Newly Credentialed RD and DTR—Initiating and Maintaining Your Credential

**Pass Exam**
- CDR emails newly credentialed practitioners, instructing them to pay their initial registration fee and begin the recertification process.

**Step 1**
- Credential Orientation Emails
- Practitioners have 60 days from the time they are billed to pay their registration fee.

**Step 2**
- Pay Fee
- Registration ID card is mailed within two weeks after payment is processed.

**Step 3**
- Receive ID Card

**Step 4**
- Read PDP Guide
- The first step in the PDP process is the creation and submission of an online Learning Plan.

**PDP 1**
- Submit Learning Plan
- As continuing education activities are completed, practitioners record them in the online Activity Log.

**PDP 2**
- Log CPE Activities
- After meeting all continuing education requirements for their credential, the practitioner submits their Activity Log to CDR for review.

**PDP 3**
- Submit Activity Log