

CPE PROVIDER ACCREDITATION APPLICATION





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

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CPE
Accredited
Provider

Commission
on Dietetic
Registration
the credentialing agency for the
American Dietetic
Association

CDR

COMMISSION ON DIETETIC REGISTRATION CONTINUING PROFESSIONAL EDUCATION PROVIDER ACCREDITATION APPLICATION

Continuing Professional Education (CPE) Provider and Contact Information

The **CONTACT PERSON** will be the individual included on the list of CDR Accredited Providers on the CDR Web site and will receive any materials and updates from CDR.

Provider

Mailing Address

City/State/Zip

Province/Country

Name of Contact Person

Title of Contact Person

Telephone Number

Fax Number

E-mail Address

Web Site Address

Status as a Business

Corporation Partnership Sole Proprietor Accredited College or University
 Other

Please explain: _____

Do you operate under any other business names? If so, please list:

CPE Provider's Organizational Structure

The contact person listed above will:

- Administer programs/materials Create programs/materials
 Present programs/materials Other _____

Programs/materials(s) administered from:

- Address listed Other/more than one location. List other types of location(s) where programs/materials will be administered.

**Accreditation by
Other Groups**

By which other organization(s) are you currently accredited or recognized?

Have you sought and been denied accreditation by any other groups? If so, explain the reasons for the denial:_____

CPE Programs and Materials

Check all that apply.

Format of educational offerings:

Conventional activities (please check)

- Lectures
- Workshops
- Journal clubs
- Case presentations

Self-study programs (please check)

- Printed Material CD
- Audiotape Internet
- Computer-based

**[Please note that if self-study programs are going to be offered, at least one of the examples you submit must be a self-study program. If the self-study program is NOT already prior-approved by CDR, a self-study prior-approval application must accompany the request including all required documentation (item-writer qualifications, letters from 3 content experts, etc.)]*

*Self-study prior-approval forms are found at:
<http://www.cdrnet.org/pdrcenter/sspguidelines.htm>*

- Experiential skill development
- Exhibits
- Posters

Length of educational programs/materials:

- 1 CPEU
- 2 CPEUs
- 4 CPEUs
- 6-8 CPEUs
- 12-16 CPEUs
- Other _____

Approximate number of educational programs/materials(s) you intend to offer annually: # _____

Average number of dietetics professionals expected at each educational programs/materials: # _____

Approximate number of dietetics professionals attending programs/materials annually:

- _____
- under 25
 - 26 - 50
 - 51 - 75
 - 76 -100
 - 101-200
 - 201-500
 - 501-999
 - 1000 +

CPE Standards

Briefly answer the following questions attaching documentation and additional sheets as necessary. For help in answering the questions, please refer to the corresponding roman numerals in the Provider Accreditation Handbook.

I) CPE Provider’s Mission

To illustrate that the mission of the provider’s organizational unit/committee is consistent with CDR’s content criteria for CPE, attach a copy of your mission statement.

II) Needs Assessment

Explain how the learning needs of the target audience are identified.

III) Learning Outcomes

Once the learning needs are identified, describe how you use that information to prepare measurable educational objectives or intended learning outcomes for the CPE program.

IV) CPE Instructors

Who will be responsible for developing the programs/materials?

CEO Human resources Education/training Marketing

Program committee Other: _____

If offered in multiple locations or by different instructors, briefly describe how you will ensure that programs/materials meet the Standards.

Instruction

Describe the criteria that you use to ensure that instructors/material developers are:

- 1) competent in the subject matter
- 2) presenting information based on scientific principles and current information and free of commercial bias
- 3) knowledgeable and skilled in instructional methods appropriate for adults
- 4) utilizing instructional methods appropriate to meet the learning outcomes Including a variety of learning experiences

V) CPE Learning Experiences and Materials

Describe how you will ensure that course content and a variety of learning experiences will be used to achieve learning outcomes, and how a diversity of learning style preferences will be used in attaining educational objectives.

VI) CPE Level

Explain how you ensure that the level of the program/material is consistent with the identified learning needs. Refer to the CPE Provider Accreditation Handbook for a description of the levels.

VII) Learning Outcomes Assessment

Describe how you ensure that the learning outcomes of the program/materials are assessed (e.g., role play, examination).

VIII) Program Evaluation

Describe how you collect learner feedback about the CPE program/materials.

Describe how you use the program/materials evaluation data to improve your programs/materials.

IX) TO ILLUSTRATE HOW YOUR PROCESS MEETS ALL OF THE STANDARDS, ATTACH A COPY OF TWO PROGRAMS/MATERIALS (WITH REQUIRED DOCUMENTATION SUCH AS CV'S, SELF-STUDY REVIEWER EVALUATIONS) AND A COPY OF A CERTIFICATE OF ATTENDANCE/COMPLETION THAT IS PROVIDED TO ATTENDEES.

*PLEASE NOTE THAT IF SELF-STUDY PROGRAMS ARE GOING TO BE OFFERED AT LEAST ONE OF THE EXAMPLES YOU SUBMIT MUST BE A SELF-STUDY PROGRAM. IF THE SELF-STUDY PROGRAM BEING SUBMITTED IS NOT ALREADY PRIOR-APPROVED BY CDR, IT MUST ACCOMPANY A COMPLETED SELF-STUDY PRIOR-APPROVAL REQUEST FORM.

X) Conflict of Interest

Please attach your policy related to commercial support and full disclosure.

Categories and Fees		CPE Accredited Providers	CPE Accredited Provider and Approver (available for ADA affiliates)
CPE Provider Accreditation is valid for 3 years.	Application Fee	\$250.00 (non-refundable)	No Charge
	Annual Maintenance Fee	\$300.00 Every 3 years (non-refundable)	No Charge

