

HOW TO ENTER YOUR STEP 3: LEARNING PLAN ONLINE



1. Point your Internet browser (Microsoft Internet Explorer works best) to www.cdrnet.org.
2. On the CDR home page, click on the “**Online Services**” computer icon in the center of your screen or click on the yellow “**Learning Plan**” text in the left menu bar.
3. Enter your ID number (your Registration number) and your web password.
(If you do not know your password, first click on the link that indicates "Forgot your password?" and then click the link that indicates “You may reset your password with your Social Security Number and ID number” and follow the instructions or click on the link which sends your password to the email address we have on file for you or contact CDR at 1.800.877.1600 x5500 to setup a new password.)
4. Your Profile Page should now appear. Click on the “**CDR Credentialing**” tab at the top of the page.
5. Click on the "**PDP Learning Plans**" tab at the top of the page.
6. If this is not your first portfolio cycle, you will see multiple cycle dates. Please click on “**Select**” next to your current five-year recertification cycle.
7. Click the "**Add a New Plan**" button to enter your Learning Plan. If this is not your first portfolio cycle, you can use the “**Copy last plan from previous recertification cycle**” option.
8. Note that page 1 of the paper forms, with the Approved Types of Continuing Professional Education (CPE Activities), appears as you begin the Learning Plan process. After completing this Activity Type survey page, click on “**Save and Continue**” to proceed to the page where you enter your goals and learning need codes.
9. When the entry form appears, type your first goal in the box beside Goal Number 1.
10. After typing your goal, record the Learning Need Codes (LNCs) you will use to achieve that particular goal.
 - You must have at least one Learning Need Code per goal.
 - You can refer to the Step 2: Learning Needs Assessment in your PDP guide for a complete list of Learning Need Codes. You can select a maximum of 4 General Learning Need Codes (i.e. 1000, 2000).
 - Should you have more than two Learning Need Codes for one of your goals, click on the green plus sign (+) on the right-hand side of the page. (You may need to scroll to the right to see the plus sign.)
 - You can include as many LNCs per goal as you would like.
 - Once all of this information has been entered for Goal #1, click on “**Add Another Goal**” to continue entering your remaining goals.
11. After you have entered all of your goals, you can then click on the “**Finish – Submit for Approval**” button to submit your Learning Plan to CDR for approval. The status should immediately say *Pending Approval*. If it does not, an error message will appear at the top of the page.
 - Be sure to enter all of your Goals and Learning Need Codes before clicking the submit button. Once your plan has been submitted to CDR, you will not be able to modify your goals and LNCs until the plan has been approved.
12. We recommend that you print a copy of your Step 3: Learning Plan to keep for your records.

You will receive verification of your approved Learning Plan within 30 days of submission.
If you have an email address on record, you will receive your Learning Plan verification letter by email.
If you do not have an email address on record, your letter will be sent by mail.