

# Commission on Dietetic Registration

the credentialing agency for the



Academy of Nutrition  
and Dietetics

## CONTINUING PROFESSIONAL EDUCATION PROVIDER ACCREDITATION PROGRAM

### APPLICATION

*Please attach this completed document to an email and address it to:*

[accreditedprovider@eatright.org](mailto:accreditedprovider@eatright.org)

# -PC INSTRUCTIONS-

## HOW TO SAVE A PDF FILE TO YOUR COMPUTER FROM THE WORLD WIDE WEB

### What is a “PDF File”?

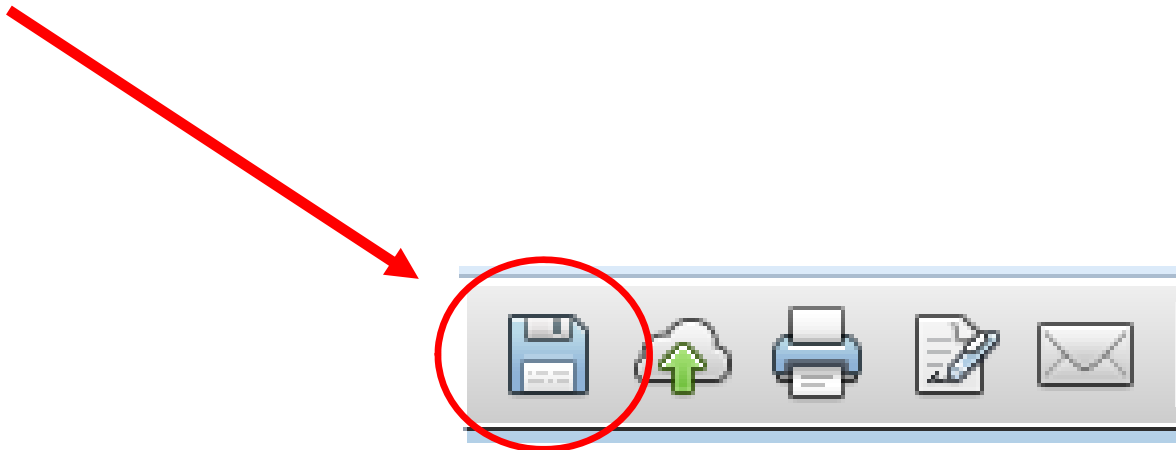
*Portable Document Format is a file format that makes it possible to display text and graphics in the same fixed layout on any computer screen.*

### Saving a PDF from a web page

By default if a program that reads PDF files is installed on your computer, such as Adobe Reader, each time a PDF file link is clicked that program will open the PDF file. To save a PDF file **right-click** the link and choose the **Save Target As** or **Save Link As** option. Below is an example PDF link that can be used for practice, when this file is saved to your computer it will be known as **example.pdf**.

### Saving a PDF from the reader

In addition to the above steps, if the PDF file is already open or a PDF form is filled out, many PDF readers can save that file within the program. For example, when opening a PDF file in Adobe Reader from a browser a disk icon appears in the **top left** portion of the page, as shown in the picture below. Clicking this icon will save the file.



**After you have saved a copy of this form and filled it out, please save and close.**

***Please attach this completed document to an email and address it to:***

**[accreditedprovider@eatright.org](mailto:accreditedprovider@eatright.org)**

**Commission  
on Dietetic  
Registration**

the credentialing agency for the  
**eat  
right.** Academy of Nutrition  
and Dietetics

**CONTINUING PROFESSIONAL EDUCATION  
PROVIDER ACCREDITATION PROGRAM  
APPLICATION**

*Only applicants headquartered within the United States will be considered for the CPE Provider Accreditation Program through the Commission on Dietetic Registration. However, CDR will accept Prior Approval Requests from international providers.*

**CONTINUING PROFESSIONAL EDUCATION (CPE) PROVIDER AND CONTACT INFORMATION**

*The CONTACT PERSON will be the individual who will receive any materials and updates from CDR.*

Provider

Mailing Address

City / State / Zip Code

Province / Country

Name of Contact Person

Title of Contact Person

Telephone Number

Email Address

Alternate Name of Contact and Email Address

Website Address

Contact person listed above will:

Administer Activities / Materials

Create Activities / Material

Present Activities / Materials

Other \_\_\_\_\_

Activity materials administered from:

Address listed

Other / more than one location. List other types of location(s) where activities / materials will be administered.

\_\_\_\_\_

\_\_\_\_\_

**STATUS AS A BUSINESS**

Corporation

Partnership

Sole Proprietor

Accredited College / University

Other Explain: \_\_\_\_\_

Do you operate under any other business names?

Yes

No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Please list all other CPE Activity websites associated with your business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ACCREDITATION BY OTHER GROUP(S)

By which other organization(s) are you currently accredited or recognized?

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Have you sought and been denied accreditation by any other groups?

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## CPE ACTIVITIES AND MATERIALS

(Check all that apply)

**Live Activities**

- 110 Case Presentations
- 130 Exhibits
- 140 Experiential Skill Development
- 150 Interactive Workshops
- 160 Journal Clubs
- 170 Lectures / Seminars / Webinars / Teleseminars
- 180 Posters
- 230 Study Groups

**Length of CPEUs**

- 1 – 5 CPEUs
- 6 – 10 CPEUs
- 11 – 15 CPEUs
- 16 – 20 CPEUs
- Other: \_\_\_\_\_

**120 Certificate Programs**

**Self Study Activities**

- 700 Audio-Based
- 710 Computer-Based (Offline)
- 720 Printed
- 730 Video-Based
- 740 Web-Based

Approximate number of activities you intend to offer annually: \_\_\_\_\_

Average number of CDR Credentialed Practitioners expected at each: \_\_\_\_\_

Approximate number of CDR Credentialed Practitioners attending annually: \_\_\_\_\_

PRIOR APPROVAL REQUESTS INFORMATION

**CDR requires Prior Approval Requests in order to streamline the Application Process**

If you **have already received Prior Approval for CPE activities through CDR**, please provide the **activity numbers** for review below.

If you **do not have approved activities**, please submit activities to the Online Continuing Professional Education (CPE) Database **prior** to submitting this Application for review using the link below.

If you intend to provide **Live** activities only, please submit **TWO** Online CPE Database Prior Approval Requests with this Application.

If you intend to provide **Self Study** activities only, please submit **TWO** Online CPE Database Prior Approval Requests with this Application.

If you intend to provide **Live AND Self Study** activities, please submit **ONE** of **EACH** Online CPE Database Prior Approval Requests with this Application.

Prior Approval Guidelines and the Online CPE Database: <http://www.cdrnet.org/form-prior-approval>

Activity #: \_\_\_\_\_

Activity #: \_\_\_\_\_

CPE STANDARDS

Please briefly answer the following questions and / or attach any supporting documentation as necessary. You can review the Provider Accreditation Handbook for a more in-depth look at the roman numerals as it will help guide you with answering the following questions.

**I. The mission of the CPE Provider is consistent with CDR's content criteria for Continuing Professional Education.**

Please provide your mission statement below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. The activities are based on an identified learning need of CDR Credentialed Practitioners.**

Explain how the learning needs of the target audience are identified below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions continued on the next page..

## CPE STANDARDS

Please briefly answer the following questions and / or attach any supporting documentation as necessary. You can review the Provider Accreditation Handbook for a more in-depth look at the roman numerals as it will help guide you with answering the following questions.

### III. Explicit educational objectives or intended learning outcomes are prepared.

Describe how you use that information to prepare measurable educational objectives or intended learning outcomes below.

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### IV. Qualified personnel plan and conduct CPE activities of high quality.

Please indicate who will be responsible for developing the activities / materials below.

CEO       Human Resources       Education / Training       Marketing       Committee

Other \_\_\_\_\_

If offered in multiple locations or by different instructors, briefly describe how you will ensure activities / materials meet the standards

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Describe the criteria that you use to ensure that instructors / material developers are:

1. Competent in subject matter?

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2. Presenting information based on scientific principles, current information, and free of commercial bias?

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3. Knowledgeable and skilled in instructional methods appropriate for adults?

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Questions continued on the next page..

## CPE STANDARDS

Please briefly answer the following questions and / or attach any supporting documentation as necessary. You can review the Provider Accreditation Handbook for a more in-depth look at the roman numerals as it will help guide you with answering the following questions.

4. Utilizing instructional methods appropriate to meet the learning outcomes including a variety of learning experiences?

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### **V. Content and instructional methods are appropriate for the educational objectives or learning outcomes.**

Describe how you will ensure that course content and a variety of learning experiences will be used to achieve learning outcomes, and how a diversity of learning style preferences will be used in attaining education objectives below.

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### **VI. The level of the activity is identified, as described by CDR.**

Explain how you ensure that the level of the activities / materials is consistent with the identified learning needs below.

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### **VII. The educational objectives or learning outcomes of the activities are assessed.**

Describe how you will ensure that the learning outcomes of the activities / materials are assessed (e.g.: role play, examination) below.

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### **VIII. The activity is evaluated.**

Describe how you collect learner feedback about the CPE activities / materials below.

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Questions continued on the next page..





**CPE ACCREDITED PROVIDER FEES / ACADEMY OF NUTRITION AND DIETETICS AFFILIATE FEES**

*(Accreditation is valid for **three (3) years**)*

	CPE Providers	CPE Providers (Academy of Nutrition and Dietetics Affiliates)
Application Fee	\$250.00 (Non-Refundable)	No Charge
Annual Maintenance Fee <i>(If approved for accreditation)</i>	\$300.00 (Non-Refundable)	No Charge

**Application Fee**

Provider: \_\_\_\_\_

Check payable for **\$250.00** to: **CDR Continuing Professional Education Provider Accreditation**

*Please mail this fee form and checks to: **120 S. Riverside Plaza, Suite 2000 Chicago, IL. 60606**  
**Attention: Catherine T. DiCola***

MasterCard

Visa

American Express

Discover Card

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

***Please submit this application, fee, and all other supporting / essential documentation to:***

**[accreditedprovider@eatright.org](mailto:accreditedprovider@eatright.org)**

**Questions? Call (800) 877-1600 ext. 5500 and ask for the Accredited Provider Program Contact**