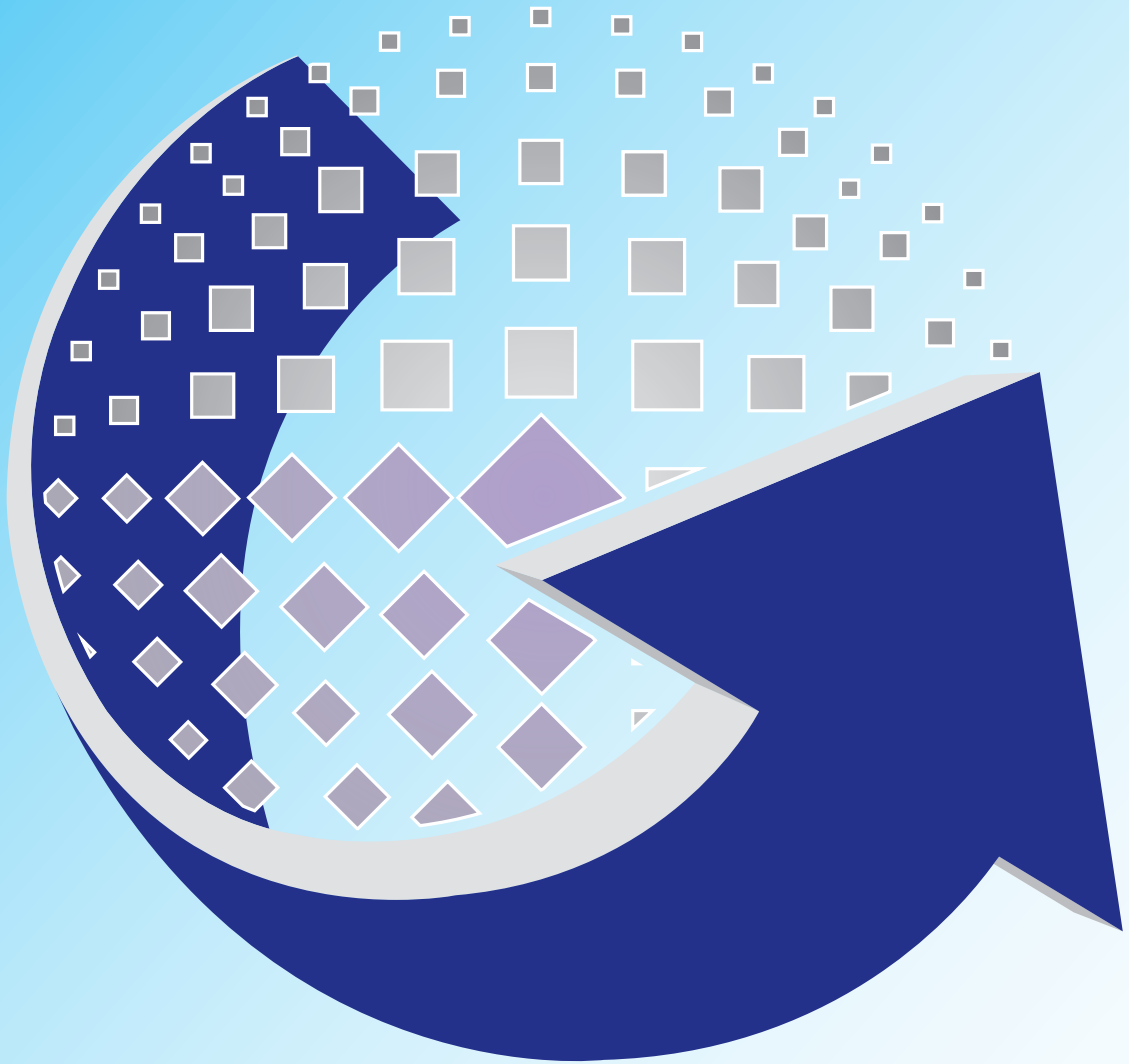


**Commission
on Dietetic
Registration**

the credentialing agency for the
**eat
right.** Academy of Nutrition
and Dietetics



Professional Development Portfolio Guide

with Essential Practice Competencies

Welcome to the CDR Professional Development Portfolio (PDP) Guide!

The three step PDP process with **Essential Practice Competencies** is intended to assist practitioners in the pursuit of lifelong learning resulting in increased skills, knowledge, and competence while ensuring compliance with the Code of Ethics. The PDP process helps demonstrate the practitioner's commitment to providing the highest quality dietetic services through continuous education and professional development.

- 1 Step 1: Learning Plan** – First, assess your current role and establish goals by creating a Learning Plan using the “quick click” Competency Plan Builder. Click [here](#) for Competency Plan Builder instructions.
- 2 Step 2: Activity Log** – Take a second step towards implementing the Learning Plan by completing Continuing Professional Education (CPE) activities. Record completed activities in the Activity Log. Click [here](#) for Activity Log instructions.
- 3 Step 3: The Professional Development Self-Assessment** – Reflect on the implementation of your Learning Plan and learning outcomes applied to practice. Prepare for the next cycle by assessing how CPE completed during the 5-year recertification cycle impacted knowledge, skills, judgment, and attitudes. What learning goals are relevant for the next cycle? *Note: There is no submission process for Step 3.*

Resources

[Competency Plan Builder Instructions](#)

[Competency Plan Builder Tutorial](#)

[Competency Plan Builder FAQ](#)

[Sphere & Competency FAQ](#)

[Activity Log Instructions](#)

[Activity Type FAQ](#)

[Audit Upload Instructions](#)

[CPE Offerings and Resources](#)

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Contacting CDR

CDR is the best resource for information regarding the PDP process and its requirements. Visit www.cdrnet.org for information or call or email.

Phone: 1-800-877-1600, x5500
Email: cdr@eatright.org

Quality Concerns

Contact CDR regarding completed CPE activities offered by CDR CPE Accredited providers or those which have been prior approved by CDR which may not meet CDR's Accredited Provider Standards or Content Criteria. Please express your concern in writing by emailing QualityCPE@eatright.org. Please include the title and provider information and confirm completion.

Updates and Announcements

PDP guidelines are subject to modification by CDR. While CDR makes every effort to communicate changes, learners can access updates and announcements by clicking [here](#).

Learner Contact Information

Please ensure that email, phone number, and address information is accurate and up-to-date by viewing and updating the profile located in the myCDR Credential Dashboard at www.mycdrnet.org. To stay in touch with deadlines and to receive important notices from CDR, please ensure that you can receive emails from the following CDR outboxes: CDR@eatright.org and PDPaudit@eatright.org.

Accessibility and Accommodations

To request printed instructions in a screen-reader navigable document or other accommodations, please feel free to contact CDR:

Phone: 1-800-877-1600, x5500
Email: cdr@eatright.org

PDP Intent and Limitations

The PDP process does not warrant or guarantee competency, accuracy, or any particular treatment result, but rather, participation in the process helps demonstrate the practitioner's commitment to providing the highest quality dietetic services through continuous education and professional development.

Required PDP Steps and Due Dates

Step 1: Learning Plan

What:

The **Competency Plan Builder** is a digital tool to create a CPE Learning Plan. It will help identify focus areas during each 5-year certification cycle.

Where:

Access the Competency Plan Builder by clicking PDP in the left column on the myCDR Credential Dashboard page when logged in at myCDRnet.org.

When:

A Learning Plan created using the Competency Plan Builder must be created before recording activities in the Activity Log. CDR encourages learners to create a Learning Plan prior to completing continuing professional education activities.

At the very latest, Learning Plans for a *current* 5-year recertification cycle should be submitted by May 31st of the final year of the cycle and must be submitted no later than the Learning Plan and Activity Log **grace period submission deadline**.

Learning Plans for *upcoming* cycles may be created or updated as early as March 17th of the final year of the *concluding* recertification cycle but not before the Activity Log for the concluding cycle has been approved. See **CPEU Head Start Program** for details.

Learning Plans created using the Competency Plan Builder during a previous cycle will transfer to the next cycle. Updates are *optional* but encouraged.

How:

Select **Spheres and Competencies** to assess your role and establish learning needs/goals.

- **Spheres** describe core and functional areas of dietetics practice.
- **Competencies** are identifiable knowledge, skills, and attitudes that are expected outcomes of CPE activities.

Completed Plans include **Performance Indicators** which define levels of expected performance and are action statements that demonstrate competencies in practice. Providers use Performance Indicators to illustrate the levels of expected performance resulting from the completion of CPE activities. They are included in the Plan for reference only and do not factor into recording activities.

Helpful Tip:

- Spheres and Competencies selected on an active Learning Plan are independent of Sphere and Competency choices presented in the Activity Log which permits COMPREHENSIVE selection of all Spheres and Competencies.

Please see the **Competency Plan Builder Instructions** for details.

Step 2: Activity Log

What:

The **Activity Log** is a self-reporting tool for recording and submitting CPE completed during a 5-year recertification cycle. Learners validate that CPE is **dietetics-related** by selecting from a comprehensive list of **Spheres and Competencies**. Once **minimum CPE requirements** have been met, the Completed Activity Log can be submitted to CDR.

Where:

Access the Activity Log by clicking PDP in the left column on the myCDR Dashboard page when logged in at myCDRnet.org.

When to submit:

Midpoint Review (Optional):

While not required, midpoint review gives learners a once-per-cycle opportunity to seek CPE activity approval and feedback prior to final submission.

RD midpoint submission eligibility: log between 30 and 74 CPEUs and submit by clicking the "Submit Log for Mid-Point Review" button on the Log Summary screen prior to December 1st of the final year of the 5-year recertification cycle.

DTR midpoint submission eligibility: log between 30 and 49 CPEUs and submit by clicking the "Submit Log for Mid-Point Review" button on the Log Summary screen prior to December 1st of the final year of the 5-year recertification cycle.

Once midpoint review is complete, CPE activities cannot be edited or deleted.

Final Submission:

Activity Logs can be submitted at any time during a 5-year recertification period when **minimum CPE requirements** have been met. Document upload is optional unless notified of audit.

Activity Completion Due Date: Minimum CPE requirements must be completed and logged during the 5-year recertification cycle which typically begins June 1st of the first year and ends May 31st of the fifth year. New registrants may be assigned cycles longer than five years if credentialed after June 2nd.

Exceptions to completing CPE during a 5-year cycle include **CPEU Head Start** eligible activities and **CDR Recognized Certifications**. See **CPEU Head Start** and **Activity Types 260-651 (Certifications)** for details.

Log Submission Due Date: Activity Logs must be submitted by or, preferably, before May 31st of the final year of the recertification cycle and must be submitted no later than the Learning Plan and Activity Log **grace period submission deadline**. Be sure to click the "Submit" button which will appear after minimum CPE requirements have been met.

How (Activity Entry):

Complete the following fields sequentially to enter activities:

- Activity Type
- Activity Date
- Sphere Number
- Competency
- Activity Title
- Activity Provider
- CPE Units
- Statement verifying the impact of the activity or any changes that you will enact as a result of the learning.
- Click "Save"

How (Log Submission):

Once minimum CPE requirements have been met, click the “Finish – Submit Log for Approval” button on the Log summary screen and complete the four certification statement questions that follow. Click “Submit Log for Processing”.

Helpful Tips:

- Sphere and Competency selection should illustrate the learning outcomes of an activity and is open to the discretion of the learner.
- Performance Indicators are suggested by providers to illustrate levels of expected performance resulting from the completion of CPE activities. Performance Indicators are not a required field in the Activity Log.
- Learners may choose ANY Sphere or Competency regardless of inclusion on your personalized Learning Plan.
- Updates to the Learning Plan are unnecessary after selecting Spheres and Competencies in the Activity Log.
- Learners are not required to complete an activity for every Sphere or Competency on the Plan.
- Completed activities may be entered into the Activity Log at any time during the 5-year recertification cycle.
- CPE activities such as self-study materials should not be repeated. However, activities repeated in subsequent cycles are permissible if an updated version or edition has been significantly revised to be made more current.
- Additional activities cannot be added to an approved Activity Log, nor will CDR reverse the approved status of an Activity Log.
- Early submission and Log approval does not shorten the duration of the 5-year recertifications cycle.

Please see the [Activity Log Instructions](#) for details.

Minimum Credits and Ethics Requirement

The number of continuing professional education units (CPEUs) differs by credential.

- RDs are required to complete 75 CPEUs, one of which must be ethics-related.
- DTRs must complete 50 CPEUs, one of which must be ethics-related.

One CPEU of ethics-related continuing professional education is required of RDs and DTRs. Claim the ethics credit(s) by selecting a competency from sphere one or by checking the box in the Activity Detail screen in the Activity Log which states:

“Does the activity satisfy your ethics requirement.” Click [here](#) for details and resources regarding the ethics requirement.

Please note that CDR recognized certifications (**Activity Types 260-651**) cannot be claimed to satisfy the ethics requirement. A separate ethics activity is required.

Retain supporting documentation for completed activities for two years beyond the end of a 5-year cycle.

CPEU Head Start Program

Finish Early, Start Early!

- A)** Submit the Activity Log no later than March 17th of the final year of the recertification cycle. Activities logged towards the current recertification cycle must have completion dates on or before March 17th of the final year of that cycle. New registrants beginning an initial cycle are not eligible for Head Start.
- B)** A Learning Plan for the upcoming cycle cannot be created until March 17th and cannot be created prior to the approval of the previously submitted Activity Log.
- C)** Complete up to 15 CPEUs (RDs) or 10 CPEUs (DTRs) during the Head Start period between March 17th and May 31st preceding the start of a new cycle which begins June 1st.
- D)** ‘Head Start’ credits are claimed on the Activity Log for the upcoming cycle. Credits do not transfer from one Activity Log to the next nor can CPEUs from one activity be credited across adjacent recertification cycles. See **Activity Types 260-651 (Certifications)** for credit options regarding certifications/recertifications completed in the six months leading up to a new 5-year RD or DTR recertification cycle.

Don't Risk Losing Your Credential

If you do not submit the Learning Plan and Activity Log by May 31st (or the **grace period submission deadline**) of the final year of the recertification cycle, your credential (RD or DTR) will lapse effective August 31, of that year. CDR verification of credential lapse will be available to employers and state licensure. Once lapsed, you must retake and pass the registration examination to reinstate your credential.

Note: If you have significant, extenuating medical, legal, or financial circumstances that prevented you from completing recertification requirements, you may be eligible to file an appeal. Click [here](#) for appeals information.

Components of a CPE Activity

CPE Activities are those which are **Dietetics-related**, adhere to **Activity Type Definitions** and meet **PDP Content Criteria**. Activities that meet these criteria are eligible for credit.

Activity Types are permissible based on their format in conjunction with the provider offering the activity. For instance, although many live (synchronous) activities are offered by CDR CPE Accredited Providers, or have been prior approved by CDR, they do not require prior approval by CDR or accreditation.

Typically, PDP Guidelines consider the learner to be the recipient of knowledge or skills. For example, CDR does not award credit for teaching, volunteering, or lecturing, etc.

One CPEU is equivalent to one sixty-minute contact hour.

Guidance provided in the following sections of this guide has been designed to assist learners in selecting CPE activities that are eligible for CPEUs.

Content Criteria Checklist for CPE Activities

CPE must have the following characteristics:

1. Facilitate lifelong learning by updating, enhancing, or assessing knowledge and skills outlined in the essential practice competencies.
2. Help you implement an individual Learning Plan.
3. Are dietetics-related. Dietetics-related means: The integration, application, and communication of principles derived from food, nutrition, social, business, and basic sciences to achieve and maintain optimal nutritional status of individuals through the development, provision, and management of effective food and nutrition services in a variety of settings and as defined by the essential practice competencies.
4. The educational level is relevant to knowledge, skills, behavior, and attitudes of professional dietetics practice and provides learning outcomes that apply to professional practice or intended practice.
5. Are developed by instructors or individuals who have appropriate academic training, certification, or demonstrated expertise to present or develop materials in a particular subject area.
6. Academic degrees should be relevant and from a university accredited by a USDE recognized accrediting agency. Foreign academic degrees accredited by foreign equivalent institutions are accepted on the condition that they have been verified by one of the agencies listed on the [Independent Foreign Degree Evaluation Agencies list](#). Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise.
7. Demonstrate that content, quality, and scientific integrity of the activities and materials are maintained.
8. Presentations and materials that are clinical in nature are evidence-based. A balanced discussion of the topic, including risk versus benefit information where appropriate, is ensured. Controversial or disputed issues are presented as such and supported by documentation from current and reputable, refereed, scientific journals.
9. Disclose potential conflicts of interest, including commercial bias.
10. With exceptions listed in Content Criteria 11, activities are a minimum of one (1) contact hour in length. Activities can be rounded to the nearest quarter hour (.25 CPEUs).
11. Professional reading, poster presentations, exhibits, and self-study activities, can be a minimum of 0.5 CPEUs.
12. All continuing professional education activity types* addressing **diet and nutrition [related]** topics, must include a CDR-credentialed RD or DTR in program planning. This change is effective for continuing professional activities offered on or after June 1, 2018 and for CDR credentialed practitioners beginning a recertification cycle on or after June 2, 2018.
13. Continuing Professional Education (CPE) offerings must comply with all CDR Approved Activity Type specific criteria.

*Academic coursework and CPE Activities offered by American Board of Medical Specialties (ABMS), American Academy of Family Physicians (AAFP), American Academy of Nurse Practitioners (AANP), American Academy of Physician Assistants (AAPA), Organizations accredited by the Accreditation Council for Continuing Medical Education (ACCME), Organizations accredited by the Accreditation Council for Pharmacy Education (ACPE), American Nurses Credentialing Center (ANCC), American Psychiatric Association (APA), American Psychological Association (APA), American Public Health Association (APHA), Joint Accreditation for Interprofessional Continuing Education (JA), pharmacy, dentistry, and speech language pathology societies and associations are excluded from this requirement.

Activity Types and Permissible Sources

Cross reference the Activity Type in the left column with the source of the activity in the top row.

Activity Type	Permissible Sources of CPE					
	CDR Prior-Approved or offered by CDR or a CDR CPE Accredited Provider	CDR-offered or offered by a CDR CPE Accredited Provider	CDR-offered or recognized by CDR	Offered by providers accredited by Joint Accreditation™ for Interprofessional Continuing Education Must be dietetics-related	Offered via a university accredited by a USDE recognized accrediting agency Must be dietetics-related, adhere to an Activity Type Definition, and meet PDP Content Criteria	No prior-approval or accreditation required for LIVE activities as well as 200, 205, 220 and 190 Must be dietetics-related, adhere to an Activity Type Definition, and meet PDP Content Criteria
Pre-Approved Self-Study Materials – 700-740 ¹	X					
Recorded Pre-Approved CPE – 175	X					
(CDR Approved) Certificate Programs – 120		X				
(CDR Approved) Certifications – 260-652			X			
Interprofessional (IPCE) & Single Profession CE Offered by Jointly Accredited Providers – 102 ²				X		
Residency and Fellowship Programs – 210 ³					X	
Massive Open Online Courses – 101					X	
Academic Coursework – 100					X	
Lectures/Seminars (LIVE) – 170						X
Webinars/Teleseminars (LIVE) – 171						X
Case Presentations (LIVE) – 110						X
Experiential Skill Development (LIVE) – 140						X
Workshops (LIVE) – 150						X
Journal Clubs (LIVE) – 160						X
Study Group (LIVE) – 230						X
Exhibits (LIVE) – 130						X
Posters (LIVE) – 180						X
Professional Reading – 200						X
Research – 205						X
Sponsored Independent Learning – 220						X
Professional Leadership/ Precepting – 190						X

¹Self-study materials approved by the following organizations are also currently accepted: AAFP, AANP, AAPA, ACCME, ACPE, ANCC, APA (Psychology), APA (Psychiatry), & APHA.

²Any activity format offered by Jointly Accredited Provider may be logged as Activity Type 102. CDR's activity type definitions and content criteria do not apply.

³Sponsored by a university accredited by a USDE recognized accrediting agency or an institution accredited/approved by The Joint Commission or NCQA.

Activity Types and Permissible Sources

Cross reference the Activity Type in the left column with the source of the activity in the top row.

Activity Type	Permissible Sources of CPE					
	CDR Prior-Approved or offered by CDR or a CDR CPE Accredited Provider	CDR-offered or offered by a CDR CPE Accredited Provider	CDR-offered or recognized by CDR	Offered by providers accredited by Joint Accreditation™ for Interprofessional Continuing Education Must be dietetics-related	Offered via a university accredited by a USDE recognized accrediting agency Must be dietetics-related, adhere to an Activity Type Definition, and meet PDP Content Criteria	No prior-approval or accreditation required for LIVE activities as well as 200, 205, 220 and 190 Must be dietetics-related, adhere to an Activity Type Definition, and meet PDP Content Criteria
Pre-Approved Self-Study Materials – 700-740 ¹	X					
Recorded Pre-Approved CPE – 175	X					
(CDR Approved) Certificate Programs – 120		X				
(CDR Approved) Certifications – 260-652			X			
Interprofessional (IPCE) & Single Profession CE Offered by Jointly Accredited Providers – 102 ²				X		
Residency and Fellowship Programs – 210 ³					X	
Massive Open Online Courses – 101					X	
Academic Coursework – 100					X	
Lectures/Seminars (LIVE) – 170						X
Webinars/Teleseminars (LIVE) – 171						X
Case Presentations (LIVE) – 110						X
Experiential Skill Development (LIVE) – 140						X
Workshops (LIVE) – 150						X
Journal Clubs (LIVE) – 160						X
Study Group (LIVE) – 230						X
Exhibits (LIVE) – 130						X
Posters (LIVE) – 180						X
Professional Reading – 200						X
Research – 205						X
Sponsored Independent Learning – 220						X
Professional Leadership/ Precepting – 190						X

¹Self-study materials approved by the following organizations are also currently accepted: AAFP, AANP, AAPA, ACCME, ACPE, ANCC, APA (Psychology), APA (Psychiatry), & APHA.

²Any activity format offered by Jointly Accredited Provider may be logged as Activity Type 102. CDR's activity type definitions and content criteria do not apply.

³Sponsored by a university accredited by a USDE recognized accrediting agency or an institution accredited/approved by The Joint Commission or NCQA.

Choosing an Activity Type

Activity Type Selection Quick Sheet

Click the three-digit code to be directed to full definitions, requirements, and CPEU limits.

<i>Is the activity live?</i>	<p>170/171 – Live Lectures or Seminars/Webinars or Teleseminars</p> <p>150 – Interactive Workshops</p> <p>110 – Grand Rounds/Case Studies</p> <p>130 – Exhibits</p> <p>180 – Posters</p> <p>160 – Journal Clubs</p> <p>230 – Study Groups</p> <p>140 – Experiential Skill Development (see culinary requirements in PDP Guide)</p>
<i>Is the activity recorded or self-paced?</i>	<p>175 – Recorded Pre-Approved Activities (no quiz)</p> <p>700-740 – Self-Study via accredited providers or prior-approved (with quiz)</p> <p>101 – Recorded Lectures from Massive Open Online Courses</p> <p>200 – Professional Reading (no quiz)</p>
<i>Is the activity an intensive course of study incorporating multiple modules and perhaps in-person training?</i>	120 – Certificate of Training Programs
<i>Was the activity provided by a Jointly Accredited Provider?</i>	102 – Interprofessional (IPCE) & Single Profession CE Offered by Jointly Accredited Providers
<i>Does completion of the activity result in acquiring a certification?</i>	260-651 – Certifications
<i>Are you a PI or co-investigator on a research study?</i>	205 – Research
<i>Did you compete a residency or fellowship?</i>	210 – Residency and Fellowship Programs
<i>Are you seeking credit for precepting or holding an elected or appointed position with a national, state, or district organization?</i>	190 – Professional Leadership
<i>Did you complete or audit classes at a university accredited by a USDE recognized accrediting agency as shown on a transcript?</i>	100 – Academic Coursework
<i>Did you contract with an expert in a particular area to enhance your competence?</i>	220 – Sponsored Independent Learning

CPE Activity Types Defined

100: Academic Coursework

Dietetics-related academic coursework, including distance learning, at a university accredited by a USDE recognized accrediting agency can be awarded CPEUs based on the following list. Under the activity description in your Activity Log, indicate whether the coursework was taken during a semester, trimester, or quarter. Academic coursework that qualifies for CPE credit must be started after you have become an RD or DTR and must be completed in your current recertification cycle and the course completion date shall not extend beyond the last day of the term. For those RDs or DTRs concluding a 5-year recertification cycle, the date of completion of academic coursework can be the date of notification of successful course completion. However, successful notice must be received by May 31 of the last year of the recertification cycle.

CPEUs Approved	Course taken for Credit	Course Audited
1 semester credit hour	15 CPEUs	8 CPEUs
1 trimester credit hour	14 CPEUs	7 CPEUs
1 quarter credit hour	10 CPEUs	5 CPEUs

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Course Title

College or University

Date Completed

Quarter, Semester or Trimester

Credits Earned/CPEUs Requested

Audit Documentation to Retain

Official/Verifiable Transcript

101: Massive Open Online Courses (university accredited by a USDE recognized accrediting agency)

Time spent viewing recorded online lectures or seminars within the context of massive online open courses (MOOCS) and offered through universities accredited by a USDE recognized accrediting agency can be awarded CPEUs. You must have official verification of your participation, such as a certificate of completion that verifies that you have completed specified assignments, participatory activities, and evaluation benchmarks.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Course Title

College or University

Date Completed

Audit Documentation to Retain

Official Verification of Participation

102: Interprofessional (IPCE) & Single Profession CE Offered by Jointly Accredited Providers

RDs and DTRs can source dietetics-related continuing education from any **Jointly Accredited Provider** regardless of target profession.

Jointly Accredited Providers offer continuing education targeted to specific professions and provide Interprofessional Continuing Education (IPCE) opportunities designed to address the professional practice gaps of the healthcare team using an educational planning process that reflects input from those healthcare professionals who make up the team. The education is designed to change the skills/strategy or performance of the healthcare team, and/or patient outcomes.

Any completed activity offered by a Jointly Accredited Provider is logged as Activity Type 102 regardless of format. CDR's Activity Type Definitions and Content Criteria do not apply to IPCE or single profession activities offered via Jointly Accredited Providers. For example, if the activity is described as live, internet live, enduring or any other format, it is logged as Activity Type 102.

One CPEU is equivalent to 1 contact hour.

110: Case Presentations

CPEUs may be awarded for attendance at dietetics-related case presentations. Examples may include but are not limited to:

- Grand rounds
- Patient case study

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

Provider Contact Information

Official Verification of Participation

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

Provider Contact Information

120: Certificate Programs

An intensive training program with a performance assessment component. Upon completion of the program, participants receive a certificate attesting to the attainment of a new knowledge/skill set (e.g., CDR's Certificate of Training in Obesity for Pediatrics and Adults). Unlike a certification, participants do not receive a professional designation (e.g., CSSD). Certificate programs must:

1. Be dietetics-related.
2. Have stated learning objectives upon which the course and assessment content is based.
3. Include content expert instruction and interactive discussion (which may occur face-to-face or by electronic delivery).
4. Include a post-course assessment that assesses the participant's completion of the program's learning objectives.
5. Have all course materials reviewed by a minimum of three professionals with demonstrated expertise in the content area attesting to the hours needed to complete the program.
6. Be sponsored by the Commission on Dietetic Registration (CDR) or a CDR-accredited provider.

If the program includes a self-study component, the self-study must include an assessment based on stated learning objectives wherein course participants must pass the assessment to continue in the program and to receive CPEUs for the self-study component.

Individuals completing a certificate program receive CPEUs for training and assessment time regardless of whether they pass the post-course assessment and receive the certificate.

Note: Although certificates of completion are issued for various activity types, attaining a certificate of completion does not necessarily signify completion of a 120-level certificate program. When logging CPE, consult other Activity Type descriptions when in doubt.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

Provider Contact Information

130: Exhibits

Learning obtained from dietetics-related exhibits such as those presented at the Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo can be awarded CPEUs when properly documented.

Exhibitors need not be listed separately but should be logged as a single entry according to the date attended. Record several exhibits in a single Activity Log entry that relate to the same Sphere/ Competency.

Virtual exhibits must include interactive experiences, professional materials for review and download, live chat and engagement with vendors.

One-half (0.5) CPEU is equivalent to a one-half contact hour (30 minutes).

140: Experiential Skill Development

Guidelines for experiential skill development activities are:

- Content must be dietetics-related
- Program must include a didactic component
- Providers must be credentialed professionals in the subject area taught or must be an RD or RDN, or DTR or NDTR (for culinary programs, an RD or RDN, or DTR or NDTR must be involved in the planning or presentation)

Examples of experiential skill development activities include culinary skills training (content must focus on food composition, food chemistry, alternative nutrient sources, cultural/social/economic influences, techniques to improve acceptability or compliance), physical assessment training, multi-skills training, and computer/technology training. Any self-study experiential skill development activity must meet requirements listed in the **700-740: Preapproved Self-Study section**.

One CPEU is equivalent to 1 contact hour.

150: Interactive Workshops

Workshop content is required to be dietetics related, and the workshop should include interactive discussion or participation among attendees.

One CPEU is equivalent to 1 contact hour.

*Activities must meet **PDP Content Criteria**.*

Maximum CPEUs per 5 Years

15 for RDs, 10 for DTRs

Description for Activity Log

Event

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Attendance/

Completion or Materials

Describing Exhibits (Date, Timeline, Provider, Content)

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

Provider Contact Information

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title, Provider,

Date Completed, CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

Provider Contact Information

160: Journal Clubs

The journal club must be preplanned, provide for group participation, include three or more professionals, and include in-depth discussion of a single dietetics-related topic from pre-assigned articles/papers in professional, peer-reviewed journals (materials should not be older than five years). Online journal clubs, in which interactive posts by dietetics professionals are read by and responded to by dietetics professionals, are also creditable. A system or program administrator should be able to provide verification of participation in the event of an audit.

One CPEU is equivalent to 1 contact hour.

170: Live Lectures/Seminars 171: Webinars/Teleseminars

Lecture/seminar content must be dietetics related and include participation by or discussion among attendees. Web or telephone conference seminars must occur in real time and include a provision for discussion and interaction between the presenter and attendees.

Note regarding logging conference sessions: If a provider issued a certificate of completion for each session, please log each session individually. If one certificate of completion is issued for the total number of CPEUs please log as one activity.

Note that recorded webinars do not qualify under this activity type (see **175: Recorded Preapproved CPE**, **230: Study Groups**, and **700–740: Preapproved Self-Study**).

One CPEU is equivalent to 1 contact hour.

175: Recorded Pre-Approved CPE

Viewing or listening to a recording of a CDR-approved presentation can be awarded CPE credit. The recorded presentation must have been either preapproved by CDR for credit when it was presented live or offered by a CDR CPE Accredited Provider. The recording must be listened to/viewed within 3 years of the original date of the live presentation (e.g., a recording of a presentation given on September 15, 2020, could be viewed for credit through September 14, 2023.) Please note that if the activity includes a post-test/quiz it is likely a **Preapproved Self-Study (700-740)**.

One CPEU is equivalent to 1 contact hour.

Activities must meet [PDP Content Criteria](#).

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title (including topic or article)

Provider (hosting organization)

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

Provider Contact Information

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

Provider Contact Information

Maximum CPEUs per 5 Years

50 for RDs, 33 for DTRs

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

Provider Contact Information

180: Posters

Learning through dietetics-related poster and e-poster sessions such as those seen at the Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo, can be awarded CPEUs. Posters need not be listed separately but should be logged as a single entry according to date attended. Record several posters in a single Activity Log entry that relate to the same Sphere/ Competency.

One half (0.5) CPEU is equivalent to a one-half contact hour (30 minutes).

190: Professional Leadership/Precepting

Leadership

Holding an elected or appointed office in a dietetics or dietetics-related national, state, or district organization that contributes to the acquisition of leadership skills and professional development can be awarded CPEUs. You must complete the term of office during the current recertification cycle. You may also receive CPEUs if you have been elected for a position but have not yet taken office, as long as a preliminary term has been specified.

Training on the topic of professional leadership would not qualify under this activity type (see **150: Interactive Workshops** or **170: Lectures/Seminars**).

Precepting

Learning acquired while serving as a preceptor for dietetics students in an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited dietetics program may be awarded CPEUs.

ACEND defines a preceptor as a practitioner who serves as faculty for students/interns during supervised practice by overseeing practical experiences, providing one-on-one training, and modeling professional behaviors and values. In order to receive CPEU credit;

- The precepting must have been completed during the current recertification cycle.
- The preceptor must complete the **Verification and Self-Reflection Form** provided by the program director. The form must be signed and dated by the ACEND accredited program director. The form should be retained by the preceptor as documentation to be submitted to CDR if audited.

A maximum of 3 CPEUs per year or a total of 15 CPEUs per 5-year reporting period can be awarded for this activity.

*Activities must meet **PDP Content Criteria**.*

Maximum CPEUs per 5 Years

15 for RDs, 10 for DTRs

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

Provider Contact Information

Maximum CPEUs per 5 Years

15 for RDs, 10 for DTRs

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Letter documenting election or appointment

Provider Contact Information

Audit Documentation to Retain

Completed Preceptor Verification and Self-Reflection Form

Provider Contact Information

Precepting CPEU Conversion

1–25 hrs = 1 CPEU

26–50 hours = 2 CPEUs

51+ hours = 3 CPEUs

*if precepting multiple interns, determine CPEUs based on total hours

200: Professional Reading

Reading peer-reviewed, dietetics-related articles from professional journals and professional newsletters can be awarded CPE credit. Online journals are acceptable in this category. Articles in professional newsletters must be identified as peer reviewed. The article must be read within 5 years of the date the article was published. Include the journal reference/citation in the activity description.

A peer-reviewed journal has the following characteristics:

- It is usually published by professional organizations and societies.
- Its primary purpose is to report original research or review articles.
- Editorial board is listed in the front of the journal or newsletter.
- Articles include an author byline.
- It includes cited references and charts/graphs/photos that impart information.

A journal is likely not peer-reviewed if its primary purpose is to report on trends/concerns in an industry or to provide practical “how-to” articles. If you are unsure as to whether a particular journal or newsletter article is peer reviewed, you may obtain written verification from the issuing organization or a reference librarian.

Reading one article is equivalent to one-half (.5) CPEU.

Increased CPE Maximum for Authors

The professional reading maximum can be increased from 15 to up to 35 CPEUs if an RD or DTR publishes up to four articles in scientific, peer-reviewed journals or chapters in dietetics-related textbooks within the current 5-year recertification cycle.

For every article/chapter authored, an additional 10 current, peer-reviewed articles READ (equivalent to 5 CPEUs) may be logged. To be granted an increase to the professional reading CPEU maximum follow these steps:

1. Select Activity Type 200 in the Activity Log.
2. Click on the image of a book which will appear in the right column of the Activity Log.
3. Click "Add Article/ Publication".
4. Record articles/chapters WRITTEN
5. Click "Add/ Update".

After listing the authored articles/ chapters, return to the “Activity Detail” screen in the Activity Log to record Professional Reading activities. The Activity Log will have expanded the Professional Reading maximum.

Please be aware that credit is not awarded for authorship. Authorship only increases the number of articles READ that can be logged for CPEUs. Each article recorded in the "Activity Detail" portion of the Log is always worth .5 CPEUs.

Activities must meet **PDP Content Criteria**.

Maximum CPEUs per 5 Years

15 for RDs, 10 for DTRs

Description for Activity Log

Journal or newsletter citation

Date Completed

CPEUs Requested

Audit Documentation to Retain

Copy of Abstract or First Page of Article

Please Note

If the article incorporates a quiz or evaluation, such as those found in the *Journal of the Academy of Nutrition and Dietetics*, it may be eligible for credit as a **Preapproved Self-Study (700-740)**.

205: Research

Conducting primary research as a sole, principal, or co-investigator can be awarded CPEUs. An investigator is defined as one who participates substantially in the conception and design of the work and the analysis of data as well as in the writing of the report. Primary research as outlined in the Evidence Analysis Library includes: Randomized Controlled Trials, Cluster Randomized Trial, Randomized Crossover Trial, Prospective Cohort Study, Retrospective Cohort Study, Non-Randomized Controlled Trial, Non-Randomized Crossover Trial, Case-Control Study, Time Series Study, Reliability Study, Non-Controlled Trial, Case Study or Case Series, Other Descriptive Study, Cross-Sectional Study, Trend Study, Before-After Study; systematic reviews with or without meta-analyses are also considered research for this activity type. The research must have been conducted after the investigator has become an RDN or RD, or NDTR or DTR. Research completed to fulfill academic requirements would receive credit as **100: Academic Coursework**, while reading reviews designed primarily to summarize the findings of others would receive credit under **200: Professional Reading**. However, completing a meta-analysis that identifies new trends or ideas based on data from other studies would be awarded CPEUs in the Research category. Required documentation must be completed within the current recertification cycle to receive credit.

Level of Involvement	Description	CPEUs Awarded
Principal Investigator	One who alone develops the study concept, research design, analysis of data and writing of the report	20 CPEUs per study
Co-Investigator	One who participates substantially in the conception and design of the work, analysis of data and writing of the report	10 CPEUs per study

Maximum CPEUs per 5 Years

60 for RDs, 40 for DTRs

Description for Activity Log

Title of Study

Sponsoring/funding institution

Identification as principle or co-investigator

CPEUs

Date research completed

Audit Documentation to Retain

Sponsoring/funding institution info

Report to include an introduction, purpose of research, methodology, discussion of results, summary and references

One or more of the following (must be completed within current cycle):

- Final summary technical report to federal, state or other grant providing organization
- Letter verifying acceptance for publication in a peer-reviewed journal or copy of published manuscript
- Letter verifying acceptance for presentation or poster session at a peer-reviewed professional association conference

210: Residency and Fellowship Programs

Programs require completion of a dietetics-related, post-baccalaureate-level residency or fellowship activity with a minimum of 75 contact hours for RDNs or RDs or 50 contact hours for NDTRs or DTRs. Program experience must take place after the practitioner has become an RDN or RD, or NDTR or DTR and must meet all of the following criteria:

- At the post-baccalaureate level and is dietetics related.
- Offers formalized/structured experiences.
- Sponsored by a university accredited by a USDE recognized accrediting agency or an institution accredited/approved by The Joint Commission or NCQA
- Completed within the current 5-year recertification cycle.

Completion of the program provides 75 CPEUs.

220: Sponsored Independent Learning

Sponsored independent learning is a dietetics-related, individualized learning activity planned and carried out by the learner. Before beginning a sponsored independent learning activity, the learner first contracts with an individual who is an expert in a particular area using the sponsored independent learning contract available [here](#). Within the contract, describe the demonstrable learning outcomes (skills, knowledge, judgment or attitude) expected upon completion. The learning outcomes must be measurable or observable and clearly stated. Describe the resources/activities utilized.

Please note that the Sponsored Independent Learning activity is not an available route for logging CDR-approved or non-approved certifications or certificate programs (see **260–651: Certifications** and **120: Certificate Programs**).

One CPEU is equivalent to 2 hours spent on this activity.

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Residency/Fellowship
Provider
Date Completed
CPEUs

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline
Provider Contact Information

Maximum CPEUs per 5 Years

50 for RDs, 35 for DTRs

Description for Activity Log

Activity Title (Area of Learning)
Provider (Expert sponsor name)
Date Completed
CPEUs Requested

Audit Documentation to Retain

Sponsored Independent Learning Contract with Original Signatures

230: Study Groups

Study groups must be preplanned, provide for group participation, include three or more professionals, and include in-depth study of a specific, dietetics-related topic (e.g., audio or video recording or webcast of an approved session at the Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo). Recordings of approved presentations can be no older than 1 year past the date of the presentation to receive credit. All study group materials must adhere to content criteria.

One CPEU is equivalent to 1 contact hour.

Note: CPE providers that are selling video or audio recordings of preapproved CPE activities should include instructions for RDs and DTRs regarding how to obtain study group CPEUs.

260–651: Certifications

The following certifications are approved by CDR.

For approval, the program must be dietetics related, must require candidates to meet eligibility requirements and pass an examination to become certified initially, and must require certificants to recertify by passing an exam or by continuing professional education depending on the certification requirements/options.

Eligibility for CPE credit in a given cycle is based on date of notification of successfully meeting certification or recertification requirements. CPEUs can be awarded for qualifying certifications earned during the current 5-year recertification cycle and up to 6 months before your current recertification cycle. The date of completion of the certification can be either the date of notification of successful completion of the requirements for certification or the date of the examination required for certification.

Maximum CPEUs per 5 Years

50 for RDs, 35 for DTRs

Description for Activity Log

Title/Topic

Coordinator

Date Completed

CPEUs

Audit Documentation to Retain

Certificate of Attendance/
Completion, or CPE Agenda/
Outline (Objectives, Date,
Timeline, Coordinator)

Provider Contact Information

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Certification Obtained

Provider

Date of Notification

CPEUs Requested

Audit Documentation to Retain

Copy of document verifying date of
issue and duration of certification

Provider Contact Information

<i>Certification (Activity number, certification board, and full title)</i>	<i>CPEUs</i>
260: ADCES – Board Certified Advanced Diabetes Management (exam)	75
300: NBNSC – Certified Nutrition Support Clinician	75
330: CDR – Advanced Practice Board Certification in Clinical Nutrition	75
335: CDR – Board Certification as a Specialist in Gerontological Nutrition	75
336: CDR – Board Certification as a Specialist in Obesity and Weight Management	75
337: CDR – Board Certification as a Specialist in Oncology Nutrition	75
340: CDR – Board Certification as a Specialist in Pediatric Nutrition	75
360: CDR – Board Certification as a Specialist in Pediatric Critical Care Nutrition	75
380: CDR – Board Certification as a Specialist in Renal Nutrition	75
385: CDR – Board Certification as a Specialist in Sports Dietetics	75
420: IBLCE – International Board Certified Lactation Consultant	50
460: CBDCE – Certified Diabetes Care and Education Specialist (exam)	75
462: CDECB – Canadian Board Certified Diabetes Educator (exam)	75
465: NCSF – Certified Personal Trainer (exam)	25
480: ADCES – Board Certified Advanced Diabetes Management (recert via CE)	50
490: ACCL – Clinical Lipid Specialist	40
500: AAFCS – Certified in Family and Consumer Sciences	40
515: ACE – Certified Medical Exercise Specialist	40
516: ACE – Certified Group Fitness Instructor	25
517: ACE – Certified Health Coach	25
518: ACE – Certified Personal Trainer	25
529: ACSM – Certified Personal Trainer	25
530: ACSM – Certified Exercise Physiologist	40
532: ACSM – Certified Clinical Exercise Physiologist	50
545: SNA – School Nutrition Specialist	40
550: IAEDP* – Certified Eating Disorders Specialist (initial exam)	75
551: IAEDP* – Certified Eating Disorders Specialist (recertification)	50
560: IFT – Certified Food Science	50
600: HQCB – Certified Professional in Healthcare Quality	25
620: NAFEM – Certified Foodservice Professional (DTRs only)	40
625: NASM – Certified Personal Trainer	25
630: NBCC – National Certified Counselor	50
635: CBDCE – Certified Diabetes Care and Education Specialist (recert via CE)	50
637: CDECB – Canadian Board Certified Diabetes Educator (recert via CE)	50
640: NCHCE – Certified Health Education Specialist	40
645: NCSF – Certified Personal Trainer (recertification)	25
647: NESTA – Personal Fitness Trainer	25
650: NSCA – Certified Strength & Conditioning Specialist	40
651: NSCA – Certified Personal Trainer	25

*The IAEDP CEDS is an approved certification or recertification for the traditional route only.

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

Activities must meet **PDP Content Criteria**.

700–740: Pre-Approved Self-Study Materials

Self-study activities are defined as educational materials (e.g., audio, video, and web-based materials, study kits, modules, and publications) used for individual study. Academic correspondence courses are not considered self-study activities.

Only activities preapproved by CDR or from CDR-approved CPE providers will be accepted for self-study CPEUs.

All activities listed in CDR's [CPE Database](#) are preapproved by CDR. Click here for a listing of [CDR CPE Accredited Providers](#).

To receive CPE credit for self-study materials, the practitioner must meet all CPE provider requirements for the product (including complying with deadlines, completing examinations, making payments, etc.).

In order to provide more CPE self-study opportunities, CDR has accepted self-study materials from certain CPE providers accredited by other CDR-approved organizations as detailed in the list on the next page. Be sure to refer to CDR's website at cdrnet.org for an updated list of approved self-study providers.

If the self-study materials are accredited by one of the CDR-approved organizations listed on the following page, please include the activity provider and the accrediting organization on your Activity Log in the "Provider" box.

CPE providers seeking CDR preapproval and practitioners need to be aware that self-study CPE activities must meet all of the following criteria in order for RDs and DTRs to receive CPEUs:

- 1. Content:** The refereed activity must meet the content criteria for continuing education as stated in the Continuing Professional Education Guidelines, including "Content should apply to the field of nutrition and dietetics."
- 2. Referees:** The activity must be refereed. In this case, "refereed" denotes a review by a minimum of three independent professionals with demonstrated expertise in the content area. Referees' academic degrees should be relevant, and from a university accredited by a USDE recognized accrediting agency. Foreign academic degrees accredited by foreign equivalent institutions are accepted under the condition that they

Activities must meet [PDP Content Criteria](#).

Maximum CPEUs per 5 Years

No Maximum

Description for Activity Log

Program Title

Provider

Date Completed

CPEUs Requested

Audit Documentation to Retain

Certificate of Completion or agenda/timing outline

Provider Contact Information

Self-Study Activity Types

The following are categories of pre-approved, self-study programs for which CPEUs can be awarded:

700 Audio-based

(e.g., CDs, Podcasts)

710 Computer-based

(e.g., CD-ROM or non-internet based)

720 Printed

(e.g., booklets, CPE articles with quizzes in the *Journal of the Academy of Nutrition and Dietetics*)

730 Video based

(e.g., DVDs)

740 Web-based

(e.g., Internet or online learning, such as CDR's Assess & Learn Series)

have been verified by one of the agencies listed on the Independent Foreign Degree Evaluation Agencies list. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish demonstrated expertise.

3. **Presenters/developers:** Instructors or individuals who develop CPE materials will have appropriate academic training, certification, or demonstrated expertise to present or develop materials in a particular subject area. Academic degrees should be relevant and from a university accredited by a USDE recognized accrediting agency or foreign equivalent. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise.
4. **Scientific integrity:** The provider is responsible for the content, quality, and scientific integrity of the activities. Potential conflicts of interest, including commercial bias, will be disclosed. A balanced discussion of the topic, including risk versus benefit information where appropriate, will be ensured. Controversial or disputed issues must be presented as such and supported by documentation from current and reputable refereed scientific journals.
5. **Length:** The activity must be a minimum of a one-half (0.5) contact hour in length.
6. **Evaluation of learner:** An evaluative component—for example, four option multiple choice test questions for study materials—must accompany the activity. Trained item writers or those with demonstrated capabilities in evaluation/assessment are required to develop the test questions/evaluation of the learner.
7. **Enduring material:** Self-study CPE activities, regardless of their format, will be eligible for CPE credit for up to 3 years from the date of their initial publication.
8. **Critical thinking tool:** Self-study activities submitted to CDR for prior-approval or those offered by CDR-accredited providers on or after 1/1/2020 are required to include a Critical Thinking Tool. The tool is intended to assist CDR credentialed practitioners in reflecting on their new learning and its application to their practice competency while completing self-study products. CDR credentialed practitioners must retain one copy of the completed tool for each self-study product completed for their records to be submitted to CDR if audited. The original is to be submitted to the self-study provider in order to receive the provider issued certificate of completion.

One CPEU is equivalent to 1 contact hour.

Activities must meet [PDP Content Criteria](#).

Please Note

In addition to self-study materials offered by CDR Accredited Providers, CDR also accepts self-study materials from certain CPE providers accredited by other CDR-approved organizations. Self-study materials approved by the following organizations are currently accepted:

AAFP

American Academy of Family Physicians

AANP

American Academy of Nurse Practitioners

AAPA

American Academy of Physician Assistants

ACCME

Organizations accredited by the Accreditation Council for Continuing Medical Education

ACPE

Organizations accredited by the Accreditation Council for Pharmacy Education

ANCC

American Nurses Credentialing Center

APA

American Psychiatric Association

APA

American Psychological Association

APHA

American Public Health Association

Portfolio Audit Procedures

Purpose

The portfolio audit ensures that the components of the PDP process have been successfully completed and documented. You must maintain required CPE supporting documentation for 2 years beyond the end of your recertification cycle in case you are chosen for an audit.

Click [here](#) for Audit instructions.

Audit Selection

You may be selected for audit by random sampling or based on identified triggers.

Random Audit

Not every RD or DTR will be audited by CDR. CDRs database randomly selects a predetermined percentage of RDs or DTRs for audits.

Triggers

Triggers, or causes for auditing portfolios, are based on noncompliance with portfolio guidelines or with applicable laws and regulations related to the practice of the profession as indicated in the [Code of Ethics for the Profession of Dietetics](#).

Audit Process

1. CDR notifies practitioners of audit via email when the minimum requirements are met. The audit document for upload is specified in the Activity Log based on the activity type selected. Audit documents to retain are also listed in the CPE Activity Type section of this guide under "**Audit Documentation to Retain**".
2. Document upload* is required if the Activity Log is flagged for aud. Upload is optional if the log is not flagged for audit. A log cannot be submitted without substantiating audit documents for at least 75 CPEUs for RDs/50 CPEUs for DTRs and an ethics activity. A practitioner can remove an activity from their CPEU total by declaring that they lack an audit document.
3. If the CPEU falls below the minimum requirements, additional activities must be completed/recorded and an audit document uploaded to facilitate successful log submission.
4. Activities must be completed by May 31st of the last year of the 5-year cycle and audit documents uploaded/log submitted by either a date specified by CDR in an audit notice email communication or no later than June 30th of the final year of the recertification cycle. Audit submission within one month of notice is encouraged.
5. Uploaded audit documentation and log submission is reviewed by CDR within one month of submission.
6. CDR requests additional documentation as needed (e.g. content outlines and instructor bios may be required to verify compliance with PDP Content Criteria). Activities lacking required documentation will be denied but may be re-entered by the practitioner upon notice of audit failure/log denial and subsequent log unsubmission. If audit failure/log denial and subsequent unsubmission occurs after May 31st of a 5-year cycle, a grace period for resubmission with activities

completed on or before May 31st of the last year of the cycle will be determined by CDR.

7. CDR will notify the practitioner via email upon successfully meeting the audit requirements. Failure to meet audit requirements will be communicated via email and UPS letter. If a practitioner does not meet the audit requirements due to discrepancies, missing information, activity denials, failure to meet minimum CPE requirements, etc., within time frames determined by CDR, the practitioner may appeal the audit.
8. Appeals outcomes will be communicated to the practitioner.

Audit Outcome

The outcome of a portfolio audit will be one of the following:

- Recertification,
- Request for additional information within 30 days (has no impact on certification status), or
- Revocation of credential.

Appealing Adverse Decisions of an Audit

To receive a copy of the appeals process related to an adverse decision in a portfolio audit, please contact CDR or visit cdrnet.org/appeals.

*Uploaded files will be maintained by CDR for up to two years after the completion of a 5-year recertification cycle. Physical or digital retention of PDP-related audit documentation including but not limited to PDP-related forms, certificates, agendas, contracts, transcripts, etc., is the responsibility of the practitioner within or outside of the context of a PDP audit. Permitted audit/upload document file types include pdf, jpeg, doc, png, and ppt.

Definitions of Terms

An understanding of the vocabulary specific to the Essential Practice Competencies for CDR Credentialed Nutrition and Dietetic Practitioners is often helpful. For context, terms defined in the Academy of Nutrition and Dietetics Definitions of Terms List related to the practice competency discussion (e.g., scope of practice, credentialing, licensure) are also provided.

Essential Practice Competencies for CDR-Credentialed Nutrition and Dietetic Practitioners

The knowledge, skill, judgment, and attitude requirements across nutrition and dietetics practice and within focus areas that are required to provide competent, ethical, and safe practice. Essential practice competencies provide a structured guide to help identify, evaluate, and develop the behaviors a person needs for competent professional practice. For further reading, click [here](#).

Core Essential Practice Competencies

Knowledge, skills, judgment, and attitudes that apply to all practitioners across the profession regardless of role, area of practice, or setting. CDR has identified nine Core Essential Practice Competencies: Ethics and professionalism; Communications; Leadership and advocacy; Critical thinking and decision making; Informatics; Research, evidence-informed practice, and quality improvement; Safety and risk management; Food, nutrition and dietetics, and physical activity; and Education and counseling.

Diet and Nutrition Related

The integration, application, and communication of principles derived from food, nutrition, social, business, and basic sciences to achieve and maintain optimal nutritional status of individuals through the development, provision, and management of effective food and nutrition services in a variety of settings and as defined by the Essential Practice Competencies.

Functional Essential Practice Competencies

Role-specific knowledge, skills, judgment, and attitudes needed for a particular practice focus. CDR has identified five Functional Essential Practice Competencies: Clinical care; Business, industry, and product development and marketing; Community and population health; Foodservice management; and organization management.

Grace Period Submission Deadline

CDR strongly recommends that Learning Plans and Activity Logs be submitted by May 31st of the last year of the 5-year recertification cycle. However, CDR will accept Plans and Logs as late as 11:59 PM Central Time on June 30th of the final year of a recertification cycle. All activities must be completed by May 31st of the final year.

Consciously Competent Practitioner

A practitioner reflects on their practice, identifies learning needs, and selects resources and tools that help to address learning needs and demonstrate competence. This is a nutrition and dietetics practitioner who understands the knowledge, skills, and judgment needed for their practice.

Sphere

Defines the area in which someone acts, exists, or has influence or significance. A group of competencies and a focus area. CDR has identified 14 Spheres of Essential Practice Competencies.

Performance Indicators

Describe an interrelated set of factors that define the level of expected performance. These are action statements that demonstrate the competency in practice.

Standards of Practice (SOP) & Standards of Professional Performance (SOPP)

The Academy SOP and SOPP reflect the minimum competent level of nutrition and dietetics practice and professional performance for RDNs/RDs and NDTRs/DTRs. The SOP and SOPP provide a rationale for the respective RDN/RD or NDTR/DTR standards, detail quality indicators, and review the role delineation and relationship between the RDN/RD and NDTR/DTR.

Definitions from the Academy Definitions of Terms List

Definition of Terms for the Academy of Nutrition and Dietetics (eatrightpro.org)

Competence

A principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.

Competency(ies)

A Competency is a combination of observable and measurable knowledge, attitude, skills, abilities, behaviors, and other characteristics

that an individual needs to perform work roles or occupational functions successfully. Competencies specify the "how" of performing job tasks, or what the person needs to do the job successfully.

Competent Level of Practice

Competent Level of Practice is demonstrated by practitioners who achieve credentialing as an RDN or NDTR and consistently provide safe and reliable services by employing appropriate knowledge, skills, behaviors and values in accordance with accepted standards for the profession. Competent practitioners critically evaluate their own practice; improve performance based on self-awareness, applied science, and feedback from others; and engage in continuing education to enhance skills, proficiency and knowledge. Self-evaluation is particularly important when shifting roles throughout the practitioner's career.^{1,2} The definition is based on the Dreyfus Model of Skill Acquisition.

Focus Area of Nutrition and Dietetics Practice

Defined practice area of nutrition and dietetics practice that requires focused knowledge, skills, and experience.

Individual Scope of Practice

Individual Scope of Practice is comprised of following:

- Academy Scope of Practice;
- State Laws;
- Education and Credentials;
- Federal and State Regulations and Interpretive Guidelines;
- Accreditation Organizations;
- Organization Policies and Procedures; and
- Additional Individual Training/Credentials/Certifications

An individual's scope of practice in nutrition and dietetics has flexible boundaries to capture the breadth of the individual's professional practice. Each RD or RDN and DTR or NDTR has an individual scope of practice that is determined by education, training, credentialing, experience, and demonstrated and documented competence.^{1,2} Individuals and organizations must ethically take responsibility for determining competence of each individual to provide a specific care, treatment or service. Not all RDs or RDNs and DTRs or NDTRs will practice to the full extent of the range of nutrition and dietetics practice.

Licensure (Regulatory)

Licensure is the process by which a state governmental agency grants time-limited permission (that may vary by state) to an individual to be recognized as and/or practice a given occupation after verifying that the individual has met predetermined, standardized qualifications.

Professional Certification/Accreditation

Professional Certification/Accreditation is a process, often voluntary, by which individuals who have demonstrated the level of knowledge and skill required in the profession, occupation, role, or skill are identified to the public and other stakeholders by a private entity or certification body that assures individuals meet specified qualifications.

Statutory Certification

Statutory Certification "is the procedure and action by which a state evaluates and determines (i.e., certifies) that an individual has met pre-determined requirements in order to use a specific title recognizing one is qualified when practicing the profession within its jurisdiction."

State certification within practice acts generally provides a lower level of protection for consumers than licensure because certification laws do not generally include practice exclusivity and there is no mechanism to remove harmful practitioners. Others can continue to practice the profession as long as they do not use the protected title.

Statutory Scope of Practice

Statutory scope of practice definition has been adopted from The Center for the Health Professions, University of California, San Francisco. "Legal scopes of practice for the health care professions establish which professionals may provide which health care services, in which settings, and under which guidelines or parameters. With few exceptions, determining scopes of practice is a state-based activity... State legislatures consider and pass the practice acts, which become state statute or code... State regulatory agencies, such as medical and other health professions' boards, implement the laws by writing and enforcing rules and regulations detailing the acts."