

## **FREQUENTLY ASKED QUESTIONS (FAQS) ABOUT THE PROFESSIONAL DEVELOPMENT PORTFOLIO (PDP)**

### **Question: How will the essential practice competencies change the PDP process?**

Answer: The PDP process is changing in three important ways:

**First**, the process comprises three steps instead of five. Step 1 is the creating a Learning Plan, Step 2 is maintaining an Activity Log, and Step 3 is conducting a Professional Development Evaluation.

**Second**, to complete the Step 1: Learning Plan, the Commission on Dietetic Registration (CDR) has developed an online Goal Wizard to assist credentialed practitioners with identification of the essential practice competency goals and performance indicators relevant to the RDN or RD and NDTR or DTR practice. Therefore, practitioners will not need to draft Learning Plan goals. The new essential practice competencies will replace handwritten goals.

**Third**, the learning need codes (LNC) that practitioners identified in their Learning Plans will be replaced with the performance indicators that practitioners select.

### **Question: How does the Goal Wizard identify which essential practice competencies are relevant for a particular practitioner?**

Answer: The Goal Wizard uses a decision algorithm. Based on whether the practitioner is an RDN or RD or an NDTR or DTR and how he or she answers a series of questions in the Goal Wizard, the algorithm identifies the recommended essential practice competencies for the practitioner.

### **Question: What options do practitioners have if they believe the essential practice competencies identified by the Goal Wizard are not relevant?**

Answer: Practitioners have an opportunity to remove the essential practice competencies that they believe are not relevant and/or select additional practice competencies and performance indicators.

### **Question: Are there any required essential practice competencies?**

Answer: Based on a recommendation from the Academy of Nutrition and Dietetics Board of Directors, in 2011 CDR voted to require that RDNs or RDs, NDTRs or DTRs complete a minimum of 1 continuing professional education unit (CPEU) in Ethics during each 5-year recertification cycle. This requirement started with the 5-year recertification cycle that ends on May 31, 2017, and is being phased in over a 5-year period. Learning activities related to Sphere 1: Ethics and Professionalism and LNC 1050 meet this requirement.

To ensure that practitioners who are using the essential practice competencies do not inadvertently miss this requirement, the Goal Wizard will alert practitioners that the Learning Plan needs to include at least one practice competency and at least one performance indicator from Sphere 1: Ethics and Professionalism in order to be submitted to CDR.

**Question: How many performance indicators should be in a Learning Plan?**

Answer: With the LNC system, practitioners selected several LNCs to meet their learning need goals. The same approach will likely be used for performance indicators. Practitioners will select the performance indicators that they need to address a practice competency. The Goal Wizard does require that at least one performance indicator be selected for each essential practice competency.

**Question: Do RDNs/RDs and NDTRs/DTRs have to include all of the essential practice competencies in their Learning Plan?**

Answer: No. Not all essential practice competencies have to be included in a PDP Learning Plan nor do practitioners need to select all practice competencies within one sphere.

**Question: How long will it take CDR to approve a Learning Plan?**

Answer: As soon as the practitioner finishes the Goal Wizard process, which includes identification of essential practice competencies and performance indicators, there is an opportunity to submit the plan to CDR. Once submitted to CDR, the Learning Plan is automatically approved and active.

**Question: Will CDR evaluate the essential practice competencies and performance indicators that practitioners select?**

Answer: No. CDR only requires that practitioners develop a learning plan that meets their needs. It is possible that a career-changer may seek more advanced essential practice competencies in Communications, for example, because he or she brings experience from years working in business before becoming an RDN or NDTR. Likewise, an RDN or RD and NDTR or DTR may seek new, fundamental or less complex essential practice competencies in an area that is new to him or her, such as Informatics.

**Question: Will CDR accept the same types of learning activities for continuing professional education (CPE) as before?**

Yes. The CPE activity types accepted by CDR remain unchanged. These activities include case presentations, self-studies, interactive workshops, and certificate programs, among others. CDR's *Professional Development Portfolio Guide* includes a complete list of acceptable activity types.

**Question: Will CDR still require certificates of completion as documentation for CPE?**

Yes. CDR still requires that practitioners maintain certificates of completion for each CPE activity in case of an audit.

**Question: How will RDNs/RDs and NDTRs/DTRs know which LNCs and essential practice competencies are linked to a particular CPE program?**

Answer: CDRs Accredited Providers and pre-approved activities should indicate performance indicators. The CDR CPE database has been updated to include Learning Need Codes and Performance Indicators. Find the CPE database here:  
[https://www.cdrnet.org/go/and/cdr/cpe\\_search.cfm](https://www.cdrnet.org/go/and/cdr/cpe_search.cfm).

**Question: Will educators have access to the Goal Wizard?**

Answer: A new tool, the Dream Wizard, is a demonstration version of the Goal Wizard. It is available for students, educators, and accredited providers. A Learning Plan can be developed but not saved when using the Dream Wizard. Printing is available once a draft of the Learning Plan is developed.

**Question: Is there a test or evaluation after each CPE?**

Answer: Since the inception of the PDP process, CDR has asked accredited providers to assess the learning outcomes of CPE activities, and this is still true with the essential practice competency system. CDR has created resources for accredited providers to help them incorporate the essential practice competencies and performance indicators into existing content and to assist them in designing, developing, and delivering assessments. Multiple-choice question assessments will still be accepted as an assessment approach.

**Question: How long will it take the profession to transition from the current PDP with LNC to the PDP with essential practice competencies and performance indicators?**

Answer: There will be a phased implementation of the essential practice competencies. All practitioners are on a 5-year recertification cycle. The only exception to this rule is for newly credentialed RDNs and NDTRs who have slightly more than 5 years until their first recertification cycle after passing their registration exam. The first group to use the essential practice competencies in the PDP will be new RDNs and NDTRs credentialed June 2, 2015-May 31, 2016, and practitioners recertifying June 1, 2016-May 31, 2021. The last group to transition to essential practice competencies will be new RDNs or NDTRs credentialed June 2, 2019-May 31, 2020, and practitioners recertifying June 1, 2020-May 31, 2025. Annually thereafter, all newly credentialed practitioners and those recertifying will begin including essential practice competencies in the PDP.

**Question: Will this presentation be repeated next year or in the future for people who renew in 2016?**

Answer: CDR will be offering this webinar every other month to RDs and DTRs beginning a cycle on 6/1/2016. The webinar is also available on CDRs competency website-  
<https://www.cdrnet.org/competencies-for-practitioners>.

**Question: What if my 5 year recertification is up before June 1st 2016?**

Answer: If your cycle started on 6/1/2015 or before, you are currently using the 5 Step PDP Process. If you are a new RD or DTR and your cycle started on 6/2/2015 or after, you are currently using the Practice Competencies 3 Step process.

**Question: I have already submitted all of my CEU's and they have been accepted, will I have to do anything different in order to be recertified next year based on this new process?**

Answer: If your Activity Log has been approved and your new cycle begins 6/1/2016, you will be able to create a new Learning Plan using the Goal Wizard tool as early as 3/17/2016. If you 2011-2016 Activity Log has been submitted by 3/17/2016, you are able to rollover up to 15 CPEUs completed within the last 75 of your current cycle (3/17/2016-5/31/2016) into your new 2016-2021 cycle.

**Question: Can we earn CEUs with our annual reviews at our jobs?**

Answer: In order to receive CPEU credit for an activity it must comply with one of the CDR Approved Activity Types. These are listed and explained in the PDP Guide, beginning on page 7.

**Question: The Goal Wizard outline does not seem to encompass those employed --but in alternative or peripheral areas (e.g. business and industry) where skills may be applied in non-traditional settings. How will the goal wizard work for those individuals, and how will the new process work for and fit with those practitioners who fall in this category?**

Answer: The Goal Wizard will start by asking if you are newly credentialed or currently employed and ask you about your day to day activities, based on your answers, the Goal Wizard will generate appropriate competencies that can be used as goals. The goal wizard is designed to address a very broad range of practice areas.

**Question: How far in advance should we start this process?**

Answer: If you begin a new cycle on 6/1/2016, the earliest you can submit a new Learning Plan will be 3/17/2016. Please remember your Learning Plan is required to be submitted before or within 120 days of completing your first CPE Activity for the cycle.

**Question: When answering the first question from Goal Wizard, "Are you employed?" would you select "no" if you are employed, but the position does not require you to be an RD?**

Answer: If you are not currently practicing, you would select, "No I am not currently practicing and I want to maintain my credential."

**Question: What will happen to our previously created learning plan?**

Answer: You will still be able to view your Learning Plan from previous cycles. However, you will create a new Learning Plan using the Goal Wizard.

**Question: This would be my first PDP, so should I check the box, I am newly credentialed, correct?**

Answer: If you are current practicing as an RD, you should select, "Yes, I am currently practicing, and/or I am volunteering." If you are newly credentialed and are not employed, but plan to be you should select, "No, I am newly credentialed."

**Question: Do we need to complete 1.0 CPEU in ethics if our current re-certification cycle ends in May 2016?**

Answer: No, you do not need to complete the ethics requirement for your current 2011-2016 cycle. This will be required for your 2016-2021 cycle.

**Question: As with the current PDP process, will practitioners be able to revise Learning Plans at any time? Will it be possible to plan for a broad list of competencies, then narrow as work and/or learning opportunities evolve during the recertification period?**

Answer: Yes, you can update your Learning Plan at any time throughout your 5 year cycle. You add new goals and performance indicators at any time.

**Question: Where can the new Practice Competencies and Performance Indicators be previewed?**

**Answer:** The Practice Competencies and performance indicators can all be viewed in the Essential Practice Competencies for CDR credentialed Nutrition and Dietetics Practitioners Publication found here: [https://admin.cdrnet.org/vault/2459/web/files/FINAL-CDR\\_Competency.pdf](https://admin.cdrnet.org/vault/2459/web/files/FINAL-CDR_Competency.pdf).

**Question: What happens if some of your CEU activities entered in the activity log do not match the codes in your learning plan? Will they still count? Do you have to go back into your learning plan somehow and add those in order to make them count?**

Answer: When logging an activity in your Activity Log, you will need to have a relevant performance indicator in your Learning Plan. If you do not have one, you can update your Learning Plan before or within 120 days following completion of the activity.

**Question: Will the specialty exams still meet the total requirement for the CDR Learning Plan?**

Answer: The CDR specialty exams are worth 75 CPEUs. You will also need to complete 1 extra CPEU in ethics.

**If you still have questions regarding the Practice Competencies please email your question to [cdr@eatright.org](mailto:cdr@eatright.org) or call us at 800-877-1600 x5500.**