

# COMMISSION ON DIETETIC REGISTRATION



## CONTINUING PROFESSIONAL EDUCATION PROVIDER ACCREDITATION HANDBOOK



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CONTINUING PROFESSIONAL EDUCATION PROVIDER  
ACCREDITATION HANDBOOK**

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## **COMMISSION ON DIETETIC REGISTRATION CONTINUING PROFESSIONAL EDUCATION PROVIDER ACCREDITATION HANDBOOK**

### **INTRODUCTION**

The Commission on Dietetic Registration (CDR) is the credentialing agency for the American Dietetic Association. CDR is guided by its mission of protecting the public through credentialing processes of dietetics practitioners and by establishing and enforcing certification and recertification standards for the dietetics profession.

### **INTENT OF CONTINUING PROFESSIONAL EDUCATION PROVIDER ACCREDITATION**

The intent of the Continuing Professional Education Provider Accreditation program is to recognize continuing professional education (CPE) providers that have met CDR's CPE Standards. This handbook provides information on the benefits, standards, and requirements of CDR's CPE Accredited Provider program. Information about the *Professional Development Portfolio*, CPE activities, and additional resources are also included.

Continuing Professional Education Accredited Provider status does not constitute endorsement by CDR of a provider, program, or materials. The Provider is responsible for the content and quality of any CPE programs/materials(s) provided under their assigned provider number.

### **CDR CONTACT INFORMATION**

If you have any questions about CDR's Continuing Professional Education Provider Accreditation program please contact:

Commission on Dietetic Registration  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
312/899-0040, ext. 4768  
312/899-4772 (fax)



## **BENEFITS**

The intent of the Continuing Professional Education Provider Accreditation program is to recognize CPE providers that have met CDR's CPE Standards.

### **Benefits of CPE Provider Accreditation include:**

#### ***Recognition...***

- ❖ by CDR, dietetics professionals, and state dietetic licensure agencies as a provider that meets CDR's Standards for continuing professional education.

#### ***Enhanced practitioner satisfaction...***

- ❖ by targeting activities to address practitioners' learning interests, which will be identified and given to CPE providers in a complimentary annual report.
- ❖ by offering certificates of completion, which meets state licensure and CDR recertification requirements.

#### ***Marketing opportunities...***

- ❖ with exposure to a market of over 77,000 credentialed dietetics professionals.
- ❖ through promotion of individual CPE activities in the CDR CPE Database, which is available to practitioners via mail, fax, phone, and online.
- ❖ as an CPE Accredited Provider on CDR's Web site.
- ❖ by approval to use the CDR CPE Provider Accreditation logo while marketing CPE activities and materials.

#### ***Streamlined process...***

- ❖ with a brief CPE provider application process only every 3 years.
- ❖ by eliminating the requirement to submit individual CPE programs for CDR approval.

## **CPE ACCREDITATION STANDARDS**

There are eleven standards that CPE providers must meet to be awarded CPE Provider Accreditation status with the Commission on Dietetic Registration. A CPE Provider Accreditation application is included with this handbook.

### **I. The mission of the CPE provider is consistent with CDR's content criteria for continuing professional education.**

#### **Definition and Philosophy**

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

#### **Content Criteria and Requirements for Maintaining Registration**

CPE involves endeavors that exceed usual or routine employment responsibilities and are designed to accomplish the following four goals:

1. Facilitate lifelong learning by updating, enhancing, or assessing knowledge and skills
2. Implement an individual learning plan
3. Relate to the conceptual framework of the dietetics profession and
4. Provide outcomes that apply to practice

CDR requires that CPE activities must pertain to dietetics, as defined below:

Dietetics related is defined as 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.

### **II. The programs are based on an identified learning need of dietetics professionals.**

Each year CDR CPE Accredited Providers will receive a complimentary annual report of dietetics practitioners learning interests. Use of these data in planning CPE programs or materials meets this standard. Providers are also encouraged to collect and utilize learning interests and needs data to develop CPE programs and materials.

### **III. Explicit educational objectives or intended learning outcomes are prepared.**

Educational objectives or learning outcomes will be clearly stated and measurable. The number of educational objectives or learning outcomes will be appropriate for the type and length of the CPE activity.

#### **IV. Qualified personnel plan and conduct CPE activities of high quality.**

Instructors or individuals that develop CPE materials will:

- ❖ *Be competent in the subject matter.*  
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 US, 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.
- ❖ *Present information based on scientific principles and current information.*  
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..
- ❖ *Be knowledgeable and skilled in instructional methods appropriate for adults.*  
The *Portfolio*, the new recertification process for RDs and DTRs, is grounded in the principles of adult learning. It is essential that instructors or individuals that develop CPE materials are familiar with instructional methods appropriate for adults. Materials are provided in the Appendix of this handbook to give to instructors or individuals who develop CPE materials to assist in meeting this aspect of the standard; however, providers may use other approaches to ensure that these individuals are knowledgeable and skilled in instructional methods appropriate for adults.
- ❖ *Utilize instructional methods appropriate to meet the educational objectives or learning outcomes.*  
Not only is it important to use instructional methods appropriate for adults, the instructional methods should be congruent with the objectives or outcomes. For example, if the objective or outcome is to measure body fat using a skin fold caliper, learners should be given an opportunity to practice this skill.

#### **V. Content and instructional methods are appropriate for the educational objectives or learning outcomes.**

The content will directly relate to the outcome of the program or materials. Each individual has a unique preference for learning. The *Portfolio* process embraces

diversity in learning style preferences. Therefore, providers will incorporate a variety of learning experiences in educational programs or materials.

## **VI. The Level of the program is identified, as described by CDR.**

To assist dietetics practitioners in selecting appropriate CPE activities and providers for developing continuing professional education activities, the following levels provide guidance for describing individual programs or materials:

### Level 1:

Assumes that the participant has little or no prior knowledge of the area(s) covered. The focus of the activity is to increase the core knowledge of the participant.

*Example: The learner will be able to discuss the components of a physical assessment.*

### Level 2:

Assumes that the participant has general knowledge of literature and professional practice in the area(s) covered. The focus of the activity is to enhance knowledge and application by the participant.

*Example: The learner will be able to demonstrate the components of a physical assessment for a physical rehabilitation client.*

### Level 3:

Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is synthesis of recent advances and future directions.

*Example: The learner will be able to integrate the findings of a physical assessment with the laboratory, nutritional, and psychosocial findings to establish a medical nutrition therapy care plan for a physical rehabilitation client.*

## **VII. The educational objectives or learning outcomes of the activities are assessed.**

Learners will be aware that the educational objectives or learning outcomes of the activity will be assessed. Examples of assessment of objectives or outcomes include, but are not limited to, case studies, role-play scenarios, test questions, or action planning.

## **VIII. The program is evaluated.**

Providers will offer an opportunity for learners to evaluate the CPE activity. Further, providers will regularly use this important feedback to continually improve the programs or materials offered.

Learners must also be notified that they may submit evaluations of the quality of programs/materials on the CDR website. This information will be transmitted to

accredited providers. Poor evaluations of programs/materials may trigger an audit of the program/material by CDR. In addition, programs/materials may be randomly audited by CDR to determine compliance with the CPE Accreditation Standards.

- Program feedback may be made directly to CDR at: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606
- Web input about continuing education offerings can be made at [www.cdrnet.org](http://www.cdrnet.org).

**IX. A certificate of attendance or completion is provided to the learner and records of attendance are maintained for seven (7) years.**

A certificate of attendance or completion will be provided for each individual who completes the education activity. Each certificate will include the following information:

- ❖ Title of program or activity
- ❖ Date of completion
- ❖ Provider name and CPE accreditation number
- ❖ Name of the dietetics professional who completed the activity
- ❖ CPEUs awarded
- ❖ Location of the program
- ❖ Signature of the CPE provider

Records of program or material completion will be maintained for seven (7) years. Procedures will be in place so dietetics professionals can receive documentation, in a timely manner, of their attendance or completion of a CPE activity. A sample certificate of attendance is included in the Appendix.

**X. Policies are established related to commercial support and full disclosure.**

The provider will have policies to disclose, in advance, any potential conflicts of interest including any source of compensation related to the program, or any other materials. These policies will extend to instructors or individuals developing CPE materials. A sample policy is included in the Appendix.

**XI. Accreditation standards are consistently followed.**

CDR will monitor CPE Accredited Providers on an ongoing basis to ensure that the standards are consistently met. Some of the ways providers will be monitored include:

- ❖ Dietetics practitioners will be encouraged to contact CDR if they feel a provider is not meeting the CPE Provider Accreditation Standards.
- ❖ CDR may periodically request program attendance information to gather feedback from attendees on provider performance in achieving the standards.

- ❖ CDR may also request program materials or attend activities to directly observe the CPE Accredited Provider programs.

### **Complaints or Concerns**

If CDR receives a complaint or identifies through its monitoring that a provider may not be in compliance with the Standards, CDR will contact the provider in writing to request documentation for its investigation and request a response to the complaint or concern within thirty (30) business days. If the accredited provider does not provide the requested documentation within 30 business days, CDR will consider the complaint substantiated, and may initiate actions up to and including revocation of accredited provider status. There are three possible outcomes of complaint investigations:

#### **Complaint or Concern Not Substantiated**

If CDR is unable to substantiate the complaint or concern identified and is satisfied that the accredited provider activities and products are of an acceptable quality, the provider will be notified within 15 business days of this determination, and no further action is required.

#### **Complaint or Concern Partially Substantiated**

- 1) If, after investigation, the complaint or concern is not fully substantiated, yet CDR has developed concerns or reservations about the accredited provider activities or products then a letter of concern may be issued. The letter will identify the activity or product and the specific concern(s). Suggested remedies may be included, up to and including a suggestion that the provider voluntarily modify certain activities or withdraw certain products from future sales. The provider will be notified within 15 business days of this determination. Provider accreditation status will not be affected. The provider will be informed that failure to comply with the suggested remedies may result in reconsideration of the matter.

#### **Complaint or Concern Substantiated or Documentation not Provided**

If the complaint or concern is substantiated during the CDR investigation, or if the provider does not submit requested documentation to CDR within 30 business days of the request, CDR may issue one of the following:

- 2) **Letter of Concern** - A letter of concern to the provider will identify the CDR finding and the activity or product and specific concern(s). Suggested remedies may be included, up to and including a suggestion that the provider voluntarily modify certain activities or withdraw certain products from future sales. Such a letter will be transmitted within 15 business days of this determination.

- 3) **Sanctions** - The letter will identify the CDR finding and the activity and/or product and specific concern(s). Suggested remedies may be included, up to and including a requirement that the provider modify certain activities or withdraw certain products from future sales. Such a letter will be transmitted within 15 business days of this determination. The provider will be informed that failure to comply with the CDR requirements/remedies may result in probation or loss of accredited provider status.
- 4) **Probation** - The provider will be notified in writing of being placed on probation for a specified period. If not already provided, CDR will request that the documentation for its investigation be submitted within 30 business days, or additional information may be requested. The letter will identify the CDR finding and the activity and/or product and specific concern(s). Suggested remedies may be included, up to and including a requirement that the provider modify certain activities or withdraw certain products from future sales. If the requirements/remedies are successfully completed by the end of the probationary period, the probation will terminate. The provider will be informed that failure to comply with the CDR requirements/remedies may result in continued probation or loss of accredited provider status.
- 5) **Revocation** – If, upon investigation, CDR feels that the continued accreditation of the provider would not benefit the dietetics profession or could constitute a threat to the public health, safety or welfare, the accredited status can be revoked. The accredited provider will be notified via secure mail of the revocation, and informed of the appeal procedures. The yearly maintenance fee will not be refunded.

### **Appeals of Adverse Decisions**

The CPE provider may appeal an adverse decision related to Continuing Professional Education Provider Accreditation status. Please refer to the Appeal process on pages 11-12 of the Handbook.

### **CPE PROVIDER NUMBER**

Each CPE Accredited Provider will be assigned a unique provider number, and the Provider is responsible for the content and quality of any CPE programs/materials(s) provided under their assigned provider number. All programs and materials must cite the CDR provider number. In addition, all correspondence with CDR will include the provider number.

## MARKETING OPPORTUNITIES

Becoming a CDR CPE Accredited Provider offers exposure to a market of over 77,000 credentialed dietetics professionals.

CDR will list all CPE Accredited Providers on CDR's Web site, [www.cdrnet.org](http://www.cdrnet.org), along with contact information for reaching providers.

### *CPE Database*

The online CPE Database provides an excellent opportunity for promotion of CPE activities. CPE courses offered by Accredited Providers are identified as such in the database and CPE Accredited Providers are given mandatory access to the database. Database instructions and password are e-mailed to CPE Accredited Providers to allow input of pertinent CPE program information. Dietetics practitioners will be able to locate programs by topic, location, provider, activity type, learning need, and date. All CPE Accredited Providers are responsible for providing CDR's online CPE database with the most current and accurate CPE program information of all program offerings for RDs and DTRs.

### *CDR Logo*

CDR encourages CPE Accredited Providers to use the CDR CPE Accredited Provider Logo on all programs and materials related to continuing education.

Continuing Professional Education Accredited Provider status does not constitute endorsement by CDR of a provider, program, or materials. However, to distinguish those Providers that have met CDR's Standards, Providers are permitted to use the following statement regarding accreditation with CDR:

*(Provider's name) is a Continuing Professional Education (CPE) Accredited Provider with the Commission on Dietetic Registration (CDR). Registered dietitians (RDs) and dietetic technicians, registered (DTRs) will receive xx continuing professional education units (CPEUs) for completion of this program/material.*



### *Restrictions*

**The CDR logo and statement are reserved for CPE Accredited Providers.** The logo can only be reproduced in black and white. The logo and statement may not be used in the promotion of any other products and services.

## STREAMLINED PROCESS

Rather than completing CDR prior-approval forms for individual CPE activities, providers complete the CPE Provider Accreditation application process, eliminating the requirement for recurring paperwork during the three-year CPE accreditation period.

## LENGTH OF ACCREDITATION

Accreditation will be granted for three (3) years for providers that meet the standards. If at any time the provider elects not to participate in the CPE Provider Accreditation program, the provider will notify CDR immediately and refrain from using the CDR CPE Accredited Provider logo, statement, and number. The provider will also inform dietetics professionals of a change in its CPE Provider Accreditation status.

## FEES

Fees for CPE Provider Accreditation are as follows:

	<b>CPE Accredited Providers</b>	<b>CPE Accredited Provider and Approver (available for ADA affiliates)</b>
<b>Application Fee</b>	\$250.00 (non-refundable)	No charge
<b>Annual Maintenance Fee</b>	\$300.00 Every 3 years (non-refundable)	No charge

Please note that fees paid for maintaining CPE Provider Accreditation status cannot be refunded. CPE Provider Accreditation status will lapse if CDR's Annual Maintenance Fee is not received by designated due date.

## Accredited Provider and Approver of CPE

ADA affiliates have an opportunity to become an accredited provider and approver of CPE. If a CPE provider offers only one to two programs annually and elects not to become a CDR CPE Accredited Provider, CPE providers could submit individual programs to the affiliate reviewer for prior-approval. State affiliates cannot grant CDR CPE Accredited Provider status.

If a program is held in multiple states or the state in which the program is being held does not have a CPE reviewer, programs should be submitted to CDR if prior-approval is

desired. Materials (e.g., self-study, online courses, videotapes) should also be submitted to CDR if prior-approval is desired.

Prior-approval of programs or materials does not constitute endorsement of a provider, program, or material.

If you are interested in becoming a CPE Accredited Provider and Approver, contact CDR for an application and guidelines:

Professional Assessment and Development  
Commission on Dietetic Registration  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
312/899-0040, ext. 4869  
312/899-4772 (fax)

## **CPE PROVIDER ACCREDITATION APPEALS PROCESS**

### **Introduction**

This section sets forth the procedures for appeals of adverse decisions related to the Commission on Dietetic Registration's *Continuing Professional Education Provider Accreditation*.

An **Appeal** is defined as a written petition from an organization questioning the adverse decision of *CPE Provider Accreditation*. An organization may submit an appeal within thirty (30) calendar business days after receipt of the initial notification of the adverse decision letter.

### **Procedures for Appeal**

#### **A. Subject of Appeal**

An organization may appeal any decision of the Commission on Dietetic Registration which impacts the organization.

#### **B. Appeal of CDR Decisions**

1. An organization may appeal decisions regarding the *CPE Provider Accreditation* process by filing written notification of the intent to appeal and the basis of the initial appeal. Such written notification shall be filed with the Director of the Office on Dietetic Credentialing for the Commission on Dietetic registration (the "Director") within thirty (30) calendar business days after notification of an adverse decision.

The Director will refer the matter to the Chairman of the Appeals Panel of the Commission on Dietetic Registration, which will consider the appeal at its next regularly scheduled meeting.

2. The Director will notify the appellant of the decision of the Appeals Panel of the Commission on Dietetic Registration within thirty (30) business days of the decision. Notification of the decision will be sent by certified mail, return receipt requested.
3. Further written appeal and the basis for such an appeal of the decision of the CDR Appeals Panel shall be sent by the organization to the Director within thirty (30) business days after notification of the decision. The Director will refer the matter to the Chairperson of the Commission on Dietetic Registration for a hearing at the next regularly scheduled meeting of the Commission.
4. The Director will notify the appellant of the decision of the Commission on Dietetic Registration as soon as practicable after the Commission's decision. The notification will be sent by certified mail, return receipt requested.

5. If there is a disagreement with the decision by the Commission on Dietetic Registration, a final appeal may be filed with the ADA Appeals Committee.

**ADDRESS FOR CDR CORRESPONDENCE**

Direct all correspondence regarding CPE Provider Accreditation to the following address:

Professional Assessment and Development  
Commission on Dietetic Registration  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
Phone: 312/899-0040 ext. 4869  
Fax: 312/899-4772