Commission on Dietetic Registration

the credentialing agency for the Academy of Nutrition and Dietetics

Professional Development Portfolio Guide

with Essential Practice Competencies

Professional Development Portfolio
with Essential Practice Competencies

Welcome to the CDR Professional Development Portfolio Guide!

A brief overview of the process

This booklet, known as the **PDP Guide**, will help you navigate the 3 steps of your CDR recertification process, whether this is your first cycle or even your fourth.

In short, the PDP process is aimed at helping to enrich your continuing education experience. This is achieved by emphasizing assessment of your current role, goal setting, and reflection on the impact of the activities you complete.

1. The first step is your **Learning Plan**, where you'll take the long view on the coming 5-year cycle to better direct your education. You'll develop this plan using our new intelligent Goal Wizard tool.

2. Once you've created your Learning Plan, you will record continuing education activities you've attended in the **Activity Log**. When you've completed your minimum CPE requirements, you will submit the Log to CDR for review.

3. At the end of your 5-year cycle there is one final step, though not one you'll submit to CDR. The **Professional Development Assessment** is an exercise to measure the efficacy of your planning and prepare you for your next cycle.

It's really pretty simple, but it is important to note that as this is a professional recertification there are rules that will need to be followed in order to be successful. These are outlined in detail within each section of the PDP Guide, so be sure to read this document thoroughly to avoid any issues.

Finally, the majority of the PDP process occurs in the **MyCDR** section of the CDR website, **my.cdrnet.org**, so before starting anything it would be a good idea to log in and become familiar with the features there.

Professional Development Portfolio
with Essential Practice Competencies

Dear Dietetics and Nutrition Practitioner:

The Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics, is committed to protecting the public through the enforcement of validated certification standards and the Code of Ethics for the Profession of Dietetics (**cdrnet.org/code**). In addition to rigorous credentialing processes, the Commission is also dedicated to meeting the needs of nutrition and dietetics practitioners with practical resources to enhance continual professional learning and growth.

The Professional Development Portfolio Guide now reflects Essential Practice Competencies for CDR Credentialed Nutrition and Dietetics Practitioners. As a shift from the traditional PDP learning need codes, practice competencies describe the knowledge, skills, judgment, and attitudes for all credentialed practitioners throughout their careers, and across areas of practice, and work settings.

To assist with the PDP transition to practice competencies, the Goal Wizard, an online, interactive tool is available by logging into your "MyCDR" page on the CDR website (**my.cdrnet.org**). The Goal Wizard asks a series of structured questions based upon practice status, daily professional activities, and current and future learning needs, in order to assist you in formulating and submitting your individual learning plan. The Goal Wizard promotes professional self-reflection and learning needs assessment to help you complete your learning plan by selecting competencies and performance indicators from your personalized Practice Competency Profile.

The essential practice competencies and Goal Wizard have been incorporated into the PDP process beginning June 2, 2015, for newly credentialed nutrition and dietetics practitioners, and June 1, 2016, for recertifying credentialed nutrition and dietetics practitioners completing the 2016–2021 recertification cycle. All other practitioners are being transitioned into the new system over the coming years.

These enhancements to the PDP process are exciting and also meet the needs of nutrition and dietetics practitioners who are fully engaged in quality career-long learning and professional growth. Please visit **cdrnet.org/competencies** for helpful resources about the competency-based PDP process. If you have any questions, email CDR at **cdr@eatright.org** or at **competencies@eatright.org**, or phone CDR at 800-877-1600 ext. 5500.

Sincerely,

Beth Taylor, DCN, RDN-AP, LD, CNSC, FCCM, FAND

Chair

Commission on Dietetic Registration

Table of Contents

Professional Development Portfolio Guide

Professional Development Portfolio Principles 2
Essential Practice Competencies Information 3
Continuing Professional Education Information 4
13-point Content Criteria Checklist for CPE Activities 5
Required Ethics CPE Activity 6
CPEU Head Start Program 7
Continuing Professional Education Activity Types 8
Step 1: Learning Plan Using The Goal Wizard Tool 20
Step 2: Activity Log 23
Step 3: Professional Development Evaluation 26
Portfolio Audit Procedures 28
Definitions Of Terms 29

Appendices

Click here to access the PDP Guide Appendix.

A: Instructions for Online Entry of Learning Plan/Activity Log 2
B: Sponsored Independent Learning Contract 11
C: Approved Certification Program Information 13
D: Resources for PDP Process Development 17
E: Visioning Report and Workforce Demand Study 19
F: Independent Foreign Degree Evaluation Agencies 21

Contacting CDR

CDR will always be the best resource for information regarding the PDP process and its requirements. Feel free to contact us in one of the following manners:

Phone: 1-800-877-1600 x 5500
Web: **cdrnet.org**
Email: **cdr@eatright.org**
Fax: 312-899-4772
Mail: Commission on Dietetic Registration
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

Professional Development Portfolio Principles

Taking a hands on approach to your continuing education

The underlying principle of the Professional Development Portfolio (PDP) process is that effective continuing professional education (CPE) involves more than information transfer alone. Research shows CPE is optimized when each practitioner identifies knowledge and skills needed for professional competence, uses appropriate educational methods, and develops individualized strategies to implement what has been learned by applying it to professional practice.

Building upon these principles, the Commission on Dietetic Registration (CDR) constructed a PDP process, which promotes lifelong learning and continuing professional competence while providing you with the tools to achieve these aims. The tools will enable you to analyze circumstances, requirements, and essential practice competencies within your profession; create and carry out an individualized continuing education activity; and evaluate the success of using CPE in your professional life.

CDR embraces the Academy of Nutrition and Dietetics' Standards of Professional Practice, which hold the individual professional responsible for continuing competence. The Code of Ethics for the Profession of Dietetics, which applies to all registered dietitians (RDs) and dietetic technicians, registered (DTRs), also imposes an on-going obligation on these practitioners to maintain competence by increasing their professional knowledge and skills. The Code of Ethics specifically states that, "[t]he dietetics practitioner assumes a life-long responsibility for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice." RDs and DTRs not complying with the Code of Ethics are subject to disciplinary actions, including censure, probation, suspension of registration, and revocation of credential (**cdrnet.org/code**).

To enhance accountability and assist practitioners with achieving their goals, CDR will employ a periodic audit process whereby it will randomly select practitioners and will require those individuals to submit their CPE documentation. Only practitioners who are audited will be required to submit CPE documentation. Specific "Audit Documentation To Retain" is outlined for each different activity type in the CPE Activities section of the guide (pages 8–19).

The three steps of the PDP process take time. The value of the process is often proportionate to the effort expended in its completion.

Essential Practice Competencies

Insight into CDR's latest recertification initiative

The Professional Development Portfolio now features Essential Practice Competencies, which provide overarching validated standards for CDR's core credentials: the RD and the DTR.

Practice competencies define the knowledge, skill, judgment, and attitude requirements throughout a practitioner's career, across practice, and within focus areas. Competencies provide a structured guide to help identify, evaluate, and develop the behaviors required for continuing competence.

Unlike entry-level competencies, which focus on preparation and evaluation for minimum competence upon completion of an academic activity approved by ACEND (Accreditation Council for Education in Nutrition and Dietetics), the essential practice competencies are intended for use throughout a nutrition and dietetics practitioner's career.

There is an expectation that competencies will be used by the dietetics professional to

- identify learning needs;
- guide continuing professional development and ongoing competence;
- assist in career progression and professional development, and,
- communicate the role and competence of the profession to stakeholders (e.g., employers, external accreditation bodies, the public, etc.).

The competency-based PDP is intended to assist practitioners with increasing their skills, knowledge, and competence while also ensuring compliance with the Code of Ethics. The PDP process does not, however, 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.

Essential practice competencies were implemented in the PDP for RDs and DTRs who became credentialed June 2, 2015 and all practitioners recertifying after June 1, 2016. Annually thereafter, newly credentialed practitioners and those recertifying will transition to the essential practice competencies program. The last group to transition to essential practice competencies will be new RDs and DTRs credentialed June 2, 2019–May 31, 2025 and practitioners recertifying June 1, 2020–May 31, 2025.

For complete information on the Essential Practice Competencies initiative, visit **cdrnet.org/competencies**.

Continuing Professional Education Information

Essential Information

All CDR credentialed practitioners are required to complete continuing professional education (CPE) activities during their 5-year cycle and log them on their Activity Log.

The number of continuing professional education units (CPEUs) differs by credential. RDs are required to complete 75 CPEUs, DTRs must complete 50 CPEUs. Both credentials are also required to complete one CPEU of ethics-related education.

Only activities that fall within the bounds of the Approved CPE Activity Types — listed on pages 8–19 — will be awarded CPEUs by CDR. You must complete the CPE activities within your current 5-year recertification period in order to receive CPEUs.

Your Learning Plan should be submitted before you complete any CPE activities, but must be submitted no later than 120 days after completing your first CPE activity in your current recertification cycle. There is no time limit for the entry of activities, other than the end of a practitioner's 5-year cycle.

CPE activities must relate to the performance indicators specified on your active Learning Plan. In the event that an activity does not fit your plan, you may update the plan — either before attending, or no more than 120 days after completing the activity.

Some activities have limits on the number of CPEUs you can count within a 5-year cycle. These limits are communicated in the descriptions of each CPE activity type, on pages 8–19. CPE activities — with the exception of CDR approved certifications — cannot be repeated, whether in the same or following cycles. However, updated editions of a particular program can be completed in separate cycles.

Be aware that failure to complete the PDP process within the allotted time will lead to the loss of your RD or DTR credential.

With the exception of self-study activities, you may attend CPE that has not been prior-approved or presented by a CDR-accredited provider, on the condition that they meet the content criteria listed on the following page.

CPE Definition and Philosophy

CDR defines CPE as education beyond that required for entry into the profession. The dietetics professional participates in lifelong learning to maintain and improve knowledge and skills for competent practice.

Teaching Versus Learning

In determining which CPE activities receive credit under the PDP process, CDR's Competency Assurance Panel considers the direction of information flow — whether it is toward or away from the practitioner.

For example, when attending a lecture/seminar, information is flowing from the presenter and toward the practitioner; therefore, this activity could be eligible for CPE. When it is the practitioner delivering a presentation, however, the information is flowing from the practitioner to the audience; therefore, being a presenter is not eligible for CPE. Presenters may possibly obtain CPEUs for certain preparation activities within the approved CPE categories.

13-point Content Criteria Checklist for CPE Activities

CPE encompasses activities or materials that you attend and that 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. Are targeted academically to beyond entry-level dietetics professionals and provide 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 US regionally accredited institution. 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 on pages 21 – 22 of the *Appendix*. 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 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. Are (typically) a minimum of one (1) contact hour in length.
11. Exceptions include professional reading, poster presentations and exhibits, and self-study activities, which can be a minimum of 0.5 CPEUs.
12. All continuing professional education activity types* addressing diet and nutrition topics, must include an RD or DTR in program planning. Effective for continuing professional activities offered on or after June 1, 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), pharmacy, dentistry, and speech language pathology societies and associations are excluded from this requirement.*

Required Ethics CPE Activity

All CDR credentialed practitioners must complete a minimum of 1 CPEU pertaining to the topic of ethics during each 5-year recertification cycle.

There is no one single activity that you must complete to satisfy this requirement, as long as a continuing education program's content is primarily about a matter of professional ethics and how it relates to your practice. This can be either a live or self-study activity though one should be mindful that all self-study activities must be either: prior approved, offered by a CDR Accredited Provider, or have approval from a similar accrediting body, as listed on page 19.

Accordingly:

- Each Step 1: Learning Plan submitted for will be required to include a practice competency and subsequent performance indicator from Sphere 1: Ethics and Professionalism (Competencies 1.1–1.6).
- Each Step 2: Activity Log submitted must include at least 1 Continuing Professional Education Unit (CPEU) with a performance indicator from an ethics-related practice competency goal (1.1.1–1.6.5).

Visit **cdrnet.org/ethics** for an updated list of resources to help complete this requirement.

MyCDRGo Mobile App

On-the-go credential management

RDs and DTRs are now able to utilize an internet-enabled smartphone to log their CPEU activities immediately upon completion. Additional functions of the app include the ability to complete quizzes from the Journal of the Academy of Nutrition and Dietetics, as well as updating one's profile and even paying the annual registration maintenance fee. Practitioners can download the MyCDRGo app from either the Apple App Store or the Google Play store, or by visiting the following website from any smartphone: **cdrnet.org/mycdrgo**

Download on the App Store

GET IT ON Google Play

CPEU Head Start Program

One of the many benefits found in submitting the Activity Log early

For practitioners who have completed their recertification requirements early, CDR has a process to allow CPE activities completed in the final 75 days of one's 5-year cycle to now be posted toward the practitioner's coming 5-year cycle.

This head start program pertains exclusively to activities completed in the final 75 days of a practitioner's current recertification cycle (known as the Head Start Period) only when all of the following criteria have been met:

1. Practitioners must have successfully completed all CPEU requirements for their current cycle (75 CPEUs for RDs, 50 CPEUs for DTRs, with at least one Ethics-related activity).
2. Practitioners must have submitted their online Step 2: Activity Log for the current cycle **no later than March 17 of the final year of their recertification cycle** in order to be eligible for the CPEU Head Start.
3. The CPEUs must be attained during the Head Start Period (between March 17 and May 31).
4. The first CPEU to be posted to the next cycle must be attained at least one day after the completion date of the last activity logged for the current cycle ending May 31.
5. RDs may record up to 15 CPEUs and DTRs may record up to 10 CPEUs earned during the last 75 days of their recertification cycle toward their next cycle, which begins June 1.
6. A new Step 1: Learning Plan for the new cycle beginning June 1 needs to be submitted no later than 120 days after the completion date of the first activity to be transferred to the next recertification cycle.
7. All CPEUs from a given activity must be transferred. CPEUs from one activity cannot be credited across multiple recertification cycles.

Note: All practitioners with an approved Activity Log may submit their Learning Plan as early as 75 days before their new 5-year recertification cycle begins (March 17th), regardless of eligibility for the Head Start program.

Continuing Professional Education Activity Types

100: Academic Coursework

Dietetics-related academic coursework, including distance learning, at a regionally accredited US college or university 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. The date of completion of academic coursework can be either the date of notification of successful course completion or the date of the final examination required for course completion; note, however, that the notification of successful completion of coursework 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 Transcript

101: Massive Open Online Courses (U.S. Regionally Accredited Colleges or Universities)

Time spent viewing recorded online lectures or seminars offered via regionally accredited colleges or universities within the context of massive online open courses (MOOCS) 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

110: Case Presentations

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

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.

120: Certificate Programs

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

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 Interventions for 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.

Though you may receive certificates of completions for lectures and seminars as well as for self-study activities, these certificates do not signify completion of 120-level certificate programs.

One CPEU is equivalent to 1 contact hour.

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.

You do not need to list exhibitors separately. You may record several exhibits that relate to the same performance indicator as one event on your Activity Log.

Virtual, online exhibits may be awarded up to 1 CPEU, provided the exhibit is organized around a single, dietetics-related topic; provides a certificate of completion for participants; and contains a minimum of 25 links or pages of text for review.

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

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)

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 DTR (for culinary programs, an RD or DTR 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.

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

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.

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.

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

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.

You may be requested to provide an itemized list of lectures attended at annual meetings or conferences.

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.

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

175: Recorded Pre-Approved CPE

Viewing or listening to a recording of a presentation can now be awarded CPE credit. In order for a recording to be eligible for credit, the recorded presentation must have been either preapproved by CDR for credit when it was presented live or offered by one of CDR's accredited CPE providers. In addition, 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, 2016, could be viewed for credit through September 14, 2019.) Please note that if the activity includes a post-test/ quiz it'll likely fall into the categor of activity type **700–740: Preapproved Self-Study.**

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs per 5 Years

30 for RDs, 20 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 sessions, such as those seen at the Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo, can be awarded CPEUs. You do not need to list posters separately. You may record several posters that relate to the same performance indicator as one event on your Activity Log.

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

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

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**).

Maximum CPEUs per 5 Years
15 for RDs and DTRs

Description for Activity Log
Program Title, Provider, Date Completed, CPEUs Requested

Audit Documentation to Retain
Letter documenting election or appointment
Provider Contact Information

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.

Audit Documentation to Retain
Completed Preceptor Verification and Self-Reflection Form
Provider Contact Information

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.

It is probably not a peer-reviewed journal 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 (0.5) CPEU.

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

This activity is not the same as **700–740 Pre-approved Self-Study**. If the article has a quiz or evaluation, such as the CPE articles in the Journal of the Academy of Nutrition and Dietetics, then it may be a pre-approved self-study. Please **see pages 18–19** for a description of these activities such as printed self-study articles with questionnaires.

Increased CPE Maximum for Authors

Dietetics practitioners can increase their current professional reading credits maximum of 15 CPEUs for RDs, or 10 CPEUs for DTRs, per 5-year recertification cycle if they can document authoring a publication (i.e., an article in a scientific, peer-reviewed journal or a chapter in a published dietetics-related textbook).

If your article or chapter has been published within your current 5-year recertification cycle, your professional reading maximum can be increased by 20 CPEUs — 5 CPEUs per article or chapter that you have written — to obtain a maximum of 35 CPEUs total. To be granted an increase in your professional reading CPEU maximum, you need to first record the articles or chapters you have written by clicking on the "Authors of Dietetics-Related Articles" tab in the top right-hand corner of the Activity Log. After you list the articles and/or chapters that you have authored, you will return to the "Display Activities" screen on your Activity Log to log additional professional reading activities.

Remember, each peer-reviewed journal article that you read is worth 0.5 CPEUs.

205: Research

Conducting 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. Examples of such research include qualitative research studies and descriptive epidemiologic research, clinical trials, cohort or follow-up studies, case-control studies, or outcomes research. The research must have been conducted after the investigator has become an RD, 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.

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

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

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 RDs or 50 contact hours for DTRs. Program experience must take place after the practitioner has become an RD, 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 US regionally accredited college or university 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.

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

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 on pages 11–12 of the PDP Appendix**. You must describe the learning outcomes (skills, knowledge, judgment or attitude) you will be able to demonstrate following completion of this learning contract. The learning outcomes must be measurable or observable and clearly stated. You must also describe the resources (material and/or human) you plan to use to achieve the learning outcomes and the activities (techniques and/or tools) you will employ.

Please note that the Sponsored Independent Learning activity is not an available route for any CDR-approved certification or recertification (see **260–651: Certifications**).

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

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 standards and requirements listed on page 5.

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.

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

260–651: Certifications

The following certifications are approved by CDR for consecutive recertification periods (can be used to recertify in repeated recertification periods indefinitely).

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 requirents/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. You must complete the certification examination before May 31 of the last year of the recertification cycle. Notification of successful completion of the certification should be received by May 31 of the last year of the recertification cycle, so that you can record the certification on your Activity Log before you finish and submit your Activity Log on May 31 to CDR for review. However, if you receive notification of successful completion by June 30 of the last year of the recertification cycle, you can record the certification on your Activity Log and finish and submit our Activity Log no later than June 30 to CDR for review. number of CPEUs CDR now awards.

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

Below is a legend for how to read the table on the following page. Certifications are color-coded to easily identify the number of CPEUs CDR now awards.

Certification (Activity number, certification board, and full title)	*CPEUs (Before)*	*CPEUs (Now)*
111: SAMPL — Certification	75	***25***
222: SAMPL — Certificationt	75	***40***
333: SAMPL — Certification	75	***50***
444: SAMPL — Certification	75	***75***

CPE Activity Type Information

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

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 online database at **cdrnet.org/database** are preapproved by CDR. A listing of CDR accredited program providers can be found at **cdrnet.org/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, as of June 1, 2008, 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 prior approval 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 US regionally accredited institution. Foreign

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)

academic degrees accredited by foreign equivalent institutions are accepted under the condition that they have been verified by one of the agencies listed on the Independent Foreign Degree Evaluation Agencies list on pages 21–22 of the Appendix. 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 US regionally accredited institution 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, test questions for study materials or an electronic discussion bulletin board for internet sessions—must accompany the activity. Professional test question writers or individuals with demonstrated capabilities in evaluation/assessment or item writing are required to develop the test questions for the activity.

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.

One CPEU is equivalent to 1 contact hour.

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

Step 1: Learning Plan

Charting your coming 5-year recertification cycle using CDR's new Goal Wizard tool

Overview of the Goal Wizard: From Competency Profile to Learning Plan

The Goal Wizard is an algorithmic tool that will help you to first reflect on where your career is now and where you would like your career to be in the future. This reflection is a critical first step in planning for continuing professional development and career management. The Goal Wizard will also help you to identify knowledge and skills that you need to develop or strengthen to reach your goals. Identifying learning needs helps you enhance competence, remain competitive, and take advantage of new opportunities in the marketplace. After answering questions related to your current or future practice, the goal Wizard will generate a personalized Practice Competency Profile. This profile will list specific competencies describing identifiable components of your expected performance (knowledge, skill, judgment, and attitude) and particular performance indicators describing an interrelated set of factors that define your level of expected performance. Using the customized Practice Competency Profile, you will create your Learning Plan by choosing which selected competencies you would like to establish as learning goals and by choosing which selected performance indicators you will focus on for each learning goal. At the end of the Goal Wizard process, you will review and submit your Learning Plan to CDR. Approval is automatic upon receipt.

Completing Your Learning Plan Using the Goal Wizard Tool

The Goal Wizard tool will ask you a series of questions to determine your practice status and employment setting, your day-to-day work activities and specific skills, and knowledge and judgments that need to be demonstrated in these activities, as well as which external factors or trends will affect your professional practice. Based on your responses, the Goal Wizard will generate a Practice Competency Profile.

From here you will use your personalized Practice Competency Profile to develop your Learning Plan, which will serve as the basis for completing your Step 2:Activity Log. The Goal Wizard will prompt you to select which competencies you want to save as goals (you must choose one competency related to ethics); after selecting and prioritizing your goals, you will be directed to choose at least one performance indicator for each goal from a customized list. You must have at least one goal that is supported by at least one performance indicator, although you will likely have multiple goals and performance indicators. After you complete these steps, you will be able to review and submit your Learning Plan to CDR.

Learning Plan Process Requirements

You must submit your Learning Plan within your current recertification cycle; however, you may submit your Learning Plan as early as 75 days before your new 5-year recertification cycle begins. Note that neither the 75-day rule nor the 120-day Learning Plan grace period can be used to transfer CPEU credit for activities completed outside your current recertification cycle. If this is not your first recertification cycle, you must have an approved Activity Log before you can submit a new Learning Plan.

It is recommended that you submit the Learning Plan to CDR before your first CPE activity. Your Learning Plan must be submitted before you engage in CPE activities or postmarked no later than 120 days after completing your first continuing professional education activity in the current recertification cycle (a 120 day chart is on CDR's website at **cdrnet.org/calculator**). Only CPE activities that correspond to the performance indicators specified on your verified Learning Plan and that meet applicable CDR standards will receive credit for recertification. If you complete a CPE activity that does not correspond to any of your performance indicators, you will need to revise your Learning Plan within 120 days of the CPE activity.

If Your Learning Plan Changes

The Learning Plan can be revised to accommodate significant career changes or life situations. If your learning needs and goals significantly change, you must submit a revised Learning Plan to CDR for approval. This resubmission is important because your learning activities will be evaluated against the Learning Plans(s) that CDR has approved. You will receive credit for your learning activities if they were consistent with the approved Learning Plan on file with CDR at the time of your CPE activity. Your revised Learning Plan must be submitted before you participate in CPE activities or submitted within 120 days of completing your first CPE activity under your new Learning Plan.

When revising your Learning Plan, you may either start from the beginning of the Goal Wizard process, or you may start from the point at which the Goal Wizard provides you with a selected list of competencies based on your previous responses. Both options will allow you to make the appropriate updates to your Learning Plan before you submit your revised plan to CDR.

Instructions for Online Entry of Your Step 1: Learning Plan

1. Go to **cdrnet.org**
2. On the CDR homepage, click the "**Login**" link in the right-hand corner of the page.
3. Enter your login and password (If you do not know either your login or password, click on the "**Forgot Password**" button and follow the appropriate prompt to either reset password or have the system email your website login).
4. The individual information page should now appear. Click on the "**PDP**" tab on the blue toolbar.
5. Click on the green box that says, "**Click here to access your PLAN.**"
6. If this is not your first portfolio cycle, you will see multiple cycle dates. Click "**Select**" next to your current 5-year recertification cycle.
7. A separate window, "**What's New?**" will appear. Read the text, then click "Continue" near the bottom of the page.
8. Read the Introduction page, then click "**Let's Get Started.**"
9. You will then be asked questions regarding the following:
   a. Practice status
   b. Positions held in your previous or current practice
   c. Day-to-day activities
   d. Skills, knowledge, and judgment needed for day-to-day activities
   e. Interests and future work
   f. Anticipated changes in current role or position
   g. Future roles or positions
   h. Mandatory learning
   i. Ethics and professionalism
10. After you have answered all questions, you can view your personalized Practice Competency Profile that the Goal Wizard has generated for you by clicking on "**Display My Profile.**" (After this step, if for any reason you are not able to finish your Learning Plan in one sitting, you may save the work you have completed and come back to it at a later time.)
11. Review the competencies not selected by the Goal Wizard. If you would like to add any competencies to your Practice Competency Profile, select the competency and then click, "**Select From List on Left and Click Here to Add Competency to My Profile.**" Repeat this for each competency you wish to add. Once you are finished, click "**Next.**"
12. Review all the competencies on your Practice Competency Profile. If you wish to delete any competencies, select the delete box to the left of the competency. When you are finished, click on "**Show My Profile.**"
13. You will now see the final version of your Practice Competency Profile. 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. When you are done reviewing the final version of your Profile, click on "**Create Your Learning Plan.**"
14. Click "**Next**" to create your Learning Plan.
15. Select competencies from your Practice Competency Profile that will be added to your Learning Plan as goals that reflect your current or future learning needs. **Click the green arrow** to the right of each competency to add a competency to your Learning Plan. When you are finished, click "**Next.**" You will now be able to view your Learning Plan
16. You will now be asked to choose performance indicators for each goal. To choose Performance Indicators, click on "**Select Performance Indicators**" to the right of each goal. Once you have selected all Performance Indicators, click "**Update Learning Plan.**" Repeat this process for each goal. After you have selected Performance Indicators for each goal, click "**I Have Finished Creating My Plan.**"
17. Your completed Learning Plan will now be displayed based on the goals and performance indicators you have chosen. At this time, you may submit your plan or update it and submit later. If you wish to submit your plan, click "**Yes, Submit My Plan.**"
18. Your Learning Plan is now approved and active in the system.
19. It is recommended that you print a copy of your Learning Plan for your records.

Step 2: Activity Log

Tips to success when logging CPE activities for CDR review

Purpose

This step provides a means to record, evaluate, and document the CPE activities that directly relate to your identified performance indicators. Learning activities completed during this step should assist you in reaching your desired level of competency. Documenting these learning activities can be useful not only to you, but also to employers and outside accrediting organizations. Evaluating your learning activities can help you in making future decisions about learning opportunities.

Activity Log Process Requirements

The Step 2: Activity Log is central to the professional development process. You will log your CPEUs online; required CPE documentation can be stored in an electronic or paper filing system.

The Activity Log is designed to document your participation in activities that support your Learning Plan. Update it on an ongoing basis and keep appropriate documentation of the activities completed. A listing of the different types of documentation required for different CPE activities is provided in this Guide on pages 8–19.

CDR has an online CPE database available to assist you in locating relevant, preapproved CPE activities. Online access is available at **cdrnet.org/database**. You can search activities by topic, location, date, program provider, and practice competency performance indicator.

You may also call, write, email, or fax CDR to request information about CPE activities. Refer to the Table of Contents for CDR contact information.

You will receive credit for all CPE activities that correspond to performance indicators specified on your Learning Plan and that meet applicable CDR Standards.

Note that the only CPE activities that must receive prior approval from CDR (or that must be offered by CDR-approved program providers) are Preapproved Self-Study activities (see activity type **700–740 on pages 18–19**).

Depending on the CPE activities you select, it may not require 5 years to complete your PDP requirements. CDR recommends that you submit your Activity Log to CDR as soon as you complete your PDP requirements within your recertification cycle. You must have a Learning Plan completed and verified by CDR before you can submit your Activity Log. The total number of CPEUs submitted must be at least 75 for RDs and 50 for DTRs.

Logging vs. Submitting CPEUs

Logging CPE activities means recording them on your online Activity Log. You have two chances to submit your CPE activities to CDR for review:

1. When RDs have logged between 30 and 74 CPEUs, or DTRs have logged between 30 and 49 CPEUs, CDR will provide the opportunity for a one-time, midpoint review of your Activity Log. You will be able to see which activities were accepted and, if any, which were denied. Once logged CPE activities have been approved, they cannot be edited or deleted. In addition, the midpoint review cannot be requested during the last 6 months of a recertification cycle (no later than December 1 of the last year of the recertification cycle).
2. Once RDs have logged 75 or more CPEUs, or DTRs have logged 50 or more CPEUs, it is time to submit them to CDR for final review.

Your Activity Log may be submitted as soon as you complete your recertification requirements. Remember that you must log at least one CPE activity that relates to Ethics and Professionalism.

All CPE activities must be completed by May 31 of the fifth year of the recertification cycle, and your Activity Log must be submitted to CDR by no later than June 30 of the fifth year.

A Certification Statement will appear when you submit your Activity Log to CDR for final review. You will then answer a series of questions about your Activity Log and click "Submit" to officially submit your Activity Log to CDR for review.

You will receive notification from CDR within 6–8 weeks of receipt of your Activity Log. Retain required supporting documentation for your CPE activities for at least 2 years beyond the end of your recertification cycle. Do not mail the CPE documentation to CDR unless you are officially notified of an audit.

If you need to have a CPE report for state licensure purposes, contact CDR for a state licensure verification worksheet or visit **cdrnet.org/licensure-hours**

You will use your Activity Log as the basis for completing the Step 3: Professional Development Evaluation process, outlined on the next page.

Instructions for Online Entry of Your Step 2: Activity Log

1. Go to **cdrnet.org** (the latest releases of Microsoft Internet Explorer, Firefox, Google Chrome or Safari work best).
2. On the CDR home page, click on the "**Login**" link in the right-hand corner of the page.
3. Enter your login and password (If you do not know either your login or password, click on the "**Forgot Password**" button and follow the approptiate prompt to either reset password or have the system email your website login).
4. Your credential information box should now appear. If it does not, click MyCDR in the upper right-hand corner of the screen. Once on the MyCDR page, click on the "**PDP**" tab in the blue menu bar.
5. Click on the pink box that says, "**Click here to access your Log**."
6. If this is not your first portfolio cycle, you will see multiple cycle dates. Click "**Select**" next to your current 5-year recertification cycle.
7. Click the "**Add Activity**" button to track an activity on your Log.
   - This will open a new window. If you don't immediately see it, minimize your current page and look for the window that says "**PDP Log—Add Activity.**"
   - Select the 3-digit activity code of the activity that you completed (e.g., 170 lecture/seminar, 720 printed self-study, etc).
   - Enter the date of completion in the MM/DD/YYYY format or use the calendar icon to the right.
   - Choose your performance indicator from the drop-down box (Note: The dropdown list will populate only with the performance indicators on your Learning Plan, relative to the date of the activity).
   - Enter the activity Title and CPE activity provider name.
   - Enter the number of CPEUs obtained.
   - Briefly explain how you used or will use the knowledge or skill acquired from this learning activity.
8. Click the "**Add Activity**" button to track this activity on your Activity Log. If the activity is not immediately added to your log, an error message will appear at the top of the page.
9. Once the activity has been added to your log, click "**Add Activity**" again to enter additional activities.
10. Should you need to edit an activity, you can do so by clicking on the yellow pencil icon directly to the right of the activity entry. If you would like to delete an activity, click the red X next to the pencil icon.
11. After RDs have entered at least 75 CPEUs, or DTRs have logged 50 CPEUs, click on the "**Finish – Submit Log for Processing**" button.
    - CDR now offers an optional midpoint review once within your 5-year recertification cycle. When RDs have entered between 30–74 CPEUs, or DTRs have entered 30–49 CPEUs, a button will appear that says "**Submit Log for Midpoint Review.**" The deadline for the midpoint review is 6 months before the end of your 5-year recertification cycle.

You will receive verification of your approved Activity Log within 6–8 weeks of submission.

If you have an email address on record, you will receive your Activity Log approval letter by email.

If you do not have an email address on record, your letter will be sent by mail.

Step 3: Professional Development Evaluation

Looking backward to ensure better forward movement

Purpose

The final step of the PDP process follows completion of the Step 2: Activity Log and occurs at the end of the recertification cycle. It is a self-evaluation to determine which goals and performance indicators you met on your Learning Plan. The purpose of this step is to evaluate your level of competence in what you have learned and how you have applied this learning. The outcome is the completed evaluation of the effectiveness of your Learning Plan and CPE activities.

You may wish to use this information to answer the Goal Wizard questions based on professional self-reflection and learning needs assessment for the next professional development cycle. In this way, the process becomes continuous improvement.

Requirements

On your Activity Log, you described the application of learning that was derived from each of your CPE activities. On your Step 3: Professional Development Evaluation worksheet, you will evaluate your Learning Plan and your CPE activities related to your Learning Plan and completed during this recertification cycle. The Professional Development Evaluation worksheet is for your use in evaluating your continuing education.

What Progress Did I Make Toward Accomplishing My Professional Goals?

On the Professional Development Evaluation worksheet, refer to your Learning Plan and list your goals in the left-hand column. Reflect on the progress you have made toward your goals and describe this progress in the right-hand column. It may be useful to consider the following while completing this worksheet:

– How has your level of knowledge or skill has changed as a result of your CPE activities?

– Which kinds of learning activity types were more useful to you (do you have a preferred learning style)?

– Which CPE providers did you find produced materials or activities that worked best for you?

– How would you evaluate the impact of your learning activities on your professional practice?

– Did you meet each goal? Do you wish to use some of the same goals in your next 5-year recertification cycle?

For the worksheet, please see the next page.

Portfolio Audit Procedures

Purpose

The portfolio audit ensures that the components of the Professional Development Portfolio 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.

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. Computer programming 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 (refer to **cdrnet.org/code**).

Audit Process

1. CDR notifies practitioner of audit.
2. Practitioner submits required documentation as specified in the CPE section of this Guide under "Audit Documentation to Retain."
3. Documentation is reviewed by CDR.
4. CDR requests additional documentation as needed (e.g. content outlines and instructor bios may be required to verify compliance with PDP criteria).
5. If the practitioner meets the audit requirements, then the practitioner is notified of successful completion of the audit process. If the practitioner does not meet the audit requirements due to discrepancies or missing information, then the audit documentation is sent to the Academy of Nutrition and Dietetics Ethics Committee for review.
6. Practitioner is notified of the results of the Academy's Ethics Committee review meeting.
7. If found in noncompliance, practitioner has opportunity to appeal.
8. Practitioner is notified of final audit result.

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**

Definition Of Terms

An understanding of the vocabulary specific to the Essential Practice Competencies for CDR Credentialed Nutrition and Dietetic Practitioners (essential practice competencies) 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.

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.

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.

Practice Competency Profile

Essential practice competency goals identified through the CDR Goal Wizard. Used by the practitioner to develop a Learning Plan.

Consciously Competent Practitioner

A practitioner reflects on his or her 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 his or her 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.

Practice Illustrations

Day-to-day examples demonstrating performance for a competency. Provides opportunity for more clarification content without being exclusive.

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 RDs and DTRs. The SOP and SOPP provide a rationale for the respective RD or DTR standards, detail quality indicators, and review the role delineation and relationship between the RD and DTR.

Definitions From The Academy Definitions of Terms List

(eatrightpro.org/resources/practice/quality-management/scope-of-practice)

Competence

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

Competencies

A synthesis of knowledge, skills, abilities, behaviors, and other characteristics an individual must demonstrate in order to perform work roles or occupational functions successfully.

Level of Practice, Competent

A dietetics practitioner who has just obtained Registered Dietitian (RD), Registered Dietitian Nutritionist (RDN), Nutrition and Dietetics Technician, Registered (NDTR), or Dietetic Technician, Registered (DTR) status, starting in an employment situation as a professional, and gains on the job skills as well as tailored continuing education to enhance proficiency and knowledge.

Entry-Level

An entry-level practitioner has less than 3 years of registered practice experience and demonstrates a competent level of dietetics practice and professional performance.

Focus Area of Nutrition and Dietetics Practice

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

Certification (Professional)

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 (e.g., CSG, CDE).

Certification (Statutory)

State certification within practice acts provide a lower level of protection for state consumers than licensure and generally require a lower level of educational attainment. Most often, state certification requires that an individual obtain a private credential from a specified nongovernmental professional entity, usually includes title protection, and occasionally includes practice exclusivity.

Licensure (Statutory)

The process by which a state governmental agency grants time-limited permission to an individual to be recognized as and/or engaged in a given occupation after verifying that the individual has met predetermined, standardized competency qualifications.

Scope of Practice (Statutory)

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.

Scope of Practice (Individual)

Scope of practice in nutrition and dietetics encompasses the range of roles, activities, and regulations within which nutrition and dietetics practitioners perform. For credentialed practitioners, scope of practice is typically established within the practice act and interpreted and controlled by the agency or board that regulates the practice of the profession in a given state.

Not finding what you're looking for in the PDP Guide? Try the separate PDP Appendix ***by clicking here***

Things you can find in the PDP Appendix include:

- *Instructions for Online Entry of Learning Plan/Activity Log*
- *Blank Sponsored Independent Learning Contract*
- *Approved Certification Program Contact Information*
- *Information Regarding the Development of the PDP Process*
- *Visioning Report and the 2009–2011 Workforce Demand Study*