

Prior Approval Instruction Manual

Commission on Dietetic Registration
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Table of Contents

Topic	Page
Logging in and Accessing the Prior Approval Request Form	3
Managing Your Account	4
Completing and Submitting the Prior Approval Request Form	7
<i>Uploading Documents</i>	8
<i>Adding Performance Indicators</i>	9
<i>Adding Learning Need Codes</i>	11
Prior Approval Review Process	13
Frequently Asked Questions	14
Check List for Live Activities	16
Check List for Self Study Programs	17
Timing Outline Example	18

Logging In and Accessing the Prior Approval Request Form

1. All submissions are taken via www cdrnet org.
2. Prior approval requests being reviewed by CDR staff must be submitted at least 48 hours before the activity takes place. State affiliates set their own timetable for submission; if your request will be reviewed by a state affiliate, contact that state to find the submission deadline.
3. You must be logged in as your organization. If you are not sure of your login credentials, email priorapproval@eatright.org with Login as the subject to have them sent to you.

If your organization has never submitted a prior approval request before, you will need to create an account here: https://www cdrnet org/go/and/cdr/cpe_registration.cfm

4. Once you are logged in, you should see a screen that looks like this:

The screenshot shows the homepage of the Commission on Dietetic Registration (CDR) website. At the top, there is a navigation bar with links for Contact, Chat, Virtual Help Desk, My CDR, and Logout. Below the navigation bar, the CDR logo is displayed, followed by the text "the credentialing agency for the Academy of Nutrition and Dietetics". A phone number, 1 (800) 877-1600 Ext. 5500, is also present. A site search bar is located on the right side of the header. Below the header, there is a purple navigation bar with links for Home, About CDR, MyCDR, Products, Services, Resources, Forms & Pubs, and Calendar. The main content area is titled "CONTINUING PROFESSIONAL EDUCATION (CPE)". It displays a message about provider status: "Provider Status: Prior - Approval Only". Below this, there are three buttons: "Provider Info", "Contacts", and "Activities". An orange arrow points down from the "Activities" button to a table titled "Activities - 159 items". The table has columns for Activity No, Title, Activity Type, and Status. The data in the table is as follows:

Activity No	Title	Activity Type	Status
120684	Certificate of Training in Childhood and Adolescent Weig...	120 Certificate Programs	Approved
120683	Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved
113953	Practice Competencies National Validation Study	Self Study Activity: 740 Web-Based	Approved
113815	Level 2 Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved

To access the prior approval form, click on "New Activity" on the right hand side of the screen.

There is a checklist of all the information you will need to submit at the end of this document. You will need to complete the prior approval request form in one sitting; at this time, there is not a way to save a partially completed form and return to it later.

Managing Your Account

When you log in, you should see this menu bar at the top of your screen. You can use these icons to update your organization's information, individual contact information and to view all activities that your organization has submitted in the past. You will also see a downloadable Certificate of Completion template.

CONTINUING PROFESSIONAL EDUCATION (CPE)

Provider Status: Prior - Approval Only

 Provider Info  Contacts  Activities

[Download sample CPE certificate](#)

Updating your Organization's Information

To update your organization's contact information or to change your password, click on "Provider Info". You should then see this screen. To update the address, email or phone number, simply enter the correct information on that line. Be sure to click "Save Profile" when you are done.

CONTINUING PROFESSIONAL EDUCATION (CPE)

Provider Status: Prior - Approval Only

 Provider Info  Contacts  Activities

My CPE Profile

*Provider Name	Commission on Dietetic Registration
*Address1	120 S. Riverside Plaza
*E-mail	cdr@eatright.org
Address2	Suite 2000
*Phone	800-877-1600
Address3	
Fax	
*City	Chicago
Provider URL	http://www.cdrnet.org/
*State	Illinois
*Country	United States
*Zip/Postal Code	60606

Login Information

Username	XX101
	Change Password

Save Profile

Change your Password

To change your password, click "Provider Info" and then "Change Password", which should produce two boxes below your username. Enter the new password twice, and click "Save Profile" to finish.

The screenshot shows a "Login Information" form. It has three input fields: "Username" (XX101), "Password" (empty), and "Confirm Password" (empty). Below the fields is a blue "Save Profile" button.

Add a New Contact

Begin by clicking on "Contacts" in your menu bar. On the right hand side of the screen, click on "New Contact"

The screenshot shows the Commission on Dietetic Registration (CDR) website. At the top, there's a navigation bar with links for Contact, Chat, Virtual Help Desk, My CDR, Logout, and a search bar. Below the header, there's a banner for "CONTINUING PROFESSIONAL EDUCATION (CPE)". The main content area shows a "Provider Status: Prior - Approval Only" section with tabs for Provider Info, Contacts (which is selected and highlighted in orange), and Activities. Below this is a table titled "Contacts - 8 Items" listing various contacts with their names, phone numbers, states, and emails. To the right of the table, there's a "New Contact" button with a green plus sign. An orange arrow points down to this "New Contact" button.

You should then see this screen. Enter the new contact's name, email and phone number. Click "Save Contact" to finish.

The screenshot shows a "New Contact" form. It includes fields for "Contact Name" (with a required asterisk), "Address1", "Address2", "Address3", "City", "Country" (set to "United States"), "E-mail" (name@domain.com), "Phone", "Fax", "State" (with a dropdown menu), and "Zip/Postal Code". At the bottom right is a blue "Save Contact" button.

Activities

Clicking on the Activities tab will take you to this page. You should see any/all activities that your organization has previously submitted listed, along with their activity number, activity type and status. You can access any of those activities by clicking on the title.

To access the prior approval request form, click on "New Activity" on the right hand side of the screen.

The screenshot shows the homepage of the Commission on Dietetic Registration (CDR) website. At the top, there is a navigation bar with links to Contact, Chat, Virtual Help Desk, My CDR, and Logout. Below the navigation bar, the CDR logo is displayed, followed by the text "the credentialing agency for the Academy of Nutrition and Dietetics". A phone number, 1 (800) 877-1600 Ext. 5500, and a Site Search bar are also present. The main content area features a heading "CONTINUING PROFESSIONAL EDUCATION (CPE)". Below this, a sub-header "Provider Status: Prior - Approval Only" is shown. A navigation menu includes Provider Info, Contacts, and Activities, with Activities being the selected tab. An orange arrow points from the "Activities" tab to a "New Activity" button located at the top right of the activities table. The table itself is titled "Activities - 159 Items" and contains columns for Activity No, Title, Activity Type, and Status. The table lists several entries, all of which are marked as Approved.

Activity No	Title	Activity Type	Status
120684	Certificate of Training in Childhood and Adolescent Weig...	120 Certificate Programs	Approved
120683	Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved
113953	Practice Competencies National Validation Study	Self Study Activity: 740 Web-Based	Approved
113815	Level 2 Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved
113814	Certificate of Training in Childhood & Adolescent Weight ...	120 Certificate Programs	Approved
113813	Certificate of Training in Childhood & Adolescent Weight ...	120 Certificate Programs	Approved
113812	Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved
113811	Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved

Completing and Submitting the Prior Approval Request Form

You will need to complete the form in one sitting. There is a check list at the end of this document with everything that you will need to submit. Make sure that you have everything you need before you begin.

1. After you click on "New Activity", you should then see this screen:

The screenshot shows the Commission on Dietetic Registration website. At the top, there is a navigation bar with links to Contact, Chat, Virtual Help Desk, My CDR, Logout, and a phone number 1 (800) 877-1600 Ext. 5500. Below the navigation bar is a search bar labeled "Site Search". The main content area has a purple header "CONTINUING PROFESSIONAL EDUCATION (CPE)". Underneath, there is a form titled "New Activity (All fields indicated with an * asterisk are mandatory)". The form includes fields for Activity Type (dropdown menu), Extended Description, Title (text input), Contact (dropdown menu), and a question "Is this an activity with exhibits and/or posters?" with options Yes (radio button) and No (radio button). There is also a field for "CPEUs Hours Requested" (text input). At the bottom of the form, there is a section for "CPE Levels" with checkboxes for Level 1, Level 2, and Level 3.

2. Everything with an asterisk is required. Begin by selecting an activity type from the drop down menu.
3. CPEUs are awarded in increments of 0.5. One contact hour is equal to one CPEU; if your activity is an hour and half in duration, that is 1.5 CPEUs. If, for example, your activity is 1 hour 15 minutes, round up to 1.5 CPEUs. Likewise, if your activity is 1 hour 45 minutes, round up to 2 CPEUs.
4. CPE Level
 - 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.

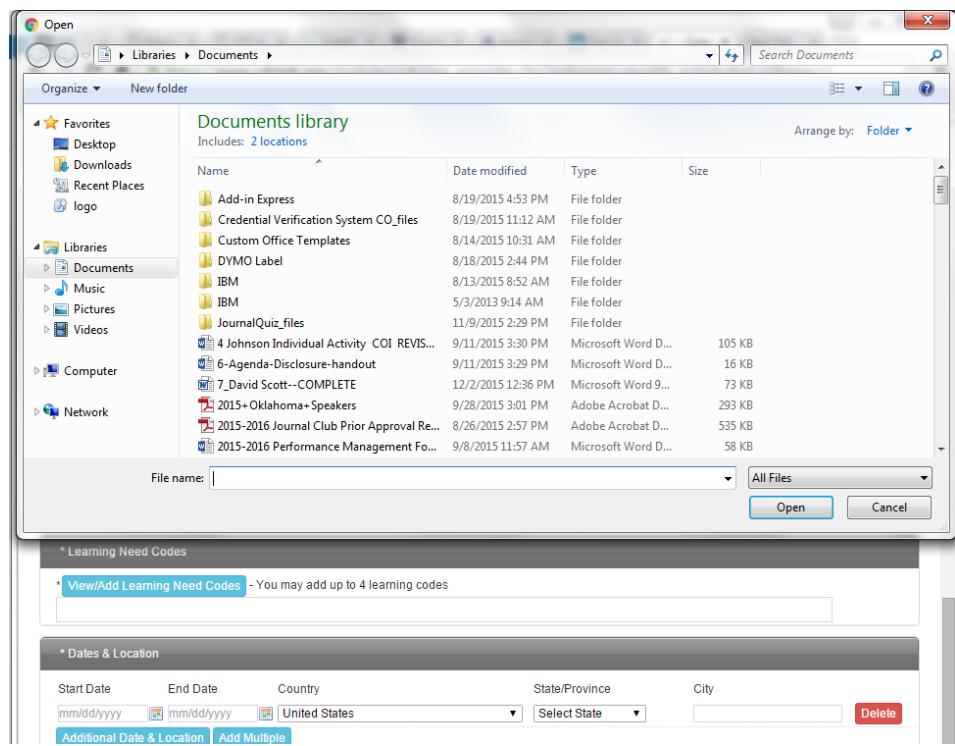
You may select more than one CPE level if you feel it is warranted.

Uploading Documents

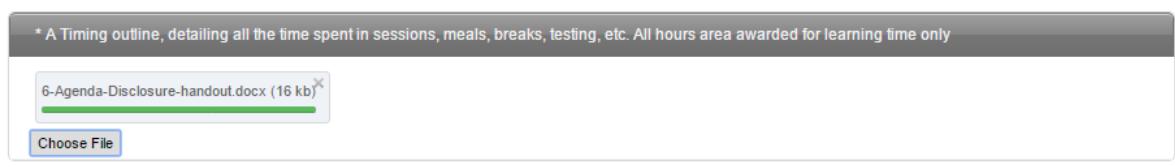
1. Begin by clicking "Choose File"



2. That should open a window that looks like this. Select the document you would like to upload by double-clicking on it.

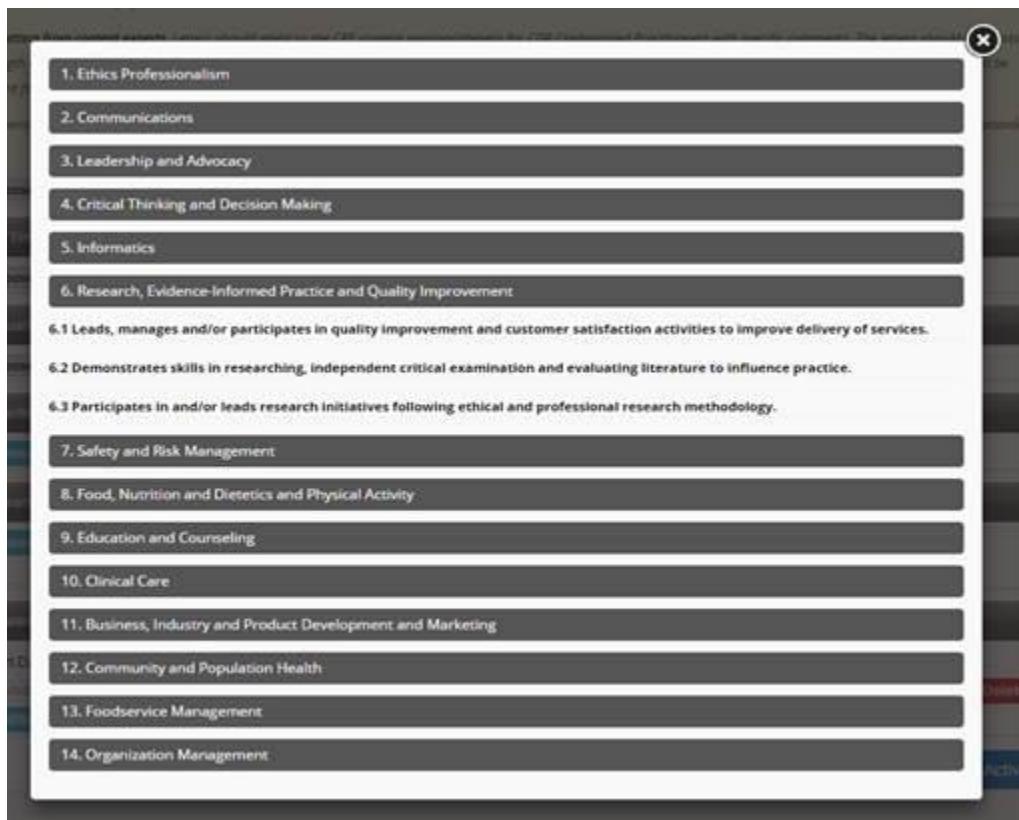


3. After you double click on your document, the window should close. You should then see this on your prior approval request form, which indicates that your document has been uploaded.

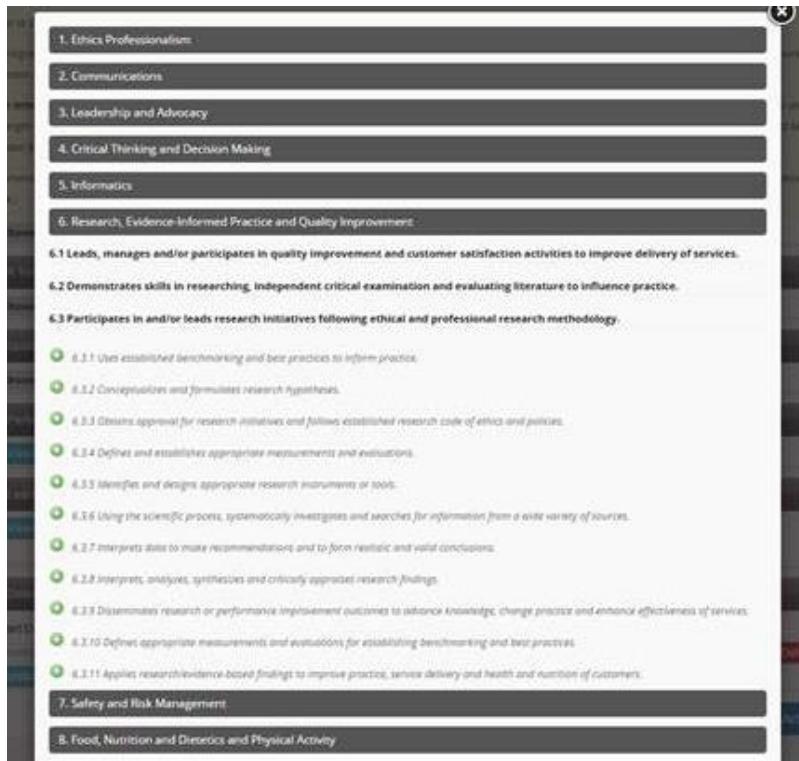


Adding Performance Indicators

1. After you click on the blue box that says "View/Add Performance Indicators, you should get a pop-up window that lists 14 categories.
2. After you click on the category you want, you should get a drop down list, like this:



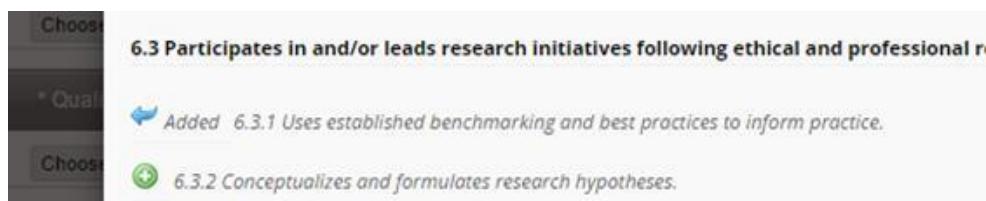
3. Then select, for example, "6.3 Participates in and/or leads research initiatives...." You should then get another drop down list:



4. To finish, click on the green circle with the plus sign to select the performance indicator of your choosing:

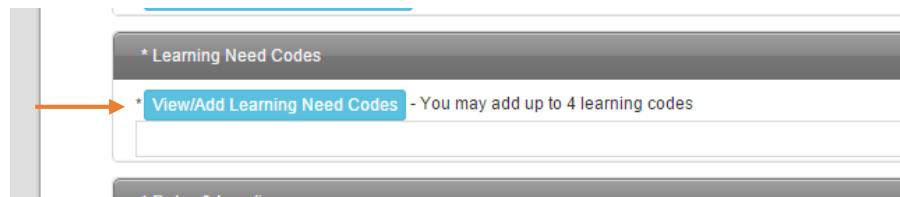


5. You should get this confirmation that it has been added:



Adding Learning Need Codes

1. Start by clicking on the blue box that says "View/Add Learning Need Codes"



2. You should then get a pop up window that looks like this. Click "Add" next to the learning code that you want to choose.

A screenshot of a modal window titled "Learning Need Codes". The window contains a table with columns for "Code" and "Description". To the right of each row is a column with a green circular icon containing a plus sign and the word "Add". The table data is as follows:

Code	Description	Add to List
1000	Professional skills	Add
1010	Career planning, job search, goal setting	Add
1020	Computer, electronic technology	Add
1030	CPR	Add
1040	Cultural sensitivity	Add
1050	Ethics	Add
1060	Foreign language, cultures	Add
1065	Informatics	Add
1070	Leadership, critical and strategic thinking	Add
1080	Legislation, public policy	Add
1090	Media skills	Add
1100	Photography, video and graphic production	Add
1110	Risk taking	Add
1120	Time and stress management, life balance	Add

3. After you click "Add", you should get this confirmation that it was added:

A screenshot of the same modal window as before, but now showing the result of adding a learning code. The table includes an additional column on the right indicating whether each row has been added. The "Added" status is shown with a blue checkmark icon. The table data is as follows:

1000	Professional skills	Added
1010	Career planning, job search, goal setting	Add
1020	Computer, electronic technology	Add
1030	CPR	Add
1040	Cultural sensitivity	Add
1050	Ethics	Add
1060	Foreign language, cultures	Add

Dates & Location

If your activity has multiple dates and locations, you can click on "Additional Date & Location" to add each one separately. If your activity is a webinar, leave the location blank.

* Dates & Location

Start Date	End Date	Country	State/Province	City
mm/dd/yyyy	mm/dd/yyyy	United States	Select State	
mm/dd/yyyy	mm/dd/yyyy	United States	Select State	

Additional Date & Location **Add Multiple** **Delete** **Delete**

Submit Activity

When your form is complete, and all documents have been added, click "Submit Activity" at the bottom of the screen to submit it for review.

After it has been submitted, you should see your activity listed on this screen, with the status "Pending"

Commission on Dietetic Registration
the credentialing agency for the
Academy of Nutrition and Dietetics

Contact Chat Virtual Help Desk My CDR Logout
1 (800) 877-1600 Ext. 5500

Site Search

CONTINUING PROFESSIONAL EDUCATION (CPE)

Provider Status: Prior - Approval Only

New Activity

Activity No	Title	Activity Type	Status
120684	Certificate of Training in Childhood and Adolescent Weight Management	120 Certificate Programs	Approved
120683	Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved
113953	Practice Competencies National Validation Study	Self Study Activity: 740 Web-Based	Approved
113815	Level 2 Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved
113814	Certificate of Training in Childhood & Adolescent Weight Management	120 Certificate Programs	Approved
113813	Certificate of Training in Childhood & Adolescent Weight Management	120 Certificate Programs	Approved
113812	Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved
113811	Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved
110573	Competencies Development Initiative Item Writing Session	Live Activity: 170 Lectures / Seminars / Webinars / Teleseminars	Approved
110572	Competencies Development Initiative Item Writing Session	Live Activity: 170 Lectures / Seminars / Webinars / Teleseminars	Approved
109661	Level 2 Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved
109660	Certificate of Training in Adult Weight Management	120 Certificate Programs	Approved

Prior Approval Review Process

After you click "Submit Activity" at the bottom of your form, it will be sent for review. The following program types will always be reviewed by CDR staff:

- Self-Study Programs
- Annual Meetings
- Multi-State Programs (including webinars)

Live activities will either be reviewed by the state affiliate or CDR, depending on the state in which your activity takes place. If the state affiliate will be reviewing your submission, they will be listed here: <https://www cdrnet org/prior-approval-review-contacts>. If you do not see your state listed, your submission will be reviewed by CDR staff.

Response Time

You can expect to get a response within 4 weeks of submission. You will be notified via email when your activity has been approved.

Return for Update

You may receive an email stating that your submission has been returned for update. This means that the reviewer is requesting more information or clarification. The reviewer will state in the email what information they are requesting. If this happens, you should log in to your provider account on www.cdrnet.org to update your prior approval request form. Once you are logged in, click on your activity to open it. Once it is open, click on "Modify" at the top of the page. You can then edit your form or upload additional documents. After you have made all necessary updates, click "Submit Activity" at the bottom of the screen. This will return your submission to the reviewer.

Advertising Your Event

When your activity has been approved, it will added to our online CPE database that is searchable by over 100,000 CDR credentialed practitioners. You also have the option of purchasing contact information from CDR so that you may advertise your event directly to these credentialed practitioners. If you're interested in finding out more about our 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.

Frequently Asked Questions

Do I need to submit a prior approval request for a live activity?

Live activities do not require prior approval in order for a dietitian 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 three years following the initial date of the live 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 people just like to be very certain they will get credit and are covering their bases

If you choose to not get prior approval for your live activity, you should provide your attendees with a certificate of attendance or an agenda for their records. In this instance, you can create your own certificate of attendance; without prior approval you cannot use the CDR logo or state that we have approved your activity. Suggested language is: "Attendees can earn X CPEUs" or "X CPEUs are available"

I forgot my login credentials...help!

If you have forgotten your login credentials for your provider account, or if you are not sure if your organization already has an account, email priorapproval@eatright.org with Login as the submit and the name of your organization in the body of the email.

How long will it take to get my submission approved?

Please allow up to 4 weeks for a response. You will be notified via email when your activity has been approved.

Is there a fee?

Some states charge a fee to review live activities. If your state is listed here:

<https://www cdrnet org/prior-approval-review-contacts>, contact the individual listed under your state to find out if there is a fee for your state.

CDR does not charge a fee to review live activities. There is no fee for submitting a prior approval request for Self Studies.

Can I save it and come back later?

You will need to complete the form in one sitting.

What counts for CPE credit in a live activity?

Only count the time when learning is taking place. No CPE credit is given for break times, meal times (unless it is a working meal) or networking. The activity must also be:

- Dietetics related
- Professional in nature (not geared toward the lay public)
- If the content is clinical, it must be evidence based

Why can't I update my submission?

You are only able to modify your submission when the status is "Returned for Update". If your status is "Pending" and you would like to make changes to your submission, email priorapproval@eatright.org or call CDR at 800-877-1600 ext 5500, to have it returned to you so that you may update.

I forgot to submit and the event already happened – is it too late?

Prior approval requests must be submitted BEFORE the activity takes place. Prior approval is not granted for subsequent activities.

Where is the certificate of completion?

You can access the template for the certificate of completion is available online, after you have logged in to your provider account. You will see a link located at the top of the page that reads "CPE Sample Certificate"

My activity has been approved, but we had to change the date...do I have to resubmit?

If there are changes to your activity after it has been approved, such as the date, or if you have to replace a presenter, email priorapproval@eatright.org with the updates. Be sure to include your activity number. CDR staff will update your activity for you.

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

LIVE ACTIVITIES

Workshops, Journal Clubs, Lectures, Seminars, Live Webinars, Teleseminars, Study Groups

The following information is required in the prior approval request form for Live Activities:

1. Activity Type
2. Activity Title
3. Activity Contact Person and their phone number, and email address Activity Provider
4. Number of CPE Hours Requested (one contact hour is equal to one CPEU; CPEUs are awarded in increments of 0.5)
5. CPE Level
 - 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.
6. Target Audience
7. Timing Outline/Agenda
8. Resume/CV for each presenter
9. Suggested Performance Indicator(s)
10. Suggested Learning Need Code(s)
11. Activity Date
12. 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.

Necessary Attachments for Live Activities:

- Timing Outline/Agenda
- Resume/CV/Biosketch for each presenter

SELF STUDIES

The following information is required in the prior approval request form for Self Studies:

1. Activity Type
2. Activity Title
3. Activity Contact Person and their phone number, and email address Activity Provider
4. Number of CPE Hours Requested (one contact hour is equal to one CPEU; CPEUs are awarded in increments of 0.5)
5. CPE Level
 - 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.
6. Target Audience
7. Access to Self Study activities (either physical or electronic), including objectives of the activity stated in operational behavioral terms.
8. A bibliography for reference and further reading. Complete references must be cited. Controversial or disputed issues must be presented as such, with documentation from current and reputable refereed scientific journals.
9. Expert review forms from 3 content experts. The content experts should not be associated with the creation of the program content in any way. Expert review forms are available for download on the CDR website: <https://www.cdrnet.org/form-prior-approval>
10. A resume, biosketch or Curriculum Vitae must be included for each content expert. Biosketch forms are available for download on the CDR website:
<https://www.cdrnet.org/form-prior-approval>
11. Timing Outline/Agenda
12. Resume/CV for each presenter
13. Suggested Performance Indicator(s)
14. Suggested Learning Need Code(s)
15. Activity Date

Necessary Attachments for Self Studies:

- Review Forms from 3 Content Experts
- Resume/CV for each Content Expert
- Access to the activity
- Bibliography
- Post-Assessment
- Resume/CV for individual(s) who created content

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: _____