

REGISTRATION MAINTENANCE FEE INSTRUCTIONS AND GENERAL INFORMATION

THE INFORMATION CONTAINED BELOW IS FOR NEWLY CREDENTIALLED REGISTERED DIETITIANS

Congratulations on achieving registration! The Commission on Dietetic Registration (CDR) would like to take this opportunity to welcome you as a credentialed dietetics practitioner.

REGISTRATION MAINTENANCE FEE

The annual CDR registration maintenance fee is \$50.00. The payment deadline date is printed on your first year's CDR registration maintenance fee notice. Previously, you should have received an email with the bill attached. If you did **not** receive your registration maintenance fee notice, please call 800/877-1600, ext. 5500, to request another fee notice or to pay your registration maintenance fee.

Within three (3) weeks of receipt of your CDR payment, you will be sent your CDR identification card and one time/1 year complimentary personalized wall certificate to display your registered status. Each is mailed separately.

CDR, THE CREDENTIALING AGENCY FOR THE AMERICAN DIETETIC ASSOCIATION

is guided by its mission of serving the public by establishing and enforcing standards for certification and the *Code of Ethics* and by issuing credentials to individuals who meet these standards. To meet this public protection mission, CDR has developed a recertification system, the *Professional Development Portfolio (PDP)* process, designed to assist credentialed practitioners in planning their professional development.

PROFESSIONAL DEVELOPMENT PORTFOLIO (PDP) GUIDE

Approximately three weeks after becoming registered, a copy of the *Professional Development Portfolio (PDP) Guide* will be mailed to you. If you do not receive the **PDP Guide**, please call 800/877-1600, ext. 5500 and request another copy. You are encouraged to review this information carefully and submit your learning plan as soon as possible.

DOWNLOAD AND PRINT – The **PDP Guide** and **Step 1, 2, 3, 4 and 5** forms at <http://www.cdrnet.org/pdrcenter/portfolioTOC.htm>.

ONLINE OPTIONS AVAILABLE

Click on the link below, to verify or update your CDR contact information, pay your CDR fee; enter, update, view and submit your Step 3-**PDP** Learning Plan or Step 4-**PDP** Activities Log.

<https://secure.eatright.org/CGI-BIN/LANSAWEB?PROCFUN+PRWEB01+PR1FN01+PRD+ENG>

You must type in your registration ID number and Web password.

1. Begin with your number, no 000's, R's, or T's. Your registration ID number and Web Password are printed in upper-right corner of your fee notice.
2. On your **Profile Page**, go to top and click on **CDR Credentialing**.
3. Appearing on the left-hand side select appropriate tab - CDR Payments, **PDP** Learning Plans, or **PDP** Activity Log.

ORIENTATION MATERIALS FOR NEWLY CREDENTIALLED RDs at

<http://www.cdrnet.org/certifications/rddtr/rdindex.htm>

REGISTRATION MAINTENANCE FEE INSTRUCTIONS FOR NEWLY CREDENTIALLED RDs

The annual registration maintenance fee is **\$50.00**. The registration maintenance fee is used to finance ongoing CDR operations, new programs, products and services designed to enhance the skills, credibility and marketplace perception of the dietetics profession.

Your first year's registration maintenance fees must be paid by the due date listed on your registration maintenance fee notice in the upper right-hand corner under **Date Due**. **New RDs and DTRs** are billed immediately following notification of registered status. To expedite the generation and mailing of your CDR registration ID card, please call 1/800-877-1600, ext. 5500 to make your first year's registration maintenance fee (\$50) payment using a credit card.

- ◆ *Five-Year Payment* – Only RDs or DTRs who have \$250.00 printed in the *Payment Option B* Amount Due box, may elect the five-year payment option. Eligible RDs or DTRs who elect *Payment Option B* will be excluded from any registration maintenance fee increases during the five-year period and will receive a registration identification card attesting to a five-year registration period. N/A (non-applicable) printed in *Payment Option B* Amount Due box indicates you do *not* have the five-year payment option available this year.
- ◆ The annual CDR registration maintenance fee is **separate and distinct** from your annual ADA membership dues.
- ◆ Registration maintenance fees are nonrefundable.

Upon receipt of your \$50.00 payment, your first year's CDR registration identification card will be mailed to you within three (3) weeks.

LATE FEES

Will be assessed every 60 days; i.e., \$25 @ day 61, \$50 @ day 121, and \$200 @ day 181. On day 241, after initial day of registration, registered status will be terminated if the registration maintenance fee is not paid.

HOW TO PAY YOUR CDR FEE?

ONLINE

Click on link below to pay your CDR fee.

<https://secure.eatright.org/CGI-BIN/LANSAWEB?PROCFUN+PRWEB01+PR1FN01+PRD+ENG>

You must type in your registration ID number and Web password.

1. Begin with your number, no 000's, R's, or T's. Your registration ID number and Web Password are printed in upper-right corner of your fee notice.
2. On your **Profile Page**, go to top and click on **CDR Credentialing**.
3. Appearing on the left-hand side of the page, select **CDR Payments**.

TELEPHONE (Weekdays 8am - 5pm Central Time)

- ◆ Call CDR at 800/877-1600, ext. 5500, and pay your registration fee by credit card - American Express, Discover, VISA or MasterCard.

MAIL

- ◆ Please return the *top* portion of the registration maintenance fee notice with your check, money order, or credit card information using the return envelope. Payments should be mailed to the CDR Dues, PO Box 4727, Carol Stream, IL 60197-4727 or CDR, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606.
- ◆ Please remit payment in U.S. funds by check or money order made payable to the Commission on Dietetic Registration. Include your registration identification number on your check or money order. **RDs or DTRs residing outside the US** are advised to submit a credit card payment to eliminate exchange rate and possible processing problems.
- ◆ If paying by American Express, Discover, VISA or MasterCard, please include your credit card number, expiration date, signature and the total amount remitted. (See *upper right-hand* portion of the fee notice.)
- ◆ If your name and/or address as noted on the fee notice are **incorrect**, please complete and return the Change of Name and/or Address Form included on bottom portion of the fee notice. **DO NOT DETACH THIS FORM. Do we have your work or home e-mail address?** If not, please include it on the form.