

Commission on Dietetic Registration

the credentialing agency for the



Academy of Nutrition
and Dietetics

STATE AFFILIATE CPE REVIEW MANUAL

Commission on Dietetic Registration

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How the State Affiliate Program Works

Application Process:

Each year State Affiliates have the option to review and approve live activities (excludes live webinars, annual meetings and ethics related CPEUs). State Affiliates are required to complete the Affiliate agreement form between June 1 – July 31. The agreement goes into effect on August 1 and is valid through July 31. If the agreement is not received by July 31, CDR will resume the responsibility of reviewing activities. For detailed instructions on completing the agreement form, [click here](#).

Level of Involvement:

During the application process, State Affiliates must select their desired level of involvement:

- **Level 1:** Headquarters (CDR) reviews all programs
- **Level 2:** State reviews only Affiliate-District programs
- **Level 3:** State reviews all live activities (excludes live webinars, annual meetings and ethics related CPEUs)

Fee Structure:

State Affiliates can charge a fee for review of activities. The fees charged by the Affiliate may not exceed \$20 per CPEU and no more than \$200 can be charged for a single activity.

During the application process, State Affiliates will be asked to indicate how they plan to charge for CPEUs. If it is selected that a fee will be based on a sliding scale, the Affiliate will need to provide the sliding scale in the box provided. See below for an example.

Sliding Scale Example:

1-3 CPEUs = \$20
4-6 CPEUs = \$40
7-9 CPEUs = \$60
10-12 CPEUs = \$80
13-15 CPEUs = \$100
16-18 CPEUs = \$120
19-21 CPEUs = \$140
22-24 CPEUs = \$160
25-27 CPEUs = \$180
28+ CPEUs = \$200

Activities that State Affiliates can Expect to Review:

State Affiliates can approve live activities that have been submitted through prior approval. This includes activity types:

- Activity Type 130: Exhibits
- Activity Type 140: Experimental Skills Development
- Activity Type 150: Interactive Workshops
- Activity Type 160: Journal Clubs
- Activity Type 170: Live Lecture/Seminar
- Activity type 180: Posters
- Activity Type 210: Residency and Fellowship Programs
- Activity Type 230: Study Groups

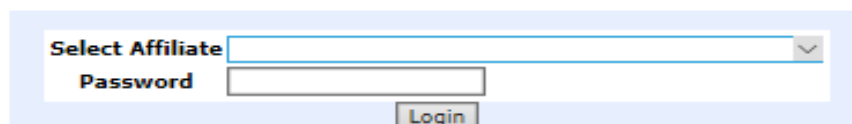
CDR will always review self-study activities, multi-state activity (i.e. live/recorded webinars), annual meetings, and ethics activities.

For additional information on activity types, please refer to the [Professional Development Portfolio Guide](#).

State Affiliate Application Process

1. Each year, State Affiliates are required to complete the Affiliate agreement form to indicate the level of involvement they would like to have with approving CPE activities. The agreement form is sent out every **June and is due no later than July 31**.
 - **Note** – if the agreement is not received by July 31, CDR will assume responsibility for reviewing programs on August 1
2. State Affiliates will receive a link to the agreement form via email in early June.
 - **Note** – the email will be sent to both the Affiliate President and Executive Director
3. Click on the link to be brought to the login page. Select the State Affiliate Name (i.e. Illinois) and enter the Affiliate password.
 - **Note** – the State Affiliate password is **not** the same as your CPE Provider or CDR Practitioner password. If you need to reset your password, please [click here](#) or email priorapproval@eatright.org.

Affiliate Login



The screenshot shows a login interface with a light blue background. At the top, there is a dropdown menu with the text 'Select Affiliate' and a downward arrow. Below the dropdown is a text input field with the label 'Password'. At the bottom center of the form is a button labeled 'Login'.

Support Contact: CDR
Halee Brennan
hbrennan@eatright.org

4. First, select the desired level of CPE reviewer involvement & press next. ([Click here](#) for additional information of involvement levels).
- **Note** – If “abstain from review of any continuing education offering” is selected, the application process is complete.

CPE Program Evaluation Agreement

This Agreement is made and entered into between the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics (“CDR”) and the Affiliate named below. CDR grants Continuing Education Unit (“CEU”) to qualified Continuing Professional Education (“CPE”) programs for the Registered Dietitian and the Dietetic Technician, Registered. Under this Agreement, the Affiliate is granted the right to approve CPE programs for CEU, subject to the approval of CDR and the provisions of this Agreement.

In addition, the Affiliates must adhere to the new standardized web content provided on your Affiliate website directing credentialed practitioners to the Commission on Dietetic Registration’s website. This will ensure standardized, accurate, and current information on CDR’s CPE Guidelines which will be accessible to the provider seeking information and guidance about continuing professional education. Below is the language we have developed for your Affiliate website.

-Content Start-

Continuing Professional Education Prior Approval Instructions

The Commission on Dietetic Registration (CDR) has switched to a paperless system for prior approval of Continuing Professional Education (CPE) activities.

All Activities and their supporting materials are now submitted directly to the CDR Database by the organizations contact, and then reviewed by the (state name) affiliate reviewer online. Activity verifications are generated by the CDR CPE Database.

Click the link below to access the Prior Approval CPE Guidelines and the Online CPE Database.

[Prior Approval CPE Guidelines \(https://www.cdrnet.org/form-prior-approval/\)](https://www.cdrnet.org/form-prior-approval/)

Fees: *(if applicable)*

Billing: *(if Applicable)*

If you have any questions, please contact (state affiliate name) at (email) or call (XXX) XXX-XXXX ext. XXX

-Content End-

Please note:

All activities must be submitted to the Online CPE Database.

The following activities will always be reviewed by CDR regardless of location:

- * Annual Meetings
- * Multi State Activities (including live webinars)
- * Self Study Activities

This agreement is effective for the one-year Term set forth below starting July 1st 2019 and ending June 30th 2020.

The evaluation of Continuing Professional Education (CPE) activities for the CDR Credentialed Practitioners on a prior approval basis continues to be a shared responsibility between the Commission on Dietetic Registration and Affiliate Continuing Professional Education Chairpersons/Committees.

Please indicate your choice from the following evaluation options:

- Abstain from review of any continuing professional education offering
- Review CPE activities provided within the Affiliate’s geographic territory for prior approval in accordance with the Continuing Professional Education Guidelines
- Review CPE activities sponsored and/or co-sponsored by Affiliate and district dietetic associations within the Affiliate’s geographic territory for prior approval in accordance with the Continuing Professional Education Guidelines



5. Next, indicate planned fee structure. ([Click here](#) for additional information on CPE fees)

The fees charged by the Affiliate may not exceed \$20 per Continuing Professional Education Unit (CPEU) and, in the event that an activity exceeds 10 CPEUs, no more than \$200 for a single activity.

- A fee per CEU will be charged
- A fee based on a sliding scale will be charged will be charged with activities not exceeding more than \$20 per CEU credit and \$200 per activity
- No fee will be charged

The Affiliate will notify CDR if the contact information changes (change of address/name/phone/email address) for the CPE Chairperson.

The affiliate agrees to hold harmless and indemnify the Academy of Nutrition and Dietetics/CDR for claims brought against the Academy/CDR based on its actions.

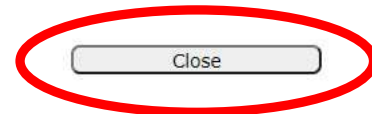
6. Last, the Affiliate President will sign & date the document and indicate the designated CPE review contact. Select close.

- **Note** – The CPE review contact information needs to be complete before the agreement form can be submitted.

Affiliate President Signed date
West Virginia Academy of Nutrition and Dietetics

The Affiliate Continuing Professional Education review contact designated for this year is:

Name
Address
City St Zip
Phone Fax
Email



How Prior Approval Works

1. All submissions are taken via www.cdrnet.org. The person submitting the request should be logged in with their organization's credentials, not with their personal credentials. If they have issues logging in, please refer them to CDR (800) 877-1600 x 5500 or priorapproval@eatright.org.
2. Here is the link to the prior approval form: <https://www.cdrnet.org/form-prior-approval>
3. Once they are logged in, they click on "New Activity" to open the prior approval form. Once they have completed the form, which must be done in **one sitting**, they click "Submit Activity" at the bottom of the page. The submission is then sent for review and should appear in your dashboard.
4. **If you feel that a submission should be reviewed by CDR, please email priorapproval@eatright.org with the activity number.**

Helpful Resources for Reviewing Activities

Live Activity Checklist:

LIVE ACTIVITIES: Activity Types – 130, 140, 150, 160, 170, 180, 210, 230

For additional information of Activity Types please refer to, the [PDP Guide](#).

- Activity Type**
- Descriptive Activity Title**
 - *Ex. Carbohydrate Intake in Individuals with Type 2 Diabetes*
- Activity Contact Person**
 - Phone number
 - Activity provider email address
- Number of CPE Hours Requested**
 - *Please note:* 1 contact hour is equal to 1 CPEU; CPEUs are in increments of 0.25
 - Live activities must be at least 1 CPEU
- CPE Level**
 - *Level I:* Assumes that the participant has little or no prior knowledge of the area(s) covered
 - *Level II:* Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered
 - *Level III:* Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered
- Diet and Nutrition Related?**
 - A CDR Credentialed RD/DTR & their registration number is listed as being involved in the program planning
- Target Audience**
 - Must include an RD and/or DTR
- Disclose potential conflict of interest, including commercial bias**
 - Sample disclosure statement can be found [here](#)
- Suggested Performance Indicator(s)**
 - For a list of Performance Indicators, [Click Here](#)
- Activity Date**
- Location(s) - City & State**
 - If the activity is to be held in multiple locations, please provide a listing that includes each city, state, and date

Documents that should be attached for live activities:

- Detailed Timing Outline/Agenda**
 - *Should include:*
 - Start and end time of each session
 - Speakers first name, last name, and credentials (if applicable)

- For an example, [Click Here](#)
- **Resume/CV for each presenter**
 - *Should include:*
 - Speakers education
 - Speakers credential background

Documents that should be attached for Journal Clubs:

- **Article(s) to be discussed** - (must be published within the past 5 years)
- **Resume/CV for each presenter**
 - *Should include:*
 - Speakers education
 - Speakers credential background
- **Detailed Timing Outline/Agenda**
 - *Should include:*
 - Start and end time of each session
 - Speakers first name, last name, and credentials (if applicable)
 - For an example, [Click Here](#)

CPE Core Content Criteria Checklist:

Each educational session must meet the following criteria:

- All continuing professional education activity types addressing diet and nutrition topics* must include an RD or DTR in the program planning.
 - *Academic Coursework, and CPE activities offered by American Board of Medical Specialties (ABMS), American Academy of Family Physicians (AAFP), American Academy of Nurse Practitioners (AANP), American Academy of Physician Assistants (AAPA), Organizations accredited by the Accreditation Council for Continuing Medical Education (ACCME), Organizations accredited by the Accreditation Council for Pharmacy Education (ACPE), American Nurses Credentialing Center (ANCC), American Psychiatric Association (APA), American Psychological Association (APA), American Public Health Association (APHA), pharmacy, dentistry, and speech language pathology societies and associations are excluded from this requirement.*
- Are Dietetics related Dietetics related means: The integration, application, and communication of principles derived from food, nutrition, social, business, and basic sciences to achieve and maintain optimal nutritional status of individuals through the development, provision, and management of effective food and nutrition services in a variety of setting and as defined by the essential practice competencies.
- Are relevant to knowledge, skills, behavior, and attitudes of professional dietetics practice.
- Are developed by instructors of individuals who have appropriate academic training, certification, or demonstrated expertise to present or develop materials in a particular subject area.
- Academic degrees should be relevant and from a US regionally accredited institution. Foreign academic degrees accredited by foreign equivalent institutions are accepted on the condition that they have been verified by one of the agencies listed on the Independent Foreign Degree Evaluation Agencies list on pages 21 - 22 of the Appendix. Publications in scientific, peer reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise.
- Demonstrate that content, quality, and scientific integrity of activities and materials are maintained.
- Presentations and materials that are clinical in nature are evidence-based. A balance discussion of the topic, including risk versus benefit information where appropriate, is ensured. Controversial or disputed issues are presented as such and supported by documentation from current and reputable, refereed, scientific journals.
- Disclose potential conflict of interest, including commercial bias.
- Are (typically) a minimum of one (1) contact hour in length. Exceptions include professional reading, poster presentations and exhibits, and self-study activities, which can be a minimum of 0.5 CPEUs.

- Continuing Professional Education (CPE) offerings must comply with all CDR Approved Activity Type specific criteria.

Approving, Denying or Returning the Activity Submission

1. Scroll to the bottom of the screen to Approve, Deny or Return for Update. This will send an email to the submitter letting them know that their request has been approved or denied. If you are returning for update, type in the box labeled "Add Note to Provider" letting them know what needs to be updated or added.

A screenshot of a web interface for activity submission. At the top, there is a header bar. Below it is a large text area labeled "Note to Provider" with a white background and a grey border. At the bottom of the interface, there are four buttons: "Approve" (dark blue), "Return for Update" (orange), "Deny" (red), and "Cancel" (grey).

2. When you return to your dashboard, you should see that the activity is no longer in your list of Pending Activities.

Frequently Asked Questions

1. **Do I round up or down if the number of CPEUs is not a whole number?**
 - a. CPEUs are awarded in whole, half or quarter numbers (ex 2.0, 2.5 or 2.25). See below for examples on when to round down or up.
 - o **Please note** that activities are typically required to be a minimum of one 60-minute contact hour in length. Exceptions include professional reading, poster presentations and exhibits, self-study activities, which can be a minimum of 0.5 CPEUs.

Example of when to round down:

Total Time of Activity	CPEUs
1 hour – 1 hour and 7 minutes	1 CPEU
1 hour 16 minutes – 1 hour 22 minutes	1.25 CPEUs
1 hour 31 minutes – 1 hour 37 minutes	1.5 CPEUs
1 hour 46 minutes – 1 hour 52 minutes	1.75 CPEUs

Example of when to round up:

Total Time of Activity	CPEUs
1 hour 8 minutes – 1 hour and 15 minutes	1.25 CPEUs
1 hour 23 minutes – 1 hour 30 minutes	1.5 CPEUs
1 hour 38 minutes – 1 hour 45 minutes	1.75 CPEUs
1 hour 53 minutes – 2 hours	2 CPEUs

2. Can I approve only part of an activity?

- a. Yes. If there are multiple presentations and you feel that one of them is not relevant or the speaker is not qualified, you can lower the number the CPEUs awarded.

3. What are CPE Levels?

- a. Level 1 – the information presented is introduction to the topic; for people with no background knowledge
- b. Level 2 – Intermediate level; for people with some background knowledge
- c. Level 3 – Advanced level; for people with extensive background knowledge
- d. The person submitting the request will select the level at their discretion. They can select multiple levels if they feel it is warranted

4. Are the CPE State Affiliate Program and the CDR CPE Accredited Provider Program the same thing?

- a. No, CPE Accredited Providers apply and receive approval to offer CPEUs without needing prior approval for each activity. The State Affiliate program allows each state to indicate if they would like to review live programs.

5. Where can I find additional information on different activity types?

- a. Additional information on activity types can be found in the [Professional Development Portfolio \(PDP\) Guide](#).

6. Can being a State Affiliate Reviewer be counted for CPEUs?

- a. Yes, holding an elected office in dietetics or dietetics-related national, state, or district organization that contributes to the acquisition of leadership skills and professional development can be awarded CPEUs. A maximum of 3 CPEUs per

year or a total of 15 CPEUs per 5-year reporting period can be awarded to RDs or RDNs as well as DTRs. Additional information on activity type 190 can be found in the PDP Guide ([link above](#)).

Contacts

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