

Competency Plan Builder and Learning Plan FAQs:

1. **Question:** *When do I need to create my plan?*
 - a. **Answer:** You must create your Plan prior to entering CPEUs on your Activity Log.

2. **Question:** *I have completed activities, but do not have a Plan on file. Can I still log these?*
 - a. **Answer:** Yes. However, you must submit a Learning Plan first to be granted access to your Activity Log.

3. **Question:** *Are there visual instructions available to assist with my Plan?*
 - a. **Answer:** Yes, [visual instructions](#), a [recorded webinar](#), as well as this FAQ are available to assist you in using the Competency Plan Builder.

4. **Question:** *Can I switch back to the old Learning Plan system?*
 - a. **Answer:** No. The Competency Plan Builder is the replacement for the Goal Wizard. The more streamlined functionality offers a more efficient and pleasant user experience.

5. **Question:** *Is my Plan automatically approved?*
 - a. **Answer:** Yes, once you submit your Learning Plan it is automatically active.

6. **Question:** *Does my Plan automatically save?*
 - a. **Answer:** The initial version of your Learning Plan created using the Competency Plan Builder must be submitted and reflect an 'Active' status. Any updates made to your Plan after your initial submission are automatically saved.

7. **Question:** *Can I use my Plan from my last cycle?*
 - a. **Answer:** Plans created using the Competency Plan Builder will transfer to subsequent cycles. Plans created using the previous 'Goal Wizard' tool will not transfer to your new cycle. Updates periodically made to CDR's Essential Practice Competencies may require that you create a new Learning Plan.

8. **Question:** *How can I modify my Plan?*
 - a. **Answer:** To modify your Plan, login to your myCDR account. Select, "PDP" and then "Access Plan." You will then select modify (see below).

Congratulations, your new plan is now Active!

Registered Dietitian Nutritionist or Registered Dietitian
08/26/2016 - 05/31/2022

Submission date	Plan status
03/08/2021	Active



9. **Question:** *When and how often can I modify my Plan?*
- a. **Answer:** You can modify your Plan as often as you would like throughout your 5-year cycle.
10. **Question:** *If I modify my Plan does it negate the CPEUs I have already logged?*
- a. **Answer:** No, modification to your Plan do not negate the CPEUs already logged.
11. **Question:** *Are previous versions of my Plan available?*
- a. **Answer:** Only the most recent version of your Plan is available.
12. **Question:** *What is the minimum number of Spheres/Competencies needed in my Plan?*
- a. **Answer:** You are required to have at least one Competency from Sphere 1: Ethics.
13. **Question:** *What is the maximum number of Spheres/Competencies needed in my Plan?*
- a. **Answer:** There is not a maximum number of Spheres or Competencies required. Please note your Plan must contain at least one Competency from Sphere 1: ethics.
14. **Question:** *Do we need to select a competency from each Sphere?*
- a. **Answer:** No, you are not required the select a Competency from each Sphere. The only requirement is that you select a Competency from Sphere 1: ethics.
15. **Question:** *Do my Spheres and Competencies transfer to my log?*
- a. **Answer:** You will be able to select from all Spheres and Competencies when logging activities. You may select whichever Sphere/Competency you feel best describes the outcomes of activity completion.
16. **Question:** *Do I need to complete an activity for each Sphere/Competency on my Plan?*
- a. **Answer:** No, you are not required to complete a CPEU activity for each Sphere or Competency on your Plan. Please note – all practitioners are required to complete the mandatory [ethics CPEU](#).
17. **Question:** *Can I add my own Competency?*
- a. **Answer:** Yes, you may create your own Competency under each Sphere. Please note – you can only create one personal Competency per Sphere.
18. **Question:** *How many of my own Competencies can I make?*
- a. **Answer:** You may create your own Competency once per Sphere.
19. **Question:** *Am I required to create my own Competency for each Sphere?*
- a. **Answer:** No. Creating your own Competency is not required.
20. **Question:** *Does CDR review all self-made Competencies?*
- a. **Answer:** No. Since Plan approval via the Competency Plan Builder is automatic upon submission or update, CDR does not review submissions that utilize the “create your

Competency” feature. ***Please note that activities must still meet PDP content criteria.***

21. Question: *I am not working, or I am retired. What do I select?*

- a. Answer: CDR recognizes that many RDs and DTRs maintain the credential despite having pursued careers in other fields or having reached retirement. Choosing from the “Core Essential Practice Competencies” 1-9 may help to create a Plan that is more general in nature. The scope and depth of your Plan is a personal decision and is reflective of where you are at in your career.

22. Question: *I am a new Practitioner; how do I create a plan?*

- a. Answer: CDR recommends creating a general Plan which need not relate to “role specific” areas of practice. Optionally choosing from the “Core Essential Practice Competencies” 1-9 may help you accomplish learning goals that apply to all credentialed practitioners regardless of role, area of practice, or setting. As you become more specialized, you may optionally update your Plan with “Functional Essential Practice Competencies” 10-14. The scope and depth of your Plan is a personal decision and is reflective of where you are at in your career and where you see it leading.

23. Question: *If I have questions regarding my plan who should I contact?*

- a. Answer: Please put your questions in writing and email CDR@eatright.org