

**JUNE 2007**  
**CANDIDATE HANDBOOK**



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



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## Contacts

All questions about the procedures for the gerontological nutrition examination should be directed to:

**Comira**  
**1801 Murchison Drive, Suite 288**  
**Burlingame, CA 94010**  
**Phone: 800-947-4228**  
**Fax: 650-692-9537**

Questions about specialty certification should be directed to:

**Commission on Dietetic Registration**  
**120 South Riverside Plaza, Suite 2000**  
**Chicago, IL 60606**  
**Phone: 800-877-1600 ext 5500**

## CDR GUIDE AND INFORMATION

This Handbook will provide you with the necessary information regarding scheduling your Board Certification as a Specialist in Gerontological Nutrition examination.

### Introduction

Specialty Board Certification for Registered Dietitians is offered by the **Commission on Dietetic Registration (CDR)**, the credentialing agency for the **American Dietetic Association (ADA)** in the areas of:

- **Gerontological Nutrition**
- **Pediatric Nutrition**
- **Renal Nutrition**
- **Sports Dietetics**
- **Oncology Nutrition** (a specialty certification is currently being developed)

Specialty Board Certification is granted in recognition of the applicant's documented practice experience and successful completion of a computerized examination in the specialty area.

There are two examination windows for the Board Certification as a Specialist in Gerontological Nutrition, one in **summer** and one in **winter**. The examination consists of 150 multiple-choice questions and scenario-based questions. It is essential that you keep the Candidate Handbook readily available for reference until you have successfully completed the examination. You are responsible for knowing its contents.

### Testing Agency

Comira is the professional testing agency retained by CDR to assist in the development, administration, scoring and analysis of this specialty examination.

Comira is a full-service, customer-focused testing provider that blends psychometric expertise, candidate convenience and technical innovation to conduct all aspects of test development, test administration and results management.

### Statement of Nondiscrimination

CDR, the credentialing agency for the ADA and Comira are equal opportunity organizations and do not discriminate among candidates on the basis of race, creed, gender, religion, national origin, disability or marital status.

### Confidentiality

Information about candidates for testing and their examination results are considered confidential. Test question drafts and other materials used to create examination questions (except for test content outlines or reference lists) are secure and confidential. All such materials shall be kept in secure, locked storage, accessible only by authorized personnel, and not disclosed to or shared with others. All questions written and materials developed for questions are considered a "work for hire," and remain the property of CDR. Question writers

are not allowed to conduct “review courses” or other programs designed to prepare candidates to take a CDR Specialty examination. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

## Examination Appointments

After you have received notification of eligibility from CDR and about one month before the examination dates, you may schedule an examination appointment with Comira by one of the following methods.

1. Schedule Online: The candidate may schedule an examination appointment online at: [www.comiratesting.com](http://www.comiratesting.com)  
Instructions:
2. By Telephone (Monday through Friday between 9:00 a.m. and 8:p.m. Eastern Time and Saturday between 11:00 a.m. and 3 p.m. Eastern Time):  
[1-800-947-4228](tel:1-800-947-4228)

Be prepared to confirm a date and to provide your registration number (RD number) as your unique identification number.

Please note that you must schedule your examination appointment at least 3 days prior to your desired examination date. However, the earlier you make your appointment, the more likely you will be able to test at a desired date and/or location.

## Examination Center Locations

Examinations are administered at over 200 locations geographically distributed throughout the United States. A list of examination center locations is available on CDR’s website. Specific address information will be provided when a candidate schedules an examination appointment.

## Holidays

The examinations are not offered on the following holidays:

- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Veterans’ Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day
- New Year’s Eve Day

## Special Arrangements for Candidates with Disabilities

Candidates requiring special accommodations must contact CDR and Comira at least 15 days prior to examination date. Comira and the testing center will work together to make the necessary accommodations.







































