

How To Enter Your Step 3: Learning Plan 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 green button to the right of your screen which states “**Click here to access your plan**”. 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.
6. Click the “Add a New Plan” button to enter your Learning Plan. If this is not your first portfolio cycle, you have the option to use the “Copy last plan from previous recertification cycle” option.
7. Type your first professional goal in the box beside Goal Number 1.
8. After typing your goal, select from the drop-down box the Learning Need Codes (LNCs) you will use to achieve that particular goal.
 - You must have at least one LNC per goal.
 - You can select only one LNC per drop-down box.
 - You can include as many LNCs per goal as you would like.
 - You can select a maximum of 4 general LNCs (i.e. 1000, 2000, 3000) on your entire Learning Plan. *However*, you can select as many specific LNCs as you wish (i.e. 4040, 5190, 6010).
9. When finished with that particular goal, click “Done with goal.”
10. To add another goal, click “add a goal” and repeat the process. To delete a goal, click on the goal’s corresponding red X. To edit a goal, click on the corresponding pencil icon.
11. Please note, practitioners must include learning need code 1050 Ethics on their Learning Plan and complete 1 CPEU of Ethics training during their 5-year recertification. This change applies to practitioners with recertification cycles beginning 6/2/2011 and afterwards. To add the code to your Learning Plan, you may either select it from the dropdown box as you would any other code, or you can select the “add 1050 ethics code” button.
12. After you have entered all of your goals, you can click on the “Finish--Submit for Approval” button to submit your Learning Plan to CDR for approval. The status should immediately say “Pending Approval.” If it does not, an error message will appear at the top of the page.

- Be sure to enter all of your goals and Learning Need Codes before clicking the submit button. Once your Learning Plan has been submitted to CDR, you will not be able to modify your goals and LNCs until the plan has been approved.
13. We recommend that you print a copy of your Step 3: Learning Plan to keep for your records. You will receive verification of your approved Learning Plan within 30 days of submission. If you have an email address on record, you will receive your Learning Plan verification letter by email. If you do not have an email address on record, your letter will be sent by mail.