDR staff must be **submitted at least 48 hours** before the activity takes place. State affiliates set their own timetable for submission; if your request will be reviewed by a state affiliate, contact that state to find the submission deadline. For a list of State affiliates, click here.

3. You must be logged in as your organization. If you are not sure of your login credentials, email priorapproval@eatright.org with **Login** as the subject.

   **_Please note_ that if you are an RD or DTR, your organizations provider account is separate from your personal CDR practitioner account. You will have a different username and password. **

4. If you login by selecting the blue "myCDR login" through the CDR homepage, you will need to select the link that reads, "If you are a CPE provider, please login at Click Here."

5. If you have trouble logging in, remember that your password is case sensitive. You should also type in your password rather than copy and paste.

6. If you need to reset the organization password, select the link that reads, "My CPE Provider (Accredited or Non-Accredited) Account or State Approver Account" under the "Forgot Password" subheading. **_Please note_**: If you reset your organization's password, please notify all individuals who have access to the account.

7. Once you are logged in, you should see a screen that looks like this:

8. To access a new prior approval form, click on "New Activity" on the right-hand side of the screen.

9. You will need to ==*complete the prior approval request form in one sitting*==; at this time, there is not a way to save a partially completed form and return to it later. There is a checklist of all the information you will need to submit at the end of this document.
   a. Live Activity Checklist
   b. Self-Study Checklist

Managing Your Account

When you log in, you should see this menu bar at the top of the screen. You can use these icons to update your organization's information, individual contact information and to view all activities that your organization has submitted in the past. You will also see a downloadable Certificate of Completion template.

Updating your Organization's Information

To update your organization's contact information or to change your password, click on "Provider Info". You should then see this screen. To update the address, email, or phone number, simply enter the correct information on that line. Be sure to click "Save Profile" when you are done.

Change your Password

To change your password, click "Provider Info" and then "Change Password", which should produce two boxes below your username. Enter the new password twice, and click "Save Profile" to finish.

Add a New Contact

1. Begin by clicking on "Contacts" in your menu bar. On the right-hand side of the screen, click on "New Contact"

2. You should then see this screen. Enter the new contact's name, email and phone number. Click "Save Contact" to finish.

Activities

1. Clicking on the Activities tab will take you to this page. You should see any/all activities that your organization has previously submitted listed, along with their activity number, activity type, and status. You can access any of those activities by clicking on the title.

2. To access a new prior approval request form, click on "New Activity" on the right-hand side of the screen.

Completing and Submitting the Prior Approval Request Form

You will need to complete the form in one sitting. There is a check list at the end of this document with everything that you will need to submit. Make sure that you have everything you need before you begin (Check list for Live Activities / Check list for Self-Study Activities).

1. After you click on "New Activity", you will then see this screen:

2. Everything with an asterisk is required. Begin by selecting an activity type from the drop-down menu.

3. CPEs are awarded in increments of 0.5. One contact hour is equal to one CPE; if your activity is an hour and half in duration, that is 1.5 CPEs.
    a. If, for example, your activity is 1 hour 15 minutes, round up to 1.5 CPEs. Likewise, if your activity is 1 hour 45 minutes, round up to 2 CPEs.
    b. ***Please note*** this is based on overall time of activity, not on individual session level.

4. CPE Level – ***you may select more than one CPE level if you feel it is warranted***.
    a. Level I: Assumes that the participant has little, or no prior knowledge of the area(s) covered.
    b. Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered.
    c. Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered.

Uploading Documents

1. Begin by clicking "Choose File"
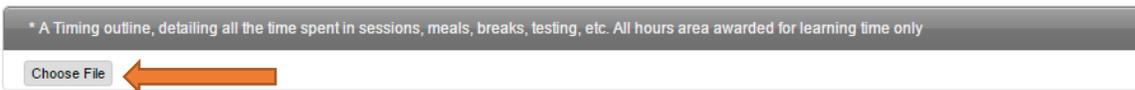
2. This will open a separate window with all of your documents (see below for example). Select the document you would like to upload by double-clicking on it.
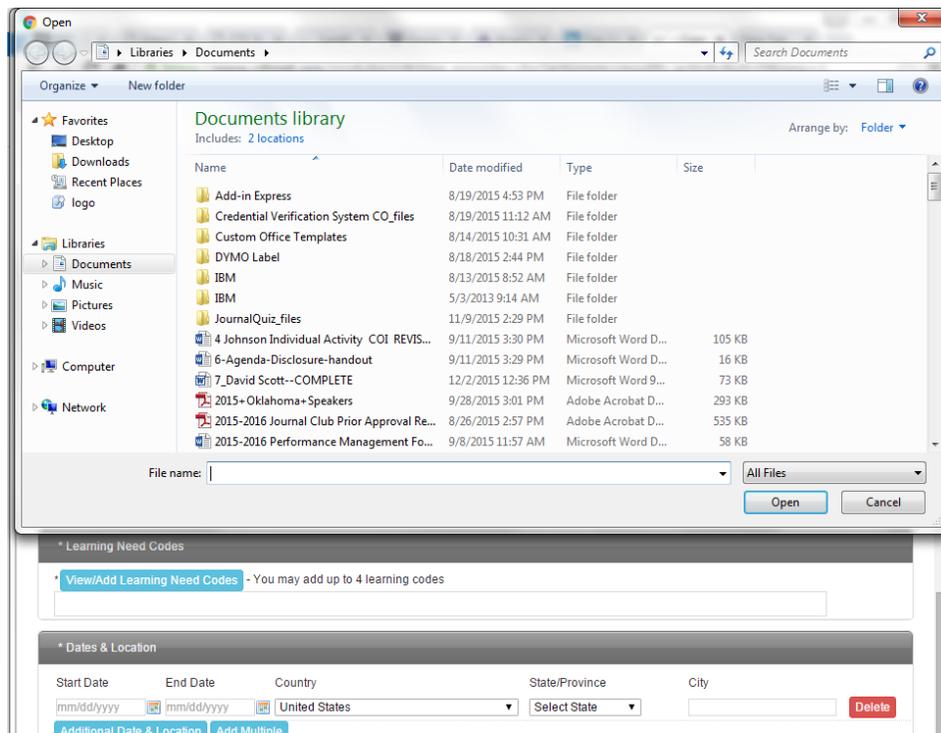
3. After you double click on your document, the window will close. You will then see this on your prior approval request form, which indicates that your document has been uploaded.
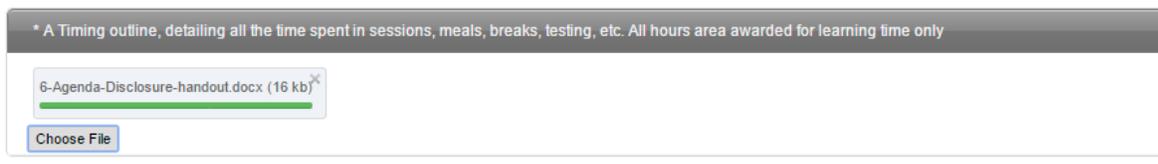
Adding Performance Indicators

1. After you click on the blue box that says "View/Add Performance Indicators," you will get a pop-up window that lists 14 categories.

2. After you click on the category you want, you will get a drop-down list, like this:
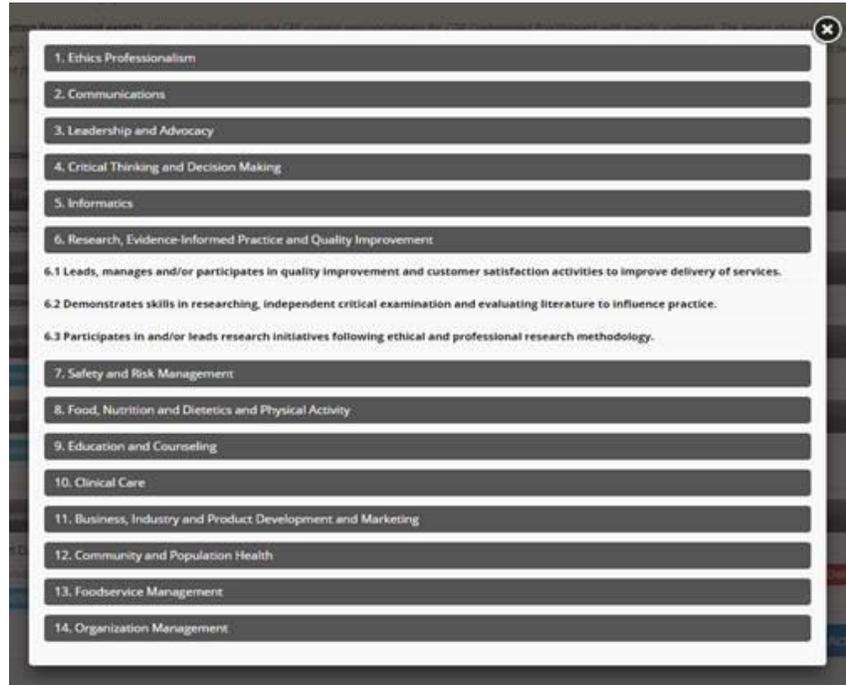
3. Then select, for example, "6.3 Participates in and/or leads research initiatives…" You will then get another drop down list:

4. To finish, click on the green circle with the plus sign to select the performance indicator of your choosing. ***Please note***: You can select up to 4 performance indicators per activity. For a full list of performance indicators, click here.

5. You will receive confirmation that it has been added:

Dates & Location

1. If your activity has multiple dates and locations, you can click on "Additional Date & Location" to add each one separately. If your activity is a webinar, leave the location blank.

2. When your form is complete, and all documents have been added, click "Submit Activity" at the bottom of the screen to submit it for review.

3. Your activity will then be routed to the correct person for review, based on the activity type and location. You will receive a notification email with the name and contact information of the individual reviewing your activity.

Payment

Beginning June 1, 2018, CDR implemented a prior approval application fee for CPE activities submitted for prior approval to CDR.

The fee structure is as follows:

    1-10 CPEs= $30 per activity submission
    11 or more CPEs =$60 per activity submission

Activities being reviewed by state affiliates are not subject to the above fees. For state affiliate list, click here.

After you click "Submit", you will be taken to a screen to enter your credit card information. **_Activities will not be reviewed by CDR until payment has been made_**.

Invoices and receipts are available in your provider account, under the "invoices" tab.

Credit Card	
*Credit Card Type	Select One ▼
*Credit Card Number	
*Card Holder Name	
*Expiration Date	Month ▼ 2018 ▼
*Card Security Code	

Pay Invoice

Prior Approval Review Process

After you click "Submit Activity" at the bottom of your form and payment has been made, it will be sent for review. The following program types will always be reviewed by CDR staff:

- Self-Study Programs
- Annual Meetings
- Multi-State Programs (such as a webinar)
- Any activities indicated to be Ethics related

Live activities will either be reviewed by the state affiliate or CDR, depending on the state in which your activity takes place. If the state affiliate will be reviewing your submission, they will be listed here: https://www.cdrnet.org/prior-approval-review-contacts. If you do not see your state listed, your submission will be reviewed by CDR staff.

Response Time
Review time is 4 – 6 weeks. There is no process to expedite. **_Please note_** that prior approval requests can be approved after the event has taken place, as long as it was submitted at least 48 hours before the event. You will be notified via email when your activity has been approved.

Return for Update
You may receive an email stating that your submission has been returned for update. This means that the reviewer is requesting more information or clarification. The reviewer will state in the email what information they are requesting. If this happens, you should log in to your provider account on https://www.cdrnet.org/auth.cfm to update your prior approval request form. Once you are logged in, click on your activity to open it. Once it is open, click on "Modify" at the top of the page. You can then edit your form or upload additional documents. After you have made all necessary updates, ***click "Submit Activity" at the bottom of the screen***. This will return your submission to the reviewer. ***Please note***: An activity submission can only be edited in the returned for update status. ***All edits should be made before resubmitting the activity***.

Advertising Your Event
When your activity has been approved, it will be added to our online CPE database that is searchable by over 100,000 CDR credentialed practitioners.

**If your event is taking place before your activity is approved, you can inform participants that it is pending CDR approval. You will receive an update in your provider account when the activity is reviewed. **

You also have the option of purchasing labels from CDR so that you may advertise your event directly to practitioners. If you're interested in finding out more about our mailing list rental process, please visit this website:

https://www.cdrnet.org/mailing-list-label-rental-for-credentialed-dietetics-practitioners

After the Activity
Providers must provide each participant with a certificate of completion verifying completion of the activity; a template is available online upon logging in. Providers should also maintain a list of participants who completed their activity for at least seven (7) years. The approval status for live activities is valid for one (1) calendar year from date of approval. The approval status for self-studies is valid for three (3) calendar years from date of approval. After that time, approval status will expire. Should you want to offer the activity after that time period, you need to resubmit as a new activity.

Frequently Asked Questions

Do I need to submit a prior approval request for a live activity?
Live activities do not require prior approval for a dietitian or diet technician to receive continuing education credit from CDR. There are a few reasons why some organizations choose to submit prior approval requests for live activities:

- It's a way of advertising their event (particularly helpful for someone organizing a large Conference)

- Once a lecture has been approved, and that lecture was recorded, RDs/DTRs could later watch the recording for continuing education credit for one year following the date of the activity
- Some states require activities to be prior approved for a dietitian to use those continuing education credits for their state licensure. This varies by state.
- Some people just like to be very certain they will get credit and are covering their bases

What if I forget my login credentials?
If you have forgotten your login credentials for your provider account, or if you are not sure if your organization already has an account, email priorapproval@eatright.org with **Login** as the subject and the **name of your organization** in the body of the email.

I'm not able to log in
If you are an RD, first make sure you are logging in to your provider account, and not your personal account. They are separate accounts with separate login credentials.

Also check that you are on the correct login screen; if the boxes for username and password are yellow, you are on the wrong page. Just below the boxes, you will see the link for the provider log in page.

Lastly, the password is case sensitive. You should also type in the password, rather than copy and paste.

If you still can't log in, email priorapproval@eatright.org to reset your password.

How long will it take to get my submission approved?
Review time is 4 – 6 weeks. There is no process to expedite. If you submit your activity close to the date of the activity, you should not expect to have approval before the event takes place. ***Please note*** that prior approval requests can be approved after the event has taken place, as long as, it was submitted ***at least 48 hours before the event***. You will be notified via email when your activity has been approved.

Is there a fee?
Beginning June 1, 2018, CDR is implementing a prior approval application fee for CPE activities submitted for prior approval to CDR.

The fee structure is as follows:
1-10 CPEs = $30 per activity submission
11 or more CPEs = $60 per activity submission

Payment must be made through the online system by credit card.

Some states charge a fee to review live activities. If your state is listed here: https://www.cdrnet.org/prior-approval-review-contacts , contact the individual listed under your state to find out if there is a fee for your state.

If your submission is being reviewed by a state affiliate, you are only subject to whatever fee that state may charge.

Can I save it and come back later?
You will need to complete the form in one sitting. You can come back at a later time to make your payment, if necessary.

What counts for CPE credit in a live activity?
Only count the time when learning is taking place. No CPE credit is given for break times, mealtimes (unless it is a working meal) or networking.

Why can't I update my submission?
You are only able to modify your submission when the status is "Returned for Update". If your status is "Pending" and you would like to make changes to your submission, email priorapproval@eatright.org or call CDR at (800) 877-1600 ext 5500, to have it returned to you so that you may update.

I forgot to submit and the event already happened – is it too late?
Prior approval requests must be submitted BEFORE the activity takes place. Prior approval is not granted for subsequent activities. Remember, however, that live activities don't require prior approval in order for dietitians to get continuing education credit for attending.

Where is the certificate of completion?
You can access the template for the certificate of completion is available online, after you have logged in to your provider account. You will see a link located at the top of the page that reads **"**CPE Sample Certificate"
My activity has been approved, but we had to change the date...do I have to resubmit?
If there are changes to your activity after it has been approved, such as the date, or if you have to replace a presenter, email priorapproval@eatright.org with the updates. Be sure to include your activity number. CDR staff will update your activity for you.

CPE Content Criteria (*Applies to all CPE Activities*)

CPE encompasses activities or materials that have the following characteristics:
1. 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.

2. 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.

3. Are relevant to knowledge, skills, behavior and attitudes of professional dietetics practice.

4. 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.

5. 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.

6. Demonstrate that content, quality, and scientific integrity of activities and materials are maintained.

7. 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.

8. Disclose potential conflicts of interest, including commercial bias

9. 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 CPEs.

10. Continuing Professional Education (CPE) offerings must comply with all CDR Approved Activity Type specific criteria.

Additional Self-Study CPE Content Criteria

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 CPEs. All activities listed in CDR's CPE online database at 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 must be aware that self-study CPE activities must meet all the following criteria for RDNs or RDs, and NDTRs or DTRs to receive CPEs:

1. 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.

2. 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.

3. 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.

4. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer reviewed conferences may also be used to help establish expertise.

5. 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. For an example of a sample disclosure statement, [click here](#).

6. Length: The activity must be a minimum of a one-half (0.5) contact hour in length.

7. 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. ***Please note***: You must have at least one assessment question (there is not a maximum).

8. Must contain a bibliography.

9. 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.

Check List: Do You Have Everything You Need to Submit Your Live Activity?

LIVE ACTIVITIES: Activity Types – 130, 140, 150, 160, 170, 171, 180, 210, 230
For additional information of Activity Types please refer to, the [PDP Guide](#).

☐ **Activity Type**

☐ **Descriptive Activity Title**
  - ○ *Ex. Carbohydrate Intake in Individuals with Type 2 Diabetes*

☐ **Activity Contact Person**
  - ○ Phone number
  - ○ Activity provider email address

☐ **Number of CPE Hours Requested**
  - ○ *Please note*: 1 contact hour is equal to 1 CPE; CPEs are in increments of 0.5
  - ○ Live activities must be at least 1 CPE

☐ **CPE Level**
  - ○ *Level I*: Assumes that the participant has little or no prior knowledge of the area(s) covered
  - ○ *Level II*: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered
  - ○ *Level III*: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered

☐ **Target Audience**
  - ○ Must include an RD and/or DTR

☐ **Disclose potential conflict of interest, including commercial bias**
  - ○ Sample disclosure statement can be found [here](#)

☐ **Suggested Performance Indicator(s)**
  - ○ For a list of Performance Indicators, [Click Here](#)

☐ **Activity Date**

☐ **Location(s) - City & State**
  - ○ If the activity is to be held in multiple locations, please provide a listing that includes each city, state, and date

Documents to attach for live lectures and webinars:

☐ **Detailed Timing Outline/Agenda**
  - ○ *Should include*:
    - ▪ Start and end time of each session
    - ▪ Speakers first name, last name, and credentials (if applicable)
  - ○ For an example, [Click Here](#)

- **Resume/CV for each presenter**
  - *Should include*:
    - Speakers education
    - Speakers credential background

Documents to attach for Journal Clubs:

- **Article(s) to be discussed** - (must be published within the past 5 years)

- **Resume/CV for each presenter**
  - *Should include*:
    - Speakers education
    - Speakers credential background

- **Detailed Timing Outline/Agenda**
  - *Should include*:
    - Start and end time of each session
    - Speakers first name, last name, and credentials (if applicable)
  - For an example, Click Here

Check List: Do You Have Everything You Need to Submit Your Self-Study Activity?

Check List: Do You Have Everything You Need to Submit?

Self-Study ACTIVITIES: Activity Types – 700, 710, 720, 730, 740
For additional information of Activity Types please refer to, the [PDP Guide](#).

☐ **Activity Type**

☐ **Descriptive Activity Title**
- o *Ex. Carbohydrate Intake in Individuals with Type 2 Diabetes*

☐ **Activity Contact Person**
- o Phone number
- o Activity provider email address

☐ **Number of CPE Hours Requested**
- o *Please note*: 1 contact hour is equal to 1 CPE; CPEs are in increments of 0.5
- o Self-study activities must be a minimum of 0.5 CPEs

☐ **CPE Level**
- o *Level I*: Assumes that the participant has little or no prior knowledge of the area(s) covered
- o *Level II*: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered
- o *Level III*: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered

☐ **Target Audience**
- o Must include an RD and/or DTR

☐ **Access to Self-Study Activities**
- o Physical copy or electronic
- o Objectives of the activity stated in operational behavioral terms

☐ **Bibliography**
- o References must be cited
- o Controversial or disputed issues must be presented as such, with documentation from current and reputable refereed scientific journals

☐ **Expert review forms from 3 content experts**
- o Reviewers should not be associated with the creation of the program content in any way
- o If the program is diet/nutrition related, **all three** reviewers must be a CDR credentialed RD or DTR
- o If the program is not diet/nutrition related, **at least one** reviewer must be a CDR credentialed RD or DTR
- o Expert review forms are available for download [here](#)

- **A resume, biosketch or curriculum vitae for each content expert**
  - *Should include*:
    - Speakers education
    - Speakers credential background
  - Biosketch forms can be found [here](#)

- **Post-Assessment**
  - <u>Must</u> be composed of four option multiple choice questions
  - <u>Must</u> be written by a trained Item Writer

- **Critical Thinking Tool**
  - [Click Here](#) to access the critical thinking tool

- **Timing Outline/Agenda**
  - *Should include*:
    - Start and end time of each session
    - Speakers first name, last name, and credentials (if applicable)
  - [Click Here](#) to access an example

- **Disclose potential conflict of interest, including commercial bias**
  - Sample disclosure statement can be found [here](#)

- **Suggested Performance Indicator(s)**
  - For a list of Performance Indicators, [Click Here](#)

- **Activity Date**

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

Documents to attach for Self-Study Activities:
- Access to the activity
- Bibliography
- [Review Forms](#) from 3 Content Experts
- Resume/CV/[biosketch](#) for each Content Experts
- Post-Assessment
- [Critical Thinking Tool](#)
- [Timing Outline/Agenda](#)
- [Disclosure Statement](#)

Timing Outline Example

9:30 – 10:00am Welcome and Introductions
Jane Doe, MS

10:00 – 11:00am "Long Term Complications of Uncontrolled Diabetes"
John Smith, MD

11:00 – Noon "Benefits of Purchasing Local Foods"
Robert Sample, MBA

12:00 – 12:30 Lunch

12:30 – 1:30pm "Is your Child a Picky Eater or a Problem Feeder?"
Cindy Jones, APN

1:30 – 2:00pm Support Services offered by Cook County Nutritional Aid Society
Jim Johnson, Founder and CEO of CCNAS

Commission on Dietetic Registration Continuing Education Provider Account Info

There should be one account per organization. You may share these credentials with anyone at your organization who may submit a prior approval request.

Provider Name: _____

Provider Code: _____

Password: _____