

Instructions for submitting a 175. Recorded Pre-Approved CPE activity for Prior Approval

1. Log into your CPE Provider Account and click the “Activities Tab” from the table at the top of the page
 - a. [Click here](#) to access the CPE Provider Login Screen

Provider Info Contacts **Activities** Provider Resources Message Center

Download sample CPE certificate

Activities - 1 Item New Activity

Activity No	Title	Activity Type	Status
160571	Converting a live webinar to a recorded CPEU activity	171: Live Webinars and Teleseminars	Approved

2. Select the live activity that will be submitted as the recording. Then, select “Copy Activity”

Provider Info Contacts Activities Provider Resources Message Center

Modify Activity Copy Activity

Activity #160571

3. Change the activity type from “Live Activity” to “Recorded pre-approved CPE Activity: 175 Lectures/Webinars”

* Activity Type

4. Then, list the activity number of the original live activity

Activity Number of Associated Live Activity

- The **start** date is the date of the original live activity and the **end** date is three years following the date of the original live activity.

* Dates & Location

Start Date	End Date
<input type="text" value="01/14/2021"/>	<input type="text" value="01/14/2024"/>
<input type="button" value="Additional Date & Location"/>	<input type="button" value="Add Multiple"/>

- Select **“Submit Activity”**



Once submitted, the activity will come to CDRs pending list for review. It takes **4 – 6 weeks** for final approval of **all** activities. **Please note** there is **not** a fee associated with the submission of Activity Type 175: Recorded Pre-Approved CPEUs.

Additional questions, please contact CDR at priorapproval@eatright.org.