

Professional Development Portfolio Process

Principles

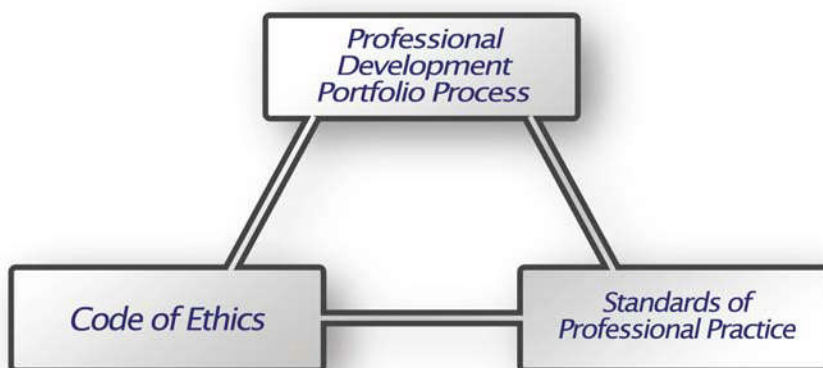
The underlying principle of this process is that effective continuing professional education (CPE) involves more than information transfer alone. Research shows CPE is optimized when each practitioner identifies knowledge and skills needed for professional competence, uses appropriate educational methods, and develops individualized strategies to implement what has been learned by applying it to professional practice. Journal articles and tools are available to assist you in determining your learning style preferences (see Appendix B).

Building upon these principles, CDR constructed a *Professional Development Portfolio* process, which promotes lifelong learning while providing you with the tools to achieve it. The tools will enable you to analyze circumstances and requirements within your profession, create and carry out an individualized continuing education program, and evaluate the success of using CPE in your professional life.

In constructing this process, CDR embraced the *Standards of Professional Practice* and the *Code of Ethics for the Profession of Dietetics*.

The *Standards of Professional Practice*, which guide safe and appropriate practice, hold the individual professional responsible for continuing competence. CDR embraces the philosophy of responsible, lifelong learning as encouraged in the *Standards of Professional Practice*. (A copy of the *Standards* is available at www.cdrnet.org)

The enforceable *Code of Ethics for the Profession of Dietetics* provides for additional public accountability by monitoring appropriate ethical performance. The *Code of Ethics* statement, “The dietetics professional assumes responsibility and accountability for personal competence in practice...,” also reflects the individual's responsibility for competence. Registrants not complying with the *Code of Ethics* are subject to disciplinary actions including censure, probation, suspension of registration, or revocation of credential. (A copy of the *Code* is available at www.cdrnet.org)

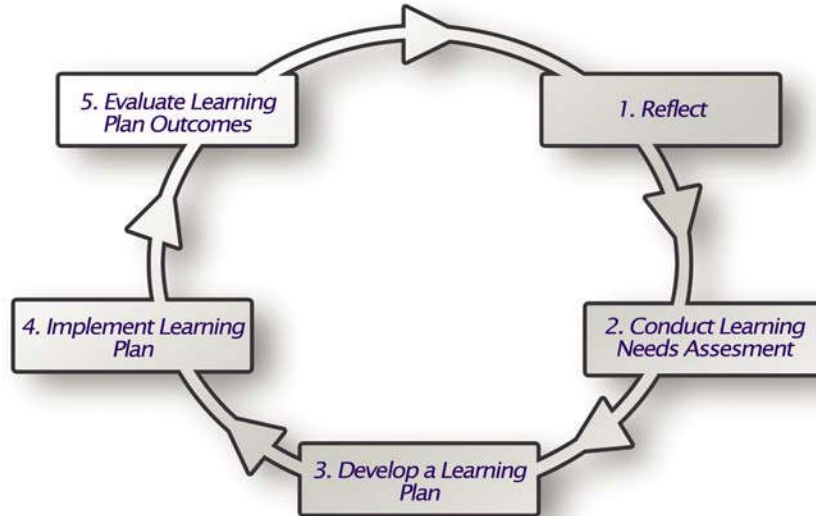


Description and Timelines

The *Professional Development Portfolio* process is divided into 5 interdependent steps that build sequentially upon the previous step during each 5-year recertification cycle and succeeding cycles as illustrated below. Since its inception in 1969, the recertification cycle has been 5 years, based on the belief that half of the knowledge of today will be obsolete in five years. Data obtained from the 2005 RD practice analysis have supported this time frame, as the study suggests a change in practice that occurs at the 4½ to 5 year point.

The number of Continuing Professional Education Units (CPEUs) needed for recertification

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is a total of 75 for RDs and 50 for DTRs during the 5-year recertification cycle. The types of activities approved for CPEUs are broad and you are responsible for maintaining the records of your CPEUs.

All credentialed practitioners use this process to recertify, including those who are currently retired or not employed.

CDR has no requirements for your learning goals, other than a requirement that all goals, as well as all CPE activities are dietetics-related.

DIETETICS-RELATED: *The integration and application of principles derived from the sciences of food, nutrition, management, communication, and biological, physiological, behavioral, and social sciences to achieve and maintain optimal human health.*

Your recertification cycle is five years, beginning on June 1 and ending on May 31 of the fifth year. For newly certified practitioners, the cycle begins on the day the RD or DTR certification examination is passed, and ends on May 31 of the fifth full year of the recertification cycle.

Is this CPE activity dietetics related?

Hint: If there is a learning need code on the Step 2: Learning Needs Assessment form that matches the subject of the activity, it is dietetics related.

To enhance accountability, an audit process will be in place. You will need to submit your required CPE documentation to CDR only if you are audited (certificate of attendance, Sponsored Independent Learning Contract, official transcript, etc.). Specific “Required Documentation” is outlined in your CPE Guidelines (pages 1-16) under each

activity type.

The five steps of the *PDP* process take time to complete properly and they will require your careful attention as you construct your individualized *Professional Development Portfolio* program. Detailed instructions and examples are provided later in this *Guide* and on the CDR website. The purpose, and brief introduction, of each of the five steps and their timelines are discussed briefly here.

This document uses the terms *worksheet* and *form*. A worksheet, designed to enable you to achieve the goals of the step, is not sent to CDR. A form, designed to record your Learning Plan or learning activities, is to be submitted to CDR. Copies of both should be maintained for your records in the event you are audited (see the later discussion about audits).

Step 1: Professional Self-Reflection-Worksheet

Purpose: This worksheet is for your use. Reflect on your professional practice and interests, trends, strengths, and weaknesses. Establish short- and long-term goals.

Recommended Timeline for Completion: April prior to year 1 of your 5-year recertification cycle.

Step 2: Learning Needs Assessment-Worksheet

Purpose: This worksheet is for your use. Identify knowledge and skills needed to achieve the goals you have set. Assess the current level of your knowledge/skills and define the level of CPE necessary to achieve your goals.

Recommended Timeline for Completion: May prior to year 1 of your 5-year recertification cycle.

Step 3: Learning Plan-Form

Purpose: Submit this form to CDR. Develop a plan that maps out how to address your goals through your learning needs. The Learning Plan can be revised to accommodate significant career changes or life situations.

Incomplete submissions cannot be verified and will be returned for completion.

Recommended Timeline for Submission: June 1 of year 1 of your 5-year recertification cycle and before you participate in CPE activities.

Required Timeline for Submission:

- Your Learning Plan must be **postmarked no later than 120 days after attending your first CPE activity**
- **AND your plan must be postmarked** not later than May 31 of year 5 of your recertification cycle.
- CDR will not accept an Activity Log submitted for recertification without verification of your Learning Plan.

Response by CDR: Within 4 weeks of receipt, CDR will send acknowledgement of your Learning Plan and verify that learning needs and goals are dietetics-related.

Step 4: Learning Activities Log-Form

Purpose: You must submit this form to CDR after your Learning Plan has been verified, and upon completion of at least 75/RD or 50/DTR CPEUs. Record CPE activities on your Learning Activities Log which were completed during your current 5-year recertification cycle. Your recertification cycle usually begins June 1 and ends May 31 of the fifth year; however, for newly certified practitioners, the cycle begins on the day the RD or DTR certification examination is passed. Every CPE activity must relate to a learning need code identified on your verified Learning Plan. Maintain all required documentation of the CPE activities for 2 years beyond the end of your recertification cycle. Submit documentation to CDR *only* if you are audited. You are responsible for recording and maintaining your learning activities log. ***Partial, incomplete or late submissions cannot be evaluated and will be returned to you. The Activity Log Submission is not complete without the inclusion of your Certification Statement form, filled out completely, signed and dated.***

Recommended Timeline for Submission: As soon as you have completed at least 75 CPEUs (50 for DTRs) or early in year 5 of your 5-year recertification cycle.

Required Timeline for Submission: Postmarked (or submitted via web) no later than May 31 of the fifth year of your recertification cycle. *

Response by CDR: Within 6-8 weeks of receipt, CDR will acknowledge receipt of your form, verify CPE activities are directed to learning needs listed on your Learning Plan, and verify that CPE requirements are met. You will be notified at this time in writing if you are to be audited.

Step 5: Learning Plan Evaluation-Worksheet

Purpose: This worksheet is for your use. Evaluate your progress toward accomplishing the goals identified on your Learning Plan. This completes the *PDP* process for this recertification period. This evaluation becomes a starting point for self-reflection for your next recertification cycle.

You may complete required forms online at www.cdrnet.org OR

Mail required forms to:

Commission on Dietetic Registration

120 South Riverside Plaza,

Suite 2000

Chicago, IL 60606-6995

Note: If you enter and submit a form online, do not mail the form to CDR. Similarly, if you mail a form to CDR, do not also file online.

Recommended Timeline: End of your 5-year recertification cycle in preparation for your next recertification cycle.

****Note: All CPE activities must be completed by May 31st of the fifth year of your recertification cycle. However, you have until June 30th to get your Step 4: Learning Activities Log to CDR.***