Goal Wizard
Instructions
Step 1: Go to www.cdrnet.org and select “myCDR login”
Step 2: Login to myCDR account using your username & password

Helpful Tips:

• Your login information is the same as your Academy login.

• Your username is typically your ID number. Start with the first number after R00’s (ex. 456789)

• Forgot your password? Select the forgot password link. Follow the appropriate prompt to either reset password or have the system email your website login
Step 3: Enter the Professional Development Portfolio by selecting “○ PDP” from the Credential Dashboard

Select “○ PDP” to enter the Professional Development Portfolio.
**Step 4:** Access your Learning Plan by selecting “*Click here to access your Plan*”
Step 5: If this is not your first portfolio cycle, you will see multiple cycle dates. Click “Select” next to your **current** 5-year recertification cycle.

<table>
<thead>
<tr>
<th>Selected Credential</th>
<th>Registered Dietitian Nutritionist or Registered Dietitian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Cycle Start Date</td>
<td>6/01/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cycle Start Date</th>
<th>Cycle End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/01/2019</td>
<td>5/31/2024</td>
</tr>
<tr>
<td>6/01/2014</td>
<td>5/31/2019</td>
</tr>
<tr>
<td>6/01/2009</td>
<td>5/31/2014</td>
</tr>
<tr>
<td>6/01/2004</td>
<td>5/31/2009</td>
</tr>
</tbody>
</table>

Press “select” next to your current 5-year recertification cycle.

**Helpful Tips:**
- The most **current** cycle is listed first.
Step 6: “What’s New?” will appear, read the text, and then select “Continue” at the bottom of the page.

What’s new?

The Professional Development Portfolio is now founded on a competency-based PDP process. A competency is a set of defined behaviors that provide a structured guide enabling the identification, evaluation and development of the behaviors in an individual. An important resource that explains the competency philosophy, and that provides a practical guide to learning the details about competencies and performance indicators, is the Essential Practice Competencies for CDR Credentialed Nutrition and Dietetics Practitioners which defines the knowledge, skill, judgment and attitude requirements throughout a credentialed practitioner’s career, across practice settings, and within focus areas.

To complete Step 1: Learning Plan, CDR has developed an online Goal Wizard tool, which uses a decision algorithm to assist credentialed practitioners in identifying essential practice competency goals and performance indicators relevant to their RDN or RD, or NDTR or DTR practice. Practitioners personalize their Learning Plan by adding or deleting practice competencies and performance indicators.

What does this mean?

The Goal Wizard assists you in the development of your Learning Plan. You will be asked to answer a series of questions based upon your practice status, your day-to-day professional activities, and current and future learning needs. If you are not practicing, the Goal Wizard will assist you in identifying areas where you may need to update or maintain your knowledge base.

Your responses to these questions will aid in formulating your personalized Practice Competency Profile that will help you select essential practice competencies and performance indicators that will comprise your Realized Step 1 Learning Plan.

Select “Continue” to start the Goal Wizard.
Step 7: Read the instructions and then select, “Let’s Get Started”

Select “Let’s Get Started” to begin the Goal Wizard.
Step 8: You will be asked a series of questions

**Topics of questions you can expect to see:**
- Practice Status
- Positions held in your previous or current practice
- Day-to-day activities
- Skills, knowledge, and judgment needed for day-to-day activities
- Interests and future work
- Anticipated changes in current role or position
- Mandatory Learning
- Ethics and professionalism

**Helpful Tips:**
- The questions have *no right or wrong answers*. They are just to get a sense of your background, interests, etc.
- Select *all* answers that you feel apply.
- You can *always* update your Learning Plan should your situation change.
**Step 9**: After you have answered all questions, you will view your personalized Practice Competency Profile by selecting “**Display My Profile**”.

Select “**Display my Profile**” to view personalized Practice Competency Profile.
Step 10: Review Competencies suggested by the Goal Wizard based on the questions answered

**Helpful Tips:**

- You **cannot** delete any of these competencies.
- You **do not** need to include all competencies selected by the wizard on your Plan. You will select which competencies you’d like on your plan in a future step.
- To view competencies that were not selected by the Goal Wizard select “Next”

You can save and finish later
Step 11: Review competencies not selected by the Goal Wizard. If you would like to add a competency to your Profile, click on each competency you’d like to add. Once complete, select “Show my Profile”.

If you’d like to add a competency to your profile, click on the individual competency.

Helpful Tip:
- Once you select a competency to be added to your profile, it will disappear from the list & be added to your profile (on the next page).

To move to the next step, select “Show my Profile”.
**Step 12:** You will see the final version of your Practice Competency Profile. When you are done reviewing, select “Create Your Learning Plan”

**Helpful Tips:**

- You **do not** need to include all competencies selected by the wizard on your Plan. You will select which competencies you’d like on your plan in the next step.

- You may print out your Practice Competency Profile at this point if you wish; **however**, you may also print it at the end of the Goal Wizard process.

**Please Note:**
This is **not** your final learning plan. You will use these competencies to build your plan in a future step.
**Step 13**: Review the introduction to the Learning Plan and select, “Next”
Step 14: Select the competencies suggested by the Goal Wizard that you would like to have as a goal on your learning plan. Click the **GREEN ARROW** to the right of each competency to **add** a competency as a goal to your Learning Plan.

**Helpful Tips:**

- You are **not required** to have a certain amount of competencies on your Learning Plan. You must have at least **1**.
- You are **not required** to do a CPEU for each competency selected.
- If you **do not** want a competency on your plan, **do not** select the green arrow.
- If you would like your plan to be **broad**, select all or majority of the competencies.

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**Click the green arrow to the right of each competency to add to your Learning Plan.**

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**Once you’ve selected all the competencies you’d like, select “Next”**

Once a competency is added to your Learning Plan, it will appear on the **right**.
Step 15: You will now choose performance indicators for every goal. To choose Performance Indicators, click on “Select Performance Indicators” to the right of each goal.

You must choose performance indicators for all goals on your Learning Plan. To do this, select “Select Performance Indicators.”

In order to move onto the next step, you must have a green check next to every box.
Step 16: Performance indicators must be selected for every goal. You can select all performance indicators or specific performance indicators. Once you’ve selected the indicators you’d like on your plan, select “Update Learning Plan”

Helpful Tips:
- You do not need to complete CPEUs for each performance indicator selected
- You are required to have at least one performance indicator for each goal.

Want to select all performance indicators? Select this box.

Once you pick all the Performance Indicators you’d like on your plan, select “Update Learning Plan”
Step 17: Once you have selected the performance indicators for each goal, a **GREEN CHECK MARK** should appear to the right of each goal. Select “*I have finished creating my plan*” to move on.

**Helpful Tips:**
- If you’d like to **delete** a goal, select the red X.
- You are not required to complete a CPEU for every goal and performance indicator selected.
- If you do not see the “I have finished creating my plan,” you may be **missing** a green check mark.

A **GREEN CHECK MARK** must appear to the right of each goal before you can move on to the next step.
**Step 18**: Review your Learning Plan. Once you are done reviewing, select “Yes, Submit my plan”.

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**Help Tips:**
- Once you submit your plan, it is active. It **does not** need to be approved by CDR.
- You must select “Yes, Submit my plan” for the plan to be valid.
Helpful Tips:

• You can make edits to your Learning Plan throughout your 5-year cycle. Once you submit your plan or an edit, you must wait 24 hours before making another edit.

• You do not need to complete a CPEU for each goal and performance indicator.

• When logging a credit, select the sphere and performance indicator that you think best fits the activity. There is not a right or wrong answer.

• Once you submit your learning plan, you can record credits completed 120 days prior to the submission date. Need to calculate how far back you can go? https://www.cdrnet.org/calculator?preview=true

• Want additional information on the PDP process? Check out or Practice Competency Webinar: https://www.cdrnet.org/competencies-for-practitioners

• Have additional questions? Please contact cdr at 1 (800) 877 – 1600, ext. 5500