

COMMISSION ON DIETETIC REGISTRATION

120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995
312/899-0040, extension 4764

CREDENTIALING REGISTRATION MANAGEMENT SYSTEM (CRMS) REGISTRATION ELIGIBILITY APPLICATION

DT PATHWAY FOR DPD GRADUATES

IMPLEMENTED: JUNE 2009

UPDATED: DECEMBER 2009

DPD PROGRAM DIRECTOR CHECK LIST STUDENT INSTRUCTIONS

- Verify with the student that they completed the Survey to ensure their application can be processed. If they have not, the survey link located on their application is <http://ecom.eatright.org/CRMS/survey.asp>.
- Provide students with a copy of the "Student Instruction" sheet in the "Graduating Student Information" or "Student Exit Packet". Please underscore the importance of following instructions.
- Provide students with the Name Address Change Form for Registration Eligibility - Student Copy which is part of the "Student Exit Packet".
- Provide students with a copy of the *Study Guide for the Registration Examination for Dietetic Technicians* purchasing information form, which is part of the "Student Exit Packet".
- Advise students that they will receive a letter confirming registration eligibility via e-mail from CDR approximately seven to ten business days following CDR's receipt of the class. However, should the class be randomly audited eligibility acknowledgement could take an additional one to two weeks during the audit process.
- Refer students to the February 1999 *JADA*, page 156, for an article entitled, "*Computer-based testing: A new experience in 4 easy steps*" and the October 1998 *JADA*, page 1102, for an article entitled, "*Computer-based certification tests integrate testing and scoring, increase convenience*" for a detailed description of the eligibility and examination processes, which is part of the "Student Exit Packet". The CDR website for Graduating Student Information link is: <http://www.cdrnet.org/programdirector/info.html>
- For students who have misplaced or used their DPD Verification Statement forms, provide students with at least five (5) originals. Original Verification Statements may be required for ADA Membership (Associate to Active member transfer status), licensure, and employment. Students should also retain a personal file copy for future use.
- Remember to review the DTRE Misuse form with students; obtain students signature; retain signed form in student files in case of an audit or upon CDR's request.

Should you have any questions please contact Peggy Anderson at 800/877-1600, extension 4764 or e-mail Peggy at panderson@eatright.org.

Thank you.