PROGRAM DIRECTOR PDF CLASS COMPLETION SUBMISSION INSTRUCTIONS

UPDATED: JULY 2014

The PDF Class Completion Submission process was implemented in 2008 to minimize the cost of overnight mailing by the program director. This process is outlined in Step 4 of the Quick Reference Check List, Updated April 2014.

The program directors first step is to process your class on the CRMS online system, remembering to click on the Submit to CDR button once you have printed and proofread the Candidate Submission Detail form for each student, making appropriate edits, if any. Then print and sign the Class Submission Recap Report.

The following documents to be submitted to CDR are listed below in their order of submission from top to bottom.

- Program Director Contact Form
- Class Submission Recap Report
- First Student's Candidate Submission Detail Form – Alpha By Last Name
- First Student's Registration Eligibility Application Form – CDR Copy – Alpha By Last Name
- Second Student's Candidate Submission Detail Form – Alpha By Last Name
- Second Student's Candidate Registration Eligibility Application Form – CDR Copy – Alpha By Last Name
- Etc, Etc, Etc

(Please note that the following documents are NOT required for submission with this process; the ACEND Verification Statement, RDNE or RDE, or NDTRE or DTRE Misuse form, a copy of the Academy member number verification, Transcript Degree/Confirmation Release form, Print screen of the View Candidate from the CRMS system, and Print screen of the Completion Group Summary from the CRMS system.)

Scan all documents to _one_ pdf file as outlined in Step 5 of the Quick Reference Check List. The file needs to be compressed between 4.5 MB and 10 MB (4,096 KB – 10,240 KB) to ensure transmission through the system to CDR. You may need to obtain assistance from your IT Staff. Please remember to print and review the pdf document prior to submission to ensure there is no distortion and that each page is exactly the same size, including portrait style, as the documents you scanned.

If you have an old scanner that shrinks the CRMS documents you will need to page number the documents in the bottom center of each page and rescan to a new pdf document prior to submission to CDR.

Following scanning open and right click on the pdf file and then click on the rename option. Then label and save your pdf document with your actual class information using one of the samples below as an example. Refer to the examples for the correct labeling, including spaces and dashes, of the pdf file **and** the subject line on your e-mail and send it to Peggy Anderson at panderson@eatright.org **and** to Becky Bielinski at bbielinski@eatright.org.

The pdf document <u>and</u> the e-mail subject line should read the same per one of the sample(s) below by inserting <u>your</u> respective pathway and program code:

PLEASE NOTE: **Enter <u>your</u> <u>specific</u> <u>four-digit</u> <u>program</u> <u>code</u> following your pathway (i.e. CUP 1414 or DI 2222, etc). Dashes and appropriate spacing is important for downloading.**

Class Completion 12-9-13 – CUP 1xxx – 2 Students
Class Completion 12-9-13 – DI 2xxx – 2 Students
Class Completion 12-9-13 – DT 3xxx A – 2 Students
Class Completion 12-9-13 – DPD 4xxx – 9xxx T – 2 Students
        (T is for technician exam, Pathway III)

Examples for ISPP submissions:

Class Completion 12-9-13 – CUP 1xxx ISPP – 2 Students
Class Completion 12-9-13 – DI 2xxx ISPP – 2 Students
Class Completion 12-9-13 – DPD 4xxx – 9xxx D or P ISPP – 2 Students
        (D is for DPD completion and P is for PhD)

In the event you are unable to convert these documents to a pdf format, you must then mail these required class completion documents (outlined in Step 4) to the following address:

Peggy Anderson <u>and</u> Becky Bielinski
Commission on Dietetic Registration
120 S Riverside Plaza, Suite 2000
Chicago, IL 60606-6995

Please note the wording, spaces and dashes in the labeling of the pdf file **and** the e-mail subject line so that when CDR does a quick scan we can locate the one we are searching for to avoid processing delays.

PDF Class Completion submission and labeling is very important when we are trying to locate a PDF class document. It is essential that everything be labeled correctly for filing, tracking and researching.

Attach the pdf file to your e-mail and submit it to Peggy Anderson <u>AND</u> Becky Bielinski at CDR. CDR only recognizes program directors that are authorized by ACEND. If the program director entrusts another individual to submit the class to CDR they must CC the program director. If this does not occur and CDR does not recognize the sender, for security reasons, the class will be Denied. The program director will be notified of this attempted submission in the event this was not an authorized submission by the program director.

Once the class completion has been submitted via a pdf file by e-mail, you would then retain the original documents in your files. CDR will send an acknowledgement e-mail to verify that your submission came

through. If you do not receive an e-mail within 48 business hours, please resend the class and notify Peggy Anderson <u>AND</u> Becky Bielinski. Don't forget to finish the CRMS On-Line process by clicking on the Submit To CDR button. The class cannot be processed without the CRMS electronic submission. As mentioned in Step 5 of the Quick Reference Check List – Revised April 2014, you can still submit the documents via a secure courier (Priority Mail, UPS, FedEx) should you not have access to scanning or encounter problems with the pdf document process. <u>Do</u> <u>Not</u> <u>Submit</u> via regular US Mail, Certified or Registered as it could take up to two weeks for delivery.

Upon completion of CDR processing the class, the CRMS system will automatically send you a confirmation e-mail. You can always verify if the class is pending or approved by clicking under the Submitted Completion Groups on the left icon, under the action button, for the class completion date.

Class completion submission inquiries should be directed to Peggy Anderson or Becky Bielinski at 800-877-1600, extension 4764 or 4781, or by e-mail to Peggy at panderson@eatright.org **AND** Becky at bbielinski@eatright.org.

Thank you.