

# Professional Development Portfolio Appendix

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## Contacting CDR

The Commission on Dietetic Registration will always be the best resource for information regarding the PDP process and its requirements. CDR also urges learners to contact CDR regarding the quality of CPE encountered in CDR's CPE database. This includes activities offered by CDR's Accredited Providers and those activities which have been prior-approved. To contact CDR regarding activities which you have completed but feel do not meet CDR's Standards for continuing education, please express your concern in writing by emailing [QualityCPE@eatright.org](mailto:QualityCPE@eatright.org). Please include the title and provider information and confirm completion. For all other inquiries, feel free to contact us in one of the following manners:

Phone: 1-800-877-1600, x5500	Mail: Commission on Dietetic Registration
Web: <a href="http://www.cdrnet.org">www.cdrnet.org</a>	120 South Riverside Plaza, Suite 2190
Email: <a href="mailto:cdr@eatright.org">cdr@eatright.org</a>	Chicago, IL 60606-6995
Fax: 312-899-4772	

# Appendix A

## Instructions for Online Entry

### Learning Plan

#### Step 1

Go to [www.cdrnet.org](http://www.cdrnet.org) and select “myCDR login.”



### Step 2

Login to myCDR account using your username and password.

The screenshot shows the login interface for the Commission on Dietetic Registration. At the top, the logo for 'eat right' is displayed next to the text 'the credentialing agency for the Academy of Nutrition and Dietetics'. To the right, the phone number '1 (800) 877-1600 Ext. 5500' is listed. Below the header is a purple navigation bar with a home icon. A message reads: 'Welcome to myCDR. Please click Login button below.' The main content area features a 'Sign In' box with two input fields: 'Username' and 'Password', both highlighted in yellow. Below these fields are 'Login' and 'Cancel' buttons. A red circle highlights the 'Forgot Password' link. At the bottom of the box, a note states: 'If you are a CPE provider, please login at [Click Here](#)'.

#### Helpful Tips:

- Your login information is the **same** as your Academy login.
- Your username is typically your **ID number**. Start with the first number after R00's (ex. 456789).
- **Forgot** your password? Select the **Forgot Password** link. Follow the appropriate prompt to either reset password or have the system email your website login.

Step 3

Enter the Professional Development Portfolio by selecting “PDP” from the Credential Dashboard.

Welcome to myCDR.

Dashboard

Profile

PDP

Journal Article Quiz

Weight Management Programs

Apply for Specialist Certification

CDR Fees & Invoices

Apply for Advanced Practice Certification

Apply for Obesity & Wt Mgt Certification

CDR ID Card

Message Center

CDR Credential Graphics

myCDR Credential Dashboard

ID

Name

Credential

Registered Dietitian Nutritionist or Registered Dietitian

Your five year recertification cycle began:

8/26/2016

Cycle End Date

5/31/2022

Professional Development Portfolio Status

Click here to view PDP guide

Submit a Learning Plan

1

The first step is your Learning Plan, where you will take the long view on the coming 5 - year cycle to better direct your education.

Approved

Record your Activities

2

Once you've created your Learning Plan, you will record continuing education activities you've attended in the Activity Log.

99.0 CPEU recorded

Submit your Activity Log

3

When you have completed the minimum CPE requirements, you will submit the Log to CDR for approval.

Mid point review complete

Step 4

Access your Learning Plan by selecting “Click here to access your PLAN.”

Credential		Current Recertification Cycle Start	
RDN or RD	Registered Dietitian Nutritionist or Registered Dietitian	08/26/2016	<div>Click here to access your PLAN</div> <div>Click here to access your LOG</div>

### Step 5

If this is **not** your first portfolio cycle, you will see multiple cycle dates. Click **"Select"** next to your **current** 5-year recertification cycle.

Selected Credential **Registered Dietitian Nutritionist or Registered Dietitian**

Current Cycle Start Date **6/01/2019** Current Cycle End Date **5/31/2024**

Cycle Start Date	Cycle End Date		
6/01/2019	5/31/2024	Select	
6/01/2014	5/31/2019	Select	
6/01/2009	5/31/2014	Select	

**Helpful Tip:** The most current cycle is listed first.

### Step 6

**"What's new?"** will appear, read the text, and then select **"Continue"** at the bottom of the page.

#### What's new?

The Professional Development Portfolio is now founded on a competency-based PDP process. A competency is a set of defined behaviors that provide a structured guide enabling the identification, evaluation and development of the behaviors in an individual. An important resource that explains the competency philosophy, and that provides a practical guide to learning the details about competencies and performance indicators, is the

*Essential Practice Competencies for CDR Credentialed Nutrition and Dietetics Practitioners* which defines the knowledge, skill, judgment and attitude requirements throughout a credentialed practitioner's career, across practice settings, and within focus areas.

To complete Step 1: Learning Plan, CDR has developed an online Goal Wizard tool, which uses a decision algorithm to assist credentialed practitioners in identifying essential practice competency goals and performance indicators relevant to their RDN or RD, or NDTR or DTR practice. Practitioners personalize their Learning Plan by adding or deleting practice competencies and performance indicators.

#### What does this mean?

The Goal Wizard assists you in the development of your Learning Plan. You will be asked to answer a series of questions based upon your practice status, your day-to-day professional activities, and current and future learning needs. If you are not practicing, the Goal Wizard will assist you in identifying areas where you may need to update or maintain your knowledge base.

Your responses to these questions will aid in formulating your personalized Practice Competency Profile that will help you select essential practice competencies and performance indicators that will comprise your finalized Step 1 Learning Plan.

Continue




## Step 7

Read the instructions and then select, **"Let's Get Started"** to begin the Goal Wizard.

**Introduction**

**FAQ**

Hi \_\_\_\_\_, I'm the Goal Wizard. I'm here to help you reflect on your practice and/or future direction in dietetics and nutrition, assess your learning needs, and create a learning plan.



The Goal Wizard assists you in completing Step 1 of the Professional Development Portfolio process. As you work through the steps of the Goal Wizard, you will:

- \* Develop a Practice Competency Profile, and then
- \* Prepare and Create a Learning Plan

**Practice Competency Profile**  
The Practice Competency Profile is a self-reflection and assessment tool used to identify competencies that are relevant to your past, current and future role and interests in nutrition. The Profile serves as the basis for completing your Learning Plan.

**Learning Plan**  
The Learning Plan is based on your personalized Practice Competency Profile. At your Profile, you will choose performance indicators that relate to each of your competencies in order to create a Learning Plan that best reflects your current practice needs and

**Let's Get Started**

3110

## Step 8

You will be asked a series of questions.


Introduction

Goal Wizard

FAQ

1%

Let's start by answering some questions.



Are you currently employed and/or volunteer as an RDN or RD, or NDTR or DTR?

Yes, I'm currently practicing and/or I am volunteering.

No, I'm not practicing and I want to maintain my credential

No, I'm newly credentialed.

3111

### Topics of questions you can expect to see:

- Practice status
- Positions held in your previous or current practice
- Day-to-day activities
- Skills, knowledge, and judgment needed for day-to-day activities
- Interests and future work
- Anticipated changes in current role or position
- Mandatory learning
- Ethics and professionalism

### Helpful Tips:

- The questions have **no right or wrong answers**. They are just to get a sense of your background, interests, etc.
- Select **all** answers that you feel apply.
- You can **always** update your Learning Plan should your situation change.



Step 9


After you have answered all questions, you will view your personalized Practice Competency Profile by selecting “**Display my Profile.**”

Introduction

Goal Wizard

FAQ

50%



You have now answered all the questions. Click on the button to review and save your Practice Competency Profile.

Display my Profile

3120

## Step 10

Review Competencies **suggested** by the Goal Wizard based on the questions answered. You can save and finish later.

Introduction      Goal Wizard      FAQ

60%

Here is your Practice Competency Profile, based on your responses selected using the Goal Wizard.

These are competencies selected by your responses with the wizard. Note that you are required to have at least one competency from **Sphere 1** (Ethics and Professionalism). Sphere 1 directly corresponds to CDR's ethics requirement (at least 1.0 CPEU per five-year cycle). Upon completion of an ethics-related activity, you will be linking the activity with a competency from Sphere 1 on your Learning Plan to indicate your fulfillment of the requirement.

Competencies selected by your responses

- ▼ Sphere 1 Ethics Professionalism
  - 1.1 Identifies with and adheres to the code of ethics for the profession.
  - 1.2 Works within personal and professional limitations and abilities.
  - 1.3 Applies customer-centered principles in practice.
  - 1.4 Adheres to confidentiality and privacy legislation, standards and policies.
  - 1.5 Adheres to and models professional obligations defined in legislation, standards and organization policies.
  - 1.6 Responsibly applies the principles of financial stewardship and/or management.
- ▼ Sphere 2 Communications
  - 2.1 Utilizes appropriate communication methods and skills to meet the needs of various audiences.
  - 2.2 Collaborates with others to achieve common goals and to optimize delivery of services.
  - 2.3 Employs strategies and facilitates team-building skills.
- ▶ Sphere 3 Leadership and Advocacy
- ▶ Sphere 4 Critical Thinking and Decision Making
- ▶ Sphere 5 Informatics
- ▶ Sphere 6 Research, Evidence-Informed Practice and Quality Improvement
- ▶ Sphere 8 Food, Nutrition and Dietetics and Physical Activity
- ▶ Sphere 9 Education and Counseling
- ▶ Sphere 11 Business, Industry and Product Development and Marketing
- ▶ Sphere 14 Organization Management

Previous      Save and return later      Next

150

### Helpful Tips:

- You **cannot** delete any of these competencies.
- You **do not** need to include all competencies selected by the wizard on your Plan. You will select which competencies you'd like on your plan in a future step.
- To view competencies that were not selected by the Goal Wizard select "**Next**."

## Step 11

Review competencies not selected by the Goal Wizard. If you would like to add a competency to your Profile, **click on each competency** you'd like to add. Once complete, select **"Show my Profile."**

The screenshot shows a web interface with three tabs: 'Introduction', 'Goal Wizard', and 'FAQ'. The 'Goal Wizard' tab is active, displaying a progress bar at 60%. Below the progress bar, a text block explains that the following competencies were not included in the user's profile and can be added by clicking on them. A list of competencies is provided, organized by sphere. At the bottom, there are three buttons: 'Previous', 'Save and return later', and 'Show my Profile', which is circled in red.

Introduction      Goal Wizard      FAQ

60%

These are additional competencies that were not included in your Competency Profile. You are able to add the competencies below to your competency profile. If you wish to add a competency please click on the competency, it will be added to your profile and disappear from the list below.

Click on a competency to add to your profile

- ▼ Sphere 1 Ethics Professionalism
  - + 1.6 Responsibly applies the principles of financial stewardship and/or management.
- ▼ Sphere 2 Communications
  - + 2.2 Collaborates with others to achieve common goals and to optimize delivery of services.
  - + 2.3 Employs strategies and facilitates team-building skills.
- ▼ Sphere 5 Informatics
  - + 5.2 Utilizes technology according to organization needs and workplace policies and procedures.
  - + 5.3 Demonstrates ethical and professional behavior when using technology.
- ▼ Sphere 6 Research, Evidence-Informed Practice and Quality Improvement
  - + 6.2 Demonstrates skills in researching, independent critical examination and evaluating literature to influence practice.
- ▼ Sphere 7 Safety and Risk Management
  - + 7.3 Integrates policies and adheres to infection prevention and control measures.
- ▼ Sphere 9 Education and Counseling
  - + 9.1 Recognizes and applies education and learning theories and principles in practice.
  - + 9.2 Establishes, develops and implements program outlines and learning plans to meet the needs of various individuals, groups and populations.
  - + 9.3 Designs, selects and implements education strategies to meet the learning needs of the individual, group, community and population.
  - + 9.4 Teaches, guides and instructs a variety of individuals, groups or populations.
  - + 9.5 Evaluates learning including teaching style and delivery using appropriately designed instruments for data collection.
  - + 9.6 Uses effective counseling and coaching skills and strategies in practice.
- ▼ Sphere 12 Community and Population Health
  - + 12.1 Advocates for health and disease prevention in the community and population.
  - + 12.2 Assesses the need to develop and implement community or population health programs and/or intervention.
  - + 12.3 Develops a community and population health program or intervention to meet the needs of the community and/or population.
  - + 12.4 Implements community-based and population-based programs and/or interventions in collaboration with stakeholders.
  - + 12.5 Evaluates nutrition programs to measure program effectiveness and outcomes and recommends modifications to support changes and improvements.

Previous      Save and return later      **Show my Profile**

**Helpful Tip:** Once you select a competency to be added to your profile, it will **disappear** from the list and be added to your profile (on the next page).

## Step 12

You will see the final version of your Practice Competency Profile. When you are done reviewing, select **“Create Your Learning Plan.”**

Introduction Goal Wizard FAQ

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Here is your Practice Competency Profile. When you are finished reviewing your Competency profile, click 'Create your Learning Plan' at the bottom of the page to move on.

**IMPORTANT:** When you are finished, click 'Create your Learning Plan'

- ▼ Sphere 1 Ethics Professionalism
  - 1.1 Identifies with and adheres to the code of ethics for the profession.
  - 1.2 Works within personal and professional limitations and abilities.
  - 1.3 Applies customer-centered principles in practice.
  - 1.4 Adheres to confidentiality and privacy legislation, standards and policies.
  - 1.5 Adheres to and models professional obligations defined in legislation, standards and organization policies.
  - 1.6 Responsibly applies the principles of financial stewardship and/or management.
- ▼ Sphere 2 Communications
  - 2.1 Utilizes appropriate communication methods and skills to meet the needs of various audiences.
  - 2.2 Collaborates with others to achieve common goals and to optimize delivery of services.
  - 2.3 Employs strategies and facilitates team-building skills.
- ▼ Sphere 3 Leadership and Advocacy
  - 3.1 Demonstrates and applies leadership skills.
  - 3.2 Advocates and challenges others to take action to advance the profession.
  - 3.3 Advocates for the customer and facilitates acquisition of services and resources.
- ▶ Sphere 4 Critical Thinking and Decision Making
- ▶ Sphere 5 Informatics
- ▶ Sphere 6 Research, Evidence-Informed Practice and Quality Improvement
- ▼ Sphere 8 Food, Nutrition and Dietetics and Physical Activity
  - 8.1 Interprets and applies current food and nutrition science and principles in dietetics practice.
  - 8.2 Recognizes and respects the physical, social, cultural, institutional and economic environments of the individual, group, community
  - 8.3 Demonstrates a commitment to maintaining and enhancing knowledge.
- ▶ Sphere 9 Education and Counseling
- ▶ Sphere 11 Business, Industry and Product Development and Marketing
- ▶ Sphere 14 Organization Management

Print Your Profile Previous Save and return later Create your Learning Plan

**Please Note:** This is **not** your final learning plan. You will use these competencies to build your plan in a future step.

### Helpful Tips:

- You **do not** need to include all competencies selected by the wizard on your Plan. You will select which competencies you'd like on your plan in the next step.
- You may **print out your Practice Competency Profile** at this point if you wish; **however**, you may also print it at the end of the Goal Wizard process.

Step 13

Review the introduction to the Learning Plan and select, “**Next.**”

Introduction

Goal Wizard

FAQ

67%

Create your Learning Plan -

As part of the Professional Development Portfolio process, you are required to complete a Learning Plan. Creating your Learning Plan includes:

- \* assessing your learning needs; and
- \* selecting competencies and performance indicators (previously known as Learning Need Codes).

Previous

Save and Exit. I will come back later to review my learning plan.

Next

Step 14

Select the competencies suggested by the Goal Wizard that you would like to have as a goal on your learning plan. Click the **green arrow** to the right of each competency to **add** a competency as a goal to your Learning Plan.

Once you’ve selected all the competencies you’d like, select “**Next**.” Once a competency is added to your Learning Plan, it will appear on the **right**.

Introduction

Goal Wizard

FAQ

67%

**Assessing Your Learning Needs**

This step asks you to select competencies from your Competency Profile that you believe reflect current or future learning needs related to your dietetics practice.

Please note that you must select at least one competency to add to your learning plan as a goal. You will likely have more than one goal, but only select the number of competencies that address your learning plan goals for the next five years.

Also, you are required to have at least one competency from **Sphere 1** (Ethics and Professionalism) on your learning plan.

Previous

Save and Exit. I will come back later to review my learning plan.

Next

Competency Profile

Sphere	Competency	Add to Plan
1	<b>Ethics Professionalism</b>	
	1.1 Identifies with and adheres to the code of ethics for the profession.	
	1.2 Works within personal and professional limitations and abilities.	
	1.3 Applies customer-centered principles in practice.	
	1.4 Adheres to confidentiality and privacy legislation, standards and policies.	
	1.5 Adheres to and models professional obligations defined in legislation, standards and organization policies.	
	1.6 Responsibly applies the principles of financial stewardship and/or management.	
2	<b>Communications</b>	
	2.1 Utilizes appropriate communication methods and skills to meet the needs of various audiences.	
	2.2 Collaborates with others to achieve common goals and to optimize	

Learning Plan Goals

Remove from Plan	Sphere	Goal
	1	<b>Ethics Professionalism</b>
		1.1 Identifies with and adheres to the code of ethics for the profession.

Helpful Tips:

- You are **not required** to have a certain amount of competencies on your Learning Plan. You must have at least **one**.
- You are **not required** to do a CPEU for each competency selected.
- If you do not want a competency on your plan, **do not** select the green arrow.
- If you would like your plan to be **broad**, select all or majority of the competencies.



## Step 15

You will now choose performance indicators for every goal. To choose Performance Indicators, click on **"Select Performance Indicators"** to the right of each goal.

You **must** choose performance indicators for **all goals** on your Learning Plan. In order to move onto the next step, you **must** have a **green check** next to **every** box.

Introduction

Goal Wizard

FAQ


70%

### Select Performance Indicators

Here is your Learning Plan. I have listed the competencies you selected as goal(s). For each goal, you will need to select Performance Indicators.

Performance Indicators replace Learning Need Codes. When you enter learning activities on your Step 2 Activity Log each activity will be mapped to a specific performance indicator.

Performance indicators have to be selected on all goals before you can proceed to next step.

Delete Goal	Goal	Sphere/Selected Competency	Status	
		<b>Sphere 1: Ethics Professionalism</b>		
✗	1	1.1 Identifies with and adheres to the code of ethics for the profession.	Performance Indicators Selected	 Update Performance Indicators
✗	2	1.5 Adheres to and models professional obligations defined in legislation, standards and organization policies.	No performance indicators selected	Select Performance Indicators
		<b>Sphere 3: Leadership and Advocacy</b>		
✗	3	3.2 Advocates and challenges others to take action to advance the profession.	No performance indicators selected	Select Performance Indicators
		<b>Sphere 4: Critical Thinking and Decision Making</b>		
✗	4	4.2 Reflects, integrates and evaluates using critical thinking when faced with problems, issues and challenges.	No performance indicators selected	Select Performance Indicators
		<b>Sphere 5: Informatics</b>		
✗	5	5.4 Demonstrates the ability to store and retrieve data using the Nutrition Care Process Terminology (NCPT) and other standardized languages.	No performance indicators selected	Select Performance Indicators
		<b>Sphere 11: Business, Industry and Product Development and Marketing</b>		
✗	6	11.3 Incorporates key sales principles while maintaining integrity of self, the organization and the nutrition and dietetics profession.	No performance indicators selected	Select Performance Indicators
		<b>Sphere 14: Organization Management</b>		
✗	7	14.1 Employs principles of productivity to optimize safe, ethical and efficient resource utilization.	No performance indicators selected	Select Performance Indicators
		<b>Sphere 4: Critical Thinking and Decision Making</b>		
✗	8	4.1 Demonstrates sound professional judgment and strategic thinking in practice.	No performance indicators selected	Select Performance Indicators
		<b>Sphere 9: Education and Counseling</b>		
✗	9	9.6 Uses effective counseling and coaching skills and strategies in practice.	No performance indicators selected	Select Performance Indicators

Previous

Save and complete later

Step 16

Performance indicators must be selected for **every goal**. You can select all performance indicators or specific performance indicators. Once you’ve selected the indicators you’d like on your plan, select **“Update Learning Plan.”**

Want to select **all** performance indicators? Select the **“Select all Performance Indicators”** box.

Introduction

Goal Wizard

FAQ

70%

Now select one or more performance indicators you want to focus on over the next 5 years. least one performance indicator has to be selected for each goal.

After reviewing the Performance Indicators, you may decide to delete the competency as a goal.

**Sphere 1: Ethics Professionalism**

**Goal** *2. Adheres to and models professional obligations defined in legislation, standards and organization policies.*

Select all Performance Indicators ☐

Performance Indicator	Keep this Performance Indicator?	
1.5.1 Stays current of, complies with and models national, state and local legislation, policies and standards.	<input checked="" type="checkbox"/>	
1.5.2 Stays current of, complies with and models organization policies and standards.	<input type="checkbox"/>	
1.5.3 Reports unsafe, unethical or incompetent practice or behaviors.	<input checked="" type="checkbox"/>	
1.5.4 Models a professional image as defined within organization policy and code of ethics.	<input checked="" type="checkbox"/>	
1.5.5 Engages in national, state and district professional elections.	<input type="checkbox"/>	

Cancel

Delete this Competency as a Goal

Update Learning Plan

Helpful Tips:

- You do not need to complete CPEUs for each performance indicator selected
- You are required to have at least one performance indicator for each goal.

## Step 17

Once you have selected the performance indicators for each goal, a **green check mark** should appear to the right of each goal. Select **"I have finished creating my plan"** to move on.

A **green check mark** must appear to the right of each goal before you can move on to the next step.

Introduction

Goal Wizard

FAQ

70%

### Select Performance Indicators

Here is your Learning Plan. I have listed the competencies you selected as goal(s). For each goal, you will need to select Performance Indicators.

Performance Indicators replace Learning Need Codes. When you enter learning activities on your Step 2 Activity Log, each activity will be mapped to a specific performance indicator.

Performance indicators have to be selected on all goals before you can proceed to next step.

Delete Goal	Goal	Sphere/Selected Competency	Status	
		<b>Sphere 1: Ethics Professionalism</b>		
✖	1	1.1 Identifies with and adheres to the code of ethics for the profession.	Performance Indicators Selected	✔ Update Performance Indicators
✖	2	1.5 Adheres to and models professional obligations defined in legislation, standards and organization policies.	Performance Indicators Selected	✔ Update Performance Indicators
		<b>Sphere 3: Leadership and Advocacy</b>		
✖	3	3.2 Advocates and challenges others to take action to advance the profession.	Performance Indicators Selected	✔ Update Performance Indicators
		<b>Sphere 4: Critical Thinking and Decision Making</b>		
✖	4	4.2 Reflects, integrates and evaluates using critical thinking when faced with problems, issues and challenges.	Performance Indicators Selected	✔ Update Performance Indicators
		<b>Sphere 5: Informatics</b>		
✖	5	5.4 Demonstrates the ability to store and retrieve data using the Nutrition Care Process Terminology (NCPT) and other standardized languages.	Performance Indicators Selected	✔ Update Performance Indicators
		<b>Sphere 11: Business, Industry and Product Development and Marketing</b>		
✖	6	11.3 Incorporates key sales principles while maintaining integrity of self, the organization and the nutrition and dietetics profession.	Performance Indicators Selected	✔ Update Performance Indicators
		<b>Sphere 14: Organization Management</b>		
✖	7	14.1 Employs principles of productivity to optimize safe, ethical and efficient resource utilization.	Performance Indicators Selected	✔ Update Performance Indicators
		<b>Sphere 4: Critical Thinking and Decision Making</b>		
✖	8	4.1 Demonstrates sound professional judgment and strategic thinking in practice.	Performance Indicators Selected	✔ Update Performance Indicators
✖	9	<b>Sphere 9: Education and Counseling</b> 9.6 Uses effective counseling and coaching skills and strategies in practice.	Performance Indicators Selected	✔ Update Performance Indicators

Previous

Save and complete later

I have finished creating my plan

### Helpful Tips:

- If you'd like to **delete** a goal, select the **red X**.
- You **are not** required to complete a CPEU for every goal and performance indicator selected.
- If you **do not** see the **"I have finished creating my plan,"** you may be **missing** a green check mark.

## Step 18

Review your Learning Plan. Once you are done reviewing, select **“Yes, Submit my plan.”**  
Want to print your Learning Plan? Select, **“Print Learning Plan.”**

Introduction

Goal Wizard

FAQ

99%

This is your completed learning plan.

Are you finished with your plan or would you like to delete a goal and/or performance indicator? If you want to goal and/or performance indicator, please click on pencil icon.

If you are finished entering your goals and performance indicators, it's time to submit your Learning Plan to the Commission on Dietetic Registration.

Print Learning Plan

No, return to update plan

No, I will submit my plan later

Yes, Submit my plan

Goal	Competency	Competency Description/Performance Indicator
<b>Sphere 1: Ethics Professionalism</b>		
1	1.1	Identifies with and adheres to the code of ethics for the profession.
		....Performance Indicators
		1.1.1 Accepts own responsibility and accountability for actions and decisions related to customers.
		1.1.4 Practices with honesty, integrity, transparency and fairness.
		1.1.6 Recognizes and manages situations with ethical implications.
2	1.5	Adheres to and models professional obligations defined in legislation, standards and organization policies.
		....Performance Indicators
		1.5.1 Stays current of, complies with and models national, state and local legislation, policies and standard
		1.5.3 Reports unsafe, unethical or incompetent practice or behaviors.
		1.5.4 Models a professional image as defined within organization policy and code of ethics.
<b>Sphere 3: Leadership and Advocacy</b>		
3	3.2	Advocates and challenges others to take action to advance the profession.
		....Performance Indicators
		3.2.2 Participates in professional and personal development activities for career growth and skill enhancement.
		3.2.5 Educates the employer and the public on the role and the benefits of receiving care or services from a RDN and NDTR.
		3.2.6 Communicates with policymakers to influence decisions that impact advancement of the profession.
<b>Sphere 4: Critical Thinking and Decision Making</b>		
4	4.2	Reflects, integrates and evaluates using critical thinking when faced with problems, issues and challenges.
		....Performance Indicators
		4.2.3 Demonstrates insight into personal expertise and limitations.
		4.2.7 Integrates relevant information with previous learning, experience, professional knowledge, and current practice models.
		4.2.9 Evaluates the effectiveness of a plan, and identifies required future actions.
<b>Sphere 5: Informatics</b>		
5	5.4	Demonstrates the ability to store and retrieve data using the Nutrition Care Process Terminology (NCPT) and other standardized languages.
		....Performance Indicators
		5.4.2 Uses standardized terminology to describe nutrition assessment data, nutrition diagnoses, nutrition interventions, and nutrition monitoring and evaluation.
		5.4.3 Queries databases composed of standardized terms to retrieve customer information for practice

### Helpful Tips:

- Once you submit your plan, it is active. It **does not** need to be approved by CDR.
- You must select **“Yes, Submit my plan”** for the plan to be valid.

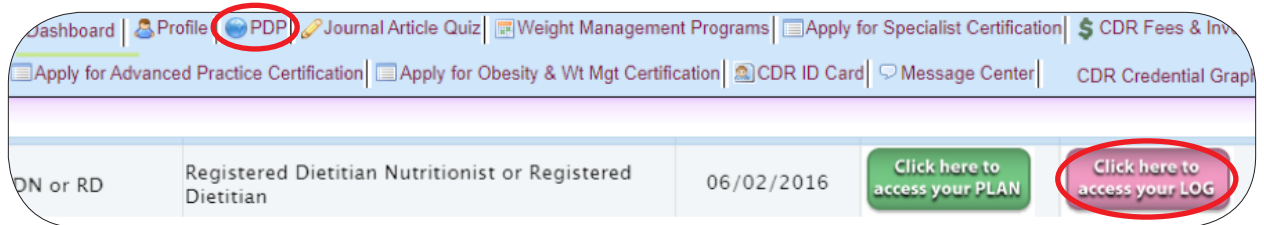
***Helpful Tips:***

- You can make edits to your Learning Plan throughout your 5-year cycle. Once you submit your plan or an edit, you must wait **24 hours** before making another edit.
- You **do not** need to complete a CPEU for each goal and performance indicator.
- When logging a credit, select the sphere and performance indicator that **you think** best fits the activity. There is not a right or wrong answer.
- Once you submit your learning plan, you can record credits completed **120 days prior to the submission date**. Need to calculate how far back you can go? <https://www.cdrnet.org/calculator?preview=true>
- Want additional information on the PDP process? Check out our **Practice Competency Webinar**: <https://www.cdrnet.org/competencies-for-practitioners>
- Have additional questions? Please contact CDR at 1-800-877-1600, x5500.

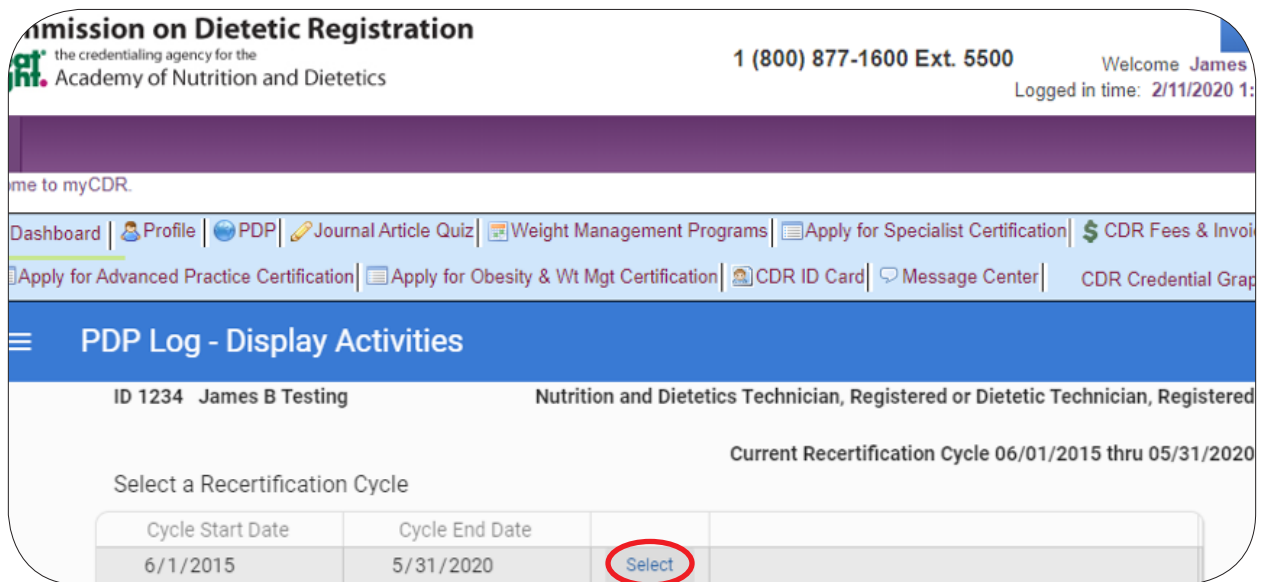


## Activity Log

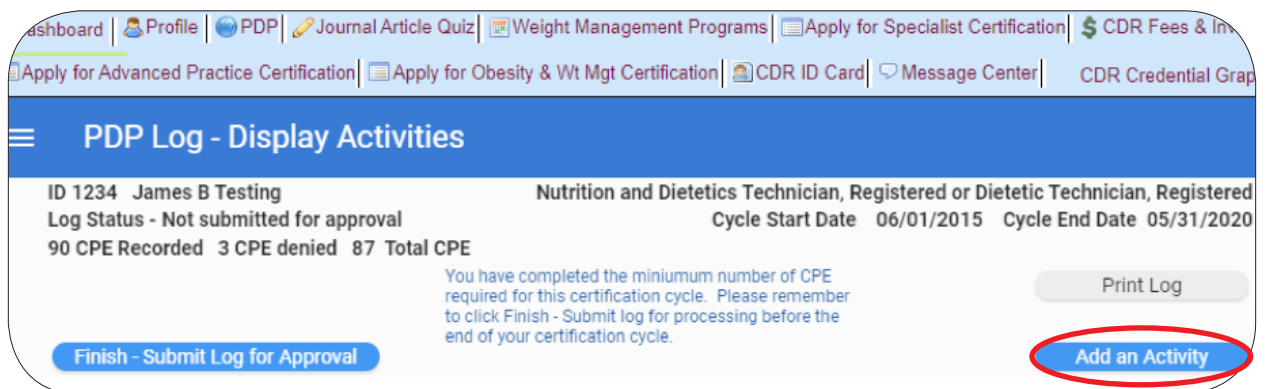
Log in to [www.cdrnet.org](http://www.cdrnet.org) and click PDP on the myCDR Dashboard page and click the button that says **"Click here to access your LOG."**



Once you have selected your Log, proceed to select your current cycle.



To add an activity, click **"Add an Activity."**





Enter all of the required fields from the top to the bottom of the page and click **"Save"** at either the top or bottom of the page.

The screenshot shows the 'Activity Details' form with the following elements:

- Navigation Bar:** Includes links for Dashboard, Profile, PDP, Journal Article Quiz, Weight Management Programs, Apply for Specialist Certification, CDR Fees & Invo, Apply for Advanced Practice Certification, Apply for Obesity & Wt Mgt Certification, CDR ID Card, Message Center, and CDR Credential Graph.
- Form Header:** A blue bar with a back arrow, the title 'Activity Details', a circled 'SAVE' button, and a 'CANCEL' button.
- Form Fields:**
  - Select Activity Type:** A dropdown menu.
  - Date Completed (MM/DD/YYYY):** A date picker showing '2/11/2020'.
  - Select Learning Need Code:** A dropdown menu.
  - Activity Title:** A text input field.
  - Activity Provider:** A text input field.
  - CPE Units:** A text input field with '.0' entered.
  - Impact Text Area:** A large text area with the prompt: 'What impact did this activity have on your knowledge, skill, judgement, and attitude and how will this potentially affect your current or future practice? Will you do anything differently as a result of your participation in this activity?'
- FAQ Link:** A blue link labeled 'FAQ' is located to the right of the 'Select Activity Type' field.
- Help Text:** A note on the right side states: 'The list of learning need codes that appear are based on your Activity Date Completed and the plan submission date as dictated by the 120 day rule..'
- Form Footer:** A blue bar with a back arrow, a circled 'SAVE' button, and a 'CANCEL' button.

To edit an activity, click the **"Edit"** button from the PDP Log - Display Activities page.

**PDP Log - Display Activities**

ID 1234 James B Testing      Nutrition and Dietetics Technician, Registered or Dietetic Technician, Registered  
Log Status - Not submitted for approval      Cycle Start Date 06/01/2015      Cycle End Date 05/31/2020  
90 CPE Recorded   3 CPE denied   87 Total CPE

You have completed the minimum number of CPE required for this certification cycle. Please remember to click Finish - Submit log for processing before the end of your certification cycle.

[Print Log](#)

[Finish - Submit Log for Approval](#)      [Add an Activity](#)

	Activity Date	Activity Provider	Activity Title	CPE Units	Review Status	Comment	
<a href="#">Edit</a>	2/8/2020	Academy of Nutrition and Dietetics	Reported Knowledge of Typical Daily Calorie Requirements: Relationship to	1.0			<a href="#">UPLOAD</a>

Once the activity has been edited be sure to hit **"Save"** at the top or bottom of the screen to save any changes.

**Activity Details**      [SAVE](#)      [DELETE](#)      [CANCEL](#)

Select Activity Type  
720 Self-study Printed

Date Completed (MM/DD/YYYY)  
2/8/2020

Select Learning Need Code  
....2020 Composition of foods, nutrient analysis

Activity Title  
Reported Knowledge of Typical Daily Calorie Requirements: Relationship to Demographic Characteristics in US Adults

Activity Provider  
Academy of Nutrition and Dietetics

CPE Units  
1.0

What impact did this activity have on your knowledge, skill, judgement, and attitude and how will this potentially affect your current or future practice? Will you do anything differently as a result of your participation in this activity?  
test

The list of learning need codes that appear are based on your Activity Date Completed and the plan submission date as dictated by the 120 day rule..

[FAQ](#)

[SAVE](#)      [DELETE](#)      [CANCEL](#)

You may upload documents by clicking the green **"Upload"** button to the right of the activity as listed on the PDP Log - Display Activities page.\*

\*Please upload only documents that qualify as CDR audit documents. Uploading only audit documents as you enter activities ensures that the document will already be there if you happen to be notified of audit once you have entered the minimum number of CPEUs and have logged an ethics credit.

Apply for Advanced Practice Certification | Apply for Obesity & Wt Mgt Certification | CDR ID Card | Message Center | CDR Credential G


### PDP Log - Display Activities

ID 1234 James B Testing Nutrition and Dietetics Technician, Registered or Dietetic Technician, Registered  
Log Status - Not submitted for approval Cycle Start Date 06/01/2015 Cycle End Date 05/31/2020  
90 CPE Recorded 3 CPE denied 87 Total CPE

You have completed the minimum number of CPE required for this certification cycle. Please remember to click Finish - Submit log for processing before the end of your certification cycle.

Print Log

Finish - Submit Log for Approval Add an Activity

	Activity Date	Activity Provider	Activity Title	CPE Units	Review Status	Comment
Edit	2/8/2020	Academy of Nutrition and Dietetics	Reported Knowledge of Typical Daily Calorie Requirements: Relationship to Demographic Characteristics in US	1.0		

You may select a document from a location on your computer by clicking the orange **"Select a Document"** button.\*

\*Permitted audit/upload document file types include pdf, doc, jpeg, png, and tiff.


Apply for Advanced Practice Certification | Apply for Obesity & Wt Mgt Certification | CDR ID Card | Message Center | CDR Credential G

### Upload Certificate or Agenda Documents

SAVE CANCEL

Activity Provider: Academy of Nutrition and Dietetics  
Activity Title: Reported Knowledge of Typical Daily Calorie Requirements: Relationship to Demographic Characteristics in US  
Activity Type: 720 Self-study Printed  
Suggested Documentation: Certificate of completion or agenda/timing outline.

To upload a new document, please click button to select document to upload. After selecting your document, select the document type and click Save Document button. Limit is two documents per activity.

 Select a document

File Name

Once you have met the minimum requirements (50 CPEUs including 1 ethics credit for DTRs or 75 CPEUs and 1 ethics credit for RDs) you may click the blue **“Finish – Submit Log for Approval”** button.

**PDP Log - Display Activities**

ID 1234 James B Testing Nutrition and Dietetics Technician, Registered or Dietetic Technician, Registered  
Log Status - Not submitted for approval Cycle Start Date 06/01/2015 Cycle End Date 05/31/2020  
90 CPE Recorded 3 CPE denied 87 Total CPE

You have completed the minimum number of CPE required for this certification cycle. Please remember to click Finish - Submit log for processing before the end of your certification cycle.

**Finish - Submit Log for Approval** Print Log Add an Activity

Click **“YES”** if applicable.

Once you submit log for processing, you will be unable to add any more activities to your log. Are you sure you wish to submit log for processing?

NO YES

To finalize submission, be sure to answer the four **“Certification Statement”** questions and click the **“Submit Log for Processing”** button.

**PDP Log - Certification Statement**

ID 1234 James B Testing Nutrition and Dietetics Technician, Registered or Dietetic Technician, Registered  
Log Status - Not submitted for approval Cycle Start Date 06/01/2015 Cycle End Date 05/31/2020  
90 CPE Recorded 3 CPE denied 87 Total CPE

In the last 5 years have you:

Been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is related to the practice of the profession? ☐ Yes ☐ No

Been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to the principles of the Code of Ethics for the Profession of Dietetics? ☐ Yes ☐ No

Had any professional license, certification or registration denied, revoked or suspended by a state? ☐ Yes ☐ No

Committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by court of competent jurisdiction, a licensing board or and agency of a government body? ☐ Yes ☐ No

I certify that the information provided here and in subsequent documentation is true, correct, and accurate to the best of my knowledge. Persons certified by the Commission on Dietetic Registration must comply with the Code of Ethics for the Profession of Dietetics. I understand that I must maintain a copy of my recertification forms and any required documentation for a period of two years beyond the end of my recertification cycle and that audits of the information I provide and any subsequent documentation I provide may be conducted on a random and triggered basis. CDR has the right to verify the information presented.

Cancel **Submit Log for processing**

## Audit Upload

When the minimum requirements have been met (RD 75 CPEUs; DTR 50 CPEUs, including 1 CPEU in ethics) you will be notified that your activity log has been randomly selected for audit.

Your activity log has been selected for random audit. Please upload documentation relevant to each activity for review.

ID 1234 James B Testing Nutrition and Dietetics Technician, Registered or Dietetic Technician, Registered  
Log Status - Not submitted for approval Cycle Start Date 06/01/2015 Cycle End Date 05/31/2020  
78 CPE Recorded 3 CPE denied 75 Total CPE

You have completed the minimum number of CPE required for this certification cycle. Please remember to click Finish - Submit log for processing before the end of your certification cycle.

Print Log

Finish - Submit Log for Approval Add an Activity

	Activity Date	Activity Provider	Activity Title	CPE Units	Review Status	Comment	
Edit	10/11/2019	Academy of Nutrition and Dietetics	Guidelines for Medical Nutrition Therapy in Gestational Diabetes Mellitus: Systematic Review and Critical Approval	1.0			UPLOADED
Edit	10/11/2019	Academy of Nutrition and Dietetics	Resources, Barriers, and Tradeoffs: A Mixed Methods Analysis of School Pre-Consumer Food Waste	1.0			1 UPLOAD

When you select **"Upload"** this window will appear. You will click **"Select a Document"** to upload the supporting documentation for the activity completed.

Upload Certificate or Agenda Documents SAVE CANCEL

Activity Provider Academy of Nutrition and Dietetics Activity Title Resources, Barriers, and Tradeoffs: A Mixed Methods Analysis of School Pre-Consumer Food Waste

Activity Type 720 Self-study Printed

Suggested Documentation Certificate of completion or agenda/timing outline.

If you do not have documents for this activity, please indicate below. This activity will be automatically denied and the CPE deducted from your totals. You can always change later if you find documentation for this activity.

I do not have audit documents for this activity ☐

To upload a new document, please click button to select document to upload. After selecting your document, select the document type and click Save Document button. Limit is two documents per activity.

Select a document

File Name



Once uploaded you will select “**Save Document.**”

To upload a new document, please click button to select document to upload. After selecting your document, select the document type and click Save Document button. Limit is two documents per activity.

Select a document

Certificate of completion - journal.docx

Select document type

Certificate of Completion or agenda/timing outline

Save Document

The document will then be saved with the activity. Please select “**Save**” to complete the upload process.

← Upload Certificate or Agenda Documents

SAVE CANCEL

Activity Provider

Academy of Nutrition and Dietetics

Activity Title

Resources, Barriers, and Tradeoffs: A Mixed Methods Analysis of School  
Drs. Consumer Food Waste

Activity Type

720 Self-study Printed

Suggested Documentation

Certificate of completion or agenda/timing outline.

If you do not have documents for this activity, please indicate below. This activity will be automatically denied and the CPE deducted from your totals. You can always change later if you find documentation for this activity.

I do not have audit documents for this activity ☐

To upload a new document, please click button to select document to upload. After selecting your document, select the document type and click Save Document button. Limit is two documents per activity.

Select a document

	File Name	
Download	Certificate of completion - journal.docx	✗

←

SAVE CANCEL



Once the document is successfully upload, the green upload box will have a check mark.

10/11/2019	Academy of Nutrition and Dietetics	Resources, Barriers, and Tradeoffs: A Mixed Methods Analysis of School Pre-Consumer Food Waste	1.0			
		Educational Objective: Upon completion of this				

If you do not have documentation of the activity completed, you will need to select “I do not have audit documents for this activity.”

← Upload Certificate or Agenda Documents

SAVE CANCEL

Activity Provider

Academy of Nutrition and Dietetics

Activity Title

Exploring Correlates of Infant Clarity of Cues During Early Feeding Interactions

Activity Type

720 Self-study Printed

Suggested Documentation

Certificate of completion or agenda/timing outline.

If you do not have documents for this activity, please indicate below. This activity will be automatically denied and the CPE deducted from your totals. You can always change later if you find documentation for this activity.

I do not have audit documents for this activity ☒

To upload a new document, please click button to select document to upload. After selecting your document, select the document type and click Save Document button. Limit is two documents per activity.

Select a document

File Name

←

SAVE CANCEL

Select “**Yes**” to acknowledge that if you do not have documentation the CPEUs for this activity will automatically be denied and the amount deducted from your CPEU tally.

←

Upload Certificate or Agenda Documents

SAVE CANCEL

Activity Provider

Academy of Nutrition and Dietetics

Activity Title

Exploring Correlates of Infant Clarity of Cues During Early Feeding Interactions

Activity Type

720 Self-study Printed

Suggested Documentation

Certificate of completion or agenda/timing outline.

If you do not have documents for this activity, please indicate below. This activity will be automatically denied and the CPE deducted from your totals. You can always change later if you find documentation for this activity.

When you indicate you do not have audit documents for this activity, this activity will be automatically denied and all existing uploaded documents will be removed. Are you sure you wish to continue?

NO

YES

To upload a new document, please click the button below to select your document type and click Save Documents.

Select a document

File Name

←

SAVE CANCEL

Please select **“Save.”**

← Upload Certificate or Agenda Documents

SAVE CANCEL

Activity Provider

Academy of Nutrition and Dietetics

Activity Title

Exploring Correlates of Infant Clarity of Cues During Early Feeding Interactions

Activity Type

720 Self-study Printed

Suggested Documentation

Certificate of completion or agenda/timing outline.

If you do not have documents for this activity, please indicate below. This activity will be automatically denied and the CPE deducted from your totals. You can always change later if you find documentation for this activity.

I do not have audit documents for this activity ☒

←

SAVE CANCEL

The activity has been denied based on no supporting documentation and the CPEUs have been deducted from your total.

If you are able to find documentation for the activity later you may select upload again and switch the **“I do not have audit documents for this activity”** back to off and you will then be able to upload a certificate of completion/agenda.

edit	9/27/2019	Academy of Nutrition and Dietetics	Exploring Correlates of Infant Clarity of Cues During Early Feeding Interactions	1.0	Denied - no audit doc	UPLOAD
			Educational Objective: Upon completion of this activity, the par			

You must upload a document for each activity logged or select the “I do not have audit documents for this activity” button for the “Finish - Submit Log for Approval” button to become available.

Your activity log has been selected for random audit. Please upload documentation relevant to each activity for review.

ID 1234 James B Testing

Nutrition and Dietetics Technician, Registered or Dietetic Technician, Registered

Log Status - Not submitted for approval

Cycle Start Date 06/01/2015 Cycle End Date 05/31/2016

78 CPE Recorded 3 CPE denied 75 Total CPE

You have completed the minimum number of CPE required for this certification cycle. Please remember to click Finish - Submit log for processing before the end of your certification cycle.

Print Log

Finish - Submit Log for Approval

Add an Activity

	Activity Date	Activity Provider	Activity Title	CPE Units	Review Status	Comment	
Edit	10/11/2019	Academy of Nutrition and Dietetics	Guidelines for Medical Nutrition Therapy in Gestational Diabetes Mellitus: Systematic Review and Critical Approval  Educational Objective: Upon co	1.0			✓ UPLOADED
Edit	10/11/2019	Academy of Nutrition and Dietetics	Resources, Barriers, and Tradeoffs: A Mixed Methods Analysis of School Pre-Consumer Food Waste  Educational Objective: Upon completion of this a	1.0			✓ UPLOADED
Edit	9/27/2019	Academy of Nutrition and Dietetics	Exploring Correlates of Infant Clarity of Cues During Early Feeding Interactions  Educational Objective: Upon completion of this activity, the par	1.0			✓ UPLOADED
Edit	9/27/2019	Academy of Nutrition and Dietetics	Integrating Healthy Eating into Evidenced-Based Home Visiting Models: An Analysis of Programs and Opportunities for Dietetic Practice	1.0			✓ UPLOADED

Select “Yes” to confirm that you wish to submit for log for processing.

≡

PDP Log - Display Activities

Your activity log has been selected for random audit. Please upload documentation relevant to each activity for review.

ID 1234 James B Testing

Nutrition and Dietetics Technician, Registered or Dietetic Technician, Registered

Log Status - Not submitted for approval

Cycle Start Date 06/01/2015 Cycle End Date 05/31/2020

78 CPE Recorded 3 CPE denied 75 Total CPE

You have completed the minimum number of CPE required for this certification cycle. Please remember to click Finish - Submit log for processing before the end of your certification cycle.

Print Log

Finish - Submit Log for Approval

Add an Activity

	Activity Date	Activity Provider	Activity Title	CPE Units	Review Status	Comment	
Edit	10/11/2019	Academy of Nutrition and Dietetics	Guidelines for Medical Nutrition Therapy in Gestational Diabetes Mellitus: Systematic	1.0			✓ UPLOADED
Edit	10/11/2019	Academy of Nutrition and Dietetics					✓ UPLOADED
Edit	9/27/2019	Academy of Nutrition and Dietetics	Upon completion of this activity, I was able to explore the correlates of gestational diabetes mellitus.	1.0			✓ UPLOADED

Once you submit log for processing, you will be unable to add any more activities to your log. Are you sure you wish to submit log for processing?

NO

YES

You are required to answer four certification questions and then select “Submit Log for Processing” to submit your log to CDR.

In the last 5 years have you:

Been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is related to the practice of the profession?

Yes

No

Been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to the principles of the Code of Ethics for the Profession of Dietetics?

Yes

No

Had any professional license, certification or registration denied, revoked or suspended by a state?

Yes

No

Committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by court of competent jurisdiction, a licensing board or and agency of a government body?

Yes

No

I certify that the information provided here and in subsequent documentation is true, correct, and accurate to the best of my knowledge. Persons certified by the Commission on Dietetic Registration must comply with the Code of Ethics for the Profession of Dietetics. I understand that I must maintain a copy of my recertification forms and any required documentation for a period of two years beyond the end of my recertification cycle and that audits of the information I provide and any subsequent documentation I provide may be conducted on a random and triggered basis. CDR has the right to verify the information presented.

Cancel

Submit Log for processing

# Appendix B

## Sponsored Independent Learning Contract

To be completed only by those participating in 220: Sponsored Independent Learning activities. (See instructions in the Professional Development Portfolio Guide.)

**Learner Name:** \_\_\_\_\_

**CDR Credential:**    ☐ RDN or RD    ☐ NDTR or DTR

**Registration #:** \_\_\_\_\_

**Sponsor Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

### Performance Indicator(s)

Which performance indicator(s) from your Step 1: Learning Plan does this learning contract address? List all that apply.

\_\_\_\_\_

\_\_\_\_\_

### Learning Outcome(s)

What do you intend to learn? Describe the learning outcomes (skills, knowledge, judgment, and attitude you will be able to demonstrate following completion of the activity described in this learning contract. The outcomes must be measurable or observable, clearly stated, and focus on what you will be able to demonstrate.

As a result of my learning, I will...

\_\_\_\_\_

\_\_\_\_\_

### Learning Resources and Activities

How will you accomplish each learning outcome? Describe the resources (physical and/or electronic) you plan to use to achieve the learning outcome and the activities (techniques and/or tools) you will employ.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



*Target Number of Hours Needed to Accomplish Learning Outcomes*

How much time will you devote to achieving each learning outcome through the activities described? List the hours you anticipate spending on each activity. You must keep track of these hours in order to receive CPEUs for the activities.

---

---

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---

*Target Completion Date*

By what date will your learning outcomes be met? \_\_\_\_\_

*Evidence of Learning Outcome(s) Achievement*

How will you know if you have achieved the learning outcomes? List the evidence you will use to measure achievement of your learning outcomes. (Examples of evidence include peer audit, chart review, completion of a project, publication, self-assessment, question-and-answer session.)

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*Sponsor and Learner Agreement*

We have discussed the Independent Learning Contract and agree to implement the activities outlined in this plan.

Signature of Learner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

*Complete this section after learning outcomes have been demonstrated*

I verify that the learner has devoted \_\_\_\_\_ hours toward achieving the learning plan outcomes and produced evidence of such achievement.

Describe the evidence and attach documentation, if applicable.

Signature of Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix C

## Approved Certification Programs

### **Approved Certification Programs (for Consecutive Recertification Periods)**

*Board Certification as a Specialist in  
Dietetics (Gerontological Nutrition,  
Oncology Nutrition, Pediatric Nutrition,  
Renal Nutrition, and Sports Dietetics)\**

#### **Commission on Dietetic Registration**

120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
Phone: 800-877-1600, ext. 5500  
Fax: 312-899-4772  
specialists@eatright.org  
www.cdrnet.org

\*RDN or RD only

*Board Certified Advanced Diabetes  
Management\**

#### **American Association of Diabetes Educators**

200 West Madison St., Suite 800  
Chicago, IL 60606  
Phone: 800-338-3633  
bcadm@aadenet.org  
www.diabeteseducator.org

\*This organization provides for recertification by either examination or continuing professional education. You may use this credential for consecutive recertification periods only if recertification is by examination and not by meeting continuing education requirements.

*Certified Diabetes Educator\* \*\**

#### **National Certification Board for Diabetes Educators**

330 East Algonquin Rd., Suite 4  
Arlington Heights, IL 60005  
Phone: 877-239-3233 or 847-228-9795  
Fax: 847-228-8469  
info@ncbde.org  
www.ncbde.org

\*RDN or RD only

\*\*This organization provides for recertification by either examination or continuing professional education. You may use this credential for consecutive recertification periods only if recertification is by examination and not by meeting continuing education requirements.

*Certified Nutrition Support Clinician\**

#### **National Board of Nutrition Support Certification, Inc.**

8630 Fenton St., Suite 412  
Silver Spring, MD 20910  
Phone: 800-727-4567 or (301) 587-6315  
Fax: 301-587-2365  
nbnscc@nutritioncare.org  
www.nutritioncertify.org

\*RDN or RD only

*Certified Personal Trainer\**

#### **National Council on Strength and Fitness**

5915 Ponce De Leon Blvd., Suite 60  
Coral Gables, FL 33146  
Phone: 800-772-6273 Fax: 305-666-3482  
info@ncsf.org  
www.ncsf.org

\*This organization provides for recertification by either examination or continuing professional education. You may use this credential for consecutive recertification periods only if recertification is by examination and not by meeting continuing education requirements.

*International Board Certified  
Lactation Consultant\* \*\**

**International Board of Lactation  
Consultant Examiners**

6402 Arlington Blvd., Suite 350  
Falls Church, VA 22042.  
Phone: 888-994-2523 or 703-560-7330  
Fax: 703-560-7332  
iblce@iblce.org  
www.iblce.org

\*Available to RDNs or RDs and NDTRs or DTRS

\*\* This organization provides for recertification by either examination or continuing professional education. You may use this credential for consecutive recertification periods only if recertification is by examination and not by meeting continuing education requirements.

*Canadian Board Certified  
Diabetes Educator\**

**Canadian Diabetes Educator Certification  
Board**

13909 Hurontario Street, North Suite  
Caledon, ON L7C2C9  
Phone: 905-838-4898  
Fax: 905-838-4899  
cdec@cdceb.ca  
www.cdceb.ca

\*This organization provides for recertification by either examination or continuing professional education. You may use this credential for consecutive recertification periods only if recertification is by examination and not by meeting continuing education requirements.

This list will be updated on a periodic basis.

Visit [www.cdrnet.org](http://www.cdrnet.org) or contact CDR for a current list of approved certifications.

**Approved Certification Programs  
(for Alternate  
Recertification Periods)**

*Clinical Lipid Specialist*

**Accreditation Council for Clinical  
Lipidology**

6816 Southpoint Parkway, Suite 1000  
Jacksonville, FL 32216  
Phone: 904-309-6250  
Fax: 904-998-0855  
www.lipidspecialist.org

*ACE Certified Advanced Health & Fitness  
Specialist, ACE Certified Group Fitness  
Instructor, ACE Certified Health Coach,  
ACE Certified Personal Trainer*

**American Council on Exercise**

4851 Paramount Dr.  
San Diego, CA 92123  
Phone: 888-825-3636  
Fax: 858-576-6564  
www.acefitness.org

*ACSM Certified Personal Trainer<sup>SM</sup>,  
ACSM Health Fitness Specialist<sup>SM</sup>,  
ACSM Health/Fitness Director<sup>®</sup>,  
ACSM Clinical Exercise Specialist<sup>SM</sup>,  
or ACSM Program Director<sup>SM</sup>*

**American College of Sports Medicine**

401 West Michigan St.  
Indianapolis, IN 46202-3233  
Phone: 317-637-9200  
Fax: 317-634-7817  
crtacsm@acsm.org  
www.acsm.org

*Certified Foodservice Professional\**

**North American Association of Food Equipment Manufacturers**

161 North Clark St., Suite 2020

Chicago, IL 60601

Phone: 312-821-0201

Fax: 312-821-0202

info@nafem.org

www.nafem.org

\*This is an approved certification or recertification for NDTRs and DTRs only

*Certified in Family and Consumer Sciences*

**American Association of Family and Consumer Sciences**

400 N. Columbus St., Suite 202

Alexandria, VA 22314

Phone: 800-424-8080

Fax: 703-706-4663

certification@aafcs.org

www.aafcs.org

*Certified Health Education Specialist*

**National Commission for Health Education Credentialing Inc.**

1541 Alta Dr., Suite 303

Whitehall, PA 18052-5642

Phone: 888-624-3248

Fax: 800-813-0727

nchec@nchec.org

www.nchec.org

*Certified Personal Fitness Trainer*

**National Exercise and Sports Trainers Association**

30021 Tomas, Suite 210

Rancho Santa Margarita, CA, 92688-2123

Phone: 877-348-6692

Fax: 949-589-8216

www.nestacertified.com

*Certified Professional in Healthcare Quality*

**Healthcare Quality Certification Commission**

8735 W Higgins Rd, Suite 300

Chicago, IL 60631

Phone: 800-966-9392 or 847-375-4720

Fax: 847-375-6320

info@cphq.org

www.cphq.org

*Certified Strength and Conditioning Specialist or NSCA-Certified Personal Trainer*

**National Strength and Conditioning Association Certification Commission**

1885 Bob Johnson Dr.

Colorado Springs, CO 80906

Phone: 800-815-6826 or 719-632-6722

Fax: 719-632-6367

nsca@nsca.com

www.nsca.com

*Certified Eating Disorders Registered Dietitian\* \*\**

**International Association of Eating Disorders Professionals**

PO Box 1295

Pekin, IL 61555

Phone: 800-800-8126 ext. 87

Fax: 800-800-8126

tammy@iaedp.com

www.iaedp.com

\*This is an approved certification or recertification for the traditional route only, for RDNs or RDs only

\*\*Please note that in order for CDR credentialed practitioners to be eligible to use the equivalency route CEDRD certification, existing or newly certified CEDRDs must successfully pass the initial certification exam on or after June 2, 2015.

*Certified Food Science\**

**Institute of Food Technologists**

525 W. Van Buren, Ste 1000

Chicago, IL 60607

Phone: 312-782-8424

Fax: 312-782-8348

info@ift.org

www.ift.org

\*Available to RDNs or RDs and NDTRs or DTRS

*NASM Certified Personal Trainer*

**National Academy of Sports Medicine**

1750 E. Northrop Blvd., Suite 200

Chandler, AZ, 85286-1744

Phone: 800-460-6276

Fax: 480-656-3276

www.nasm.org

*National Certified Counselor*

**National Board for Certified Counselors**

3 Terrace Way, Suite D

Greensboro, NC 27403

Phone: 336-547-0607

Fax: 336-547-0017

nbcc@nbcc.org

www.nbcc.org

*School Nutrition Specialist*

**School Nutrition Association**

120 Waterfront St.

National Harbor, MD, 20745

Phone: 301-686-3100

Fax: 301-686-3115

servicecenter@schoolnutrition.org

www.schoolnutrition.org

This list will be updated on a periodic basis.

Visit [www.cdrnet.org](http://www.cdrnet.org) or contact CDR for a current list of approved certifications.



# Appendix D

## Resources for PDP Process Development

### *Background and Impetus for the Professional Development Portfolio Development*

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Parks S, et al. Challenging the future of dietetics education and credentialing—Dialogue, discovery, and directions: A summary of the 1994 Future Search Conference. *J Am Diet Assoc.* 1995; 95:598–606.

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Barkley N. The Crystal-Barkley Guide to Taking Charge of Your Career. New York, NY: Workman Publishing Company, Inc.; 1995:63–92.

Driscoll J. Reflective practice for practice. *Senior Nurse.* 1994;13(7):47–50.

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### *Learning Needs Assessment*

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Kolb DA. Learning Styles Inventory (Version LSI-3). TRG Hay/McBer; Boston. 1999. Self-Scoring Inventory and Interpretation Booklet sold in quantities of 10. Call TRG Hay/McBer at 800-729-8074. Individuals can complete the inventory online at [www.haygroup.com](http://www.haygroup.com).

Rops M. Helping Dietetics Professionals Learn: A Guide to Developing Learning Needs Assessment Instruments. Chicago, IL: Commission on Dietetic Registration; 2000.

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Saylor, CR. Reflection and Professional Education: Art, Science and Competency. *Nurs Educ.* 1990;15(2):8–11.

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Academy of Nutrition and Dietetics. Standards of Practice and Professional Performance for Dietetic Technicians, Registered. Chicago, IL: Academy of Nutrition and Dietetics.

Academy of Nutrition and Dietetics. Standards of Practice for Registered Dietitians. Chicago, IL: Academy of Nutrition and Dietetics.

Academy of Nutrition and Dietetics. Standards of Practice for Dietetic Technicians, Registered. Chicago, IL: Academy of Nutrition and Dietetics.

Ward M, Gruppen L, Regehr G. Measuring Self-Assessment: Current State of the Art. *Advances in Health Sciences Education*. 2002: 63–80.

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# Appendix E

## Visioning Report & Workforce Demand Study

### *Visioning Report: Moving Forward a Vision for the Continuum of Dietetics Education, Credentialing and Practice*

Please click on the link for the complete Visioning Report: <http://www.cdrnet.org/vault/2459/web/files/10369.pdf>

### *The 2009–2011 Dietetics Workforce Demand Study*

Included extensive literature reviews, futuristic visioning with expert opinion, public policy examination, analysis of numerous research surveys, and data-based modeling. So what do all of these documents and data reveal? Although all analysts approached workforce demand using different methodologies and perspectives, some common themes emerged.

#### *Change*

Probably the most compelling theme is that change is constant. It arises simultaneously from multiple sources and offers dietetics practitioners both challenges and opportunities.

### *Demographic Shifts and Population Risk Factors*

There are dramatic demographic shifts underway in the age and racial/ethnic composition of the US population, affecting both the practice of dietetics and the dietetics workforce. The aging population increases the need for preventive care, wellness, and chronic-disease management. An aging population and increased cultural diversity will push dietetics practitioners to adapt existing programs and services as well as create new services. In addition, the incidence of overweight and obesity, which are associated with increased risk for chronic diseases such as cardiovascular disease and diabetes, will have a major impact on the dietetics profession. The aging of registered dietitians (RDs) also affects the profession.

With an average member age of 47 years, the lack of sufficient practitioners with the experience needed to fill positions opened by pending retirements will result in demand exceeding supply, especially in upper-level positions.

#### *Legislation*

Although the implementation details of the 2010 Patient Protection and Affordable Care Act have yet to be finalized, health care reform is a reality. Currently, nutrition services provided by RDs are not specifically mandated in the act. However, the opportunity exists to enhance professional presence and the provision of those services. Demonstrating the cost-effective benefits of RD services on patient and client outcomes will be critical.

### *Bifurcation of Health Care Labor Force*

The trend of the health care labor force to bifurcate between technically prepared and advanced-level practitioners results in a practice model where advanced-level practitioners direct a cadre of health care providers with a technical or basic level of training. This model increases demand for practitioners at both ends of the education spectrum and gives impetus to the Academy of Nutrition and Dietetics emphasis on defining, recognizing, and supporting multiple levels of practice in a variety of practice areas.

#### *Change Agents*

On the whole, RDs have maintained only basic business skills, while medical nutrition skills have expanded. The resulting benefit is that the public has been protected by ensuring, through credentialing and/or licensure, that RDs are the providers of medical nutrition therapy in most states. However, the detriment is that the majority of dietetics practitioners serve in staff rather than leadership/management positions. As a result, leadership of food and nutrition services is often filled by other disciplines.

### *Interdisciplinary Teams*

Interdisciplinary teaming offers challenges and opportunities for all medical professionals. The ability to cooperatively focus the expertise of diverse disciplines on the desired outcome for the patient, client, or project is critical. This trend offers opportunities to demonstrate expertise, effectiveness, and leadership. Rigorous scientific training positions RDs to be highly valued members of a medical interdisciplinary team. With additional leadership and business skills, RDs could lead these teams in many settings.

### *Advanced Practice*

The percent of RDs who hold specialist credentials (15%) is higher than practitioners in other allied health and nursing professions, but differentiating specialist practice and advanced practice activities from general practice activities has been difficult. RDs who hold specialist credentials report personal benefits, but employers have yet to value and demand practitioners with specialist credentials in large numbers. There is currently no advanced practice credential (a different designation than specialist) available from the Academy, but this issue is being studied. Although recognition of both specialist and advanced practice skills will be important in the future, the future scan published in this Supplement also indicates that skilled generalists will have important roles to play in a fast-changing environment.

### *Increased Competition*

Competition for dietetics roles and jobs comes from several sources. Included in these ranks are practitioners academically prepared in other health-related professions whose scopes of practice blur into the dietetics practitioner's role. In addition, graduates of Didactic Programs in Dietetics who do not complete dietetic internships to become credentialed professionals often want to work in the dietetics profession. Another source of competition is individuals without academic preparation or credentials but who identify themselves as nutrition and health experts.

### *Demand that Exceeds Supply*

The current projection is that by 2020, only 75% of the demand for dietetics practitioners will be met, unless the supply increases dramatically. This is both sobering and exciting news. The supply/demand gap might provide already credentialed dietetics practitioners with economic advantages in the short-term. However, this also provides competitors with opportunities for market positions. If RDs and dietetic technicians, registered, do not meet employment demand, competitors will fill the non-regulated positions and economic advantages for dietetics practitioners will quickly erode.

**Note:** The preceding information was reproduced with permission from "Implications of the Dietetics Workforce Demand Study," an article from the March 2012 Supplement 1 of the Journal of the Academy of Nutrition and Dietetics.

Please click on the link for the complete "Implications of the Dietetics Workforce Demand Study:

<http://www.cdrnet.org/vault/2459/web/files/March%202012%20Journal%20Supplement.pdf>

# Appendix F

## Independent Foreign Degree Evaluation Agencies

As far as international presenters who are giving presentations at professional meetings, foreign academic degrees accredited by foreign equivalent institutions are accepted on the condition that they have been verified by one of the agencies listed below.

### **Academic and Professional International Evaluation, Inc. (APIE)**

PO Box 5787  
Los Alamitos, CA 90721-5787  
Phone: 562-594-6498  
apie@msn.com  
www.apie.org

### **Academic Credentials Evaluation Institute, Inc. (ACEI)**

PO Box 6908  
Beverly Hills, CA 90212  
Phone: 310-275-3530 or 800-234-1597  
Fax: 310-275-3528  
acei@acei1.com  
www.acei1.com

### **American Education Research Corporation, Inc. (AERC)**

PO Box 996  
West Covina, CA 91793-0996  
Phone: 626-339-4404  
Fax: 626-339-9081  
aerc@verizon.net  
www.aerc-eval.com

### **Center for Educational Documentation, Inc. (CED)**

PO Box 170116  
Boston, MA 02117  
Phone: 617-338-7171  
Fax: 617-338-7101  
www.cedevaluations.com

### **Globe Language Services, Inc.**

305 Broadway, Suite 401  
New York, NY 10007  
Phone: 212-227-1994  
Fax: 212-693-1489  
info@globelanguage.com  
www.globelanguage.com

### **International Education Research Foundation (IERF)**

Credentials Evaluation Services, Inc.  
PO Box 3665  
Culver City, CA 90231  
Phone: 310-258-9451  
www.ierf.org

### **Foreign Educational Document Service**

PO Box 4091  
Stockton, CA 95204  
Phone: 209-948-6589  
www.documentservice.org

### **Foundation for International Services, Inc. (FIS)**

505 Fifth Avenue South, Suite 101  
Edmonds, WA 98020  
Phone: 425-248-2255  
Fax: 425-248-2262  
info@fis-web.com  
www.fis-web.com



**International Consultants of  
Delaware, Inc. (ICDEL)**

3600 Market Street, Suite 450  
Philadelphia, PA 19104  
Phone: 215-222-8454, ext. 510  
Fax: 215-349-0026  
icd@icdel.com  
www.icdeval.com

**Josef Silny & Associates International**

Education Consultants  
7101 SW 102nd Avenue  
Miami, FL 33173  
Phone: 305-273-1616  
Fax: 305-273-1338 or 273-1984  
info@jsilny.com  
www.jsilny.com

**SpanTran Educational Services**

7211 Regency Square Boulevard, Suite 205  
Houston, TX 77036-3197  
Phone: 713-266-8805  
Fax: 713-789-6022  
en.spantran-edu.com

**World Education Services, Inc. (WES)**

Bowling Green Station  
PO Box 5087  
New York, NY 10274-8057  
Phone: 212-966-6311  
Fax: 212-966-6100  
info@wes.org  
www.wes.org

**WES – Branch Offices**

Chicago: 312-222-0336  
Miami: 305-358-6688  
San Francisco: 415-677-9378  
Washington DC: 202-331-2925