How to Submit an Appeal Using the Appeals Portal
Step 1: Go to www.cdrnet.org and select “myCDR login”
Step 2: Login to your myCDR account using your username & password

**Helpful Tips:**
- Login information is the *same* as your Academy login.
- The username is typically your *ID number*. Start with the first number after R00’s (ex. 456789)
- *Forgot* password? Select the forgot password link. Follow the appropriate prompt to either reset password or have the system email the login information

*Forgot* password? Click here.
Step 3: Enter the Appeals Portal by selecting “Submit or View Appeal” from the left navigation pane.
Step 4: Read the appeals instructions. Select the box to indicate that you have reviewed the instructions and wish to proceed. Press "Continue."

Appeals Instructions

After receiving an adverse decision in writing from CDR regarding an appellant's registration, continuing education credits, or other appealable subject matter, an appellant may submit an appeal to the CDR Appeals Panel, who will consider it at the next regularly scheduled meeting. The Appeals Panel deliberates and decides on all appeals requests. This Panel meets once a month and appellants are notified by email if their request was granted or denied. All appeals are prepared and presented confidentially to the Panel; (names are redacted). Appellants are notified of the Panels decision via email within 3 – 5 business days.

<table>
<thead>
<tr>
<th>Appeal Document Deadline Date</th>
<th>Appeal Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2, 2022</td>
<td>February 16, 2022</td>
</tr>
<tr>
<td>March 2, 2022</td>
<td>March 16, 2022</td>
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<tr>
<td>April 6, 2022</td>
<td>April 20, 2022</td>
</tr>
<tr>
<td>May 4, 2022</td>
<td>May 18, 2022</td>
</tr>
</tbody>
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When submitting an appeal, appellants will be required to select:

1. Appeal Type
   1. Extension of PDP Deadline
   2. Waiver of Registration Maintenance Fee
   3. Waiver of the Registration Maintenance Late Fee
   4. Other – Will need to specify appeal request

2. Third-party supporting documentation
   1. Examples:
      1. Medical – Letter from a doctor, medical records
      2. Legal – Letter from a counselor, attorney, or legal representative
      3. Financial – Tax documentation, documentation of government assistance
   2. $20 non-refundable appeals review fee*.
**Step 5**: To file a new appeal, select "Add a new Appeal."

<table>
<thead>
<tr>
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<th>Appeal Type</th>
<th>Request Date</th>
<th>Status</th>
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<tbody>
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<td>Extension of PDP Deadline</td>
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</table>
**Step 6:** Select credential from the drop-down list and write letter of appeal.

**Letter of appeal must include:**
- What is being appealed & why
- Medical, legal, or financial hardship(s)
- If asking for PDP extension, indicate length of extension needed

**Note:** In the history of appeals, the Panel tends to grant positive outcomes to individuals who have experienced medical, legal or financial hardships resulting in the need for an appeal. Without any hardships, the appellant may not receive the positive outcome desired.
Step 7: Add third-party supporting documentation by selecting “Upload Documents.”

Display appeal detail

<table>
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<td>Extension of PDP Deadline</td>
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<table>
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<th>Status</th>
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<tbody>
<tr>
<td>000097</td>
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</table>

Select Credential related to appeal
Registered Dietitian Nutritionist or Registered Dietitian

Please indicate below what you are appealing for; Why you need your appeal to be granted; Medical, legal, or financial hardship resulting in the need to appeal; If asking for an extension of the PDP Deadline, length of extension needed.

Statement of appeal
I would like an extension of the May 31, 2023 PDP deadline date to finish the PDP requirements. I have undergone cancer treatment for the past 3 years taking significant time away from my ability to complete the CPEUs needed for recertification. A 6-month extension would be adequate time to complete the remaining credits needed.

Thank you!

Click upload button to right to upload supporting documents mentioned in statement of appeal (medical, legal, financial). Minimum one document required.

Upload Documents

Third-party supporting documentation examples:

- **Medical** – medical records, letter from a medical professional
- **Legal** – police records, letter from an attorney
- **Financial** – documentation of government assistance, tax records, documentation of unemployment

**Note:** In the history of appeals, the Panel tends to grant positive outcomes to those who can provide third-party documentation supporting all statements made in the letter of appeal. Without this documentation, the appellant may not receive the positive outcome desired.
No third-party supporting documentation? Read the statement and select the box at the bottom of the page. Skip to Step 11.

Note: In the history of appeals, the Panel tends to grant positive outcomes to those who can provide third-party documentation supporting all statements made in the letter of appeal. Without this documentation, the appellant may not receive the positive outcome desired.
Step 8: To add file, click “Select File.”

Third-party supporting documentation examples:
- **Medical** – medical records, letter from a medical professional
- **Legal** – police records, letter from an attorney
- **Financial** – documentation of government assistance, tax records, documentation of unemployment

**Note:** In the history of appeals, the Panel tends to grant positive outcomes to those who can provide third-party documentation supporting all statements made in the letter of appeal. Without this documentation, the appellant may not receive the positive outcome desired.
Step 9: Add the document with third-party documentation. Select “Upload File.”

Select file

Once added, the file will appear here

Select “Upload File” to save to the system.
Step 10: Confirm all third-party supporting document file(s) have been uploaded. Once confirmed, select “Next.”

Once successfully uploaded, all documents will appear here.

Note: For security purposes, once a file is uploaded the appellant will not be able to download and/or view. To delete, click on the red “x”
OPTIONAL STEP: If requesting an extension, please upload any CPEUs completed within the 5-year cycle not already documented on the online Activity Log. Once documented, upload Activity Log + certificates of completion within appeal application. Once all documents are uploaded, select “Next.”
Step 11: Once all information and documentation is included in the appeal application, select “Next.”
Step 12: Pay the $20 Appeals Review Fee by selecting “Pay Appeal Fee.” Enter credit card information and select “Pay $20.00.”
Step 13: Once the payment is processed, select “Submit Appeal for review.”

**Note:** The appellant will receive email confirmation once approved to move forward to the Panel and/or if additional information is needed for the appeal.
Questions?

Please contact CDR at
CDRappeals@eatright.org