

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

1. Log into the 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 Status: Prior - Approval O

[Download sample CPE certificate](#)

Provider Info Contacts **Activities** Invoices Message Center Toolbox

Activities - 7 Items New Activity

	Activity No	Title	Activity Type	Status	Start Date	End Date	
View	168190	Test 168190	Annual Meeting	NOT SUBMITTED	07/29/2022	08/05/2022	
View	168176	How to submit a recorded activity 168...	Live Activity: 171 Live Webinars and T...	Approved	07/25/2022	07/25/2023	
View	168173	How to submit a recorded activity 168...	Live Activity: 171 Live Webinars and T...	Approved	07/29/2022	07/29/2023	

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

Provider Info Contacts **Activities** Invoices Message Center Toolbox

[Modify Activity](#) [Copy Activity](#) [New Activity](#)

Activities FILES [Add File](#)

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

* Activity Type Recorded pre-approved CPE Activity: 175 Lectures/Webinars

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

Activity Number of Associated Live Activity * How to submit a recorded activity 168173

5. 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 and Location

Start Date *	<input type="text" value="07/29/2022"/>	Delete
End Date *	<input type="text" value="07/29/2025"/>	
Country	<input type="text" value="United States"/>	

Add More

6. Select **“Submit for Approval”** or **“Save”**
- a. To **submit the activity application** to CDR for review, confirm that the box is **checked** next to **“Submit for Approval”** and then click **“Save”** at the bottom of the screen.

Activity Submission

To **submit** the activity to CDR for review and approval, confirm that the checkbox below is checked and then select save.
To **save** the activity application, deselect the checkbox below and then select save.

Submit for Approval

Save

- b. To **save** the application, deselect the checkbox next to **“Submit for Approval”** and then click **“Save”** at the bottom of the screen.
- i. When ready to submit, go back into the activity application, check the **“Submit for Approval”** box and then select **“Save”** to submit the activity for review.

Activity Submission

To **submit** the activity to CDR for review and approval, confirm that the checkbox below is checked and then select save.
To **save** the activity application, deselect the checkbox below and then select save.

Submit for Approval

Save

7. **Once submitted**, the activity will come to CDRs pending list for review. It takes **4 – 6 weeks** for final approval of **all** activity applications. **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.