

# Continuing Professional Education Guidelines

## Definition and Philosophy

CDR defines continuing professional education (CPE) as education beyond that required for entry into the profession, as defined in the CDR Dietetics Practice Audit (see Appendix B). The dietetics professional participates in lifelong learning to maintain and improve knowledge and skills for competent practice.



In determining which CPE activities receive credit under the *Professional Development Portfolio* process, CDR's Competency Assurance Panel considers the direction of information flow – whether it is towards or away from the practitioner. For example, in a lecture/seminar, information is flowing towards the practitioner. When a practitioner delivers a presentation, the information is flowing from the practitioner to the audience. The lecturer may have done research in preparation for the presentation, but that is possibly creditable under another CPE activity type, as described in this section.

CPE is the implementation of the Learning Plan of the *Professional Development Portfolio* process. CPE activities must be selected based on your individual Learning Plan that has been verified by CDR.

## Content Criteria and Requirements for Maintaining Registration

CPE involves activities or materials that may or may not be part of your job function and have the following characteristics:

1. facilitate lifelong learning by updating, enhancing, or assessing knowledge and skills;
2. help you implement an individual Learning Plan;
3. are dietetics-related;

**Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity**

4. the education level is targeted to beyond entry-level dietetics professionals, and provides learning outcomes that apply to professional practice or intended practice;
5. are developed by instructors or individuals that 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 U.S., regionally-accredited institution. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise;
6. content, quality, and scientific integrity of the activities and materials is maintained. Potential conflicts of interest, including commercial bias are disclosed. A balanced discussion of the topic, including risk versus benefit information where appropriate, is ensured. Controversial or disputed issues are presented as such, supported by documentation from current and reputable refereed scientific journals;
7. typical CPE presentations and products must be a minimum of one (1) contact hour in length. Exceptions include professional reading, poster presentations and exhibits, which can be a minimum of .5 CPEUs.

You must complete CPE activities within your 5-year recertification period to be awarded CPEUs. Your Learning Plan must be submitted before you participate in CPE activities or must be postmarked no later than 120 days after completing your first CPE activity in your current recertification cycle. Only approved CPE Activity Types listed below will be awarded CPEUs by CDR. RDs must achieve 75 CPEUs and DTRs must achieve 50 CPEUs during a 5-year reporting period. CPE activities must be based on the individual learning needs specified on your Learning Plan that has been verified by CDR. Some CPE activities have CPEU limits for a 5-year reporting period; the limits are listed as part of the description of each specific CPE activity.

CDR will continue processes for prior approval of CPE and accreditation for CPE providers to identify activities that have met CDR standards. You may attend activities that have not been prior-approved or presented by CDR accredited providers (except for self-study programs) provided they meet PDP process requirements.

## **Approved CPE Activity Types**

On the following pages are comprehensive descriptions of all approved Continuing Professional Education Activity Types:

## Approved Continuing Professional Education Activities

### 100. Academic Coursework

Dietetics-related academic coursework, including distance learning, at a U.S. regionally accredited college or university can be awarded CPEUs according to the listing below. Under the activity description on the log form, indicate whether coursework taken was during a semester, trimester, or quarter. Academic coursework must be started after practitioner becomes an RD/DTR, and must be completed in your current recertification cycle in order to receive CPE credit. After June 1, 2007, the date of completion of academic coursework can be either the date of notification of successful course completion, or the date of the final examination required for course completion.

<b>CPEUs Approved</b>	<i>Course Taken for Credit</i>	<i>Course Audited</i>
1 semester credit hour	15 CPEUs	8 CPEUs
1 trimester credit hour	14 CPEUs	7 CPEUs
1 quarter credit hour	10 CPEUs	5 CPEUs

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Course Title College or University Date Completed Quarter, Semester or Trimester Credits Earned/CPEUs Requested Application of Learning	Official Transcript

### 110. Case Presentations

CPEUs may be awarded for attendance at a dietetics-related case presentation. Examples may include but are not limited to:

- grand rounds
- patient case study

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Provider Date Completed CPEUs Requested Application of Learning	Certificate of Attendance or Copy of Brochure Describing Case Presentation

**\*Note: You should submit this documentation to CDR *only* if you are audited (see description of audit processing in this Guide).**

## 120. Certificate Programs

A certificate program is an intensive training program with a component that assesses the participant. Upon completion of the program, participants receive a certificate attesting to the attainment of a new knowledge/skill set (e.g., ADA/CDR Certificate Program in Adult Weight Management). Unlike a certification program, participants do not receive a professional designation (e.g., RD). Certificate programs must:

1. Be dietetics-related.
2. Have stated learning objectives upon which the course and assessment content is based
3. include content expert instruction and interactive discussion. (which may occur face-to-face or by electronic delivery)
4. Include a post-course assessment that assesses the participants' attainment of the program's learning objectives
5. Have all course materials reviewed by a minimum of 3 professionals with demonstrated expertise in the content area who attest to the number of hours needed to complete the program.
6. Be sponsored by a U.S. regionally accredited college or university or an institution accredited/approved by the Joint Commission, or Commission on Dietetic Registration (CDR).

In addition, if the program includes a self-study component, the self-study must include an assessment based on stated learning objectives. Course participants must pass the assessment to continue in the program and to receive CPEUs for the self-study component.

Individuals completing a Certificate program receive CPEUs for training and assessment time regardless of whether they pass the post-course assessment and receive the certificate.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Program Title Provider Date Completed CPEUs Requested Application of Learning	Certificate of Completion Name, Address, Phone Number, and E-mail Address or Fax Number of Provider

## 130. Exhibits

Learning through dietetics-related exhibits such as those presented at the ADA Food and Nutrition Conference and Expo can be awarded CPEUs when properly documented. For this activity one half-hour of contact is equivalent to 0.5 CPEU. You need not list exhibitors separately. You may record several exhibits that relate to the same learning need code as one event on your CPE Activities Log. Virtual, online exhibits may be awarded up to one CPEU, provided the exhibit is organized around a single, dietetics-related topic, provides a certificate of completion for participants, and contains a minimum of 25 links or pages of text for review.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
15 (RDs) 10 (DTRs)	Event Provider Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion or Materials Describing Exhibits (Date, Timeline, Provider, Content)

**Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.**

## 140. Experiential Skill Development

Guidelines for Experiential Skill Development are:

- Content must be dietetics-related
- Program must include a didactic component
- Providers must be credentialed professionals in the subject area taught, or must be an RD or DTR (for culinary programs an RD or DTR must be involved in the planning or presentation)

Examples include culinary skills training (content must focus on food composition, food chemistry, alternative nutrient sources, cultural/social/economic influences, techniques to improve acceptability or compliance), physical assessment training, multi-skills training, and computer/technology training. Any self-study Experiential Skill Development must meet requirements listed in the Pre-approved Self-Study section.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Provider Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion Provider Credentials and Issuing Organization

## 150. Interactive Workshops

Workshop content is required to be dietetics-related, and the workshop should include interactive discussion or participation among attendees.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Provider Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion or CPE Agenda/Outline (Objectives, Date, Timeline, Provider)

**\*Note: You should submit this documentation to CDR *only* if you are audited (see description of audit processing in this Guide).**

## 160. Journal Clubs

The Journal Club must be preplanned, provide for group participation, include 3 or more professionals, and include in-depth discussion of a single dietetics-related topic from pre-assigned articles/papers in professional, peer-reviewed journals. Online journal clubs, in which interactive posts by dietetics professionals are read by and responded to by dietetics professionals are also creditable. A system or program administrator should be able to provide verification of participation in the event of an audit.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Coordinator Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion Name, Address, Phone Number, and E-mail Address or Fax Number of Coordinator or CPE Agenda/Outline (Objectives, Date, Timeline, Coordinator)

## 170. Lectures/Seminars

Lecture/seminar content must be dietetics-related, and CPE activity should include participation by or discussion among attendees. Web or telephone conference seminars that include a provision for discussion and interaction between the presenter and attendees can be included in this CPE category.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Provider Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion or CPE Agenda/Outline (Objectives, Date, Timeline, Provider)

**Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.**

## 180. Posters

Learning through dietetics-related poster sessions such as those presented at the ADA Food and Nutrition Conference and Expo can be awarded CPEUs. You need not list posters separately. You may record several posters that relate to the same learning need code as one event on your CPE Activities Log.

For this activity, one half-hour of contact is equivalent to 0.5 CPEU.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
15 (RDs) 10 (DTRs)	Event Provider Date Completed CPEUs Requested Application of Learning	Certificate of Attendance/Completion or CPE Agenda/Outline (Objectives, Date, Timeline, Provider) or Program/Flyer/Brochure Describing Poster Session

## 190. Professional Leadership

Holding an elected office in a dietetics or dietetics-related national, state, or district organization that contributes to acquisition of leadership skills and professional development can be awarded CPEUs. You must complete the term in your current recertification cycle.

*Please note that training on the topic of Professional Leadership would not qualify under this activity type (please see #150 Interactive Workshop or #170 Lecture/seminar).*

A maximum of 3 CPEUs per year or a total of 15 CPEUs per 5-year reporting period can be awarded to both RDs and DTRs.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
3 CPEUs per year Total maximum: 15 (RDs) 15 (DTRs)	Elected Office at the National, State or District Level Organization Date Completed CPEUs Requested Application of Learning	Notice, Association Directory, or Other Documentation Confirming Office Held and Dates of Service

**\*Note: You should submit this documentation to CDR *only* if you are audited (see description of audit processing in this Guide).**

## 200. Professional Reading

Reading dietetics-related articles from peer-reviewed professional journals and peer-reviewed, dietetics-related articles from professional newsletters can be awarded CPE credit. Online journals are acceptable in this category. Articles in professional newsletters must be identified as peer-reviewed. The article must be read within 5 years of the date the article was published. Include the journal reference/citation in the activity description. Peer-reviewed journals have the following characteristics:

- Usually published by specific professional organizations and societies.
- Primary purpose is to report original research or review articles.
- Editorial board is listed in the front of the journal.
- Articles include a byline for the author(s).
- Include cited references, and charts/graphs/photos that impart information.

It is probably not a peer reviewed journal if its primary purpose is to report on trends/concerns in an industry or to provide practical 'how-to' articles.

If you are unsure whether or not a particular journal or newsletter article is peer-reviewed you may obtain written verification from the issuing organization or a credentialed librarian.

Please note that this activity is not the same as pre-approved self-study. If the article has a quiz/evaluation, such as the CPE articles in the Journal of the American Dietetic Association, then it may be pre-approved self-study. Please see pages 15-16 for a description of Self-study activities such as printed self-study articles with questionnaires.

Reading each article is equivalent to one-half (0.5) CPEU.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
15 (RDs) 10 (DTRs)	Journal or newsletter citation (Use J Am Diet Assoc. Format) Date Completed CPEUs Requested Application of Learning	Copy of Abstract or First Page of Article

**New!**- For Step 4: Learning Activities Logs submitted 6/1/2008 and afterwards, authors of articles published in scientific, peer-reviewed publications and authors of dietetics-related chapters in textbooks are entitled to increased limits for Professional Reading. For each article or chapter published during the 5-year cycle, the CPEU limit for Professional Reading is increased by 5 CPEUs for the author, up to a maximum of four articles or chapters. This can result in a total increase in the CPEU limit for Professional Reading of up to 20 CPEUs (which would result in a new maximum of 35 CPEUs for Professional Reading for RDs/30 CPEUs for DTRs). Authors will indicate online, or on the Step 4: Learning Activities Log, the qualifying articles and/or chapters, and then will log the additional articles for Professional Reading in the usual manner (0.5 CPEU per article), using the new CPEU maximum.

**Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.**

## 205. Research

Conducting research as a sole, principal or co-investigator can be awarded CPEUs. An investigator is defined as one who participates substantially in the conception and design of the work and the analysis of data as well as in the writing of the report. Examples of such research include qualitative research studies and descriptive epidemiologic research, clinical trials, cohort or follow-up studies, case-control studies or outcomes research. The research must have been conducted after the investigator becomes an RD/DTR. Research completed to fulfill academic requirements would receive credit under Academic Coursework, while literature reviews designed primarily to summarize the findings of others would receive credit under Professional Reading. However, a meta-analysis that identifies new trends or ideas based upon data from other studies would be awarded CPEUs in the Research category. Required documentation must be completed within the current recertification cycle to receive credit. [Note: Multi-year research products with technical reports at intermediate points can be documented with the interim report(s).]

Maximum CPEUs awarded each five-year recertification cycle

RDs – 60

DTRs- 40

Level of Involvement	Description	CPEUs awarded
Sole or Principal Investigator	One who has primary responsibility for developing the study concept and research design, analyzing the data and writing the report	20 CPEUs per study
Co-investigator	One who participates substantially in the conception and design of the work, the analysis of data and the writing of the report	10 CPEUs per study

Required Activity Description for Learning Activities Log	Required Documentation to Retain*
Title of Study Sponsoring/funding institution Identification as sole or co-investigator CPEUs Date research completed Application of Learning	Name, Address, Phone Number, and E-mail Address of Sponsoring/funding institution Report to include an introduction, purpose of the research, methodology, discussion of results, summary and references One or more of the following (must be completed within current recertification cycle): <ul style="list-style-type: none"> <li>• Final summary technical report (or interim report) to federal, state or other grant providing organization</li> <li>• Letter verifying acceptance for publication in a peer-reviewed journal, or copy of published manuscript</li> <li>• Letter verifying acceptance for presentation (session or poster session) at a peer-reviewed professional association conference</li> </ul>

***\*Note: You should submit this documentation to CDR *only* if you are audited (see description of audit processing in this Guide).***

## 210. Residency & Fellowship Programs

Programs require completion of a dietetics-related, post-baccalaureate-level residency or fellowship activity with a minimum of 75 contact hours for RDs and 50 contact hours for DTRs and meet all of the following criteria:

- Post-baccalaureate level and dietetics-related;
- Formalized/structured experiences; and
- Sponsored by a U.S. regionally accredited college or university or an institution accredited/approved by JCAHO or NCQA
- Activity must be recorded within five years of completion.
- Program experience must take place after practitioner becomes an RD or DTR.

Completion of the program provides 75 CPEUs.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Residency/Fellowship Provider Date Completed CPEUs Application of Learning	Certificate of Completion Name, Address, Phone Number, and E-mail Address or Fax Number of Provider Description of program content

## 220. Sponsored Independent Learning

*Note:*  
This is not the same category as "Self-Study." Please see those requirements for comparison

Sponsored Independent Learning is a dietetics-related, individualized learning activity planned and carried out by the learner. The learner contracts with an individual, who is an expert in a particular area, using the Sponsored Independent Learning Contract included in this *Guide*. See example provided in Appendix F.

One CPEU is equivalent to 2 hours spent on this activity.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
50 (RDs) 35 (DTRs)	Activity Sponsor Name and Contact information Date Completed CPEUs Requested Application of Learning	Sponsored Independent Learning Contract with Original Signatures

**Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.**

## 230. Study Groups

Study group must be preplanned, provide for group participation, include 3 or more professionals, and include in-depth study of a specific, dietetics-related topic (e.g. audio or video recording of an approved session at the ADA Food and Nutrition Conference and Expo<sup>1</sup>). Recordings of approved presentations can be no older than one year past the date of the presentation.

One CPEU is equivalent to 1 contact hour.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
50 (RDs) 35 (DTRs)	Title/Topic Coordinator Date Completed CPEUs Application of Learning	Certificate of Attendance/Completion or CPE Agenda/Outline (Objectives, Date, Timeline, Coordinator) Name, Address, Phone Number, and E-mail Address or Fax Number of Coordinator

**<sup>1</sup>Note: CPE Providers that are selling video or audio recordings of prior-approved CPE activities should include instructions for RD/DTRs regarding how to obtain Study Group CPEUs from CDR using their product.**

**\*Note: You should submit this documentation to CDR *only* if you are audited (see description of audit processing in this Guide).**

## 260.-460. Certification (For Consecutive Recertification Periods)

The following certifications are approved by CDR for *consecutive* recertification periods (can be used to recertify in repeated recertification periods indefinitely). For approval, the program must be dietetics-related; and must require candidates to meet eligibility requirements, pass an examination to become certified initially, and require certificants to pass an examination for recertification in order to remain certified. Refer to Appendix A for a list of approved certifications and associated contact information.

Eligibility for CPE credit is based upon date of notification of successfully meeting certification or recertification requirements. CPEUs can be awarded for qualifying certifications earned during the current 5-year recertification cycle and up to 6 months before your current recertification cycle. After June 1, 2007, the date of completion of the certification can be **either** the date of notification of successful completion of the requirements for certification, **or** the date of the examination required for certification.

Refer to ([http://cdrnet.org/PDFs/13028FinalCDRManualRevi\\_1.pdf](http://cdrnet.org/PDFs/13028FinalCDRManualRevi_1.pdf)) for an updated list of approved certifications.

- 260 AADE/ANCC – Board Certified – Advanced Diabetes Management <sup>1</sup>
- 300 NBNSC – Certified Nutrition Support Dietitian (CNSD or CNSC)
- 335 CDR – Board Certification as a Specialist in Gerontological Nutrition
- 337 CDR – Board Certification as a Specialist in Oncology Nutrition
- 340 CDR – Board Certification as a Specialist in Pediatric Nutrition
- 380 CDR – Board Certification as a Specialist in Renal Nutrition
- 385 CDR – Board Certification as a Specialist in Sports Dietetics
- 420 IBLCE – International Board Certified Lactation Consultant <sup>1, 2</sup>
- 460 NCBDE – Certified Diabetes Educator <sup>1</sup>
- 465 NCSF – Certified Personal Trainer<sup>1</sup>

<sup>1</sup> This organization provides for recertification by either examination or continuing professional education. You may use this credential for consecutive recertification periods only if recertification is by examination and not by meeting continuing education requirements.

<sup>2</sup> Available to DTRs also.

Completion of the Certification program provides 75 CPEUs.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Certification Obtained Provider Date of Notification CPEUs Requested Application of Learning	Copy of document verifying date of issue and duration of certification Name, Address, Phone Number, and E-mail Address or Fax Number of Provider

**Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.**

## 480-651. Certification (For Alternate Recertification Periods)

The following certifications are approved by CDR for *alternate* recertification periods (can be used to recertify every other recertification period). For approval, the program must be dietetics-related, must require that candidates meet eligibility requirements and pass an examination for initial certification. After June 1, 2007, the date of completion of the certification can be **either** the date of notification of successful completion of the requirements for certification, **or** the date of the examination required for certification.

For this category, certificants are *not* required to pass an examination for recertification.

**Refer to Appendix A for a list of approved certifications and associated contact information.**

Refer to [www.cdrnet.org](http://www.cdrnet.org) for an updated list of approved certifications.

- 480 AADE/ANCC - Board Certified – Advanced Diabetes Management
- 500 AAFCS – Certified in Family and Consumer Sciences
- 515 ACE – Certified Clinical Exercise Specialist
- 516 ACE – Certified Group Fitness Instructor
- 517 ACE – Certified Lifestyle & Weight Management Consultant
- 518 ACE – Certified Personal Trainer
- 529 ACSM – Certified Personal Trainer
- 530 ACSM – Health/Fitness Instructor
- 531 ACSM – Health/Fitness Director
- 532 ACSM – Exercise Specialist
- 533 ACSM – Program Director
- 545 SNA – School Foodservice and Nutrition Professional <sup>2</sup>
- 600 HQCB – Certified Professional in Healthcare Quality
- 610 IBLCE – International Board Certified Lactation Consultant <sup>1</sup>
- 620 NAFEM – Certified Foodservice Professional <sup>2</sup>
- 625 NASM - Certified Personal Trainer
- 630 NBCC – National Certified Counselor
- 635 NCBDE – Certified Diabetes Educator
- 640 NCHEC – Certified Health Education Specialist
- 645 NCSF – Certified Personal Trainer
- 650 NSCA – Certified Strength & Conditioning Specialist
- 651 NSCA – Certified Personal Trainer

<sup>1</sup> Available to RDs and DTRs

<sup>2</sup> Available to DTRs only

Completion of the Certification program provides 75 CPEUs.

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Certification Obtained Provider Date of Notification CPEUs Requested Application of Learning	Copy of document verifying date of issue and duration of certification Name, Address, Phone Number, and E-mail Address or Fax Number of Provider

***\*Note: You should submit this documentation to CDR only if you are audited (see description of audit processing in this Guide).***

## 700.-740. Pre-approved Self-Study Materials

Self-study programs are defined as educational materials (e.g., audio, video, and web-based materials, study kits, modules and publications) used for individual study. CDR's Continuing Professional Education database (see [www.cdrnet.org](http://www.cdrnet.org)) includes CDR pre-approved self-study programs and self-study programs offered by CDR Accredited Program Providers. Academic correspondence courses are not considered self-study programs. Activities prior-approved by CDR will be accepted for self-study CPEUs. Only CPE Providers can apply to CDR for prior-approval. To receive CPE credit for self-study materials, the practitioner must meet all provider requirements for the product (including complying with deadlines, completing examinations, making payments, etc.).

In order to provide expanded learning opportunities, CDR now accepts self-study materials from other CDR-approved providers, as detailed in the list below. Be sure to refer to CDR's website, at [www.cdrnet.org](http://www.cdrnet.org), for an updated list of approved self-study providers.

### New!

In addition to self-study materials offered by CDR Accredited Providers, CDR also accepts self-study materials from certain CPE providers accredited by other CDR-approved organizations. Self-study materials approved by the following organizations are currently approved.

S01 - AAFP - American Academy of Family Physicians

S02 - AANP - American Academy of Nurse Practitioners

S03 - AAPA - American Academy of Physician Assistants

S04 - ACCME - Organizations accredited by the Accreditation Council for Continuing Medical Education

S05 - ACPE - Organizations accredited by the Accreditation Council for Pharmacy Education

S06 - ANCC - American Nurses Credentialing Center

S07 - APA - American Psychiatric Association

S08 - APA - American Psychological Association

S09 - APHA - American Public Health Association

S10 - US Regionally Accredited Colleges or Universities

CPE providers seeking CDR prior-approval, as well as practitioners, need to be aware that self-study CPE programs must meet all of the following criteria in order for RDs/DTRs to receive CPEUs:

1. **Content:** The refereed program must meet the content criteria for continuing education as stated in the Continuing Professional Education Guidelines: "Content should apply to the field of nutrition and dietetics."
2. **Referees:** The program must be refereed. In this case, refereed denotes a review by a minimum of three external professionals with demonstrated expertise in the content area. Academic degrees should be relevant, and from a U.S., regionally-accredited institution. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish demonstrated expertise. Referees must complete the Self-study Material - Subject Matter Expert Review Form (see Appendix C).

*Continued on Following Page →*

**Your Learning Plan must be postmarked to CDR no later than 120 days after your first CPE activity.**

3. **Presenters/Developers:** Instructors or individuals that 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 U.S., regionally-accredited institution. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise.
4. **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, supported by documentation from current and reputable refereed scientific journals.
5. **Length:** The program must be a minimum of one (1) contact hour in length.
6. **Evaluation of learner:** An evaluative component, for example test questions for study materials or an electronic discussion bulletin board for Internet sessions, must accompany the program. Professional test question writers or individuals with demonstrated capabilities in evaluation/assessment or item writing are required to develop the test questions for the program.

One CPEU is equivalent to one (1) contact hour.

**Only activities prior-approved by CDR or from CPE providers will be accepted for self-study CPEUs.**

Activities listed in CDR’s CPE online database at [www.cdrnet.org](http://www.cdrnet.org) are all prior approved by CDR.

The following are categories of pre-approved, self-study programs for which CPEUs can be awarded.

- 700 Audio-based (e.g., CD, Podcast, etc.)
- 710 Computer-based (e.g., DVD- or CD-ROM)
- 720 Printed (e.g., booklets, CPE articles in the *J Am Diet Assoc.* or self-study)
- 730 Video-, DVD-, or CD-based
- 740 Web-based (e.g., Internet or online learning, such as CDR’s Assess & Learn Series)

For prior-approved CPE articles such as those found in the Journal of the American Dietetic Association, record the journal citation in the Activity Description portion of your Step 4: Learning Activities Log, and abbreviate as necessary.

*New!*  
Practitioners completing the CPE articles in the Journal of the American Dietetic Association can now take their quizzes online and automatically log the activity in their Step 4: Learning Activities Log. Just click the computer icon on the CDR home page, sign into the Online Business Center and click the “Journal Article Quiz” button...

Maximum CPEUs Awarded Each 5-Year Recertification Cycle	Required Activity Description for Learning Activities Log	Required Documentation to Retain*
No maximum	Title/Topic Provider Date Completed CPEUs Application of Learning Other- If product is from CDR Approved Provider; include 'S' Code, eg S01 for AAFP	Certificate of Attendance/Completion or CPE Agenda/Outline (Objectives, Date, Timeline, Provider)

**\*Note: You should submit this documentation to CDR only if you are audited (see description of audit processing in this Guide).**

## Practitioner Examples Used in the *Guide*

Throughout the remainder of the PDP Guide, 3 fictitious examples that apply to RDs and DTRs illustrate the steps in the *PDP* process. These practitioner examples can be found in Appendix F, in the back of the PDP Guide. Only selected portions of the *PDP* process documentation will be presented.

### Foodservice Manager

*Jane Doe* has several years of experience in a variety of foodservice roles. Recently she was promoted to the position of patient services manager. In this new role, Jane is responsible for the management of 13 staff, budgeting, and projections for ordering food. In addition, she provides patient care in the skilled nursing facility and trains her staff in a customer service program. Jane leads the department Continuous Quality Improvement (CQI) committee.

### Clinical Practitioner

*John Smith* is a clinical practitioner in an acute care facility. Like many hospitals, rapid changes in healthcare have impacted the way services are delivered. His primary patient population focus is on renal patients. Because of the impact of managed care, shorter lengths of stay and outpatient management of chronic medical conditions, John sees an urgent need for delivery of high quality care in the outpatient setting, in particular, for the renal patient population.

### Individual Not Currently Employed

During the past 2 years, *Mary Jones* has not been employed. For 10 years she worked in the long-term care setting. With 3 small children at home, she has decided to take a few years off and return to part-time employment in a practice area that has always been an interest for her: sports nutrition and wellness.

Additional examples for the following settings are available on the CDR Web site at [www.cdrnet.org/pdrcenter/portfolioTOC.htm](http://www.cdrnet.org/pdrcenter/portfolioTOC.htm) or upon request from CDR:

- Business and Communication
- Non-Traditional Health Care
- Public Health
- Research
- Retirement