

***Portfolio* Audit Procedures**

Purpose

The *Portfolio* audit ensures that the components of the *Professional Development Portfolio* process have been successfully completed and documented.

Audit Selection

You may be selected for audit by random sampling or by identified triggers.

Random Audit

Not every RD/DTR will be audited by CDR. Computer programming randomly selects a predetermined percentage of RDs and DTRs for audit.

Triggers

Triggers, or causes for auditing *Portfolios*, are based on noncompliance with *Portfolio* guidelines or noncompliance 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 www.cdrnet.org).

Audit Process

1. Notification by CDR of audit.
2. Practitioner submits the required documentation specified in the Continuing Professional Education section of this *Guide* under “Required Documentation to Retain.”
3. Documentation is screened by CDR.
4. CDR requests additional documentation/information as needed.
5. If requirements are met at this point, practitioner is notified, if not, audit is sent for peer-review.
6. Practitioner is notified of results.
7. Practitioner has opportunity to appeal.
8. Practitioner notified of final audit result.

Audit Outcome

The outcome of a *Portfolio* audit will be one of the following (see flow chart of the audit process):

- recertification,
- request to individual to submit 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 of a *Portfolio* audit, please contact CDR.

Audit Process

