

How to Submit an Appeal Using the Appeals Portal

Commission on Dietetic Registration

the credentialing agency for the
 **Academy of Nutrition
and Dietetics**

Step 1: Go to www.cdrnet.org and select “*myCDR login*”



About CDR

MyCDR

Products

Services

Resources

Forms & Pubs

Calendar

Not all nutrition
Certification Programs are created equal.

Commission on Dietetic Registration, credentialing agency for the Academy of Nutrition and Dietetics, administers eight entry specialist and advanced nutrition certification programs.

Learn More



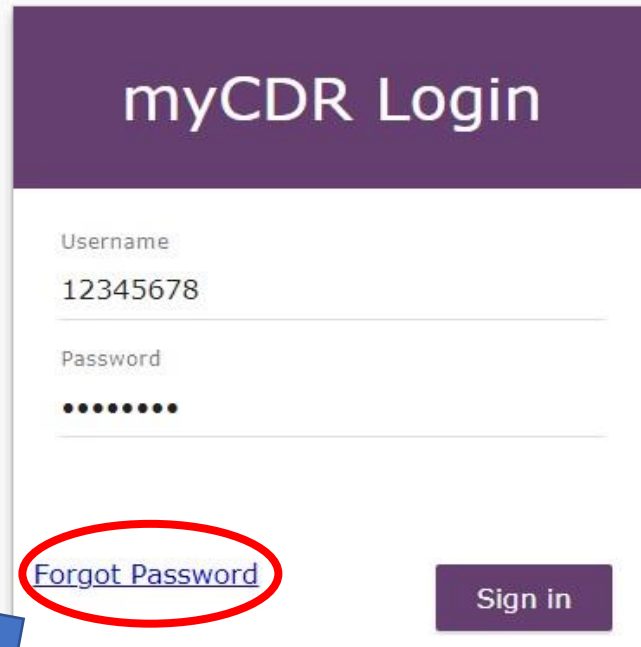
HOW CDR CAN HELP YOU



ONLINE CREDENTIAL VERIFICATION SEARCH

Select to **Login**
to myCDR
account

Step 2: Login to your myCDR account using your username & password



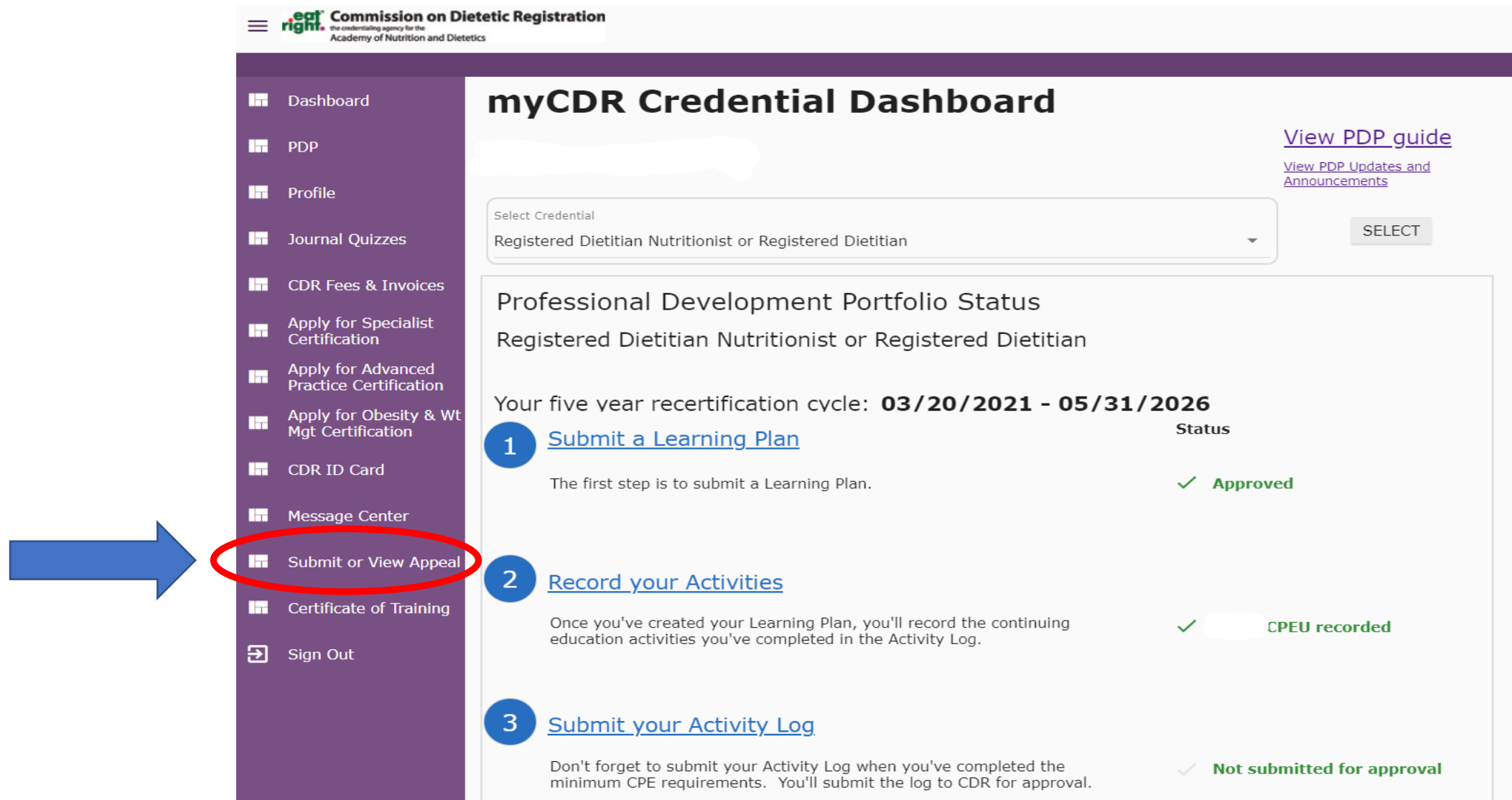
The image shows a login form titled "myCDR Login". It has two input fields: "Username" with the value "12345678" and "Password" with masked characters "••••••••". Below the password field is a blue link labeled "Forgot Password" which is circled in red. To the right of the "Forgot Password" link is a purple button labeled "Sign in".

Forgot password?
Click here.

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

Step 3: Enter the Appeals Portal by selecting *“Submit or View Appeal”* from the from the left navigation pane.



The screenshot shows the myCDR Credential Dashboard for a Registered Dietitian Nutritionist or Registered Dietitian. The left navigation pane includes options like Dashboard, PDP, Profile, Journal Quizzes, CDR Fees & Invoices, and **Submit or View Appeal**, which is circled in red and pointed to by a blue arrow. The main content area displays the Professional Development Portfolio Status, including a recertification cycle from 03/20/2021 to 05/31/2026 and a three-step process: 1. Submit a Learning Plan (Approved), 2. Record your Activities (CPEU recorded), and 3. Submit your Activity Log (Not submitted for approval).

myCDR Credential Dashboard

Commission on Dietetic Registration
the credentialing agency for the
Academy of Nutrition and Dietetics

Dashboard
PDP
Profile
Journal Quizzes
CDR Fees & Invoices
Apply for Specialist Certification
Apply for Advanced Practice Certification
Apply for Obesity & Wt Mgt Certification
CDR ID Card
Message Center
Submit or View Appeal
Certificate of Training
Sign Out

Select Credential
Registered Dietitian Nutritionist or Registered Dietitian

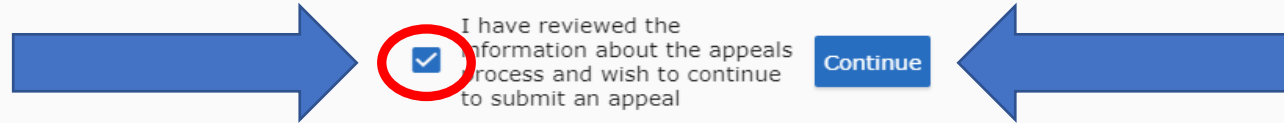
[View PDP guide](#)
[View PDP Updates and Announcements](#)

Professional Development Portfolio Status
Registered Dietitian Nutritionist or Registered Dietitian

Your five year recertification cycle: **03/20/2021 - 05/31/2026**

Step	Action	Status
1	Submit a Learning Plan	✓ Approved
2	Record your Activities	✓ CPEU recorded
3	Submit your Activity Log	✓ Not submitted for approval

Step 4: Read the appeals instructions. Select the box to indicate that you have reviewed the instructions and wish to proceed. Press **“Continue.”**



I have reviewed the information about the appeals process and wish to continue to submit an appeal

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.

Appeal Document Deadline Date	Appeal Meeting Date
February 2, 2022	February 16, 2022
March 2, 2022	March 16, 2022
April 6, 2022	April 20, 2022
May 4, 2022	May 18, 2022

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
 3. \$20 non-refundable appeals review fee*.

Step 5: To file a new appeal, select ***“Add a new Appeal.”***

List Appeals

Created	Appeal Type	Request Date	Status
1/24/2022	Extension of PDP Deadline		Open

Add a new Appeal



Step 6: Select credential from the drop-down list and write letter of appeal.

Display appeal detail

Created 1/26/2022	Appeal Type Extension of PDP Deadline
Appeal Number 600097	Status Open

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, 2022 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

I would like to move forward with my appeal; however, I do not have third-party supporting documentation. I am aware that in the history of appeals, the Appeal Panel tends to grant positive outcomes, to those who can provide third party supporting documentation confirming the outcomes outlined in their letter of appeal.

Save and continue later **Next**

Select credential



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

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Appeal Number 600097	Status Open

Select Credential related to appeal
Registered Dietitian Nutritionist or Registered Dietitian

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Upload Documents

Save and continue later **Next**

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.

Display appeal detail

Created 1/26/2022	Appeal Type Extension of PDP Deadline
Appeal Number 600097	Status Open

Select Credential related to appeal

Registered Dietitian Nutritionist or Registered Dietitian

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statement of appeal

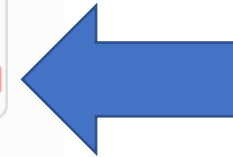
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Save and continue later

Next

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.”*

Appeal detail

Appeal Extension Status Open

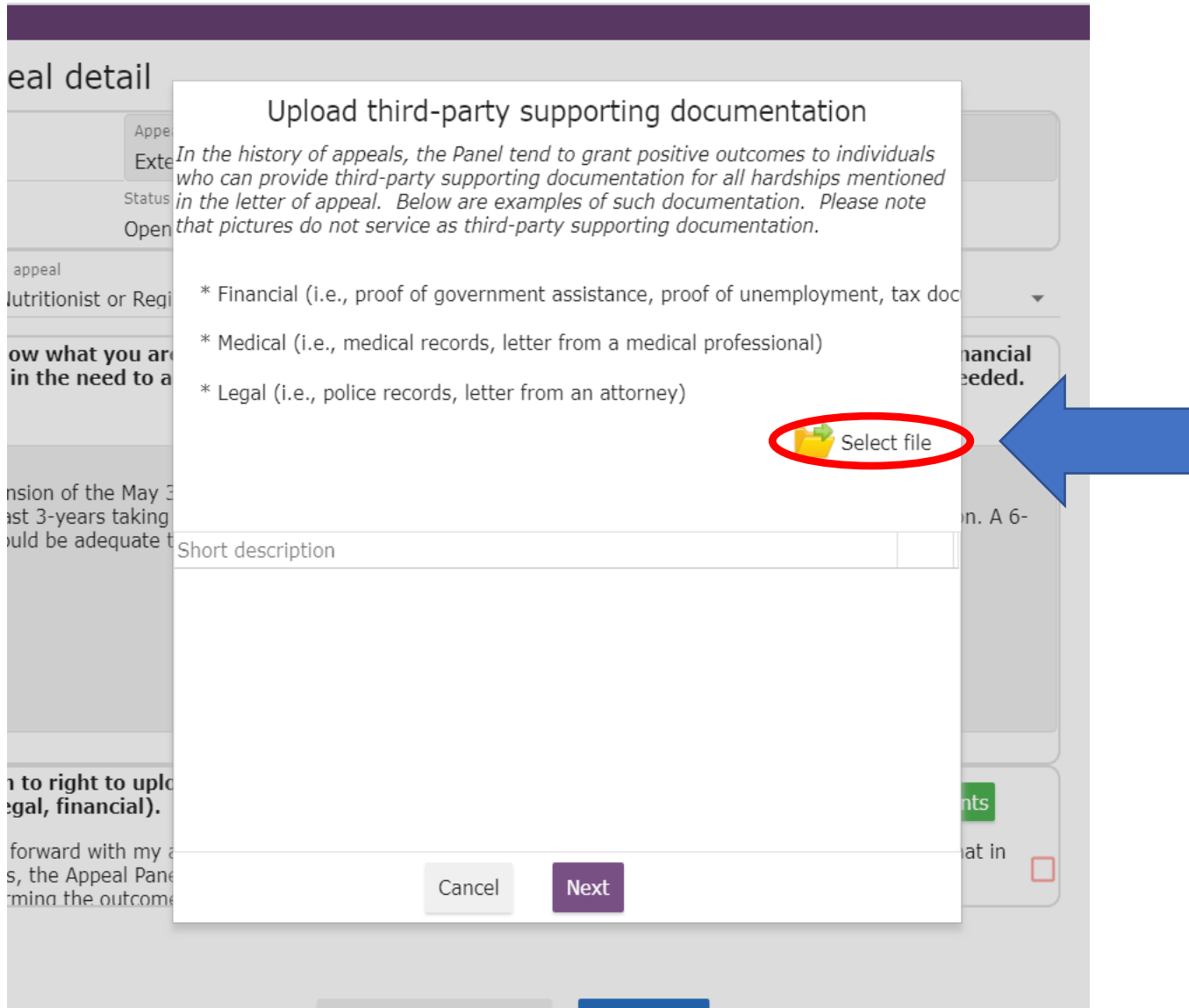
In the history of appeals, the Panel tends to grant positive outcomes to individuals who can provide third-party supporting documentation for all hardships mentioned in the letter of appeal. Below are examples of such documentation. Please note that pictures do not service as third-party supporting documentation.

- * Financial (i.e., proof of government assistance, proof of unemployment, tax documents)
- * Medical (i.e., medical records, letter from a medical professional)
- * Legal (i.e., police records, letter from an attorney)

Financial needed.

Short description

Cancel Next

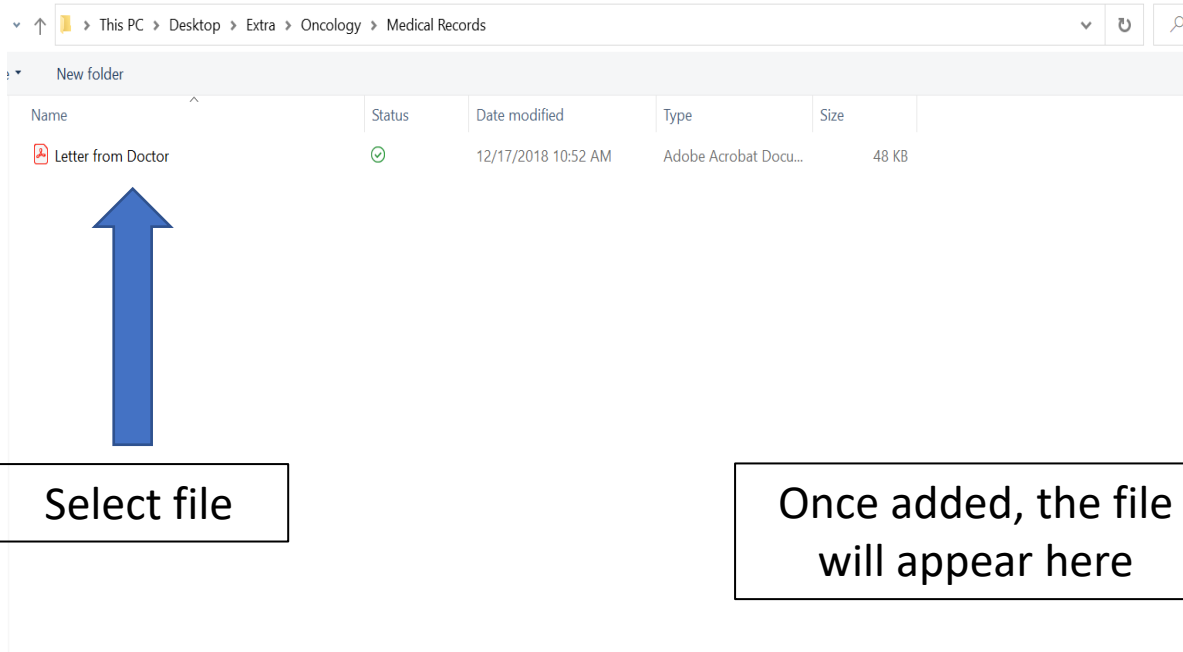


Third-party supporting documentation examples:

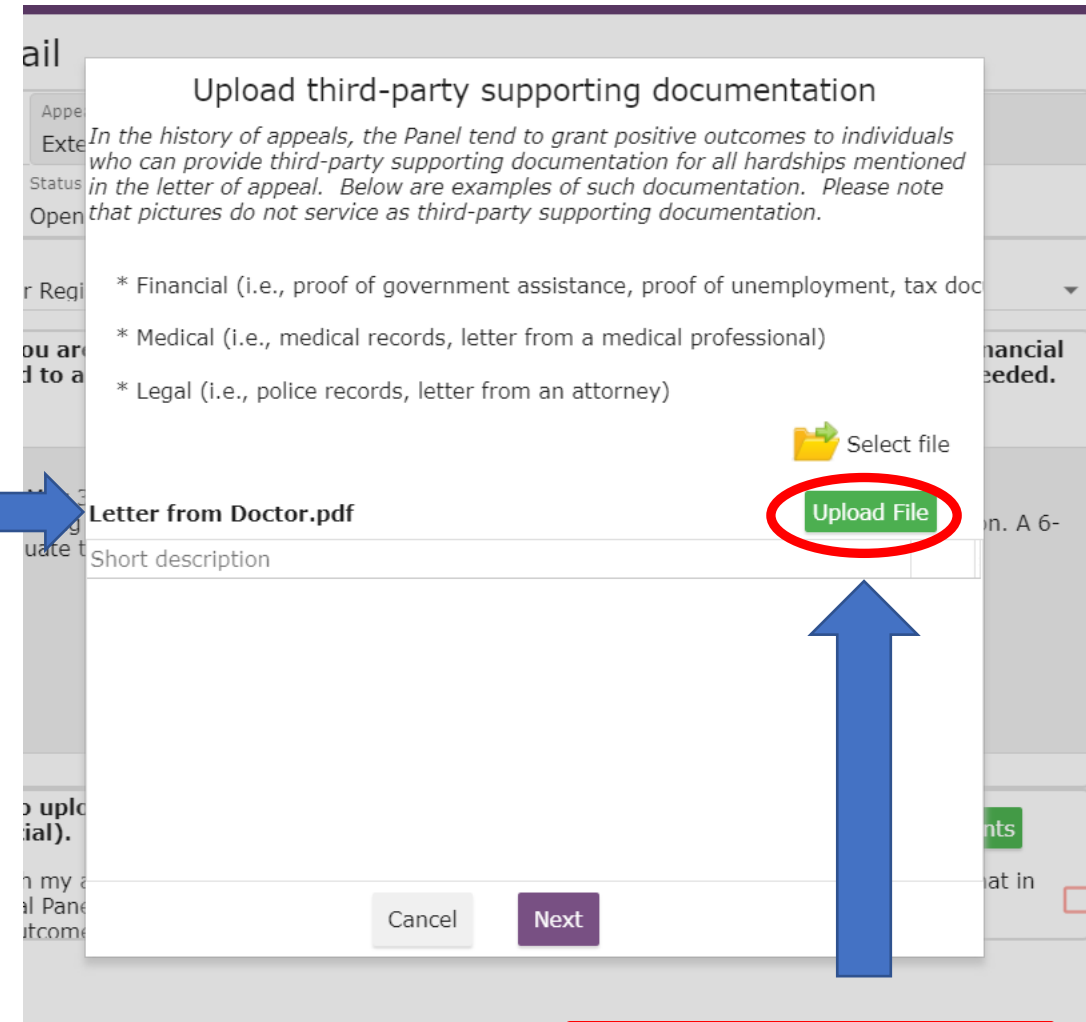
- **Medical** – medical records, letter from a medical professional
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- **Financial** – documentation of government assistance, tax records, documentation of unemployment

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.”*



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.*”

detail

Appeal
Extended
Status
Open

Upload third-party supporting documentation

In the history of appeals, the Panel tend to grant positive outcomes to individuals who can provide third-party supporting documentation for all hardships mentioned in the letter of appeal. Below are examples of such documentation. Please note that pictures do not service as third-party supporting documentation.

- * Financial (i.e., proof of government assistance, proof of unemployment, tax doc
- * Medical (i.e., medical records, letter from a medical professional)
- * Legal (i.e., police records, letter from an attorney)

Select file

Short description	
Letter from Doctor.pdf	X

Cancel 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.”***

Appeal Type
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Status
Open
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eal Panel tends to grant positive outcomes, to those who can provide third party supporting
outcomes outlined in their letter of appeal.

Upload supporting PDP documents

Please provide documentation of any CPEUs completed during the 5-year cycle in which you are requesting an extension. CPEU requirements re: 75 CPEUs for RDs, 50 CPEUs for DTRs, with at least one ethics-related activity.

[download paper Activity Log](#)

- * Step 1: Document any CPEUs completed during your 5-year cycle on the paper
- * Step 2: Upload paper Activity Log
- * Step 3: Upload certificates of completion and/or an agenda for all activities docu

Short description

Cancel Next

A paper Activity Log can be downloaded by clicking here

File upload is the same process as uploading third-party supporting documents (steps 8-10)

Step 11: Once all information and documentation is included in the appeal application, select ***“Next.”***

Display appeal detail

Created	Appeal Type
1/26/2022	Extension of PDP Deadline
Appeal Number	Status
600097	Open

Select Credential related to appeal
Registered Dietitian Nutritionist or Registered Dietitian

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[Save and continue later](#) [Next](#)

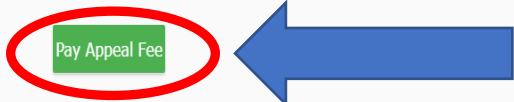


Step 12: Pay the \$20 Appeals Review Fee by selecting *“Pay Appeal Fee.”* Enter credit card information and select *“Pay \$20.00.”*

Pay appeal review fee and submit appeal

Created 1/26/2022	Appeal Type Extension of PDP Deadline	
Status Open		
appeal invoice number 5283578	Balance due \$20	Fee unpaid

The appeals review fee covers the processing of the appeal. It will not be refunded if the applicant decides NOT to move forward. The appeal will not be reviewed until the fee is paid. After payment please submit the application for review.



Save and continue later



Invoice# 5283578

Payment Amount \$20.00

Name (as it appears on card)

Card number (no dashes or spaces)

Expiration Date

Security Code (3 on back, Amex 4 on front)

Billing ZIP/Postal code

Pay \$20.00

Cancel



Step 13: Once the payment is processed, select *“Submit Appeal for review.”*


Pay appeal review fee and submit appeal

Created 1/26/2022	Appeal Type Extension of PDP Deadline
Status Open	

appeal invoice number 5256581	Balance due \$0	Fee Paid
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The appeals review fee covers the processing of the appeal. It will not be refunded if the applicant decides NOT to move forward. The appeal will not be reviewed until the fee is paid. After payment please submit the application for review.

[Save and continue later](#) [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