

Step 3: Learning Plan

Purpose

In this step, list your goals and then learning needs you will address in order to accomplish your goals. On the Learning Plan, also identify any CPE activity types you might use. Note that you are not required to use only the CPE activity types you select. *You can use any of the approved CPE activity types listed, even if you do not select them now.* Another purpose of the Learning Plan is to capture information about learning needs that can be provided to CPE providers. Thus, CPE providers will be able to target the content and teaching modality of their CPE to learning needs of dietetics professionals.

Your Learning Plan may focus on specific content or a specific area of practice, and/or on broad-based areas as determined by your individual needs and goals. All CPE activities must be dietetics-related. The examples in the *Guide* (located in Appendix F) illustrate dietetics-related skills, needs, and goals. All the Learning Needs listed on CDR's Learning Needs Assessment worksheet (Step 2) are dietetics-related.

Process Requirements

This Learning Plan serves as the basis for completing the *Portfolio* process and the remaining forms. After you have determined your short-term and long-term goals and completed your Learning Needs Assessment Worksheet, it is recommended that you *complete and submit the Learning Plan to CDR before your first CPE activity*. Your Learning Plan must be submitted before you engage in CPE activities or postmarked no later than 120 days after completing your first continuing professional education activity in the current recertification cycle (see <http://cdrnet.org/whatsnew/remindApril2002.htm> for a table showing 120 day chart). Only CPE activities that correspond to learning needs specified on your verified Learning Plan and which meet applicable CDR standards will receive credit for recertification. The Learning Plan can be revised to accommodate significant career changes or life situations. You may submit your plan online at cdrnet.org as early as 75 days before the beginning of your new, 5-year recertification cycle, or you may submit the paper forms to CDR. Note that neither the 75 day rule or the 120 day Learning Plan grace period can be used to get CPEU credit for activities completed before your current recertification cycle. If this is not your first recertification cycle, you must have an approved Step 4: Learning Activities Log before you can submit a new Step 3: Learning Plan.

Your Learning Plan must be submitted before you engage in CPE activities or postmarked no later than 120 days of completing your first continuing professional education activity in the current recertification cycle, and no later than May 31 of the last year of your 5-year recertification cycle.

You must have at least 1 goal, supported by at least 1 learning need, although you will likely have more of both. CDR has no requirements for your goals, other than a requirement that the goals be dietetics-related. You will receive notification that CDR has verified your Learning Plan within 4 weeks. If you *do not receive verification* within 4 weeks, you must contact CDR. CDR verification includes acknowledgment of receipt of a completed Step 3: Learning

Plan which has been properly completed. If CDR determines that your Learning Plan is incomplete or not dietetics-related, CDR will contact you in writing for further information.

There is no penalty if you do not achieve one or more of your stated goals. Further, there is no requirement to complete learning activities for all learning need codes you may specify on your own plan.

The primary requirement is that any learning activity you undertake for CPE credit *must* relate to one or more of the learning needs specified on your Learning Plan.

You may wish to make photocopies of the blank Learning Plan Forms, and work on the copies to make your first draft. Enter your Learning Plan online at www.cdrnet.org OR mail the Learning Plan form to CDR. Maintain copies for your records. If you enter your plan online, do *not* also mail a copy of your learning plan to CDR.

If Your Plans Change

If your learning needs and goals significantly change, you must submit a new Learning Plan (Step 3) to CDR for re-verification. This resubmission is important because your learning activities will be evaluated against the Learning Plan(s) CDR has verified for you. You will receive credit for your learning activities if they were consistent with the verified Learning Plan on file with CDR at the time of your CPE activity. ***Your revised Learning Plan must be submitted before you participate in CPE activities or postmarked within 120 days of completing your first CPE activity under your new Learning Plan.***

On the Learning Plan form, check the box indicating this is a replacement of an earlier Learning Plan. If your plans change near the end of your recertification cycle, consider using your new learning needs and goals for your next recertification cycle.

Instructions for Page 1

Enter the digits of your CDR registration number.

Write digits in the blocks at the top of the Learning Plan. Provide this information on each page of your Learning Plan. Note that your registration number may have fewer digits than the number of blanks in the registration number field.

Print your name.

In the blocks at the top of the form, print your last name first, then on the next line, print your first name and middle initial. Complete the registration number and last name on each page of your Learning Plan.

Select your credential.

Below your name, darken one circle indicating whether you are an RD or DTR. If you maintain both credentials, you must submit a separate portfolio for each certification.

Indicate if this is the first, or a replacement learning plan

Below "CDR Credential," darken 1 circle indicating whether or not this is the first learning plan submitted in this recertification cycle, or if it is a replacement of an earlier learning plan.

Instructions for
Page 1



"Learning Plans can now be submitted online at www.cdrnet.org"

Record the start date for the recertification cycle to which this plan applies.

Below “This is for my 5-year cycle starting:” record your 5-year recertification cycle start date, e.g. 06 01 07 for a recertification cycle beginning June 1, 2007.

Enter your daytime telephone

In the boxes provided, print an area code and telephone number where you can be reached during the day in the event we have questions about your submission.

Select types of Continuing Professional Education activities.

Darken circles indicating the types of approved CPE activities in which you are interested. If you plan to obtain a certification as part of your Learning Plan darken circles corresponding to the appropriate certification listed, or see the *Guide* for a code to write in the boxes provided for certifications not listed on the form.

Note that you can utilize any of the approved types of CPE activities listed, even if you do not select them at this time. This information is for planning purposes only to help CPE providers better meet the needs of dietetics professionals.

Indicate date of submission.

In the date blocks indicate the date you are submitting your Learning Plan. This will help you to identify your most recent or current Learning Plan.

Indicate total number of pages submitted.

In the boxes provided, indicate the total number of sides being submitted, including all pages of the form

Instructions for Side 2

Instructions for
Page 2 and
beyond...

Note: Before beginning, you may wish to make several copies of Side two as needed to accommodate all your goals and learning needs.

Record your goals.

Write the number of your goal from the Professional Self-Reflection Worksheet (Step 1) in the boxes next to "Goal" on this form. Next, write your goal in the blanks to the right of the goal number.

Note: Even though your Learning Plans must be submitted within 120 days of completing your first CPE activity, you cannot use CPE activities that are completed before your current recertification cycle.

Record your Learning Needs.

In the blank lines below each goal you recorded, list learning needs that are most pertinent to accomplishing that goal. Below each learning need, enter the digits of the corresponding Learning Need Code as listed on your Learning Needs Assessment worksheet (Step 2). If you have more than 4 learning needs that support the same goal, write the same goal number in another box (it is not necessary to write the goal again), and continue to record the supporting Learning Need Codes. Remember, you don't necessarily have to address all of the learning need codes identified on your Learning Plan. There is no penalty for not meeting all of your goals or learning needs. Though CPE levels are useful for your learning planning, there is no requirement that you attend only CPE activities at the CPE levels you identified in Step 2: Learning Needs Assessment.

New!

If you have completed a *PDP* recertification cycle before, look for a new feature in CDR's online learning plan, which will allow you to make a copy of your last Step 3: Learning Plan from your previous recertification cycle. You can then modify it as needed...

By the end of your 5-year recertification period, RDs must complete 75 units and DTRs must complete 50 units of CPE. CDR encourages you to obtain approximately 10 to 15 CPEUs per year. The approved CPE activities are detailed in the CPEU Guidelines (pages 1-16).

In Appendix F you can see how the sample practitioners have completed their Learning Plans (Step 3).

Online Entry – Note that you can enter your Learning Plan online at www.cdrnet.org. You should use the Microsoft Internet Explorer browser, as other browsers often do not function correctly. See specific instructions for online entry on tabbed divider page elsewhere in your *PDP Guide* packet.

- Just click on the computer icon on the home page, and enter your registration number and your web password. If you need your web password, click on "Forgot your Password?" on the log-in page, or contact CDR at 1-800-877-1600, xt. 5500.
- Select the tab for "CDR Credentialing," then the one for "PDP Learning Plans" and enter the required information.
- Note that p.1 of the paper forms with the Approved Types of Continuing Professional Education (CPE Activities), appears as you begin the Learning Plan process. Once you complete that page you can continue entering your goals and learning need codes.
- ***Note that you cannot save a partially completed plan.*** You must complete, and submit your entire plan at the same time. However, you can update your plan as often as once a day.
- To select Learning Need Codes supporting your goals, you will first select the general learning need code category, and then the more specific code.
- Do not select the "submit" button until you have completed your entire learning plan. When you click "submit" a second time, "pending approval" will appear, which means it was received by CDR. Once submitted, you will not be able to edit your plan until it has been approved by CDR.
- At this point, it is strongly recommended that you print off a hard copy of your online plan for your records.