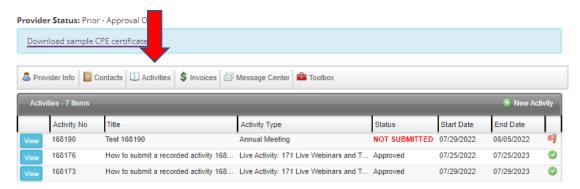
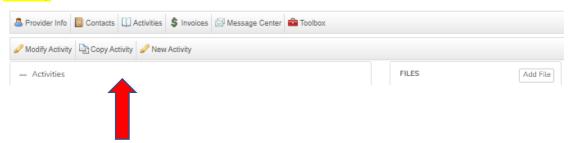
Instructions for submitting a 175. Recorded Pre-Approved CPE activity for Prior Approval

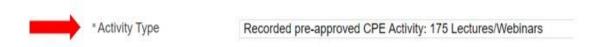
- 1. Log into the CPE Provider Account and click the "Activities Tab" from the table at the top of the page
 - a. Click here to access the CPE Provider Login Screen



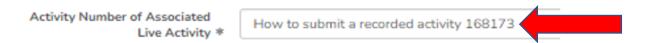
2. Select the live activity that will be submitted as the recording. Then, select "Copy Activity"



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



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



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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.



- 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.



- **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.



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

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

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