

Commission on Dietetic Registration
 the credentialing agency for the
Academy of Nutrition and Dietetics

REPS

Registration Eligibility Processing System

Program Director Quick Start Guide

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Quick Start Guide

The following instructions provide the steps you need to use in order to create classes, add candidates and submit classes to CDR for review.

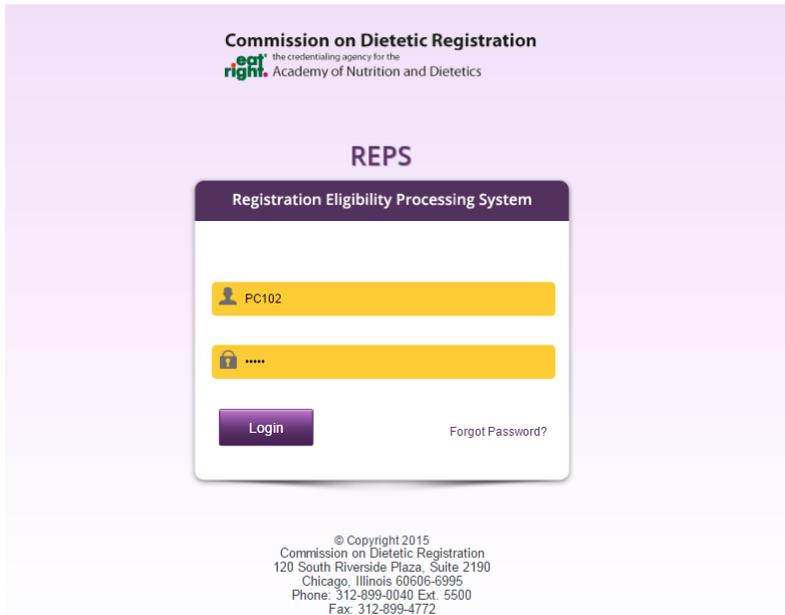
1. Log in to REPS at <https://reps.cdrnet.org>. Your username, password and access code remain the same as those which you were previously assigned in CRMS. If you have forgotten your password, please use the 'Forgot Password' feature.
2. On the Program Director's Dashboard, select the option to 'Add New Class.' You will first be prompted to enter your class' completion date. If you are logging in to update a class you have already started working on, choose that class from the list and click 'Select.'
3. On the Class in Process page, you can use the 'Add Quick Candidate' feature to enter basic information about the student(s) and have the system send email(s) to candidate(s) requesting they complete their contact and demographic information. The only information required to add a candidate at this point is their first name, last name, middle name/initial (if applicable) and email address. Please note that only students who have completed your program on the same date may be entered together.
4. After adding students to a class, the Demographic Info status for the student will show 'Not Updated.' Once the student receives their email with a link to complete their contact and demographic information, they can complete their portion of the application. After the required information has been entered into the system, the student Demographic Info status will change to 'Updated.' You will receive an email notifying you when a student has updated their information.
5. Once the student has completed their portion of the application and the Demographic Info status is 'Updated,' you may select 'Edit' next to the student's name to complete the remaining education information portion of the Candidate Eligibility Application. If you choose to put in a student's education information before they have updated their demographics, you will use the 'Save & Continue Later' button mentioned in Step 6 instead of the 'Validate & Save' button to save this information.
6. The remaining items you are required to complete at this point are the highest degree earned, degree date, verification agency (if foreign equivalency degree selected), DPD program and date (if required by your program type) and uploading of required documents for each student. You can scan and upload a single pdf (containing all the required documentation) or multiple pdfs (each one consisting of one of the necessary pieces of documentation) for each student. You must check the boxes at the bottom of the application to verify that you have included all the required document types for your program. Select 'Validate & Save' to have the system review and save the application. If you are missing some of the required information, or if the student

has not yet completed their portion, but you would like to save what you have entered, select the 'Save & Continue Later' button.

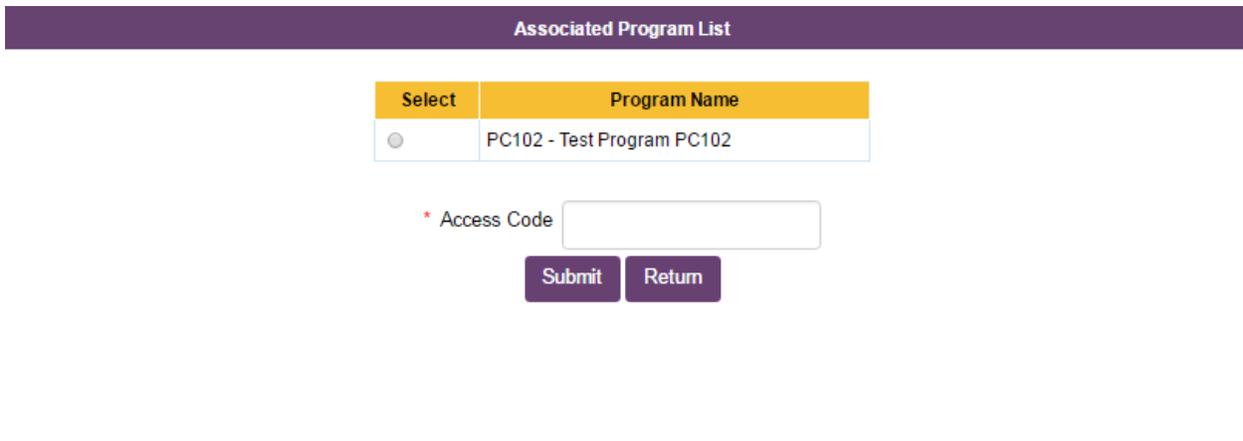
7. After you have completed the remaining portion of the Candidate Eligibility Application, the Status will change to 'Complete.' Once all students in the class have a Status of 'Complete,' you can submit the class to CDR using the 'Submit to CDR' button.
8. When submitting a class to CDR, you will be required to enter your name as a digital signature. After a class has been submitted, you can view the class on the Program Directors Dashboard under the header 'Classes Submitted to CDR for Processing.'

Detailed information for each of the steps listed above is provided on the following pages.

Login Screen



To access REPS, you will log in to REPS at <https://reps.cdrnet.org>. Your username, password and access code remain the same as those which you were previously assigned in CRMS. If you have forgotten your password, please use the 'Forgot Password' feature. Once you have logged in, you will be asked to enter your program's access code. If you have more than one program, you will choose which you would like to access on this page.



Program Director's Dashboard

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 Registration Eligibility Processing System

Logout
 Welcome Director, Program
 Logged in time: 3/6/2017 10:07:04 AM

Home Submission History Forms Pearson Program Reports

Program Director's Dashboard

PC102 - Test Program PC102 Add New Class

A Class In Process (Not Submitted to CDR)

Program Director Name	No. of Candidates	Completion Date	Action
Program Director	1	12/23/2016	Select

C Returned to Program Director for Review/Correction

Program Director Name	No. of Candidates	Completion Date	Submission Date	Return for Review Date	Action
No Classes Returned to Program Director for Review/Correction					

B Classes Submitted to CDR for Processing

Program Director Name	No. of Candidates	Completion Date	Submission Date	Action
No Classes Submitted to CDR for Processing				

After you log in, the system will take you to the Program Director's Dashboard. This is the central point from which all functions can be performed.

A Class in Process – This section shows classes you currently have in process (not submitted to CDR). You can use this option to work with existing students in a class, upload documents to a student's application or check to see if the students have completed their contact and demographic information.

B Classes Submitted to CDR for Processing – This section shows classes which are currently submitted to CDR for review, but have not yet been approved by CDR. You can use the 'View' option to review the students in the class, but you will be unable to make any changes to the student's application. Once the class has been reviewed by CDR, it will disappear from this list. At that point, you will be able to view the class from the Submission History option or the Classes Returned to Program Director for Review/Correction section.

C Returned to Program Director for Review/Correction – If one or more students in a class has been denied or returned for correction by CDR, the class will appear here. Note that if only some of the students were denied or returned for review, only those students will appear in this returned class. The remainder of the students can be approved by CDR staff independently of the returned student(s). Use

the 'Select' option to make corrections to the classes in the Returned for Review section. If student(s) are denied, you will only have the option to remove the student(s) from this class. A student would only be denied if they have not met eligibility requirements or had been previously submitted and approved by CDR for registration eligibility.

D Submission History – You can use the Candidate Search to locate candidates submitted from your program either by you or previous program directors. You can also use the Approved Classes option to view previously approved classes and students.

E Forms – This option allows you to download/view forms to give to students or for your own use.

F Pearson VUE Reports – Under the Pearson VUE Reports tab you can view your program’s examination reports. You may view the reports online or download a pdf. All of the reports that were distributed by Pearson VUE for previous examination periods are available permanently in REPS; i.e., 2014, 2015 and 2016.

Entering Eligible Students

To enter a student(s), begin by creating a new class. Click the 'Add New Class' button on the Program Director’s Dashboard. You will first be prompted to enter your class completion date. If you already have a class created and need to add or update students in the class, please choose the 'Select' option next to the appropriate class.

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Logout
 Welcome Director, Program
 Logged in time: 3/6/2017 1:15:17 PM

Home Submission History Forms Pearson Program Reports

Program Director's Dashboard

PC102 - Test Program PC102 Add New Class

Class In Process (Not Submitted to CDR)			
Program Director Name	No. of Candidates	Completion Date	Action
Program Director	1	12/23/2016	Select

Returned to Program Director for Review/Correction

Program Director Name	No. of Candidates	Completion Date	Submission Date	Return for Review Date	Action
No Classes Returned to Program Director for Review/Correction					

Classes Submitted to CDR for Processing

Program Director Name	No. of Candidates	Completion Date	Submission Date	Action
No Classes Submitted to CDR for Processing				

Add Class

PC102 - Test Program PC102

Program Code	<input type="text" value="PC102"/>
Program Name	<input type="text" value="Test Program PC102"/>
Program Director Name	<input type="text" value="Program Director"/>
Program Type	<input type="text" value="2 - Dietetic Internship"/>
* Completion Date	<input type="text" value="MM/DD/YYYY"/> 

The statements below do not apply to State Licensure Candidates.

Note : Please enter the date the graduate completed all program requirements relevant to your program type (academic and supervised practice). This will be the same completion date which is listed on the graduate's Coordinated Program (CP), Dietetic Internship (DI), Dietetic Technician (DT) or Independent Supervised Practice Pathway (ISPP) Verification Statement (VS). If you are submitting a candidate through Pathway III for the Examination for Dietetic Technicians, this will be the same completion date which is listed on the graduate's DPD VS.

Please note that all graduates submitted within a REPS class must have the same completion date. If graduates have different completion dates, they must be submitted into separate classes.

On the Class in Process page, you can use the 'Add Quick Candidate' feature to enter basic information about the student(s) and have the system send email(s) to candidate(s) requesting they complete their contact and demographic information. The only information required to add a candidate at this point is their first name, last name, middle name/initial (if applicable) and email address.

Class In Process (Not Submitted to CDR)

PC102 - Test Program PC102

Program Code	<input type="text" value="PC102"/>	Program Director Name	<input type="text" value="Program Director"/>
Program Name	<input type="text" value="Test Program PC102"/>	Program Type	<input type="text" value="2 - Dietetic Internship"/>
* Completion Date	<input type="text" value="11/17/2016"/>  <input type="button" value="Update"/>		

ACAD / CDR ID	Last Name	First Name	Email Address	Demographic Info	Status	Action
No Candidate(s) Found						

Add students by entering their last name, first name, email address. **Please verify that the last and first name matches the student’s valid, government issued, photo ID.** Students will not have the option to change their last or first name via the email link. Although the Middle Name/Initial field is optional, it should be completed if your student has a middle name/initial on their ID. This field can be edited by the student.

Add Quick Candidate ✕

Candidate's name must be entered identically to their government-issued photo identification.

• Last Name

• First Name

Middle Name / Initial

• Email Address

• Confirm Email Address

Add Clear

Use this button to add additional student to a class.

Last Name	First Name	Middle Name	Email Address	Action
Student	Test	A	pdirecto@eatright.org	Remove

Please click checkbox to send candidates email Save & Send Email

Once you have added all of the students to your class, you can check this box and then click 'Save & Send Email.'

This option saves students and sends them emails containing unique links for demographic/contact/survey completion.

After adding students to a class, the demographic information status for the student will show 'Not Updated.' Once the student receives their email with a link to complete their contact and Demographic Information, they can complete their portion of the application. After the required information has been entered into the system, the student demographic info status will change to 'Updated.' You will also receive an email from REPS when the student completes their portion of the application.

Class In Process (Not Submitted to CDR)

PC102 - Test Program PC102

Program Code

Program Name

• Completion Date Update

Program Director Name

Program Type

Add Quick Candidate
Add Candidate

ACAD / CDR ID	Last Name	First Name	Email Address	Demographic Info	Status	Action
	Student	Test	pdirecto@eatright.org	Not Updated	Pending	Edit / Delete / Move

Note: All candidates must have updated demographic information and a complete status in order to submit the class to CDR

Submit To CDR
Delete Class
Print All
Return

Submitting a Class to CDR for Review

Once the student has completed their portion of the application and the Demographic Info status is 'Updated,' you may select 'Edit' next to the student's name to complete the remaining education information portion of the Candidate Eligibility Application. If you choose to put in a student's education information before they have updated their demographics, you will use the 'Save & Continue Later' button mentioned in the next step instead of the 'Validate & Save' button to add this information.

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Welcome Director, Program
Logged in time: 3/6/2017 3:30:25 PM

Home Submission History Forms Pearson Program Reports

Class In Process (Not Submitted to CDR)

PC102 - Test Program PC102

Program Code: PC102
Program Name: Test Program PC102
Completion Date: 11/17/2016
Program Director Name: Program Director
Program Type: 2 - Dietetic Internship

Add Quick Candidate Add Candidate

ACAD / CDR ID	Last Name	First Name	Email Address	Demographic Info	Status	Action
	Student	Test	pdirecto@eatright.org	Updated	Pending	Edit / Delete / Move

Note: All candidates must have updated demographic information and a complete status in order to submit the class to CDR.

Submit To CDR Delete Class Print All Return

The remaining items you are required to complete at this point are highest degree earned, degree date, verification agency (if foreign equivalency degree selected), DPD program and date (if required by your program type) and uploading of required documents for each student. You can scan and upload a single pdf (containing all the required documentation) or multiple pdfs (each one consisting of one of the necessary pieces of documentation) for each student. You must check the boxes at the bottom of the application to verify that you have included all the required document types for your program. Select 'Validate & Save' to have the system review and save the application. If you are missing some of the required information, but would like to save what you have entered so far, select the 'Save & Continue Later' button.

Edit Candidate

Candidate's name must be entered identically to their government-issued photo identification.

ACAD / CDR ID	<input type="text" value="ACAD / CDR ID"/>	Completion Date	<input type="text" value="11/17/2016"/>
* Last Name	<input type="text" value="Student"/>	* Date of Birth	<input type="text" value="09/05/1985"/>
Middle Name / Initial	<input type="text" value="A"/>	* First Name	<input type="text" value="Test"/>
Prior Name	<input type="text" value="Beavers"/>	Maiden Name	<input type="text" value="Beavers"/>
* Address Line 1	<input type="text" value="210 Ashland Ct"/>	* Mother's Maiden Name	<input type="text" value="Beavers"/>
Address Line 2	<input type="text" value="Address Line 2"/>		
Address Line 3	<input type="text" value="60061-2025"/>		
* Country	<input type="text" value="UNITED STATES"/>	* State	<input type="text" value="Illinois"/>
* City	<input type="text" value="Vernon Hills"/>	* Zip	<input type="text" value="60061"/>
* Primary Phone Country	<input type="text" value="UNITED STATES (+1)"/>	* Primary Phone / Type	<input type="text" value="3127880702"/> <input type="text" value="312"/> <input type="text" value="Cell"/>
Alternate Phone Country	<input type="text" value="UNITED STATES (+1)"/>	Alternate Phone Type	<input type="text" value="Alternate Phon"/> <input type="text" value="Ext"/> <input type="text" value="--Sele"/>
* Email Address	<input type="text" value="pdirecto@eatright.org"/>	* Confirm Email Address	<input type="text" value="pdirecto@eatright.org"/>
* Highest Degree Eamed	<input type="text" value="-- Select Highest Degree Earne"/>	* Verification Agency	<input type="text" value="-- Select Verification Agency --"/>
* Degree Date	<input type="text" value="MM/DD/YYYY"/>	* DPD Program Code	<input type="text" value="-- Select DPD Program Code --"/>
* DPD Completion Date	<input type="text" value="MM/DD/YYYY"/>		

Upload Required Documents

Upload File No file chosen

Note: Please click the checkboxes to acknowledge that you have uploaded all of the required documents.

Document Type

- DPD Verification Statement
- DI Verification Statement
- RDNE and RDE Misuse Form
- Official/Primary Source Transcript or Foreign Degree Equivalency Statement

After you have completed the remaining portion of the Candidate Eligibility Application, the status will change to 'Complete.' Once all students in the class have a status of 'Complete,' you can submit the class to CDR using the 'Submit to CDR' button.

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Logout
 Welcome: Director, Program
 Logged in time: 3/6/2017 3:30:25 PM

Home Submission History Forms Pearson Program Reports

Class In Process (Not Submitted to CDR)

PC102 - Test Program PC102

Program Code: PC102
 Program Name: Test Program PC102
 Completion Date: 11/17/2016
 Program Director Name: Program Director
 Program Type: 2 - Dietetic Internship

Add Quick Candidate Add Candidate

ACAD / CDR ID	Last Name	First Name	Email Address	Demographic Info	Status	Action
	Student	Test	pdirecto@eatright.org	Updated	Complete	Edit / Delete / Move

Submit To CDR Delete Class Print All Return

When submitting a class to CDR, you will be required to enter your name as a digital signature. After a class has been submitted, you can view the class on the Program Directors Dashboard under the header 'Classes Submitted to CDR for Processing.'

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Logout
 Welcome: Director, Program
 Logged in time: 3/6/2017 3:30:25 PM

Home Submission History Forms Pearson Program Reports

Class Submission Verification

PC102 - Test Program PC102

By clicking 'Submit', you hereby affirm that :

The information being submitted to CDR is correct and accurate. Furthermore you have verified that all candidates have completed prerequisite degrees and programs successfully.

* Signature: Program Director
 Date: 03/08/2017

Submit To CDR Return

ACAD / CDR ID	Last Name	First Name	Email Address
	Student	Test	pdirecto@eatright.org

Program Director's Dashboard

PC102 - Test Program PC102

Add New Class

Class In Process (Not Submitted to CDR)

Program Director Name	No. of Candidates	Completion Date	Action
Program Director	1	12/23/2016	Select

Returned to Program Director for Review/Correction

Program Director Name	No. of Candidates	Completion Date	Submission Date	Return for Review Date	Action
No Classes Returned to Program Director for Review/Correction					

Classes Submitted to CDR for Processing

Program Director Name	No. of Candidates	Completion Date	Submission Date	Return for Review Date	Action
Program Director	1	11/17/2016	03/08/2017		View