

How To Enter Your Step 4: Activity Log Online

1. Utilize your internet browser to access www.cdrnet.org
2. On the CDR home page click **“Login”** in the upper right-hand corner of the page and enter your User ID/ Login and Password, or enter your User ID/ Login and Password in the yellow Login box. (Your Login/ User ID is typically your RD number)
3. If you do not know your User ID or Password, click on the area in the yellow box that indicates “Forgot Password”. Follow the prompts based on your need for your Password or User ID. Please note that reset via email is dependent on having your current email on file with CDR.
4. The My CDR page should now appear. Click on the **“PDP”** tab in the blue menu bar.
5. Click on the pink button to the right of your screen which states **“Click here to access your log”**.
6. If this is not your first portfolio cycle, you will see multiple cycle dates. Please click on **“Select”** next to your current five-year recertification cycle.
7. Click the **“Add Activity”** button to track an activity on your Log.
 - When the Entry form appears, choose your Learning Need Code from the drop down box.
 - Next, select the three-digit Activity Code of the activity that you completed (i.e. #170 lecture/seminar, #720 printed self-study, etc.).
 - Enter the Activity Title and Provider.
 - Enter the number of CPEUs obtained.
 - Enter the date of completion in the MM/DD/YYYY format or use the calendar feature.
 - Indicate if the activity is CDR-approved or offered by a CDR accredited provider. Please note that live activities need not be CDR-approved or offered by a CDR accredited provider.
 - Briefly explain how you used or will use the knowledge or skill acquired from this learning activity.
8. Finally, click the **“Add Activity”** button to track and retain this activity on your Step 4: Activity Log. If the activity is not immediately added to your log, an error message will appear at the top of the page.
9. Once the activity has been added to your log, click **“Add Activity”** again to track additional activities.
10. Should you need to *edit* an activity, you can do so by clicking the pencil icon directly to the right of the activity entry. If you would like to *delete* an activity, click the X next to the pencil icon. (You may need to scroll to the right to see the pencil and red X icons.)
11. After you have entered at least 75 CPEUs (50 CPEUs for DTRs), click on the **“Finish – Submit Log for Processing”** button.
 - Please note that CDR now offers an optional midpoint review *once* within your five-year recertification cycle. When you have entered between 30-74 CPEUs (30-49 CPEUs for DTRs), a button will appear that says **“Submit Log for Midpoint Review.”** The deadline for the midpoint review is 6 months before the end of your five-year recertification cycle.
12. Please be sure to log off once you have completed your online session. You can use the back button to return to the CDR Certification and PDP page to log out or you may simply close the internet window.

**You will receive verification of your approved Activity log within 8 weeks of submission.
If you have an email address on record, you will receive your Activity Log approval letter by email.
If you do not have an email address on record, your letter will be sent by mail.**