

How to Access the Appeals Panel Decision Letter

Commission on Dietetic Registration

the credentialing agency for the
eat[®]
right. Academy of Nutrition
and Dietetics

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



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MyCDR

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Not all nutrition
Certification Programs are created equal.

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

Learn More



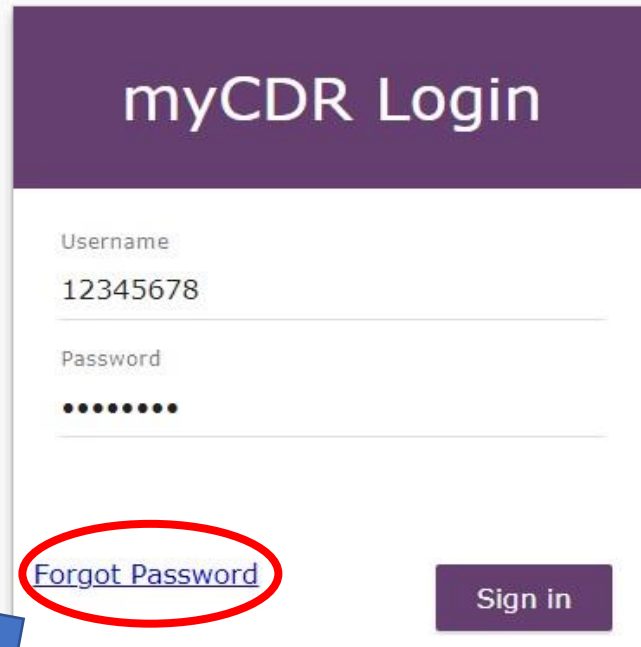
HOW CDR CAN HELP YOU



ONLINE CREDENTIAL VERIFICATION SEARCH

Select to **Login**
to myCDR
account

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



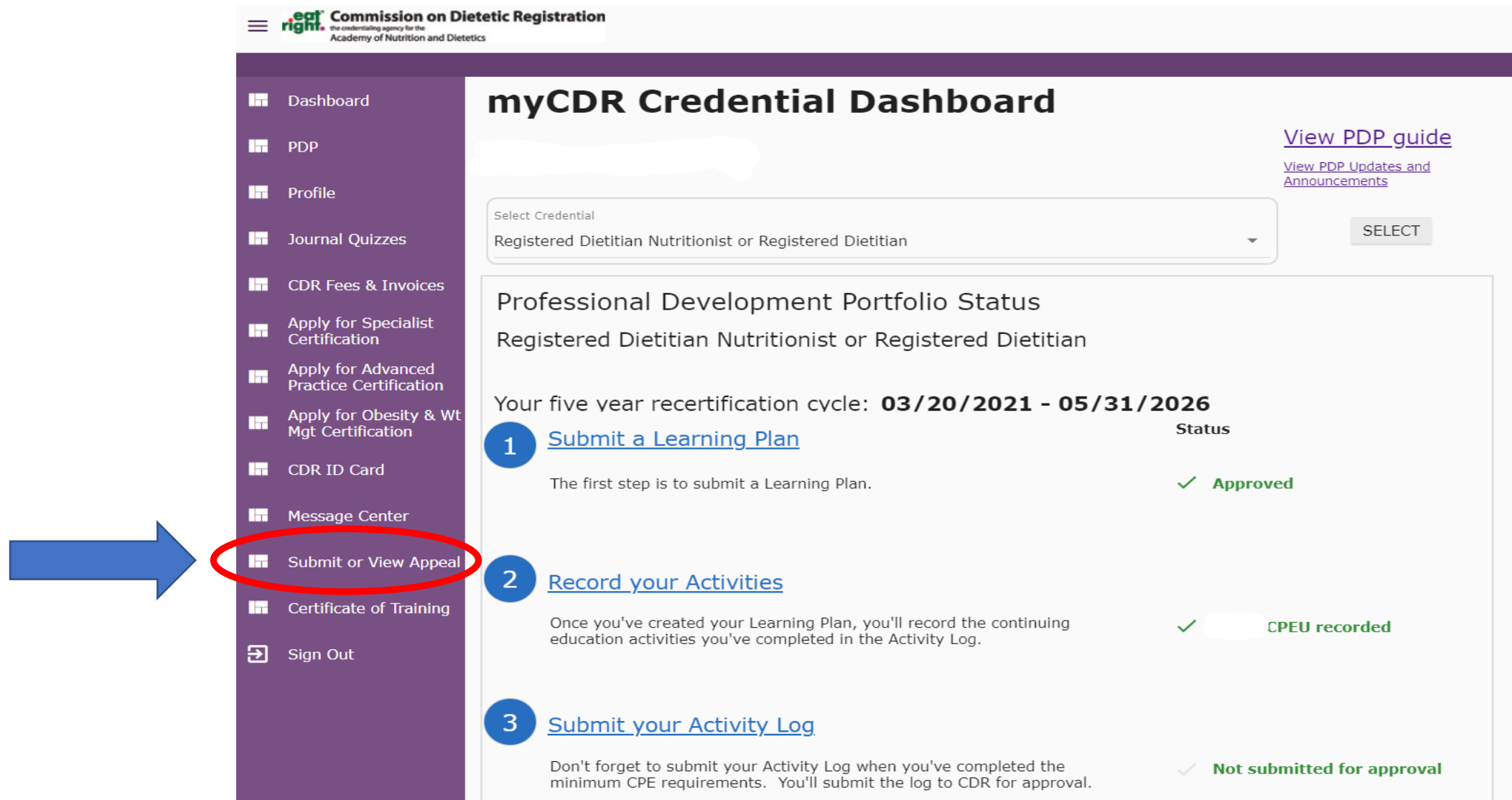
The image shows a login form titled "myCDR Login". It has a purple header with the text "myCDR Login" in white. Below the header, there are two input fields: "Username" with the value "12345678" and "Password" with a masked password represented by seven dots. At the bottom left of the form, there is a blue link labeled "Forgot Password" which is circled in red. At the bottom right, there is a purple button labeled "Sign in".

Forgot password?
Click here.

Helpful Tips:

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

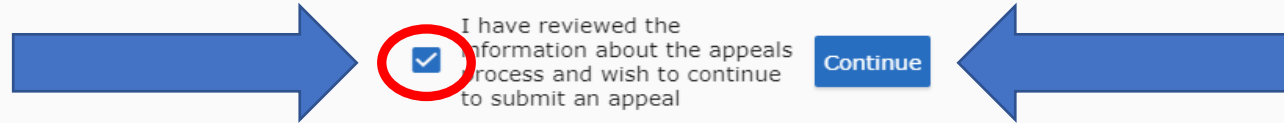
Step 3: Enter the Appeals Portal by selecting *“Submit or View Appeal”* from the from the left navigation pane.



The screenshot shows the myCDR Credential Dashboard for a Registered Dietitian Nutritionist or Registered Dietitian. The left navigation pane contains the following items: Dashboard, PDP, Profile, Journal Quizzes, CDR Fees & Invoices, Apply for Specialist Certification, Apply for Advanced Practice Certification, Apply for Obesity & Wt Mgt Certification, CDR ID Card, Message Center, **Submit or View Appeal** (circled in red), Certificate of Training, and Sign Out. A blue arrow points to the 'Submit or View Appeal' item. The main content area displays the 'Professional Development Portfolio Status' for the user, showing a five-year recertification cycle from 03/20/2021 to 05/31/2026. The status is summarized in a table:

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

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



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

Continue

Appeals Instructions

After receiving an adverse decision in writing from CDR regarding an appellant’s registration, continuing education credits, or other appealable subject matter, an appellant may submit an appeal to the CDR Appeals Panel, who will consider it at the next regularly scheduled meeting. The Appeals Panel deliberates and decides on all appeals requests. This Panel meets once a month and appellants are notified by email if their request was granted or denied. All appeals are prepared and presented confidentially to the Panel; (names are redacted). Appellants are notified of the Panels decision via email within 3 – 5 business days.

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

When submitting an appeal, appellants will be required to select:

1. Appeal type
 1. Extension of PDP Deadline
 2. Waiver of Registration Maintenance Fee
 3. Waiver of the Registration Maintenance Late Fee
 4. Other – Will need to specify appeal request
2. Third-party supporting documentation
 1. Examples:
 1. Medical – Letter from a doctor, medical records
 2. Legal – Letter from a counselor, attorney, or legal representative
 3. Financial – Tax documentation, documentation of government assistance
 3. \$20 non-refundable appeals review fee*.

Step 5: Select the appeal in which you'd like to review the decision letter.

List Appeals

[Add a new Appeal](#)

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

Step 6: Select *“View decision letter.”*

Appeal tracking and reviewer notes

Created

1/24/2022

Appeal Type

Extension of PDP Deadline

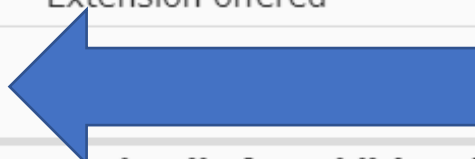
Appeal Number

600094

Status

Extension offered

[View decision letter](#)




Click on each row to review note details for additional requirements and upload additional documents as necessary

Date	Source	Note
1/24/2022	System	Appeal request created

Step 7: Select *“Download”* to view the decision letter.

Appeal decision letter

Created	1/24/2022	Appeal Type	Extension of PDP Deadline
Extension/Remediation thru date		Status	Extension offered
Appeal Number	600094		
Download your decision letter to review. If you have been granted a PDP extension, click link below to sign contract on Docusign. Then pay registration fees if applicable.			
Short description			
01 Love Decision Letter.pdf		Download	



Questions?

Please contact CDR at
CDRappeals@eatright.org