DPD PROGRAM DIRECTOR CHECK LIST – STUDENT INSTRUCTIONS

IMPLEMENTED: JUNE 2009 – UPDATED: APRIL 2014

- Verify with the student that they completed the Survey to ensure their application can be processed. If they have not, the survey link located on their application is http://ecom.eatright.org/CRMS/survey.asp.   The survey links to the application in the database, which cannot be processed unless the survey has been completed with the same e-mail address that the student provided on the application.

- The student prints and completes the Eligibility Application for DPD Graduates with their personal information.   http://cdrnet.org/vault/2459/web/files/DTRPathway3.pdf   Please remember to sign and date the application. Do not complete the area that requires DPD Program Director verification. Upon completion the student mails the original to the current DPD Program Director.

- Print the DTRE Mis-Use Form and sign it. Upon completion the student mails the original to the current DPD Program Director for processing. http://cdrnet.org/vault/2459/web/files/DTRE%20%20Mis-Use%20%20-%20%20Updated%204-09.pdf

- To further assist the student(s) with the eligibility examination process provide or direct them to the CDR website http://cdrnet.org/program-director/grad-info-dpd-pathway-iii for their graduating student information.

- Advise students that they will receive a letter confirming registration eligibility via e-mail from CDR approximately seven to ten business days following CDR's receipt of the class (provided the class is not audited).

- For students who have misplaced or used their DPD Verification Statement forms, provide students with at least five (5) originals. Original Verification Statements may be required for Academy Membership (Associate to Active member transfer status), licensure, and employment. Students should also retain a personal file copy for future use.

- CDR only accepts the ACEND Verification Statement (updated 1/12).   The ACEND Verification Statement is separate and distinct from the DICAS (on-line) verification statement for program enrollment.

Should you have any questions please contact Peggy Anderson OR Becky Bielinski at 800/877-1600, extension 4764 or 4781 or e-mail Peggy at panderson@eatright.org or Becky at bbielinski@eatright.org.

Thank you.