

COMMISSION ON DIETETIC REGISTRATION

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CREDENTIALING REGISTRATION MANAGEMENT SYSTEMS (CRMS) REGISTRATION ELIGIBILITY APPLICATION ON-LINE PROCESS

IMPLEMENTED: FEBRUARY 2004

REVISED: APRIL 2009

PROGRAM DIRECTOR ON-LINE INSTRUCTIONS

- The Program Director and Student Exit Packets are located on the CDR website at www.cdrnet.org. On the left side of the screen click on Program Directors and then in the center of the next screen scroll half way down and click on Program Director Information for Graduating Students. The next screen will have the top half with the Program Director Information for Graduating Students (which is the Program Director Packet) and the bottom half will have the Graduating Student Information (which is the Student Exit Packet).

Program Director Packet [Program Director Information for Graduating Students]

- Complete the *Student Academic Record Log Sheet* (optional) to further assist in the data entry process. The purpose of this form is to summarize the student(s) academic [degree and DPD] information throughout the Dietetic Internship or Dietetic Technician Program for convenience when entering the data into the on-line forms.
- Follow the instructions on the Program Director Student Instructions Checklist for the Registration Eligibility Process.
- The Program Director Contact Form should be completed and submitted to CDR with the class completion documents and with the audit documents, when audited.
- If you encounter problems using this process, contact Peggy Anderson at 800/877-1600, extension 4764 for assistance or at panderson@eatright.org.
- Print and distribute ***within the last two weeks*** of your program for each student, the following forms for completion and return to the program director, along with those forms from the Student Exit Packet.
 - The Registration Eligibility Application – CDR Copy ***NOTE: This must be signed and dated by the Student in colored ink other than black!***
 - RDE or DTRE Misuse Program Director Copy
 - Transcript Degree/Confirmation Release Form

Student Exit Packet (Graduating Student Information):

- Distribute the following forms to each student within the Last Two Weeks of your program to ensure you have their most current data:
 - Student Instructions
 - Name Address Change Form for Registration Eligibility - Student Copy (for future name and/or address changes). NOTE: The student should retain this form and complete it **ONLY** if they have a name and/or address change after they have completed and submitted the CDR Copy [*eligibility application*] to you for forwarding to CDR. Legal documentation must accompany all name changes.
 - *Study Guide for the Registration Examinations* purchasing information. NOTE: Please ensure you have a current copy. The expiration date appears on the top right hand side of the form. Provide **ONLY** the Study Guide Order Form for your pathway.
- Request that students complete the Registration Eligibility Application Form - CDR Copy and return it to you within the last two weeks prior to leaving the program. Please submit these forms to CDR with the Candidate Submission Detail Form and the Class Submission Recap Form. All areas **must** be completed and dated to ensure prompt processing of the eligibility application(s).
- Instruct students to keep the Student Copy of the Name Address Change Form for Registration Eligibility in order to submit a name and/or address change after they leave the program (refer to student instructions). Legal documentation must accompany all name changes (i.e., marriage license, divorce decree, court order, etc.).

If the student has a name and/or address change prior to your submission to CDR and you would like to maintain it in your records, please have the student:

- Fax changes to you to be added/edited on the student record.
 - The fax copy should be stapled behind the student's original form, the CDR Copy, and forwarded to CDR in your packet.
 - If you have already submitted your class documentation to CDR at the time you receive the student changes, please fax the Student Copy changes to Peggy Anderson at 312/899-4772.
- On the CRMS On-Line System enter your Login ID and Password followed by your Program Access Code. [Please note: When there is a Program Director change, the new Program Director must contact Peggy Anderson at CDR to obtain a new Login ID and Password.]
 - After creating an Eligibility Submission Group, proceed to student screen and enter data from the Name/Address Verification Form – CDR Copy [*eligibility application*] and the *Student Academic Record Log Sheet*. Student entries should be in **Alpha By Last Name Order**.
 - Print each candidate record in **Alpha By Last Name Order**.
 - **Proofread each candidate record, Alpha By Last Name Order**, against the Name/Address Verification Form – CDR Copy **and edit as required**.

- Once you have proofread the Candidate Submission Detail form(s) [candidate record(s)] to the Name/Address Verification Form – CDR Copy [eligibility application(s)], and made edits as necessary, click on the “Submit to CDR” button.
- For PDF Instructions, scanning and labeling, please refer to the Quick Reference Check List.
- Submit the following via pdf e-mail or Priority Mail to CDR, attention Peggy Anderson:
 - Contact Form
 - Class Submission Recap Form [requires Program Director signature]
 - Candidate Submission Detail Form – **Alpha By Last Name** (Printed from candidate screen -- **please** carefully **proofread** against your original student documentation. This is very important because all examination communications will be sent to the address provided on the Candidate Submission Detail Form.)
 - Student’s Registration Eligibility Application Forms - CDR Copy - **Alpha By Last Name**

Submit all required class completion documents via e-mail on a pdf file. The e-mail subject line **and** the pdf file should be the same should and read as follows: Class Completion {insert date} – CUP, DI or DT {insert four-digit program code} – {enter #} Students. Retain the originals in your file. (Do Not Type in the parentheses.)

In the event you don’t have pdf access, you are required to submit the Class Completion Packet Via a **SECURE AND TRACEABLE ONE- OR TWO-DAY COURIER SERVICE** (i.e., **FEDERAL EXPRESS OR UPS**) TO ENSURE DELIVERY. Regular US Mail, Certified Mail or Registered Mail can take up to 7 – 15 days to reach CDR.

CDR will acknowledge receipt of your class supportive documentation within five to seven business days via e-mail. Should you not receive acknowledgment in that timeframe, please e-mail Peggy Anderson at panderson@eatright.org for current update/status of your submission.

SPECIAL REMINDERS:

- Do not submit transcripts and verification statements to CDR unless you are notified you are being audited.
- Review and share information included on the *Program Director Student Instruction Sheet* with students at their exit packet meeting.
- Remember to distribute the “*Student Instruction Sheet*” to your students.
- Remember to provide each student with a minimum of five (5) Verification Statements.
- Remember to distribute the “*Student Exit Packet*” to your students.
- Remember to review the *RDE* or *DTRE* Misuse form with students; obtain students signature; retain in student files for submission to CDR if audited.

Thank you for participating in the *On-Line Credentialing Registration Management Systems Eligibility Process*.