

# Activity Review Process

Activity submitted for prior approval:



Activity is **automatically** routed to CDR for review and an invoice is created after activity submission.

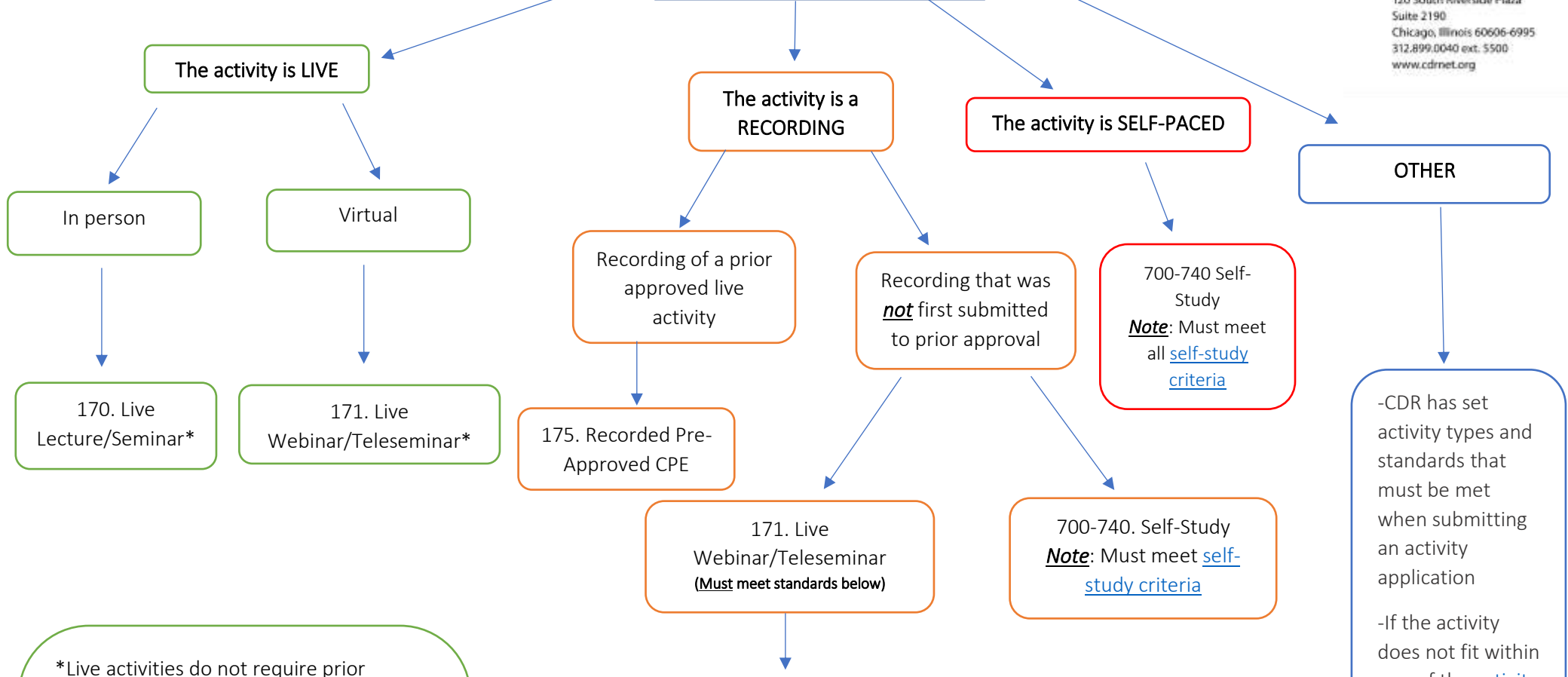


Pay for activity application within provider account. **Note:** the activity will not be reviewed until payment has been made.



Once payment is received, review of the activity application takes **4-6 weeks**. Once the activity is reviewed you will receive an email with an update in your provider account.

# Activity Type Selection Guide



\*Live activities do not require prior approval for a CDR credentialed practitioner to receive CEUs.

Attendees must receive a certificate of completion that includes:

- Name of CDR Credentialed Practitioner
- Activity Title
- Name of Provider
- Amount of CEUs (1 contact hour=1 CEU)
- Date of activity
- Provider Signature
- Provider contact

Recorded lectures may be part of a live webinar/lecture, as long as:

- All information presented meets the [core content criteria](#)
- The activity occurs at a designated time, followed by live question and answer
- The recorded activity immediately followed by a live question and answer includes the speaker/presenter(s) engaging with participants using discussion and/or chat box.
- If the provider plans to offer the activity as a recording (activity type 175), the activity must first be submitted to CDR prior to the live activity as Type 171: live webinar.
- Once the activity is approved and occurs, it may be resubmitted to CDR for approval and offered as [activity type 175: recorded pre-approved CEU](#).

-CDR has set activity types and standards that must be met when submitting an activity application

-If the activity does not fit within one of the [activity types](#), meet specific [activity type standards](#), and/or the [core content criteria](#), it cannot be submitted for prior approval

## Payment Information

An invoice is created once an activity is submitted for Prior Approval. Options to pay online for an activity:

- You will be prompted for payment once the activity is submitted
- You can click on the Activities tab and click "Please click here to pay this invoice."
- You can click the Invoices tab to view the invoice



The activity will go into CDR's Pending Approval list **AFTER** payment has been made.



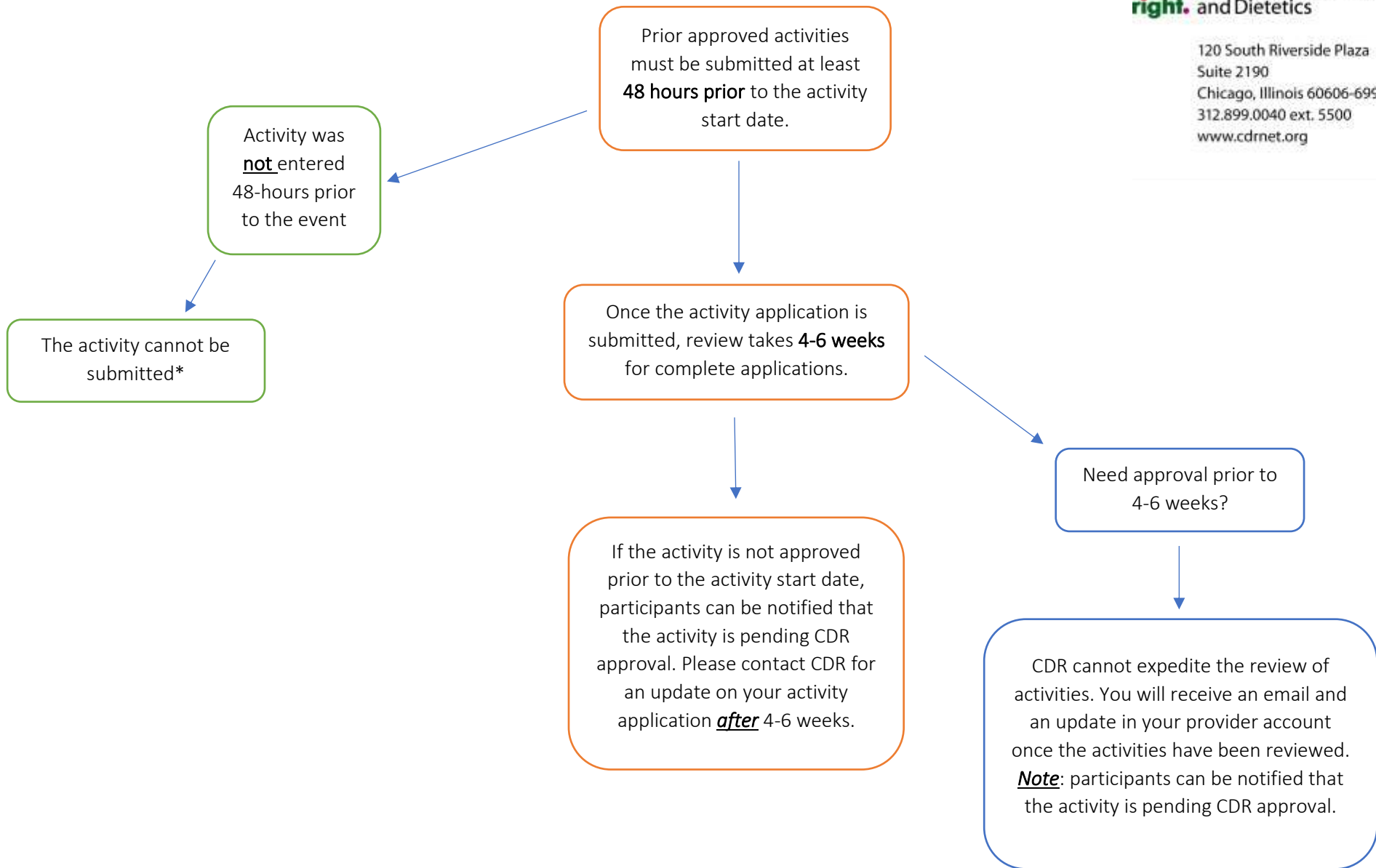
**The fee structure is as follows:**

- If the activity is between 1-10 CPEUs = \$30 for the activity submission
- If the activity is 11 or more CPEUs = \$60 for the activity submission



The invoice and receipt can be found in your CPE Provider account under the Invoices tab.

# Activity Review Timeframe



\* Live activities **do not** require prior approval for a CDR credentialed practitioner to receive CPEU's.

**Note**, practitioners must receive a certificate of completion that includes the name of CDR credentialed practitioner, activity title, name of provider, amount of CEUs (1 contact hour = 1 CEU), date of activity, provider signature, & provider contact. Providers may create their own certificate with required components.

## Activity Return for Update

If an activity is *returned for an update*, you will receive email notification and a message will be posted on the bottom of the activity indicating what additional information is needed in order to receive prior approval.



Log into your provider account, and select the returned activity. Then, select "modify". Upload requested documents and/or post a message in the "*Additional information for CDR*" section within the activity application.

**Note:** unable to upload a document? Email the document to [priorapproval@eatright.org](mailto:priorapproval@eatright.org) with the *activity number and title*



Once requested documentation or information is uploaded, select "**SUBMIT.**"



Complete activity applications take *4-6 weeks* for review once submitted.

# Certificate of Completion:

- \*Hold onto a record of attendance/completion for **7 years** following the activity
- \*Download the sample CPE certificate, fill it out, and distribute to participants.
- \*To find the certificate of completion, log into your CPE Provider account, click on the top left corner where it reads, "Download sample CPE certificate"



## \*How to complete the certificate of completion:

**CPE Accredited Provider**  
Commission on Dietetic Registration  
the credentialing agency for the Academy of Nutrition and Dietetics

Continuing Professional Education Certificate of Attendance  
- Attendee Copy -

Participant Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_ Provider Code: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Activity Title: \_\_\_\_\_

Activity Number: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Number of CPEUs Awarded: \_\_\_\_\_

\*Performance Indicator(s): \_\_\_\_\_ CPE Level: \_\_\_\_\_

Provider Signature: \_\_\_\_\_

RETAIN ORIGINAL COPY FOR YOUR RECORDS  
\*Refer to your Professional Development Portfolio Guide For PIs

The participant can fill in their **name** and **registration number**.

The **Provider Name** is the name of the organization that entered/offered the activity.

The **Provider Code** is the same as your CPE Provider username.

The **Activity Title** is the name of the activity that was entered on the activity application.

The **number of CPEUs Awarded** are the amount that your activity was approved for.

The **CPE level** is the level selected in the activity application.

The **Provider Signature** can be signed, written, or printed. The person who signs the certificate should be the contact person for the organization or individual that organized the event.

The **Activity Number** is the six-digit activity number that is assigned upon activity submission. This can be found in your Provider account under the "activities" tab.

The **Date Completed** should reflect the date that the activity was completed.

The **Performance Indicators** that should be listed are the ones selected in the activity application.