

# Commission on Dietetic Registration

the credentialing agency for the



Academy of Nutrition  
and Dietetics

## Prior Approval Instruction Manual

Commission on Dietetic Registration  
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## How the Prior Approval Process Works

1. All submissions are taken via [www.cdrnet.org](http://www.cdrnet.org). The individual submitting the request should be logged in with their CPE Provider credentials, not their personal credentials. If unable to login, please contact CDR at [priorapproval@eatright.org](mailto:priorapproval@eatright.org).
2. [Click here](#) to create a new CPE Provider account.
  - a. ([See below for additional information](#)).
3. To login to an existing CPE Provider account, [click here](#).
4. To **submit** the activity to CDR for review, confirm that the checkbox at the bottom of the activity application is checked and then select "Save."

Activity Submission

To **submit** the activity to CDR for review, confirm that the checkbox below is checked and then select save.  
To **save** the activity application, deselect the checkbox below and then select save.

[Submit for Approval](#) ←

Save ←

5. To **save** the activity application, deselect the checkbox and then click "Save."
  - a. To submit the activity application to CDR for review, go back into the activity application, check the "Submit for Approval" box and then "Save."

Activity Submission

To **submit** the activity to CDR for review, confirm that the checkbox below is checked and then select save.  
To **save** the activity application, deselect the checkbox below and then select save.

[Submit for Approval](#) ←

Save ←

6. After the activity is submitted, payment must be made (note: activities will not be reviewed unless payment is received).
  - a. Note: activities must be submitted & paid for **48-hours prior** to the activity start date.

7. Email confirmation will be sent once the CPE activity application has been submitted.
8. Once the CPE activity is approved, email notification will be sent. It can take up to 4 -6 weeks for final approval.

## Creating a New Provider Account

1. To create a new CPE Provider account, please visit:  
[https://www.cdrnet.org/go/and/cdr/cpe\\_registration.cfm](https://www.cdrnet.org/go/and/cdr/cpe_registration.cfm)
2. Complete the Registration Information Form and select "Register."
  - a. Note: The provider's name must be the name of the organization offering the CPEU activities.

**CONTINUING PROFESSIONAL EDUCATION (CPE)**

Please complete the following information in order to register with us. If you already have an account with us, please [click here to login](#).

Note that if you submitted an activity in the past, you already have an account with us. If you do not have your login information, please email [priorapproval@eatright.org](mailto:priorapproval@eatright.org) to contact us and we will provide you with your account login.

Registration Information	
* Provider Name	<input type="text"/>
* E-mail	<input type="text"/>
* Address1	<input type="text"/>
Address2	<input type="text"/>
Address3	<input type="text"/>
* City	<input type="text"/>
* State	<input type="text" value="Select State"/>
* Country	<input type="text" value="United States"/>
* Zip/Postal Code	<input type="text"/>
* Phone	<input type="text" value="000-000-0000"/>
Fax	<input type="text" value="000-000-0000"/>
Provider URL	<input type="text"/>



3. After submitting the Registration Information Form, the confirmation page will appear:

**Commission on Dietetic Registration**  
the credentialing agency for the  
**eat right.** Academy of Nutrition and Dietetics

[Contact](#)   [Chat](#)   [Virtual Help Desk](#)   [myCDR Login](#)  
**1 (800) 877-1600 Ext. 5500**  

[Home](#)   [About CDR](#)   [MyCDR](#)   [Products](#)   [Services](#)   [Resources](#)   [Forms & Pubs](#)   [Calendar](#)

**CONTINUING PROFESSIONAL EDUCATION (CPE)**

Thank you for your registration. You will be notified via email when the registration has been approved and processed.

4. CDR staff will manually activate the account. Please allow for 2 – 3 business days for account approval.
5. Once the account has been activated, a computer-generated notification will be sent via email. At that time, the provider account can be accessed, and activity applications may be submitted to CDR for review and approval.

## Logging in and Accessing the Prior Approval Request Form

1. All submissions are taken via the CDR Provider Portal website.
  - a. CPE Provider Login: <https://www.cdrnet.org/auth.cfm>.
2. Username and password tips:
  - a. A provider's username is the same as their provider code
  - b. Passwords are case sensitive. Passwords should be typed rather than copied and pasted.
3. **Forgotten password?**
  - a. Select the link that reads, "My CPE Provider (Accredited or Non-Accredited) Account" under the "Forgot Password" subheading.
    - i. Note: If resetting an account password, please notify all individuals who have access to the account.

**Welcome Back!**  
As a registered member of this portal simply enter your username and password and click "Sign In"

**Having trouble?**  
[Click here](#) to send us an e-mail.

**IMPORTANT:**  
If you are an RD/DTR please login using the myCDR button on the top of the page

Sign In

Username

Password

Remember me on this computer until I log out.

Log In

**Forgot Password?**  
Please select the appropriate account that you would like to reset the password.

[My CPE Provider \(Accredited or Non-Accredited\) Account or State Approver Account](#) ←

[myCDR RD/DTR Account](#)

4. Providers can also login by visiting <https://www.cdrnet.org/> and selecting the purple button that reads, "**CPE Provider Login**" at the top of the page.



5. Once logged in, to access a new prior approval application select "New Activity" on the right-hand side of the screen.

Portal

Continuing Professional Education (CPE)

Provider Status: Prior - Approval Only

[Download sample CPE certificate](#)

Provider Info Contacts Activities Invoices Message Center Toolbox

Activities - 5 Items New Activity

	Activity No	Title	Activity Type	Status	Start Date	End Date	
<a href="#">View</a>	188173	How to submit a recorded activity 188173	Recorded pre-approved CPE Activity: 1...	Approved	07/20/2022	07/20/2026	✓
<a href="#">View</a>	188171	How to submit a recorded activity 188171	Live Activity: 171 Live Webinars and Te...	Pending	07/22/2022	07/22/2023	🔔
<a href="#">View</a>	188170	How to submit a recorded activity 188170	Live Activity: 170 Lectures / Seminars	Requires Invoice	07/23/2022	07/23/2023	🔔
<a href="#">View</a>	188120	ho testing 188120	Activity Type 120: Certificate Programs	Requires Invoice	07/03/2022		🔔
<a href="#">View</a>	187955	Aligned Modern Health Dietitian Journa...	Live Activity: 180 Journal Club	Pending	03/02/2022	03/02/2022	🔔

6. A checklist of all required information/documents needed to submit live, or self-study activities can be found at the end of this document.
  - i. [Live Activity Checklist](#)
  - ii. [Self-Study Checklist](#)

## Managing a CPE Provider Account

There is a menu at the top of each provider account. This menu can be used to update provider information (i.e., address, phone number, main contact, etc.), individual contact information and to view all activities submitted by the provider in the past. A downloadable certificate of completion template is also available through the provider account.

### Continuing Professional Education (CPE)

Provider Status: Prior - Approval Only

[Download sample CPE certificate](#)

Provider Info Contacts Activities Invoices Message Center Toolbox

## Updating Provider Information

To update contact information or a password on file with CDR, click on "Provider Info". Enter the updated address, email, or phone number and then click "Save Profile."

Provider Status: Prior - Approval Only

[Download sample CPE certificate](#)

Provider Info | Contacts | Activities | Invoices | Message Center | Toolbox

### My CPE Profile

* Provider Name	Commission on Dietetic Registration
* E-mail	priorapproval@eatright.org
* Phone	800-877-1600
Fax	000-000-0000
* Address1	120 S. Riverside Plaza
Address2	Suite 2100
Address3	
* City	Chicago
* State	Illinois
* Zip/Postal Code	60606
* Country	United States
Provider URL	

### Login Information

Username	5F973F2
----------	---------

[Change Password](#)

[Save Profile](#)

## Update Password

To update the provider password, click "Provider Info" and then "Change Password.", Two boxes will appear below the provider username. Enter the new password twice, and click "Save Profile."

### Login Information

Username	5F973F2
Password	
Confirm Password	

[Save Profile](#)

## Add a New Contact

1. Click "Contacts" from the menu bar. Then, select "New Contact" from the right-hand side of the screen.

### Continuing Professional Education (CPE)

Provider Status: Prior - Approval Only

[Download sample CPE certificate](#)

Provider Info | Contacts | Activities | Invoices | Message Center | Toolbox

Contacts - 1 Item + New Contact

	Name	Phone	State	E-Mail
<a href="#">View</a>	CDR STAFF	800-877-1800		priorapproval@eatright.org



2. Enter the new contact's name, email and phone number. Click "Save Contact."

### Continuing Professional Education (CPE)

Provider Status: Prior - Approval Only

[Download sample CPE certificate](#)

Provider Info | Contacts | Activities | Invoices | Message Center | Toolbox

#### New Contact

* Contact Name	<input type="text"/>
* E-mail	<input type="text" value="name@domain.com"/>
* Phone	<input type="text" value="000-000-0000"/>
Fax	<input type="text" value="000-000-0000"/>
Address1	<input type="text"/>
Address2	<input type="text"/>
Address3	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Select State"/>
Zip/Postal Code	<input type="text"/>
Country	<input type="text" value="United States"/>

[Save Contact](#)



## Activities

1. The "Activities" tab contains all activities submitted by the provider. The activity number, activity type, and status can all be located here. To access the full activity application, select "view" next to the activity.
2. To access a new prior approval request form, click on "New Activity" on the right-hand side of the screen.

Continuing Professional Education (CPE)

Provider Status: Prior - Approval Only

[Download sample CPE certificate](#)

Provider Info | Contacts | **Activities** | Invoices | Message Center | Toolbox

Activities - 5 Items + New Activity

	Activity No	Title	Activity Type	Status	Start Date	End Date	
<a href="#">View</a>	188173	How to submit a recorded activity 188173	Recorded pre-approved CPE Activity: 1...	Approved	07/20/2022	07/20/2025	✓
<a href="#">View</a>	188171	How to submit a recorded activity 188171	Live Activity: 171 Live Webinars and Te...	Pending	07/22/2022	07/22/2023	📧
<a href="#">View</a>	188170	How to submit a recorded activity 188170	Live Activity: 170 Lectures / Seminars	Requires Invoice	07/23/2022	07/23/2023	📧
<a href="#">View</a>	188120	hc testing 188120	Activity Type 120: Certificate Programs	Requires Invoice	07/03/2022		📧
<a href="#">View</a>	187955	Aligned Modern Health Dietitian Journa...	Live Activity: 180 Journal Club	Pending	03/02/2022	03/02/2022	📧

## Completing and Submitting the Prior Approval Request Form

1. Select "New Activity" to start a new CPE activity application. Note: \* indicates a required field.

Provider Status: Prior - Approval Only

[Download sample CPE certificate](#)

Provider Info | Contacts | **Activities** | Invoices | Message Center | Toolbox

**New Activity**

Activities

\* = required field

Activity Type \*

Extended Description

Activity Title \*

Contact \*  [Add Contact](#)

CPEU Lecture Hours \*

Exhibits and/or Posters? \*  Yes  No

Ethics Related CPE Activity? \*  Yes  No

Allow in Public Search \*  Yes  No

Diet Nutrition Related \*  Yes  No

CPE Levels \*  Level 1: Assumes that the participant has little or no prior knowledge of the area(s) covered  
 Level 2: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered  
 Level 3: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered

2. Begin, by selecting an activity type from the drop-down menu.
3. CPEUs are awarded in whole, half or quarter numbers (ex 2.0, 2.5 or 2.25). See below for examples on when to round down or up.
  - a. Note: Activities are required to be a minimum of one, 60-minute contact hour in length. **Exceptions** include professional reading, poster presentations, exhibits, self-study activities, which can be a minimum of 0.5 CPEUs.
  - b. Rounding is applied to overall time of the CPE activity. Rounding is **not** applied at the session level.

**Examples of when to round down:**

<b>Total Time of Activity</b>	<b>CPEUs</b>
1 hour – 1 hour and 7 minutes	1 CPEU
1 hour 16 minutes – 1 hour 22 minutes	1.25 CPEUs
1 hour 31 minutes – 1 hour 37 minutes	1.5 CPEUs
1 hour 46 minutes – 1 hour 52 minutes	1.75 CPEUs

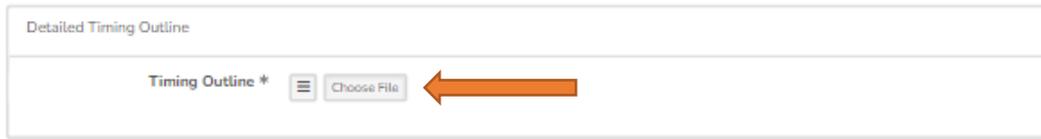
**Examples of when to round up:**

<b>Total Time of Activity</b>	<b>CPEUs</b>
1 hour 8 minutes – 1 hour and 15 minutes	1.25 CPEUs
1 hour 23 minutes – 1 hour 30 minutes	1.5 CPEUs
1 hour 38 minutes – 1 hour 45 minutes	1.75 CPEUs
1 hour 53 minutes – 2 hours	2 CPEUs

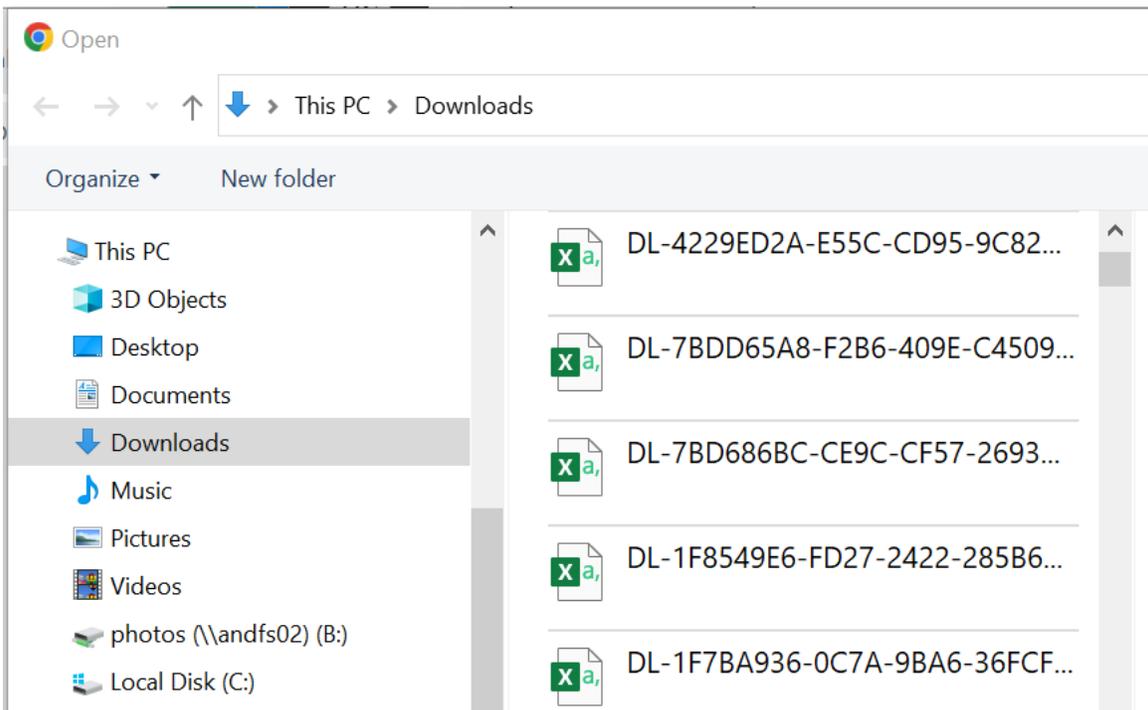
4. CPE Level –**More than one CPE level may be selected if appropriate.**
  - a. Level I: Assumes that the participant has little, or no prior knowledge of the area(s) covered.
  - b. Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered.
  - c. Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered.

## Uploading Documents

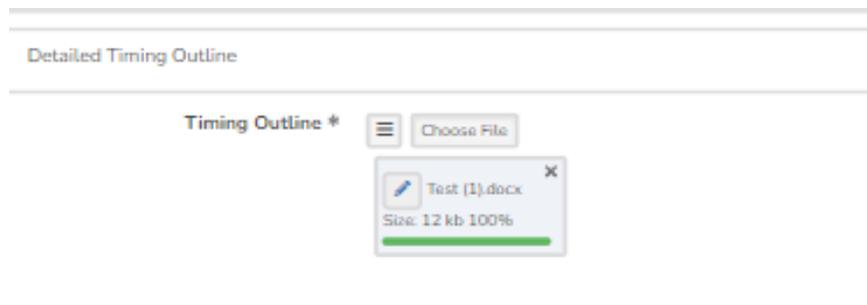
1. Begin by clicking "Choose File"



2. This will open a separate window with all documents (see below for example). Double-click the desired document to upload to the activity application.

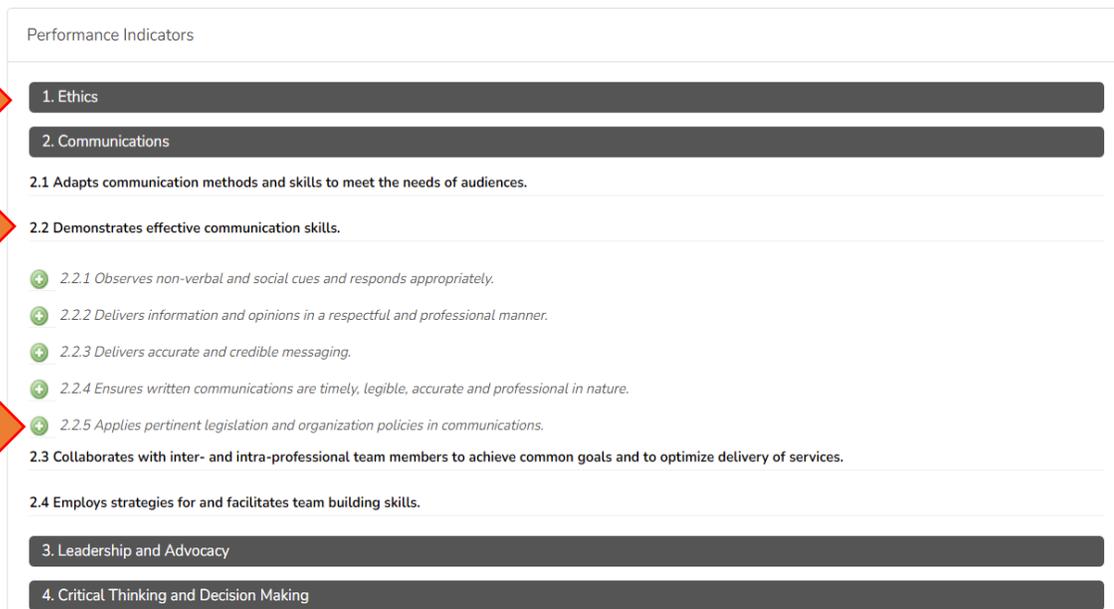


3. After the document is selected, the window will close. The icon below will appear, indicating that the document has successfully been uploaded in the CPEU activity application.



## Adding Performance Indicators

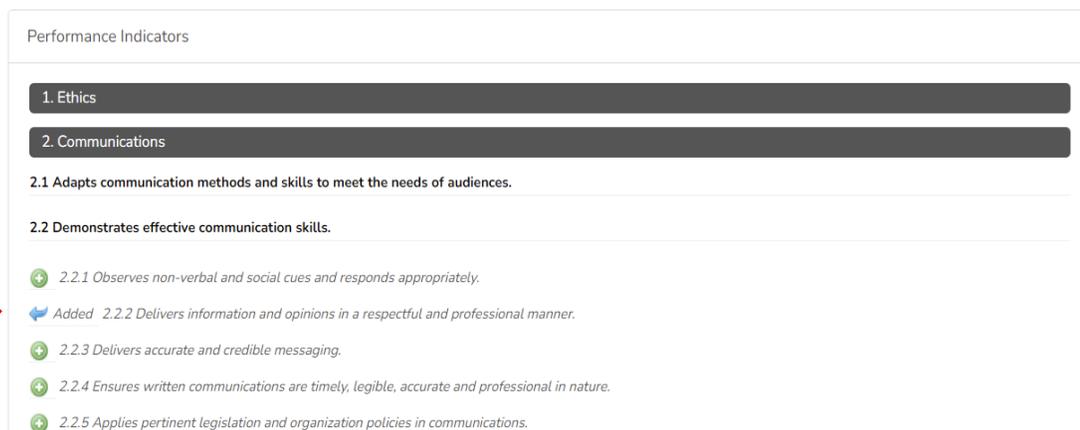
1. To select a Performance Indicator (PI), first select the sphere.
2. Next, select the competency that describes the knowledge, skills and behaviors gained through activity completion.
3. Lastly, select the green circle with a plus sign next to the PI that best describes the inter-related set of behaviors and the level of expected performance that can be evaluated to determine whether the competency has been met.
  - a. Note: Up to 10 performance indicators may be selected per CPE activity application.
  - b. For a full list of the 2020 – 2025 Essential Practice Competencies, please [click here](#).
  - c. If submitting an Ethics activity, at least one performance indicator must be from Sphere 1: Ethics.



The screenshot shows a 'Performance Indicators' selection screen. On the left, three orange arrows point to the following elements:

- Sphere:** Points to the top-level categories: 1. Ethics, 2. Communications, 3. Leadership and Advocacy, and 4. Critical Thinking and Decision Making.
- Competency:** Points to the sub-categories under '2. Communications': 2.1 Adapts communication methods and skills to meet the needs of audiences, 2.2 Demonstrates effective communication skills, 2.3 Collaborates with inter- and intra-professional team members to achieve common goals and to optimize delivery of services, and 2.4 Employs strategies for and facilitates team building skills.
- Performance Indicator:** Points to the specific indicators under '2.2 Demonstrates effective communication skills': 2.2.1 Observes non-verbal and social cues and responds appropriately, 2.2.2 Delivers information and opinions in a respectful and professional manner, 2.2.3 Delivers accurate and credible messaging, 2.2.4 Ensures written communications are timely, legible, accurate and professional in nature, and 2.2.5 Applies pertinent legislation and organization policies in communications.

4. The blue arrow confirms that the PI has been added to the CPEU activity application.



This screenshot shows the same 'Performance Indicators' selection screen as above. A blue arrow is now positioned next to the selected performance indicator, '2.2.2 Delivers information and opinions in a respectful and professional manner', indicating it has been added to the application.

## Dates & Location

1. The activity application must be submitted to CDR at least 48-hours prior to the start date of the CPEU activity. Exceptions for late submissions will **not** be made. The activity end date will be adjusted by the reviewer. To add multiple date and locations, click on the "Add More" button.
  - a. Live activities are eligible for CPEUs for one year from the date of approval.
  - b. Self-study activities are eligible for CPEUs three years from the date of approval.
  - c. Activity type 175: Recorded Pre-Approved CPEs are eligible for CPEUs for three years from the date of the original live activity.

Dates and Location

Start Date *	<input type="text" value="07/25/2022"/>	<input type="button" value="Delete"/>
End Date *	<input type="text" value="07/25/2023"/>	
City	<input type="text" value="Chicago"/>	
State or Province *	<input type="text" value="Illinois"/>	▼
Country	<input type="text" value="United States"/>	▼

←

## Application Submission Process

1. To **save** the activity application, deselect the checkbox and then click "Save."
  - a. To submit the activity application to CDR for review, go back into the activity application, check the "Submit for Approval" box and then "Save."

Activity Submission

To **submit** the activity to CDR for review, confirm that the checkbox below is checked and then select save.  
To **save** the activity application, deselect the checkbox below and then select save.

Submit for Approval ←

←

- To **submit** the activity to CDR for review, confirm that the checkbox at the bottom of the activity application is checked and then select "Save."

Activity Submission

To **submit** the activity to CDR for review, confirm that the checkbox below is checked and then select save.  
To **save** the activity application, deselect the checkbox below and then select save.

[Submit for Approval](#) ←

Save ←

- Once the activity application has been submitted, payment will be required to move forward in the review process. Once payment has been made, the activity application will be routed to CDR for review. Notification via email and an update to the activity application will be received once the activity has been reviewed by CDR.

## Payment

The fee structure is as follows:

- 1-10 CPEs= \$30 per activity submission
- 11 or more CPEs =\$60 per activity submission

**Please note** this fee covers the review of all activities. Should an event be cancelled, the review fee will not be refunded.

After the activity is submitted to CDR for review, the provider will be prompted to pay (see example below). **Activities will not be reviewed by CDR until payment has been made.**

**\*\*Invoices and receipts are available in your provider account, under the "invoices" tab.\*\***

Credit Card

* Credit Card Type	Select One	▼
* Credit Card Number		
* Card Holder Name		
* Expiration Date	Month	▼ 2026 ▼
* Card Security Code		

Pay Invoice

## Prior Approval Review Process

After the activity application has been submitted to CDR for review and payment has been received, the activity will be sent to CDR for review.

### *Response Time*

Review time is 4 – 6 weeks. There is no process to expedite.

- Note: Prior approval requests can be approved after the event has taken place if the activity application was **submitted at least 48** hours before the event. Once approved, notification will be sent via email.

### *Return for Update*

Providers may receive an email stating that their activity application submission has been returned for update. This means that the reviewer is requesting more information or clarification on some aspect of the application. The reviewer will state in the email what information is being requested.

If this occurs, log in to the provider account on <https://www.cdrnet.org/auth.cfm> to update the activity application. Once logged in, click on the activity application to open it. Once it is open, click on "Modify Activity" at the top of the page. Make edits to the form or upload additional documents. After all necessary updates have been made, **click "Submit for Approval" and "Save" at the bottom of the screen**. This will return the submission to the reviewer.

Note: After an activity is submitted, it can only be edited in the returned for update status. **All edits should be made before resubmitting the activity**. If the activity is not in the returned for update status and edits need to be made, please email [priorapproval@eatright.org](mailto:priorapproval@eatright.org) with the activity number and title so the activity can be returned for update.

### *Advertising Your Event*

Within the activity application, providers can choose to have the activity added to CDRs online [CPE database](#) that is searchable by over 100,000 CDR credentialed practitioners by selecting "Yes" in the activity submission application where it asks "Allow in Public Search."

Allow in Public Search \*  Yes  No

*\*\*If your event is taking place before your activity is approved, provider can inform participants that the activity is pending CDR approval. Email notification and an update in your activity application will occur when the activity is reviewed. \*\**

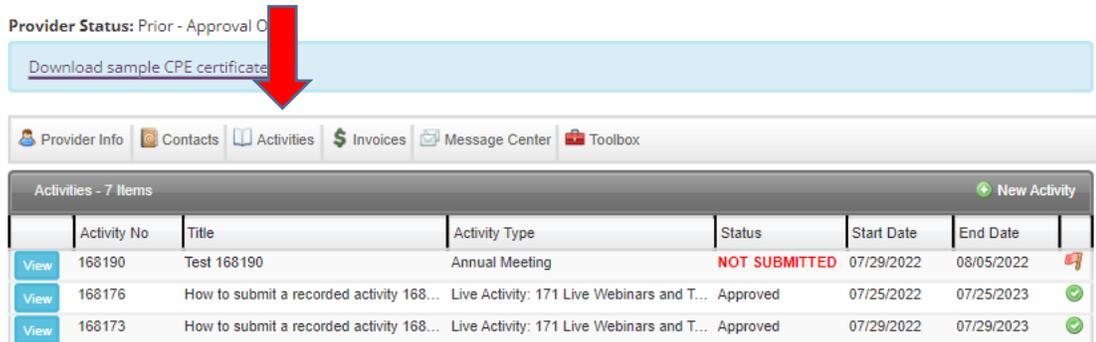
Providers also have the option of purchasing labels from the Academy to advertise CPEU events directly to practitioners. If interested in finding out more about the mailing list rental process, please visit this website: <https://www.cdrnet.org/mailing-list-label-rental-for-credentialed-dietetics-practitioners>

### *After the Activity*

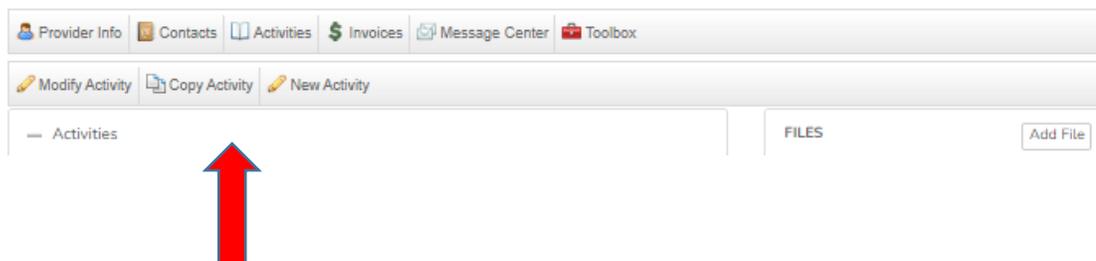
Providers must provide each participant with a certificate of completion verifying completion of the activity; a template is available online upon logging in. Providers should also maintain a list of participants who completed their activity for at least seven (7) years. The approval status for live activities is valid for one (1) calendar year from date of approval. The approval status for self-studies is valid for three (3) calendar years from date of approval. After that time, approval status will expire. Should a provider want to offer the activity after that time, a new activity application will need to be submitted.

# Instructions for submitting a 175. Recorded Pre-Approved CPE activity for Prior Approval

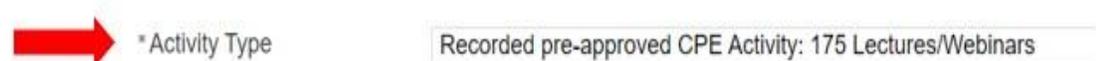
1. Log into the CPE Provider Account and click the “Activities Tab” from the table at the top of the page
  - a. [Click here](#) to access the CPE Provider Login Screen



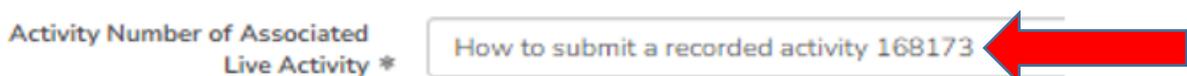
2. Select the live activity that will be submitted as the recording. Then, select “Copy Activity”



3. Change the activity type from “Live Activity” to “Recorded pre-approved CPE Activity: 175 Lectures/Webinars”



4. Then, select the activity number of the original live activity



5. The **start** date is the date of the original live activity, and the **end** date is three years following the date of the original live activity.

Dates and Location

Start Date *	<input type="text" value="07/29/2022"/>	Delete
End Date *	<input type="text" value="07/29/2025"/>	
Country	<input type="text" value="United States"/>	

Add More

6. Select “**Submit for Approval**” or “**Save**”
- a. To **submit the activity application** to CDR for review, confirm that the box is **checked** next to “Submit for Approval” and then click “Save” at the bottom of the screen.

Activity Submission

To **submit** the activity to CDR for review and approval, confirm that the checkbox below is checked and then select save.  
To **save** the activity application, deselect the checkbox below and then select save.

Submit for Approval

Save

- b. To **save** the application, deselect the checkbox next to “Submit for Approval” and then click “Save” at the bottom of the screen.
- i. When ready to submit, go back into the activity application, check the “Submit for Approval” box and then select “Save” to submit the activity for review.

Activity Submission

To **submit** the activity to CDR for review and approval, confirm that the checkbox below is checked and then select save.  
To **save** the activity application, deselect the checkbox below and then select save.

Submit for Approval

Save

7. **Once submitted**, the activity will come to CDRs pending list for review. It takes **4 – 6 weeks** for final approval of **all** activity applications. **Please note** there is **not** a fee associated with the submission of Activity Type 175: Recorded Pre-Approved CPEUs.

Additional questions, please contact CDR at [priorapproval@eatright.org](mailto:priorapproval@eatright.org)

## Frequently Asked Questions

**Question:** Do live activities need to be submitted for prior approval?

**Answer:** Live activities do not require prior approval for a dietitian or diet technician, registered to receive continuing education credit from CDR. There are a few reasons why some organizations choose to submit prior approval requests for live activities:

- It's a way of advertising their event (particularly helpful for someone organizing a large conference)
- Once a lecture has been approved, and that lecture was recorded, RDs/DTRs could later watch the recording for continuing education credit for one year following the date of the activity
- Some states require activities to be prior approved for a dietitian to use those continuing education credits for their state licensure. This varies by state.
- Some individuals like to be certain they will receive credit.

**Question:** How can a provider obtain their login information?

**Answer:** If a provider has forgotten their login credentials for their provider account, or if they are not sure if their organization already has an account, email [priorapproval@eatright.org](mailto:priorapproval@eatright.org) with **Login** as the subject and the **name of the organization/provider** in the body of the email.

**Question:** What should a provider do if they are unable to login to their account?

**Answer:** If they are an RD or DTR, first make sure they are logging into the provider account, and not the personal account. They are separate accounts with separate login credentials.

Also check that they are utilizing the correct login screen; be sure to select the purple **"CPE Provider Login"** button on the top right.



Lastly, the password is case sensitive. Passwords should be typed, rather than copied and pasted.

If still unable to log in, email [priorapproval@eatright.org](mailto:priorapproval@eatright.org) to reset the password.

**Question:** How long does it take to have an activity application approved?

**Answer:** Review time is 4 – 6 weeks. There is no process to expedite.

- Note: Prior approval requests can be approved after the event has taken place if it was submitted **at least 48 hours before the event**. Providers will be notified via email when there is an update to the activity application.

**Question:** Is there a fee?

**Answer:**

The fee structure is as follows:

1-10 CPEs = \$30 per activity submission

11 or more CPEs = \$60 per activity submission

Payment must be made through the online system by credit card.

**Question:** Can activity applications be saved and submitted at a later time?

**Answer:** Yes, applications can be saved return to it at a later time. If not ready to submit the application, **unchecked** the checkbox that reads "Submit for Approval" and click "Save."

- Note: Saved activity application have not been submitted to CDR for review. To submit the activity application to CDR for review, go back into the activity application, check the "Submit for Approval" box and then "Save."

**Question:** What counts for CPE credit in a live activity?

**Answer:** Time when learning is taking place counts towards total CPEUs. No CPE is given for break times, mealtimes (unless it is a working meal) or networking.

**Question:** Why can't the activity application be updated once submitted to CDR for review?

**Answer:** After an activity is submitted, it can only be edited in the returned for update status. If the status of the activity is "Pending" and edits are needed, email [priorapproval@eatright.org](mailto:priorapproval@eatright.org) indicating the activity number, activity title, and updates needed.

**Question:** If the event already happened is it too late to submit the activity?

**Answer:** Prior approval requests must be submitted **at least 48 hours BEFORE** the activity takes place. Prior approval is not granted for subsequent activities. Note: live activities don't require prior approval in order for dietitians to get continuing education credit for attending.

**Question:** Where is the certificate of completion?

**Answer:** The template for the certificate of completion can be accessed within each provider account. The link can be found at the top of the page that reads "Download sample CPE certificate." Note: The sample CPE certificate it to only be used for activities that have received prior approval from CDR.

**Question:** The activity has been approved, but the date has changed...does the activity need to be resubmitted?

**Answer:** If there are changes to the activity after it has been approved, such as the date, or a presenter has been swapped, email [priorapproval@eatright.org](mailto:priorapproval@eatright.org) with the activity number, title, and the updates. CDR staff will update the activity as needed.

**Question:** Does activity type 175: Recorded Pre-Approved CPE need to be submitted immediately following the live activity?

**Answer:** Activity Type 175: Recorded Pre-Approved CPEs can be submitted at any point within the three years from the date of the original live activity. The end date will always reflect 3-years from the date of the original live activity.

**Question:** How quickly can an activity be submitted as a 175: Recorded Pre-Approved CPE?

**Answer:** An activity can be submitted as a 175: Recorded Pre-Approved CPE, once the live activity has been submitted for prior approval. For [step-by-step instructions](#) on how to submit a 175, please click here. Note: The live activity **must** be approved prior to the approval of the recording. It takes **4 – 6 weeks** for approval of **all** activities submitted for prior approval.

**Question:** Do content reviewers and the Critical Thinking Tool need to be included in a 175. Recorded Pre-Approved CPE activity application?

**Answer:** Inclusion of content reviewers and the Critical Thinking Tool are **not** required to submit an activity as a 175: Recorded Pre-Approved CPE. Please note this is **only** required when submitting a [self-study activity](#).

**Question:** What is the difference between Activity Type 175: Recorded Pre-Approved CPE and a self-study activity?

**Answer:** Activity type 175: recorded pre-approved CPE is a recording of a previously offered live activity. A self-study activity is a self-paced activity that was not offered live and includes additional learning components such as a post-assessment.

**Question:** What if a live version of the activity was not offered, but a provider would like to offer a 175: Recorded Pre-Approved CPE?

**Answer:** To offer a 175: Recorded Pre-Approved CPE, the live version must first be submitted for prior approval and offered. If this step did not occur, there are two possible options for approval:

- **Option 1:** The Commission on Dietetic Registration allows providers to include recorded lectures as part of a live webinar/lecture, as long as it meets the following criteria:
  - 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 CPE.
  
- **Option 2:** The recording can be submitted as part of a self-study activity.
  - Self-Study activities must meet the **core content criteria** and the self-study activity **checklist**:
    - [Core Content Criteria](#)
    - [Self-Study Activity Checklist](#)

## CPE Content Criteria (*Applies to all CPE Activities*)

CPE encompasses activities or materials that have the following characteristics:

1. All continuing professional education activity types addressing diet and nutrition topics\* must include a CDR credentialed RD or DTR in program planning. This policy change is effective for continuing professional activities offered on or after June 1, 2018 and for CDR credentialed practitioners recertifying beginning a new recertification cycle on or after June 2, 2018.

*\*\*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.\*\**

2. 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.
3. Are relevant to knowledge, skills, behavior and attitudes of professional dietetics practice.
4. 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.
5. 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.
6. Demonstrate that content, quality, and scientific integrity of activities and materials are maintained.
7. 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.

8. Disclose potential conflicts of interest, including commercial bias
9. Are (typically) a minimum of one (1) contact hour in length. Exceptions include professional reading, poster presentations and exhibits, and self-study activities, which can be a minimum of 0.5 CPEs.
10. Continuing Professional Education (CPE) offerings must comply with all CDR Approved Activity Type specific criteria.

## Additional Self-Study CPE Content Criteria

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 CPEs. All activities listed in CDR's CPE online database at [cdrnet.org/database](http://cdrnet.org/database) are preapproved by CDR.

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.).

CPE providers seeking CDR preapproval must be aware that self-study CPE activities must meet all the following criteria for RDNs or RDs, and NDTRs or DTRs to receive CPEs:

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. In this case, "refereed" denotes a review by a minimum of three independent professionals with demonstrated expertise in the content area. For self-study programs addressing diet and nutrition topics all three of the referees must be a Commission on Dietetic Registration registered dietitian or dietetic technician, registered. For self-study programs addressing non-diet and non-nutrition topics at least one of the referees must be a Commission on Dietetic Registration registered dietitian or dietetic technician, registered. Referees' academic degrees should be relevant, and granted by a US regionally accredited institution. Foreign 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. Each referee must complete and sign the [review form](#) attesting to the number hours it takes to complete the course and the course content currency. The Referees should not be associated with the creation of the content of the program in any way. Please see the Appendix for Referee forms.

2. Include CDRs [Critical Thinking Tool](#)\* CDR will implement this as required component of all prior approved self-study products and self-study products offered by CDR Accredited Providers effective for programs approved or re-approved on or after January 1, 2020.
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.
4. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer reviewed conferences may also be used to help establish expertise.
5. 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. For an example of a sample disclosure statement, [click here](#).
6. Length: The activity must be a minimum of a one-half (0.5) contact hour in length.
7. Assessment of learner: An evaluative component— four option multiple choice test questions for study materials—must accompany the activity. Professional test question writers are required to develop the test questions for the activity. ***Please note:*** You must have at least one assessment question (there is not a maximum).
8. Must contain a bibliography.
9. Self-study CPE activities, regardless of their format, will be eligible for CPE credit for up to 3 years from the date of approval.

## Check List: Do You Have Everything You Need to Submit Your Live Activity?

**LIVE ACTIVITIES:** Activity Types – 130, 140, 150, 160, 170, 171, 180, 230

For additional information of Activity Types please refer to, the [PDP Guide](#).

- ❑ **Activity Type**
- ❑ **Descriptive Activity Title**
  - Ex. Carbohydrate Intake in Individuals with Type 2 Diabetes
- ❑ **Activity Contact Person**
  - Phone number
  - Activity provider email address
- ❑ **Number of CPE Hours Requested**
  - Please note: 1 contact hour is equal to 1 CPE; CPEs are in increments of 0.25
  - Live activities must be at least 1 CPE
- ❑ **CPE Level**
  - Level I: Assumes that the participant has little or no prior knowledge of the area(s) covered
  - Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered
  - Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered
- ❑ **Target Audience**
  - Must include an RD and/or DTR
- ❑ **Disclose potential conflict of interest, including commercial bias**
  - Sample disclosure statement can be found [here](#)
- ❑ **Suggested Performance Indicator(s)**
  - For a list of Performance Indicators, [Click Here](#)
- ❑ **Activity Date**
- ❑ **Location(s) - City & State**
  - If the activity is to be held in multiple locations, please provide a listing that includes each city, state, and date

### **Documents to attach for live lectures and webinars:**

- ❑ **Detailed Timing Outline/Agenda**
  - *Should include:*
    - Start and end time of each session
    - Speakers first name, last name, and credentials (if applicable)
  - For an example, [Click Here](#)

- **Resume/CV for each presenter**
  - *Should include:*
    - Speakers education
    - Speakers credential background

### **Documents to attach for Journal Clubs:**

- **Article(s) to be discussed** - (must be published within the past 5 years)
- **Resume/CV for each presenter**
  - *Should include:*
    - Speakers education
    - Speakers credential background
- **Detailed Timing Outline/Agenda**
  - *Should include:*
    - Start and end time of each session
    - Speakers first name, last name, and credentials (if applicable)
  - For an example, [Click Here](#)

## Check List: Do You Have Everything You Need to Submit?

**Self-Study ACTIVITIES:** Activity Types – 700, 710, 720, 730, 740

For additional information of Activity Types please refer to, the [PDP Guide](#).

- ❑ **Activity Type**
- ❑ **Descriptive Activity Title**
  - Ex. Carbohydrate Intake in Individuals with Type 2 Diabetes
- ❑ **Activity Contact Person**
  - Phone number
  - Activity provider email address
- ❑ **Number of CPE Hours Requested**
  - Please note: 1 contact hour is equal to 1 CPEU; CPEUs are in increments of 0.25
  - Self-study activities must be a minimum of 0.5 CPEUs
- ❑ **CPE Level**
  - Level I: Assumes that the participant has little or no prior knowledge of the area(s) covered
  - Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered
  - Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered
- ❑ **Target Audience**
  - Must include an RD and/or DTR
- ❑ **Access to Self-Study Activities**
  - Physical copy or electronic
  - Objectives of the activity stated in operational behavioral terms
- ❑ **Bibliography**
  - References must be cited
  - Controversial or disputed issues must be presented as such, with documentation from current and reputable refereed scientific journals
- ❑ **A resume or curriculum vitae for each instructor or individual involved in the development of CPE materials**
  - Should include:
    - Appropriate academic training, certification, or demonstrated expertise in particular subject area
    - Academic degrees should be relevant and from a US regionally accredited institution or foreign equivalent
- ❑ **Expert review forms from 3 content experts**
  - Reviewers should not be associated with the creation of the program content in any way
  - If the program is diet/nutrition related, **all three** reviewers must be a CDR credentialed RD or DTR
  - If the program is not diet/nutrition related, **at least one** reviewer must be a CDR credentialed RD or DTR
  - Expert review forms are available for download [here](#)

- **A resume, biosketch or curriculum vitae for each content expert**
  - *Should include:*
    - Speakers education
    - Speakers credential background
  - Biosketch forms can be found [here](#)
- **Post-Assessment**
  - Must be composed of four option multiple choice questions
  - Must be written by a [Professional Test Question Writer](#)
    - First and Last Name of Professional Test Question Writer
    - Test Question Writers document(s) confirming formal training (i.e., formal Transcripts or certificate of completion)
- **Critical Thinking Tool**
  - [Click Here](#) to access the critical thinking tool
- **Timing Outline/Agenda**
  - *Should include:*
    - Start and end time of each session
    - Speakers first name, last name, and credentials (if applicable)
  - [Click Here](#) to access an example
- **Disclose potential conflict of interest, including commercial bias**
  - Sample disclosure statement can be found [here](#)
- **Suggested Performance Indicator(s)**
  - For a list of Performance Indicators, [Click Here](#)
- **Activity Date**
- **Location**

**Documents to attach for Self-Study Activities:**

- Access to the activity
- Bibliography
- Resume or curriculum vitae for each instructor or individual involved in the development of CPE materials
- [Review Forms](#) from 3 Content Experts
- Resume/CV/[biosketch](#) for each Content Experts
- Documentation of [Professional Test Writer](#) training
- Post-Assessment
- [Critical Thinking Tool](#)
- [Timing Outline/Agenda](#)
- [Disclosure Statement](#)

## Timing Outline Example

9:30 – 10:00am Welcome and Introductions

Jane Doe, MS

10:00 – 11:00am “Long Term Complications of Uncontrolled Diabetes”

John Smith, MD

11:00 – Noon “Benefits of Purchasing Local Foods”

Robert Sample, MBA

12:00 – 12:30 Lunch

12:30 – 1:30pm “Is your Child a Picky Eater or a Problem Feeder?”

Cindy Jones, APN

1:30 – 2:00pm Support Services offered by Cook County Nutritional Aid Society

Jim Johnson, Founder and CEO of CCNAS

# Commission on Dietetic Registration Continuing Education

## Provider Account Info

There should be one account per organization. You may share these credentials with anyone at your organization who may submit a prior approval request.

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

**Provider Code:** \_\_\_\_\_

**Password:** \_\_\_\_\_