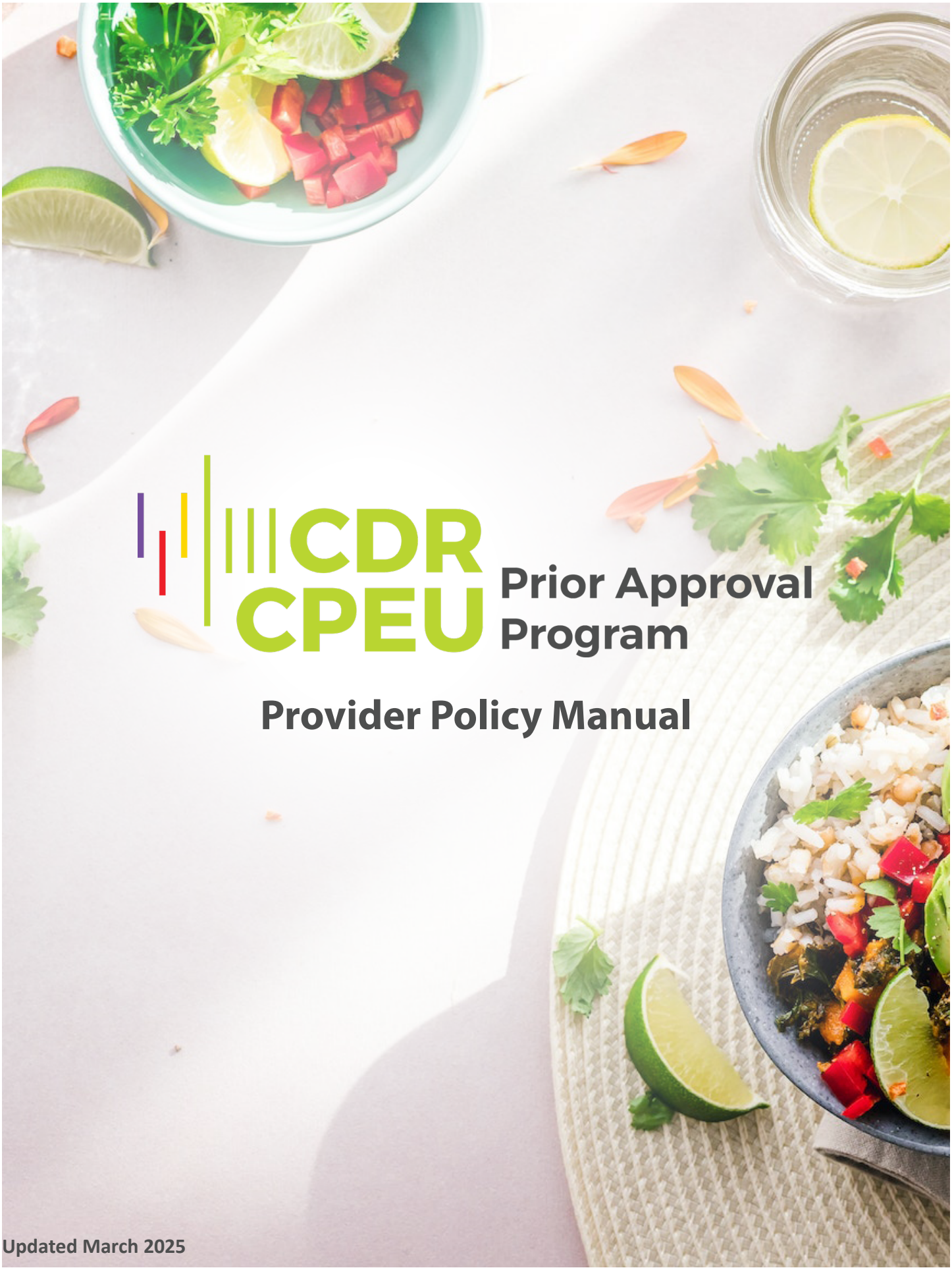

CDR CPEU

Prior Approval Program

Provider Policy Manual

Updated March 2025

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1.0 CDR Mission & Vision

Mission: The Commission on Dietetic Registration administers valid, reliable, and rigorous credentialing processes to meet the professional needs of credentialed practitioners and their employers to protect the public.

Vision: The Commission on Dietetic Registration protects and promotes the health of the public by supporting practitioner competence, quality practice, diversity, equity, lifelong-learning, and career advancement.

2.0 Intent of the CDR CPEU Prior Approval Program

The intent of the CDR Continuing Professional Education Unit (CPEU) Prior Approval Program is to facilitate lifelong learning through access to nutrition and dietetics related Continuing Professional Education (CPE) that updates, enhances, or assesses knowledge, skills, and attitudes of professional dietetics practice.[1] Activities which are CDR CPEU Prior Approved have the following characteristics:

- Meet Professional Development Portfolio (PDP) Content Criteria
- Comply with CDR CPE Provider Policies
- Conform to Activity Type definitions
- Develop behaviors required for continued competence as outlined in the Essential Practice Competencies

CDR CPEU Prior Approval does not constitute endorsement by CDR of a CDR CPE Provider (referred to hereafter as "Provider"), activities, or materials.

3.0 Provider Eligibility

Provider eligibility is unrestricted by business organization type or location.

4.0 Provider Username

Each Provider will be assigned a unique Provider Username which is used to log in to the Continuing Professional Education (CPE) database. The Provider is responsible for the content and quality of CPE activities / materials provided under the assigned Provider Username. A Provider shall only utilize one Provider Username. Submissions under alternate accounts is not permitted.

The Commission on Dietetic Registration protects and promotes the health of the public by supporting practitioner competence, quality practice, diversity, equity, lifelong-learning, and career advancement.

5.0 Accountable Contact(s)

5.1 Requirements and Responsibilities

The Provider is responsible for designating an Accountable Contact who is the available liaison to CDR staff. The Accountable Contact is responsible for ensuring compliance with Content Criteria, Activity Type definitions, and CDR CPE Provider Policies. A Provider could be an organization or an individual. If the Provider is an organization, it is up to the business to choose an Accountable Contact (internally or externally). If the Provider is an individual, that person may function as the Accountable Contact, or they may find a third party to take on that role. The Accountable Contact need not be a CDR credentialed practitioner.

CPE submission is not permitted until the Accountable Contact has been trained, has attested to an understanding of the policies, and has been designated and approved. The Accountable Contact is responsible for overseeing the following:

- Planning
- Development
- Disclosure (conflicts of interest, commercial support, funding, funder(s)/sponsor(s) of research within CPE discussion)
- Review of CPE content
- Credit assignment
- Submission of CPE activities
- Presentation of CPE
- Learner assessment
- CPE evaluation
- Certificate issuance
- Quick Response (QR) code issuance
- Document retention
- Quality improvement
- CDR quality processes (audit and complaint)
- Post-CPE withdrawal learner list submission
- Reporting (benchmarking and annual)
- Annual retraining

Noncompliance may result in remediation or suspension of submission privilege. The Provider may contract with a third party or consultant to fulfill the duties of the Accountable Contact. However, the Provider remains the responsible entity. Replacing the Accountable Contact does not absolve the Provider of adverse decisions such as remediation or suspension.

5.2 Pre-Submission Requirements

5.2.1 Training (Step 1)

The Accountable Contact must attend pre-submission training. Training will be virtual, with an expected annual time commitment of less than one hour.

5.2.2 Attestation and Agreement (Step 2)

The Accountable Contact must attest to an understanding of training topics and agree to comply with CDR Content Criteria, Activity Type definitions, and CDR CPE Provider Policies.

5.2.3 Designating an Accountable Contact or Accountable Contacts (Step 3)

The Provider identifies and designates the Accountable Contact, which is required prior to CPE submission. Advanced designation of the Accountable Contact is critical to timely CPE approval. Secondary or tertiary Accountable Contacts may be designated (hereafter referred to in the singular).

The Provider or replacement Accountable Contact is responsible for notifying CDR staff when the Accountable Contact's role is assumed by a new individual.

5.2.4 Benchmarking Report (Step 4)

The Accountable Contact must complete a benchmarking report. See Policy 13.1 Components of the Benchmarking Report.

5.3 Annual Retraining

CDR's Content Criteria, Activity Types, and CDR CPE Provider Policies are subject to review and modification. While changes will be communicated to all Accountable Contacts representing Providers with approved and active (non-expired) CPE, it is required that Accountable Contacts complete an annual retraining no sooner than three months before and no later than one month after the start of a new reporting year. See Policy 13 Reporting. Accountable Contacts shall be notified of training opportunities via email. Training will be virtual, with an expected annual time commitment of less than one hour. Submission of activities will be indefinitely suspended if retraining is not completed within the month following the start of a new reporting year. Submission of activities will be reinstated once the Accountable Contact completes retraining.

6.0 Provider Responsibility

The Provider who has submitted the CPE is responsible for compliance with Content Criteria, Activity Type definitions, and CDR CPE Provider Policies. A Provider acquiring active / approved CPE becomes responsible only after successfully notifying CDR staff of transfer.

6.1 Notification of Transfer of Responsibility (Relinquishing and Acquiring)

Both the relinquishing and acquiring Providers shall notify CDR staff in writing no less than four weeks prior to the transfer of CPE to confirm activity title(s) and the date(s) of transfer of responsibility. Written notification may be sent to priorapproval@eatright.org.

As of the date of transfer, the acquiring Provider assumes responsibility for the Prior Approved CPE, which includes compliance with Content Criteria, Activity Type Definitions, and CDR CPE Provider Policies.

If not already established, the acquiring Provider's Accountable Contact must be designated and trained, then attest to an understanding of training topics and complete a benchmarking report before any activities (including those transferred) may be offered for CPEUs.

6.2 Audit Accountability

Upon notice of audit, the acquiring Provider supplies CDR staff with audit documentation that substantiates compliance with Content Criteria, Activity Type definitions, and CDR CPE Provider Policies.

6.3 Web Hosting

Web hosting of Prior Approved CPE by CDR CPE Providers other than the CDR CPE Provider who is responsible is permissible. The hosting Provider must be a current CDR CPE Provider with at least five active CPE activities available to learners at the time of hosting.

6.3.1 Provider is Clear to and Contactable by Learners

The Provider who is responsible shall be made clear to learners in approved CPE advertising, CPE content, and on CPE evaluations. The Provider's email address must be located on CPE evaluations.

6.3.2 Hosting Restrictions

Hosting of approved CPE by commercial supporters is restricted. See Policy 9 Commercial Support for additional information.

6.4 Submission on Behalf of Other Entities or Providers

Providers shall neither voluntarily submit nor accept payment for CPE submission to the CDR CPEU Prior Approval Program on behalf of other entities or Providers. The submitting entity is considered the Provider and is responsible for CPE content and quality of any approved CPE activities / materials provided under the assigned Provider Username.

6.5 Copyright / Non-Original Content

Legal permissions shall be obtained by the Provider when applicable. CDR is not liable for copyright infringement or trademark violations.

7.0 Marketing and Commercial Bias in CPE

CPE is not a vehicle for marketing and may not be used to promote organizations, products, or services.

The intention of this policy is that CPE be free of marketing and commercial bias. The limitation of this policy is that it cannot address all possible mechanisms of marketing in CPE. Attempts to promote organizations, products, or services in CPE via mechanisms not detailed below but adverse to the intention of this policy are prohibited. CDR reserves the right to deny or withdraw approval of CPEUs for any CPE activity based on suspected attempts to promote organizations, products, or services.

Decisions related to CPE planning and presentation must not be made with or influenced by the objective to promote organizations, products, or services.

7.1 Informational Versus Promotional Content

CPE may contain informational content but must not contain promotional content.

CPE content includes activity title, learning objectives, abstracts, presenter biographies, disclosure statements, reading-based materials, slide decks, recordings or videos, assessment components, handouts, evaluations, and all other activity materials containing educational information.

CDR defines informational content as that which raises awareness through education. Informational content is based on best available research evidence, which is supported by documentation from reputable, peer-reviewed scientific research.

CDR defines promotional content as that which advertises an organization, product, or service, and is used to influence purchasing decisions.

Examples of Promotional Content (Not Allowed)

The following examples are intended to expound upon CDR's definition of promotional content and are not exhaustive.

> *Example 1: The objectives of an activity include that learners become familiar with and can discuss services offered by X Company. Services offered by X Company are central to the activity's content.*

Decisions related to CPE planning and presentation must not be made with the objective of promoting an organization or its services. Using an activity to advertise an organization or its services is considered promotional and is therefore prohibited.

> *Example 2: Within a CPE activity, a speaker mentions that she prefers Y brand of oatmeal. There is no best available research evidence to support the speaker's preference for Y brand of oatmeal.*

Use of brand names in CPE content is restricted to informational purposes only (see Policy 7.2). Because there is no best available research evidence to support the speaker's preference for Y brand, this statement is considered promotional and is therefore prohibited.

7.2 Trade and Brand Names in CPE Content

Trade (i.e., business or organization) or brand names may be included in CPE content for informational purposes only. Trade or brand names may not be included in CPE content for promotional purposes. Copyright statements on Provider-owned materials are allowed.

7.3 Branded Product Images and Branded Images in CPE Content

Branded product images and branded images may be included in CPE content for informational purposes only. Branded product images and branded images may not be included in CPE content for promotional purposes.

7.4 Logos in CPE Content

CPE Provider logos may be included in CPE content. All other logos are prohibited, except for those

- from government entities or government programs (does not include commodity organizations).
- within evidence-based, peer-reviewed journal articles per requirements established by the journals in which they are published.
- within peer-reviewed professional posters per requirements established by the institutions for which they are published.
- within textbooks if said images are used explicitly for informational purposes.

7.5 Incentives Before and During a CPE Activity

Incentives may not be used to promote a CPE activity or be included within a CPE activity; product giveaways, raffles, prizes, etc., are not permitted.

7.6 Resources Shared During a CPE Activity

Resources external to a CPE activity (e.g., websites, community organizations, clinical tools, etc.) shared with learners during a CPE activity must be open access. A resource is open access if all individuals can access the resource without paying, creating an account (including on social media platforms), or becoming a member of an organization. URL links to resources must not include product or service purchase options.

7.7 Reference Lists and On-Slide Citations

Reference lists/bibliographies must be supplied to learners (see Policy 15.0 Content Criteria). On-slide citations may not include URLs to web pages with product or service purchase options. Web pages with product or service purchase options may be used as references if the web pages are the primary sources of best available research evidence. On-slide citations for web pages with product or service purchase options must be formatted in numerical style and must not include an active (i.e., clickable) link.

7.8 Marketing-Free Physical Space or Virtual Location of the CPE

7.8.1 Marketing-Free Physical Space

Marketing (such as exhibits, sponsor tables, samples, giveaways, and promotional activities) may not occur in the same physical space as the CPE activity for 20 minutes before the CPE activity begins, during the CPE activity, or for 20 minutes after the CPE activity ends.[2]

7.8.2 Marketing-Free Virtual Location

Marketing may not occur in the same virtual space as the CPE activity. Learners must be able to engage with the CPE activity without having to page through, watch, listen to, or be presented with marketing. The link to access web-based CPE activities must not include access to product or service listings, descriptions, or purchase options. Commercial breaks are not permitted.

7.9 Print and Email Communications

Print and email communications related to a CPE activity may not include non-CPE product or service information, non-CPE branded product images, or non-CPE branded images.

Print and email communications related to a CPE activity may include CPE Provider and commercial supporter logos; all other logos are prohibited.

7.10 Information About the CPE That Does Not Contain Education Content and Certificates of Completion

Information about a CPE activity that does not contain educational content (e.g., agendas) may not include non-CPE product or service information, branded product images, or branded images.

Information about a CPE activity that does not contain educational content may include Provider and/or commercial supporter logos; all other logos are prohibited.

Certificates of completion may not include non-CPE product or service information, branded product images, branded images, or commercial supporter logos.

Certificates of completion may include Provider logos; all other logos are prohibited.

7.11 Activities Peripheral to the Prior Approved CPE

Activities that are peripheral to the Prior Approved CPE but are not Prior Approved for CPEUs must be made clear and obvious to learners.

7.12 Confidentiality and Use of Learner Names and Contact Information

Learner name and contact information may not be shared without the learner's explicit consent, including non-CPE divisions of the Provider's company, parent company, or affiliated companies.[3]

Learners must be given the opportunity to consent to receive marketing, including emails and physical mailers.

8.0 Relevant Financial Relationships and Conflicts of Interest

Conflicts of interest (COI) in CPE arise when individual financial relationships relevant to the CPE content compromise or have the potential to compromise professional judgment and / or impart bias into the CPE content.[4] Relevant financial relationships shall be disclosed. A financial relationship is relevant if the CPE content that an individual influences, controls, contributes to, or presents relates to business lines, products, services, or commodities that may contribute to that individual's financial or professional gain.[5]

8.1 Collection of Disclosure Information

It is the responsibility of the Accountable Contact to collect information regarding relevant financial relationships and declarations of conflicts of interest. All individuals who influence, control, contribute to, or present CPE content must disclose relevant financial relationships and conflicts of interest to the Accountable Contact to facilitate disclosure to learners.

Roles can include but are not limited to:

- CPE staff
- Planners
- Developers
- Reviewers
- Faculty
- Accountable Contacts

Individuals must disclose all financial relationships occurring within the prior 24 months, regardless of the amount.[5]

Disclosure information must include:

- The name of the company or organization with which the individual has a financial relationship[5]
- The nature of the financial relationship[5]
- Declaration of conflicts of interest or lack thereof

Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted researcher), royalties or patent beneficiary, executive, person with ownership interest, and recipient of in-kind products. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding should be disclosed by the principal or named investigator even if that individual's institution receives the research grant and manages the funds.[5]

8.2 Disclosure of Conflicts of Interest to Learners

Transparency in CPE is dependent on learner awareness of conflicts of interest or lack thereof by those who influence, control, contribute to, or present CPE content.

Individual conflicts of interest or lack thereof must be disclosed to learners prior to the beginning of the CPE activity, prior to learners' engagement in CPE content. Disclosures of conflicts of interest must be located on the first slide, page, or image following the title slide, page, or image. Learners shall be informed when no conflicts of interest exist. See Policy 9.5 Disclosure of Commercial Support and Policy 10.2 Disclosure of Funding for information regarding other required disclosures.

8.3 Retention of Disclosure Information

Disclosure information must be retained for seven years following the expiration of a CPE activity. Providers shall make individual disclosures of relevant financial relationships available to learners and / or CDR staff upon request.

9.0 Commercial Support

CDR defines commercial support as financial or in-kind support from entities external to the Provider that manufacture, distribute, sell, resell, or promote business lines, products, services, or commodities. Commercial support shall not be utilized in any capacity which influences, controls, contributes to, or impacts CPE content. Providers who choose to accept commercial support must ensure that the CPE content remains independent of the supporter and that the support does not result in commercial bias or influence on CPE content.[6]

9.1 Commercial Support Agreement

The terms, conditions, purposes, and amount of the commercial support must be documented in an agreement between the supporter and the CPE Provider. See Policy 9.4 Documentation of Commercial Support for a list of required information. The agreement must be executed prior to the start of the CPE.

9.2 Management of Commercial Support

The Accountable Contact must manage all commercial support used to pay all or part of the costs associated with the CPE. The CPE Provider must make all decisions regarding the receipt, allocation, and disbursement of funds received. Disbursement of funds must come from the CPE Provider, not the supporter.

9.3 Guidelines for Use of Commercial Support

The CPE Provider may use commercial support to[6]:

- Fund honoraria or travel expenses of planners, reviewers, faculty, teachers, authors, and others involved in CPE content
- Pay for meals for all learners before or after CDR Prior Approved non-enduring CPE activities
- Defray or eliminate the cost of CPE for all learners

The CPE Provider may not use commercial support to[6]:

- Pay for travel, lodging, honoraria, gifts, or other expenses for learners participating in CDR Prior Approved CPE
- Influence, control, contribute to, or impact CPE content

9.4 Documentation of Commercial Support

As a component of the annual report, the Accountable Contact must produce accurate and detailed written documentation of:

- Names and contact information for organizations that provided commercial support
- Dollar amount received from each organization
- Monetary value and description of in-kind support received
- Description of how commercial support was used

9.5 Disclosure of Commercial Support

The name(s) of the organization(s) contributing financial and / or in-kind support must be disclosed to learners in CPE marketing and prior to the beginning of the CPE activity, prior to learners' engagement in CPE content. Disclosure of commercial support must be located on the first slide, page, or image following the title slide, page, or image. Disclosure must not include the supporters' logos, trade names, or product group messages or images.[6] The supporters' logos, trade names, or product group messages or images shall not appear in CPE content, as outlined in Policy 7 Marketing and Commercial Bias in CPE.

Required language: "Commercial support has been provided by [name of commercial supporter]."

10.0 Funding

CDR defines funding as revenue generated by the Provider (or affiliated parent or sister companies) from the manufacture, distribution, sale, resale, or promotion of non-CPE business lines, products, services, or commodities, which is utilized in the planning, development, review, and presentation of CPE.[7] Funding, including monetary or in-kind support, shall be disclosed. Funding shall not result in commercial bias.

10.1 Documentation of Funding

As a component of the annual report, the Accountable Contact must produce accurate and detailed written documentation of:

- Names and contact information of organizations that provided funding
- Dollar amount received from each organization
- Monetary value and description of funding received
- Description of how funding was used

10.2 Disclosure of Funding

The names of entities (e.g. parent or sister companies) that contribute funding from non-CPE revenue to CPE planning, development, review, and presentation must be disclosed to learners in CPE marketing and prior to the beginning of the CPE activity, prior to learners' engagement in CPE content. Disclosures of funding must be located on the first slide, page, or image following the title slide, page, or image. Disclosure must not include the funders' logos, trade names, or product group messages or images.[5] The funders' logos, trade names, product group messages or images shall not appear in CPE content, as outlined in Policy 7 Marketing and Commercial Bias in CPE.

Required language: "Funding from non-CPE revenue for CPE planning, development, review, and / or presentation has been provided by [name of funder]."

11.0 Equity in CPE Planning, Development, and Presentation (optional)

Providers need to evaluate local, state, and federal laws and regulations in relation to this policy and should only adopt it if no legal impediments exist. Providers may utilize resources and incorporate processes that enable those who influence, control, contribute to, present, or participate in CPE content to examine explicit (conscious) and implicit (unconscious) biases, assumptions, privileges, and language. Established models, theories, and frameworks may be utilized in the planning, development, and presentation of CPE to effectively promote equity.

Equity in CPE applies to:

- Planners, reviewers, faculty, authors
- Content
- RD/DTR learners
- Patients, clients, customers

CPE that promotes equity, with a focus on health equity, acknowledges historical and institutional inequities and is developed and presented to recognize, respect, and include differences in ability, age, creed, culture, ethnicity, gender, identity, political affiliation, race, religion, sexual orientation, size, and socioeconomic characteristics.

12.0 Quality Monitoring and Compliance

Audit and remediation are quality measures incorporated into the CDR CPEU Prior Approval Program. Unless erroneous, CDR staff shall not modify the terms and time frames of remediation or suspension. Providers are responsible for complying with CDR policies and criteria, including quality measures. CDR reserves the right to modify its audit requirement checklist to ensure compliance with CDR policies and criteria.

While Subject Matter Experts (SMEs) are always included in complaint audits related to Best Available Research Evidence (see Policy 12.7), SMEs may also be involved in any other audit for any other reason at the discretion of CDR staff. SME involvement may increase audit timeframes beyond the timeframes indicated below.

Figure 1. Audit Process Step 1

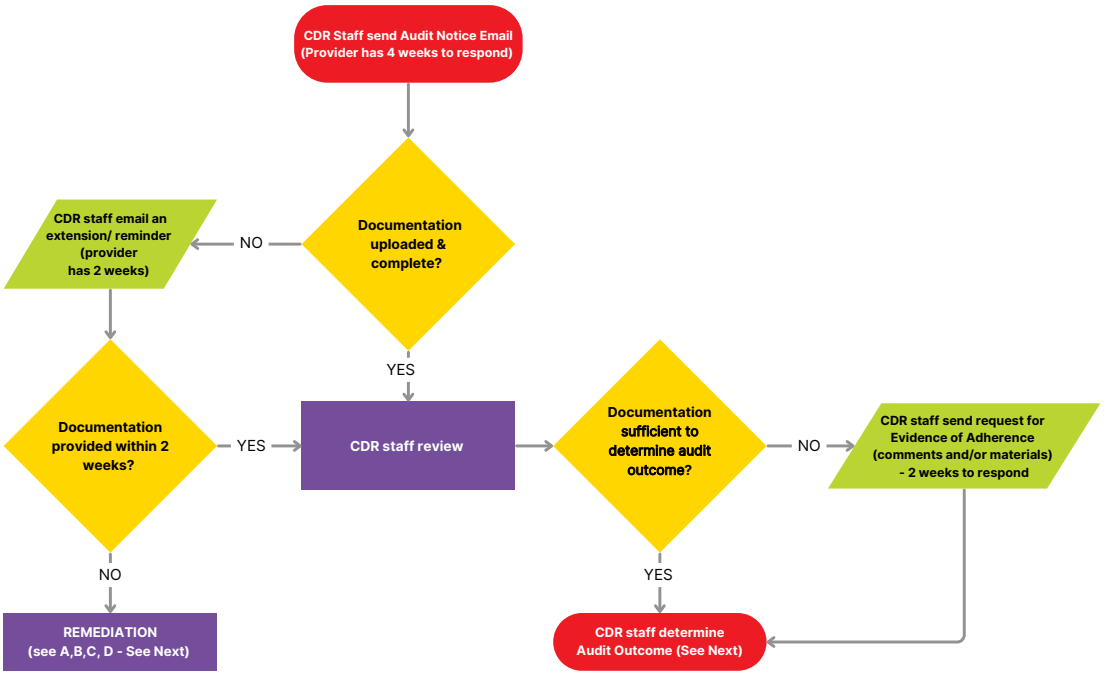


Figure 2. Audit Process Step 2

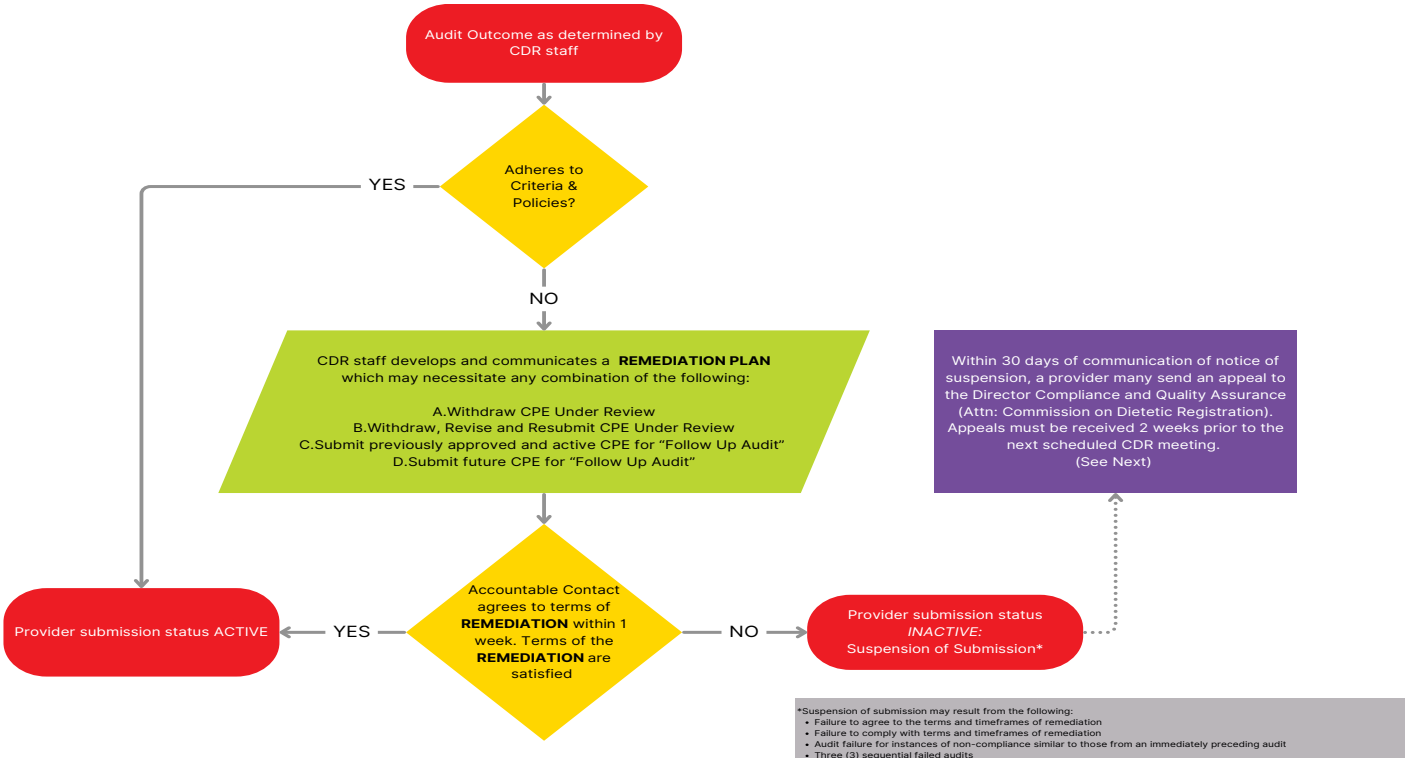
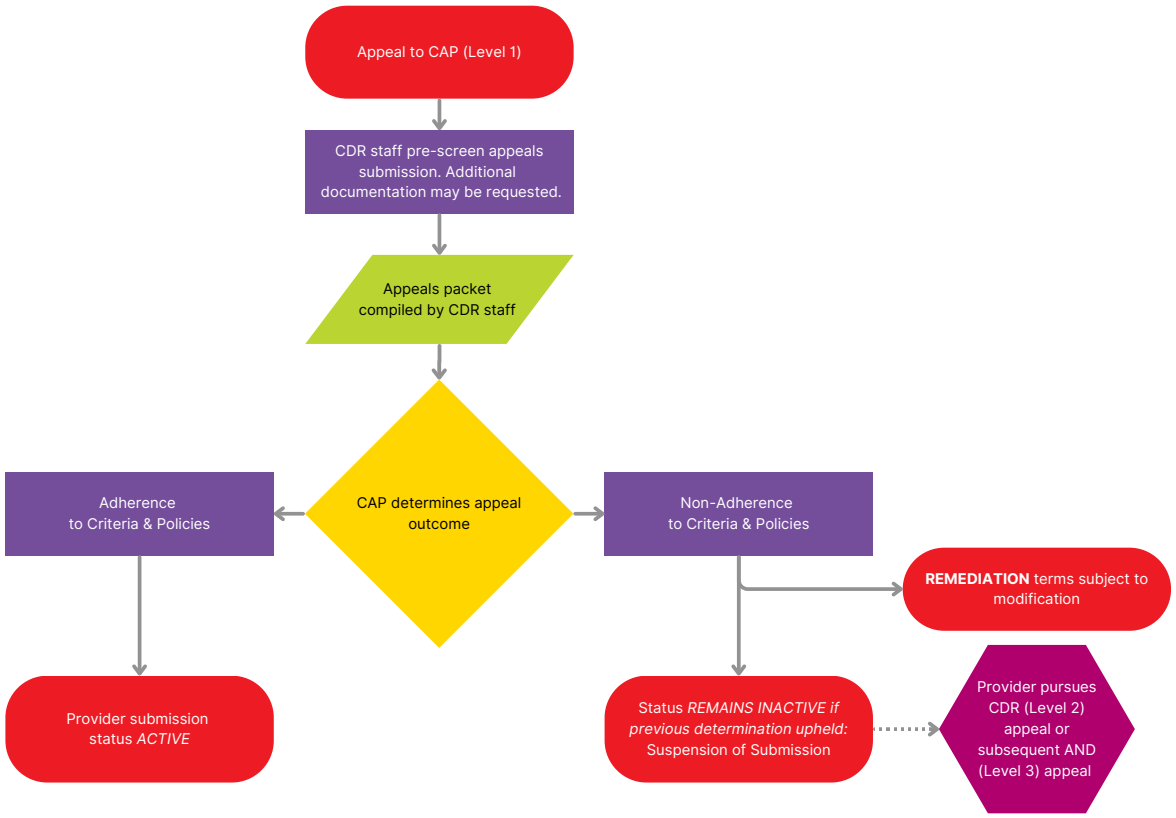


Figure 3. Audit Process Step 3



12.1 Audit Classifications and Processing Times

12.1.1 Random Audit

Approximately 2% of active CDR CPEU Prior Approved activities are randomly audited. Audit percentage is subject to change. Audit time frames are contingent on the expediency of Accountable Contact submission of complete audit documentation. Random audit generally takes 3- 8 weeks once completed documentation is received.

12.1.2 Hold Placed on Approval

CDR staff may defer CPE activity submissions directly to audit. Audit time frames apply which delay processing of CPE submissions. Audit time frames are contingent on the expediency of Accountable Contact submission of complete audit documentation. Audit / hold placed on approval generally takes 3-8 weeks once documentation is received.

12.1.3 Follow-Up Audit

Remediation plans may require submission of previously approved CPE or future CPE for review. Audit time frames are contingent on the expediency of Accountable Contact submission of complete audit documentation. Follow-up audit generally takes 3- 8 weeks once documentation is received.

12.1.4 Complaint Audit

Audits may be triggered by complaints filed by those who have completed the CPE activity. Complaints are sent to priorapproval@eatright.org. Audit time frames are contingent on the expediency of Accountable Contact submission of complete audit documentation. Complaint audit generally takes 3- 8 weeks but may require an additional 4 – 6 weeks once documentation is received.

12.2 Audit Notice, Reminders, Extensions, Non-Submission

12.2.1 Audit Notice

The Accountable Contact has four weeks to complete the audit checklist and upload supporting CPE documentation after issuance of an audit notice. Access to CPE materials is provided to CDR staff free of charge.

12.2.2 Non-Submission or Incomplete Materials

If materials are incomplete after four weeks, CDR staff shall email a reminder to the Accountable Contact and grant a two-week extension for submission of all materials.

12.2.3 Extension Deadline Not Met

If the two-week deadline is not met, the Provider will automatically enter remediation. CDR staff will email the terms of the remediation to the Accountable Contact.

12.2.4 Notice of Request for Evidence of Adherence

When materials are received but are insufficient to determine compliance, CDR staff shall email the Accountable Contact and grant two weeks for Accountable Contact to submit comments and / or additional materials to demonstrate evidence of adherence to criteria and policies. CDR staff will review all materials submitted in response to the request for additional materials within two weeks of receipt. If comments / materials are not supplied in the two weeks granted, CDR staff shall determine an audit outcome.

12.3 Audit Outcomes

See below for a list of potential outcomes.

12.3.1 Compliance

If documentation demonstrates compliance with criteria and policies, an email will be sent to the Accountable Contact indicating a successful audit outcome. Provider submission status remains active.

12.3.2 Remediation

If documentation does not demonstrate compliance with criteria and policies or if documentation is not submitted, remediation will result. Provider submission remains active if the Accountable Contact agrees to and complies with terms and time frames of remediation.

12.4 Remediation Requirements

Remediation results from non-compliant outcomes or non-submission of audit documentation and requires agreement to and compliance with terms and time frames of a remediation plan.

12.4.1 Remediation Agreement

The Accountable Contact agrees to terms and time frames of a remediation plan within one week of issuance of notice of remediation. Failure to submit the agreement within one week of notice of remediation will result in suspension of the Provider's submission privileges. See Policy 12.5.2 Suspension.

12.4.2 Remediation Terms and Time frames

Terms and time frames of remediation shall be specified in the remediation plan and are based on audit findings or non-submission of documentation. The Accountable Contact's failure to comply with terms and time frames of remediation will result in suspension of the Provider's submission privileges. Remediation will always require withdrawal of the CPE activity. CDR staff may either bar resubmission or permit revision and resubmission via the audit process.

Learners may claim CPEUs for activities purchased through the withdraw date.

Remediation may require one of any combination of the following:

12.4.2a Withdraw CPE Under Review

The Accountable Contact shall discontinue offering the non-compliant version of an activity for CPEUs as of the date indicated on the remediation plan. All learner-facing messaging (e.g. Provider website and marketing communications) shall be modified no later than 11:59 PM CT on the date of withdraw to reflect that the activity is no longer being offered for CPEUs. CDR staff shall modify the end date in the CPE database. The end date shall be the withdraw date and is considered the expiration of the CPE.

Within one week of withdrawal, the Accountable Contact will be required to submit a list of CDR credentialed practitioners who purchased the CPE activity through its withdraw date. Submission of this list of learners is considered a term of remediation and failure to produce the list within one week will result in suspension of the ability to submit CPE activities.

12.4.2b Withdraw, Revise, and Resubmit CPE Under Review

The Accountable Contact shall discontinue offering the non-compliant version of an activity for CPEUs as of the date indicated on the remediation plan. All learner-facing messaging (e.g. Provider website and marketing communications) shall be modified no later than 11:59 PM CT on the date of withdraw to reflect that the activity is no longer being offered for CPEUs. CDR staff shall modify the end date in the CPE database. The end date shall be the withdraw date and is considered the expiration of the CPE.

Within one week of withdrawal, the Accountable Contact will be required to submit a list of CDR credentialed practitioners who purchased the CPE activity through its withdraw date. Submission of this list of learners is considered a term of remediation and failure to produce the list within one week will result in suspension of the ability to submit CPE activities.

Accountable Contacts who choose the option to revise and resubmit the CPE will be given instructions for resubmission via the audit process. Activities shall not be resubmitted through the CDR CPEU Prior Approval Program process.

Providers will be charged the standard CDR CPEU Prior Approval Program fee for resubmission. Activity approval periods will reflect approval time frames typical for the Activity Type. The Provider shall ensure that resubmission of the activity not only satisfies terms and time frames illustrated in the remediation plan, but that all necessary updates are made to CPE content to ensure compliance with Content Criteria and all CDR CPE Provider Policies.

If the activity is revised, resubmitted, and approved, the revised activity shall be marketed in such a way as to illustrate the incorporated revisions.

12.4.2c Submit Previously Approved CPE for Follow-Up Audit

Previously approved CPE may be selected for follow-up audit.

12.4.2d Submit Future CPE for Follow-Up Audit

Future CPE submission may be requested for follow-up audit via the audit process. Submission of CPE via the typical CDR CPEU Prior Approval Process will be suspended until terms and time frames of remediation are met.

12.5 Remediation Outcomes

12.5.1 Compliance

When terms and time frames of the remediation plan are satisfied, CDR staff will email the Accountable Contact within two weeks to indicate successful completion of remediation. Provider ability to submit CPE activities remains active.

12.5.2 Suspension

In suspension, Provider ability to submit CPE is rendered inactive until the terms and time frames of the remediation plan are met or via favorable appeals outcome. Suspension of ability to submit CPE activities may result from the following:

- Failure to agree to the terms and time frames of remediation
- Failure to comply with the terms and time frames of remediation (including non-submission of post-CPE withdrawal learner lists)
- Audit failure for repeat instances of noncompliance similar to those from an immediately preceding audit
- Three sequential failed audits
- Non-submission of the annual report*
- Failure of the Accountable Contact to complete retraining within the month following the start of a new reporting year

CDR staff will email the Accountable Contact and indicate the reason for suspension.

Accountable Contacts may appeal suspension. See Policy 12.6 Appeals.

*If Provider remains suspended for one year or more due to non-submission of the annual report, the Provider will be required to meet the terms of remediation and submit a benchmarking report for submission status to be rendered active.

12.6 Appeals

12.6.1 Basis for Appeal

Accountable Contacts may not appeal notice of an audit.

Accountable Contacts may appeal adverse decisions only after being placed on suspension. See Policy 12.5.2 Suspension.

An appeal, as well as the basis for the appeal (including supporting documentation), shall be submitted by the Accountable Contact in writing to the Director of Recertification and Compliance at priorapproval@eatright.org within 30 days of notice of suspension.

12.6.2 Levels of Appeal

12.6.2a Level 1: CAP Appeal

Adverse decisions resulting in suspension can be contested via an appeal to the Competency Assurance Panel (CAP).

Appeals must be received two weeks prior to the next scheduled CAP meeting. If received less than two weeks prior to the next scheduled CAP meeting, appeals will be reviewed at the subsequent CAP meeting.

The Director of Recertification and Compliance will notify the appellant of the decision within 10 business days of the determination.

12.6.2b Level 2: CDR Appeal

Adverse decisions from a Level 1 appeal can be contested via an appeal to the Commission on Dietetic Registration.

Appeals must be received two weeks prior to the next scheduled CDR meeting. If received less than two weeks prior to the next scheduled CDR meeting, appeals will be reviewed at the subsequent CDR meeting.

The Director of Recertification and Compliance will notify the appellant of the decision within 10 business days of the determination.

12.6.2c Level 3: AND Appeal

Adverse decisions from a Level 2 appeal can be contested via an appeal to the Academy of Nutrition and Dietetics Appeals Committee.

Appeals must be received two weeks prior to the next scheduled Academy of Nutrition and Dietetics Appeals Committee meeting. If received less than two weeks prior to the next scheduled AND meeting, appeals will be reviewed at the subsequent AND meeting.

The Director of Recertification and Compliance will notify the appellant of the decision within 10 business days of the determination.

Figure 4. Levels of Appeal

12.7 Complaints

CDR credentialed practitioners who have completed CDR CPEU Prior Approved CPE may communicate complaints that indicate potential noncompliance with Content Criteria or CDR CPE provider Policies to CDR staff. Complaints are submitted to CDR staff via CDR's website.

If the complaint identifies potential noncompliance with criteria or policies, CDR staff shall audit the activity in question.

If the complaint pertains to "Best Available Research Evidence" CDR staff will locate three independent Subject Matter Experts (SMEs) to review the activity in question. The Accountable Contact shall provide CPE access to the SMEs free of charge.

Audit decisions in which the outcome is 'withdraw CPE under review' will be presented to CAP for secondary review and determination.

Policies 12.3-12.6 apply. Please note that complaint-related appeals for audits that have been presented to CAP will begin at Level 2: CDR Appeal.

Audit outcomes shall be communicated by CDR staff to the Accountable Contact.

CDR staff will not communicate audit outcomes to the individual or entity filing the complaint.

Figure 5. Complaint Process Step 1

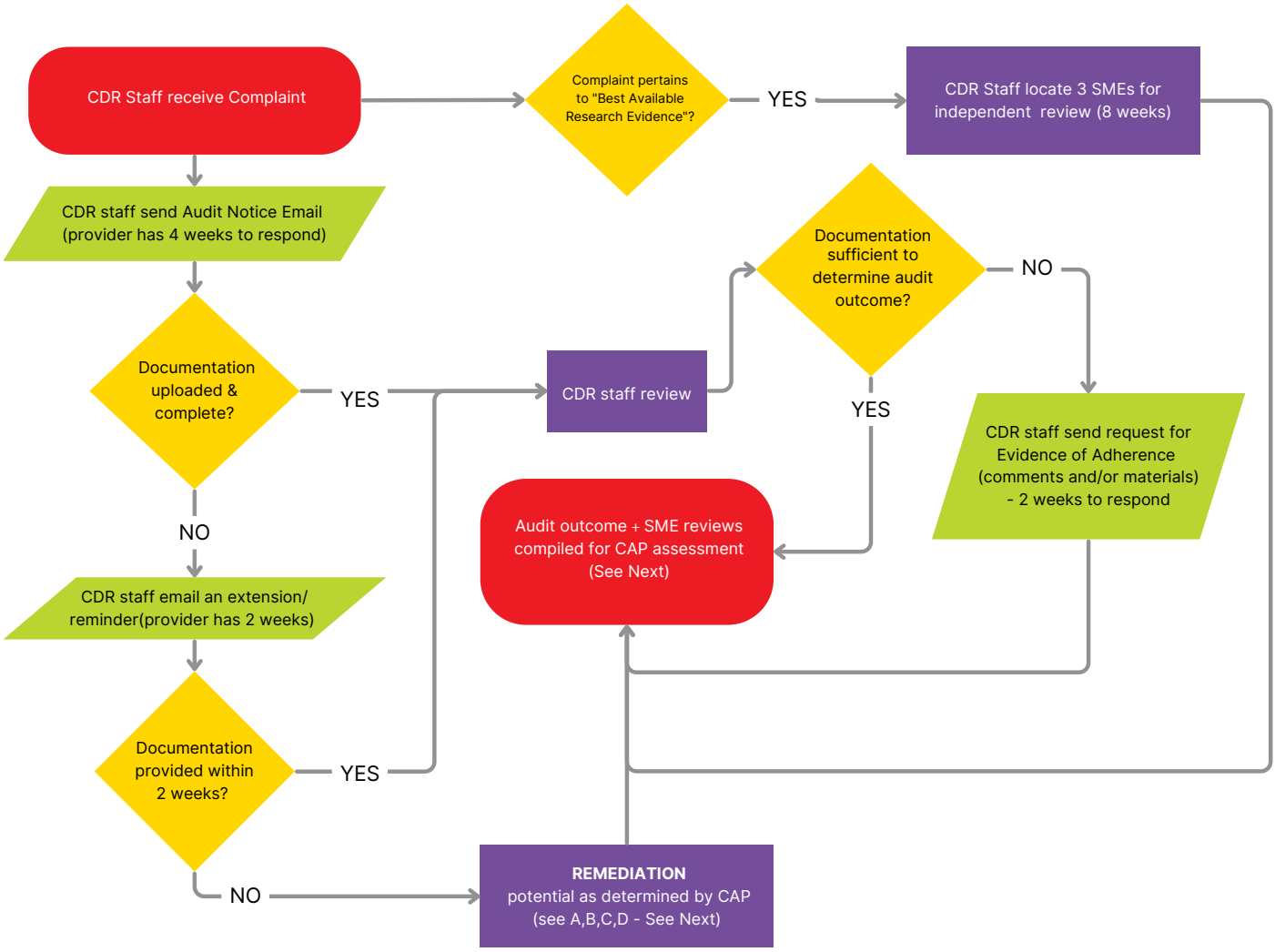


Figure 6. Complaint Process Step 2

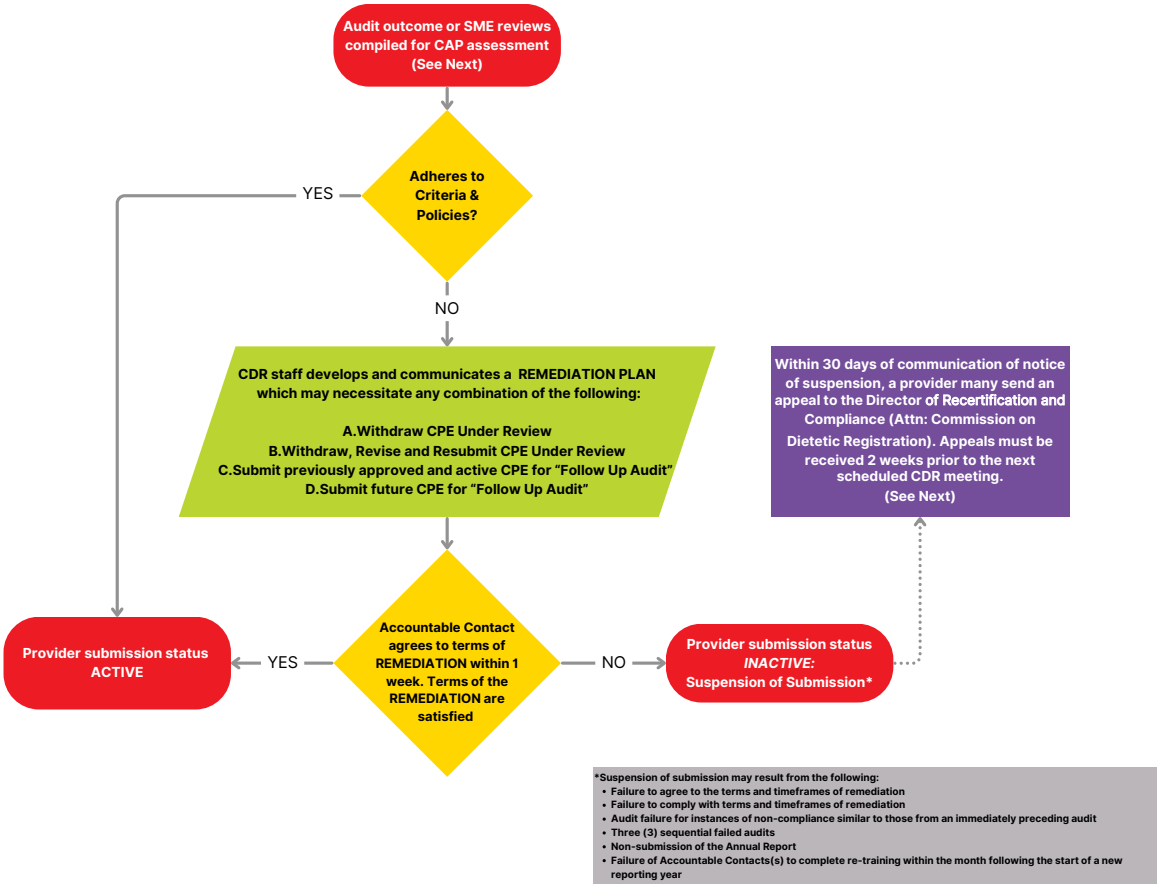
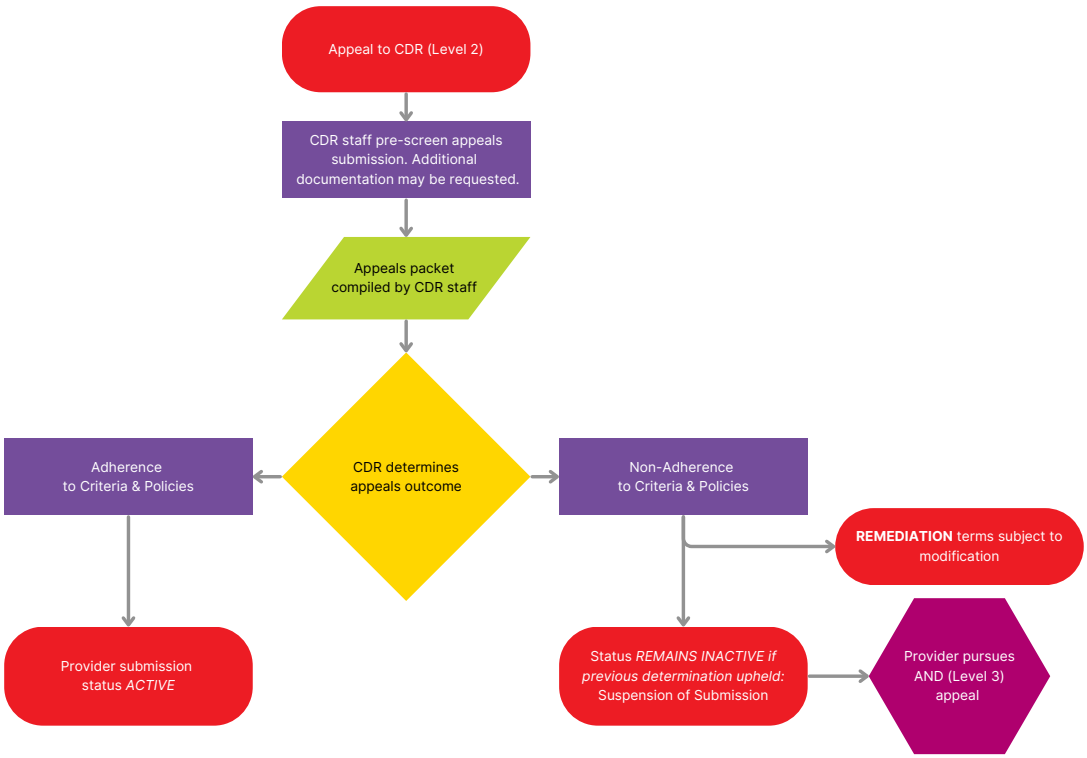


Figure 7. Complaint Process Step 3



12.8 Revocation of Submission Privileges

If, upon investigation, CAP determines that a Provider would not benefit the nutrition and dietetics profession or could constitute a threat to public health, safety, or welfare, submission privileges can be revoked. The Accountable Contact will be notified via email and informed of appeal procedures. Fees will not be refunded.

13.0 Reporting

CDR CPE Providers will be placed in one of four reporting cohorts (March, June, September, or December) based on when the benchmarking report is completed. As part of the requisite pre-CPE submission process, the Accountable Contact completes an initial, one-time benchmarking report. The benchmarking report provides a reference point for submission of the annual report. All Providers with active CDR Prior Approved CPE activities in a reporting year will be required to submit an annual report relevant to that year.

Data gathered via the benchmarking and annual reports will be presented to CDR's Competency Assurance Panel and CDR and may be utilized to inform future revisions to Content Criteria and CDR CPE Provider Policies, as well as quality processes.

The table below indicates reporting cohort (and subsequently indicates when the annual report is due). For example, if the benchmarking report is completed between January 1 and March 31, the annual report will be due on March 31 of the following year. Accountable Contacts will be notified by CDR staff via email three months prior to the due date of the annual report.

Table 1. Reporting Cohorts

Benchmarking Report Complete	Annual Report Due the Following Year
January, February, March	March
April, May, June	June
July, August, September	September
October, November, December	December

13.1 Components of the Benchmarking Report

13.1.1 Promoting Equity

If the CPE Provider is currently offering CPE, are principles of equity incorporated? See Policy 11. If so, how? (open-ended question)

13.1.2 Quality Improvement (Benchmarking QI)

The following data shall be collected, analyzed, and used to inform QI measures to improve CPE activities and / or achieve anticipated learning outcomes (see below).

- Participation: attendance or completion
- Satisfaction: post-evaluation of the activity by the learner; required evaluation questions are listed in section 19.2.2 of the CPE Provider Policy Manual; Provider may opt to customize evaluations to seek feedback regarding the following:
    - Achievement of stated objectives
    - Applicability of the CPE activity to meet the learner's education needs
    - Usefulness of educational material
    - Quality of faculty
    - Effectiveness of instructional methods
    - Variety of instructional methods
    - Appropriateness of learner assessment
    - Likelihood of learner recommending activity to another learner
    - Likelihood of learner participating in another training from same Provider
- Knowledge: information shared contributes to continued competence in practice
- Application: demonstrated behaviors contribute to continued competence in practice
- Attitude: demonstrated attitudes and critical thinking opportunities contribute to continued competence in practice

Describe quality improvement processes that will be implemented using the above attributes. (open-ended question)

13.1.3 Commercial Support and Funding

- Has the CPE Provider received commercial support in the 12 months prior to completing this report? (Y/N)
- Does the CPE Provider anticipate using commercial support in the next 12 months? (Y/N)
- Does the CPE Provider manufacture, distribute, sell, resell, or promote non-CPE products, product groups, services, or commodities? (Y/N)
- Has the CPE Provider received funding from non-CPE revenue sources in the 12 months prior to completing this report? (Y/N)
- Does the CPE Provider anticipate using funding from non-CPE revenue sources for the development and offering of CPE activities in the next 12 months? (Y/N)

13.1.4 Provider Type

(drop down)

Advertising, marketing, or communication firm
Bio-tech company
Device manufacturer or distributor
Diagnostic lab
Diagnostic lab that manufactures or sells proprietary products or tests
Dietary supplement manufacturer or seller
Electronic health records company
Food distributor
Food grower
Food manufacturer
Food seller
Foodservice equipment manufacturer or seller
Government or military agent
Group medical practice

Health law firm
Health profession membership organization
Health-related wearable product manufacturer or seller
Hospital or healthcare delivery system
Infusion center
Insurance or managed care company
Medical food manufacturer or seller
Non-profit
Nursing home
Pharmaceutical company or distributor
Pharmacy
Private practice
Publishing or education company
Rehabilitation center
School or university
Software or game developer
Trade association, board, or council
Other

13.1.5 Activity Types

Choose anticipated Activity Types which will comprise the education offered by the CPE Provider in the upcoming reporting year. (drop down)

172 CDR CPEU Prior Approved Live
181 CDR CPEU Prior Approved Posters
231 CDR CPEU Prior Approved Study Groups
161 CDR CPEU Prior Approved Journal Clubs
741 CDR CPEU Prior Approved Enduring
120 CDR CPEU Prior Approved Certificate Programs

13.1.6 Number of CPE Offerings

How many RD/DTR targeted activities does the CPE Provider anticipate offering in the upcoming reporting year?

- 1-10 activities
- 11-20 activities
- 21+ activities

13.1.7 Practice Gaps

Describe the process utilized to identify and address practice gaps in the nutrition and dietetics profession and / or amongst the target audience. (open-ended question)

13.1.8 Anticipated Target Audience

Select the nutrition and dietetics related practice areas[10] of the anticipated target audiences of CPE that will be offered in the upcoming reporting year. Choose all that apply.

Health Care
Preventative Care, Wellness, Lifestyle
Foodservice Systems, Culinary, Retail
Military Service, First Responders, US Public Health Services
Sustainable Food and Water Systems
Education and Research
Other

13.2 Components of the Annual Report

13.2.1 Promoting Equity

Please explain how the CPE Provider has incorporated principles of equity in CPE since the benchmarking report or prior annual report. List two examples. (open-ended question)

List two ways the CPE Provider intends to incorporate principles of equity in CPE in the forthcoming reporting year. An explanation of incorporation will be required in the next annual report. See Policy 11.

13.2.2 Quality Improvement (Annual QI)

- Participation: attendance or completion
- Satisfaction: post-evaluation of the activity by the learner; required evaluation questions are listed in section 19.2.2 of the CPE Provider Policy Manual; Provider may opt to customize evaluations to seek feedback regarding the following:
    - Achievement of stated objectives
    - Applicability of the CPE activity to meet the learner's education needs
    - Usefulness of educational material
    - Quality of faculty
    - Effectiveness of instructional methods
    - Variety of instructional methods
    - Appropriateness of learner assessment
    - Likelihood of learner recommending activity to another learner
    - Likelihood of learner participating in another training from same Provider
- Knowledge: information shared contributes to continued competence in practice
- Application: demonstrated behaviors contribute to continued competence in practice
- Attitude: demonstrated attitudes and critical thinking opportunities contribute to continued competence in practice

Using the QI measures described above, how has the CPE Provider improved the CPE activities it offers or will offer to achieve anticipated learner outcomes? (see below)
Option 1: How have activity evaluation submissions informed the development or improvement of CPE activities? Please upload at least two learner evaluations and the corresponding developments or improvements that were made as a result.
Option 2: What improvements has the CPE Provider made to CPE activities based on the collection and analysis of learner assessments? Please upload at least two examples.
Describe the quality improvement processes to be employed during the upcoming year. (open-ended question)

13.2.3 Commercial Support and Funding

- Has the CPE Provider received commercial support (financial or in-kind) in the past 12 months? (Y/N)

  If yes, please provide accurate and detailed written documentation of commercial support utilized in the past 12 months. The commercial support agreement (see Policy 9.2 Management of Commercial Support) should include the following:

    - Names and contact information of organizations that provided commercial support
    - Dollar amount received from each organization
    - Monetary value and description of in-kind support received
    - Description of how commercial support was used

- Does the CPE Provider anticipate using commercial support in the next 12 months? (Y/N)
- Does the CPE Provider manufacture, distribute, sell, resell, or promote non-CPE products, product groups, services, or commodities? (Y/N)
- Has the CPE Provider received funding from non-CPE revenue sources in the past 12 months? (Y/N)

  If yes, please provide accurate and detailed written documentation of funding from non-CPE revenue sources in the past 12 months. Include:

    - Names of organizations that provided funding
    - Dollar amount received from each organization
    - Monetary value and description of in-kind support received
    - Description of how funding was used

- Does the CPE Provider anticipate using funding from non-CPE revenue sources for the development and offering of CPE activities in the next 12 months? (Y/N)

13.2.4 Provider Type

(drop down)

Advertising, marketing, or communication firm
Bio-tech company
Device manufacturer or distributor
Diagnostic lab
Diagnostic lab that manufactures or sells proprietary products or tests
Dietary supplement manufacturer or seller
Electronic health records company
Food distributor
Food grower
Food manufacturer
Food seller
Foodservice equipment manufacturer or seller
Government or military agent
Group medical practice
Health law firm
Health profession membership organization
Health-related wearable product manufacturer or seller
Hospital or healthcare delivery system
Infusion center
Insurance or managed care company
Medical food manufacturer or seller
Non-profit
Nursing home
Pharmaceutical company or distributor
Pharmacy
Private practice
Publishing or education company
Rehabilitation center
School or university
Software or game developer
Trade association, board, or council
Other

13.2.5 Activity Types

Choose anticipated Activity Types which will comprise the education offered by the CPE Provider in the upcoming reporting year. (drop down)

172 CDR CPEU Prior Approved Live
181 CDR CPEU Prior Approved Posters
231 CDR CPEU Prior Approved Study Groups
161 CDR CPEU Prior Approved Journal Clubs
741 CDR CPEU Prior Approved Enduring
120 CDR CPEU Prior Approved Certificate Programs

13.2.6 RD / DTR Learner Interactions

How many CPE activities offered by the CPE Provider in the past reporting year were completed by RDs or DTRs? (fill in question)

13.2.7 Learner Interactions from Other Professions

Please select non-RD / DTRs who completed CPE activities offered by the CPE Provider in the past reporting year.

Physicians
Nurses
Pharmacists
Dentists
Psychologists
Physician assistants
Psychiatrists
Optometrists
Social workers
Physical therapists
Athletic trainers
Speech/language pathologists
Public health
Lactation consultants
Certified diabetes care and education specialists
Chefs/foodservice staff
Certified dietary managers
Case managers
Chiropractors

Other

13.2.8 Number of CPE Offerings

How many RD/DTR targeted activities does the CPE Provider anticipate offering in the upcoming reporting year?

- 1-10 activities
- 11-20 activities
- 21+ activities

13.2.9 Practice Gaps

- What practice gaps were addressed based on the objectives and anticipated outcomes of the CPE activities offered in the previous year? (open-ended question)
- Please describe any changes the CPE Provider has made to the process utilized to identify and address learning needs / gaps in the nutrition and dietetics profession and / or amongst target audience.

13.2.10 Anticipated Target Audience

Select the nutrition and dietetics related practice areas[10] of the anticipated target audiences of CPE that will be offered in the upcoming reporting year. Choose all that apply.

Health Care
Preventative Care, Wellness, Lifestyle
Foodservice Systems, Culinary, Retail
Military Service, First Responders, US Public Health Services
Sustainable Food and Water Systems
Education and Research

Other

13.3 Non-Submission of Annual Report

Providers who do not comply with the annual report submission deadline will be placed on suspension until the completed report is submitted to CDR staff. Providers may appeal suspension.

14.0 CDR Logo, Credit Statement, Submission and Review Time frames

14.1 Logo Use

The only authorized use of the CDR logo is on the CDR CPEU Prior Approval CPE certificate. CDR does not permit the use of its logo under any other circumstances.

14.2 Credit Designation and Usage

CDR's credit designation is "Continuing Professional Education Units" or "CPEUs". "Continuing Professional Education Units" or "CPEUs" may not be used outside the context of Prior Approved CPE in the promotion of products or services.

14.3 Credit Statement and Required Language (Approved / Denied / Pending)

14.3.1 CPE Activity Submission Approved (Credit Statement)

Upon notification of completed CDR staff review and approval of CPEUs, Providers shall use the following language:

"[Title of activity] awards [number of CPEUs] CPEUs in accordance with the Commission on Dietetic Registration's CPEU Prior Approval Program."

14.3.2 CPE Activity Submission Denied

If an activity submission is denied by CDR staff, Providers shall notify learners of denial using the following language:

"[Title of activity] was not Prior Approved by CDR for CPEUs."

14.3.3 CPE Activity Submission Review Pending

If an activity submission has not been reviewed by CDR staff, Providers shall notify learners using the following language:

"The CPE activity application for [title of activity] is pending CDR review and approval for [number of CPEUs] CPEUs."

14.4 Submission Review and Time Frames

14.4.1 48-Hour Rule for Submission

CDR requires all CDR CPEU Prior Approval CPE activity applications be submitted to CDR staff at least 48 hours prior to the start of the CPE activity. If the CPE submission has not been reviewed by CDR staff prior to the activity being offered, Providers shall notify learners that the submission review is pending using the language above (Policy 14.3.3 CPE Activity Submission Review Pending). If the activity submission is denied by CDR staff, Providers shall notify learners using the language above (Policy 14.3.2 CPE Activity Submission Denied).

Exceptions for late CPE activity submissions will not be made.

14.4.2 CPE Activity Submission Review Time Frame

Final review of complete CPE applications and approval or denial for CPEUs takes 4-6 weeks.

CDR staff are unable to honor requests to expedite review of CPE activities.

15.0 Content Criteria

Content Criteria applies to all CDR CPEU Prior Approved CPE and CDR CPEU Eligible CPE activities. There are nine criteria:

Table 2. Content Criteria

CDR Content Criteria	
1	Continuing professional education (CPE) is nutrition and dietetics* related. CPE updates, enhances, or assesses knowledge, skills, and attitudes of professional dietetics practice. ***Nutrition and Dietetics***: *Nutrition and Dietetics reflects the integration of Nutrition— which encompasses the science of food, nutrients and other substances contributing to nutrition status and health, with Dietetics—which is the application of food, nutrition and associated sciences, to optimize health and the delivery of care and services for individuals and groups and as defined by the Essential Practice Competencies.*
2	CPE includes learning objectives* that apply to professional or inter-professional nutrition and dietetics practice as defined by the Essential Practice Competencies.
3	CPE content addresses an educational need or narrows a practice gap that is relevant to professional nutrition and dietetics practice.
4	Those responsible for CPE content have appropriate academic training, certification and/or demonstrated expertise in the relevant subject area. ***Academic training:*** *Academic degrees of those responsible for CPE content should be relevant and from a university accredited by a USDE-recognized accrediting agency. Foreign academic degrees accredited by foreign equivalent institutions are accepted on the condition that they have been verified by one of the agencies listed on the Independent Foreign Degree Evaluation Agencies list.* ***Certification:*** *Credentials maintained by those responsible for CPE content are issued by relevant, recognized, and accredited programs that meet national or international standards.* ***Demonstrated expertise:*** *Demonstrated expertise may be established via publications relevant to CPE content in scientific, peer-reviewed professional journals or presentations relevant to CPE content at scientific, peer- reviewed conferences.*
5	Educational content is based on best available research evidence, * which is supported by documentation from reputable, peer-reviewed, scientific journals. Areas of doubt or controversy are identified and discussed. Referenced content supports safe, effective customer care or service. * Reference lists are available to learners.
6	Educational content is absent of commercial bias and marketing. * Disclosures of conflicts of interest* and commercial support* are provided to learners before learners participate in the activity. CPE contains informational content but does not include promotional content. ***Informational content*** *is that which raises awareness through education. Informational content is based on best available research evidence, which is supported by documentation from reputable, peer-reviewed scientific research.* ***Promotional content*** *is that which advertises an organization, product, or service, and is used to influence purchasing decisions.*

CDR Content Criteria	
7	CPE activities are a minimum of one (1) CPEU. Exceptions include professional reading, poster presentations, enduring, and mixed activities, which can be a minimum of 0.5 CPEUs. Activities can be rounded to the nearest quarter hour (.25 CPEUs). One CPEU is equivalent to one contact hour.
8	CPE that addresses diet and nutrition topics* includes a CDR-credentialed RD or DTR in program planning. See exclusions. ***Nutrition and Diet Topics***: *Topics focused on the science of food, nutrients, and other substances intended for intake or infusion7,19; the action, interaction, and balance of food, nutrients, and other substances in relation to health and disease; and the processes by which food, nutrients, and other substances are ingested, absorbed, transported, utilized, and excreted.* **Exclusions:** ***Joint Accreditation Accrediting Organizations*** ***Activities offered by Providers accredited by Joint Accreditation Accrediting Organizations*** (Accreditation Council for Continuing Medical Education [ACCME], Accreditation Council for Pharmacy Education [ACPE], American Nurses Credentialing Center [ANCC], American Academy of Physician Assistants [AAPA], Association of Social Work Boards [ASWB], American Dental Association's Continuing Education Recognition Program [ADA CERP], American Psychological Association [APA], Board of Certification for the Athletic Trainer [BOC], and Association of Regulatory Boards of Optometry's Council on Optometric Practitioner Education [ARBO/COPE]) ***Joint Accreditation Accredited Providers*** CE Offered by Jointly Accredited Providers Academic Coursework (Activity Type 100) Other organizations Activities offered by American Board of Medical Specialties (ABMS), American Academy of Family Physicians (AAFP), American Association of Nurse Practitioners (AANP), American Psychiatric Association (APA), and American Public Health Association (APHA)
9	CPE activities comply with CDR's Activity Type Definitions.†

*CDR CPEU Glossary of Terms
†CDR Activity Type Definitions

16.0 Learner Assessment

16.1 Informal and Formal Assessment

Live (172) and enduring (741) activities must include informal or formal assessment. Informal and formal assessment determines whether the learning objectives of an activity were met. Therefore, evaluations or surveys that assess learner satisfaction do not satisfy the requirements for assessment.

Learners must have the opportunity to engage in assessment. Therefore, recordings of assessments that took place in a live environment (e.g., a recorded question and answer session) do not satisfy the requirement for assessment in an enduring activity.

The mode of assessment and specific time allotted for assessment must be included on the timing outline submitted with the CDR CPEU Prior Approval activity application.

Table 3. Informal and Formal Assessment

Type of Assessment	Modes of Assessment*
Informal Assessment: A non-standardized measure or casual means to evaluate whether the learning objectives of an activity were met. Results of informal assessment are not collected.	Checks for understanding Question and answer sessions Provider observation of demonstrated skill
Formal Assessment: A systematic way to gather formalized evidence or proof of that learning objectives of an activity were met and/or to assess extent of learners' understanding/comprehension of the educational content. Results of formal assessment are collected and must be retained for seven years following the expiration of a CPE activity (see Policy 20.0).	Four-option multiple choice test Provider evaluation of demonstrated skill

*Modes listed are examples; lists are not exhaustive

16.2 Formative and Summative Assessment (Activity Type 120: Certificate Programs Only)

Certificate programs (120) must include formative and summative assessment. Formative assessment may be informal or formal; summative assessment must be formal.

Table 4. Formative and Summative Assessment

Total Time of Activity	CPEUs
Formative Assessment: A type of assessment that occurs during a learning activity and monitors learning and/or helps identify learning needs. Formative assessment may be informal or formal.	Polling questions asked to learners ***during*** a live lecture Four-option multiple choice test after one module of a multi-module activity
Summative Assessment: A type of assessment that occurs at the end of a learning activity and evaluates whether the learning objectives of an activity have been met. Summative assessment must be formal.	Four-option multiple choice test ***after*** all CPE activity components are complete

17.0 Assignment of Continuing Professional Education Units (CPEUs)

17.1 One Contact Hour (60 minutes) = One (1) CPEU

The Accountable Contact is responsible for CPEU assignment based on the clock hour. CPEU assignments for non-enduring and non-reading based enduring CPE shall correspond to submitted timing outlines. Timing outlines shall include time for learner assessment.

17.2 CPEU Assignment for Reading-Based CPE

CPEUs assigned for reading-based, enduring CPE shall be determined by time for learner assessment plus word count of printed materials in relation to a standardized reading speed of 100 words per minute.

Time is calculated and converted to CPEUs via the conversion rate of one contact hour = one CPEU.

Example:

Activity includes reading a 70,000-word book

70,000 words/100 words per minute = 700 minutes

700 minutes/60 minutes per hour = 11.67 hours or 11 hours and 40 minutes

11 hours and 40 minutes = 11.75 CPEUs

17.3 Provider Minimum CPEU Requirements, Provider Capped CPEU Assignment, and Learner Maximum CPEUs

Table 5. Provider Minimum CPEU Requirements, Provider Capped CPEU Assignment, and Learner Maximum CPEUs

Activity Type	Provider Minimum CPEU Requirements	Provider Capped CPEU Assignment	Learner Maximum CPEUs
CDR CPEU Prior Approved Certificate Program (120)	10	None	None
CDR CPEU Prior Approved Posters (181)	0.5	None	15 (RDs) 10 (DTRs)
CDR CPEU Prior Approved Journal Clubs (161)	1.0	None	None
CDR CPEU Prior Approved Study Groups (231)	1.0	None	50 (RDs) 35 (DTRs)
CDR CPEU Prior Approved Live (172)	1.0	None	None
CDR CPEU Prior Approved Enduring (741)	0.5	35	None

17.4 Rounding

CPEUs are awarded in whole, quarter, or half numbers (example: 2, 2.25, or 2.5 CPEUs). See below for information regarding rounding down or up.

Table 6. Examples of When to Round Down

Total Time of Activity	CPEUs
1 hour – 1 hour and 7 minutes	1 CPEU
1 hour 16 minutes – 1 hour 22 minutes	1.25 CPEUs
1 hour 31 minutes – 1 hour 37 minutes	1.5 CPEUs
1 hour 46 minutes – 1 hour 52 minutes	1.75 CPEUs

Table 7. Examples of When to Round Up

Total Time of Activity	CPEUs
53 minutes – 1 hour	1 CPEU
1 hour 8 minutes – 1 hour and 15 minutes	1.25 CPEUs
1 hour 23 minutes – 1 hour 30 minutes	1.5 CPEUs
1 hour 38 minutes – 1 hour 45 minutes	1.75 CPEUs
1 hour 53 minutes – 2 hours	2 CPEUs

18.0 Record of Purchase

Providers shall retain records of purchase of CPE for seven years.

19.0 Required Items for Issuance to Learners

19.1 Certificate of Completion

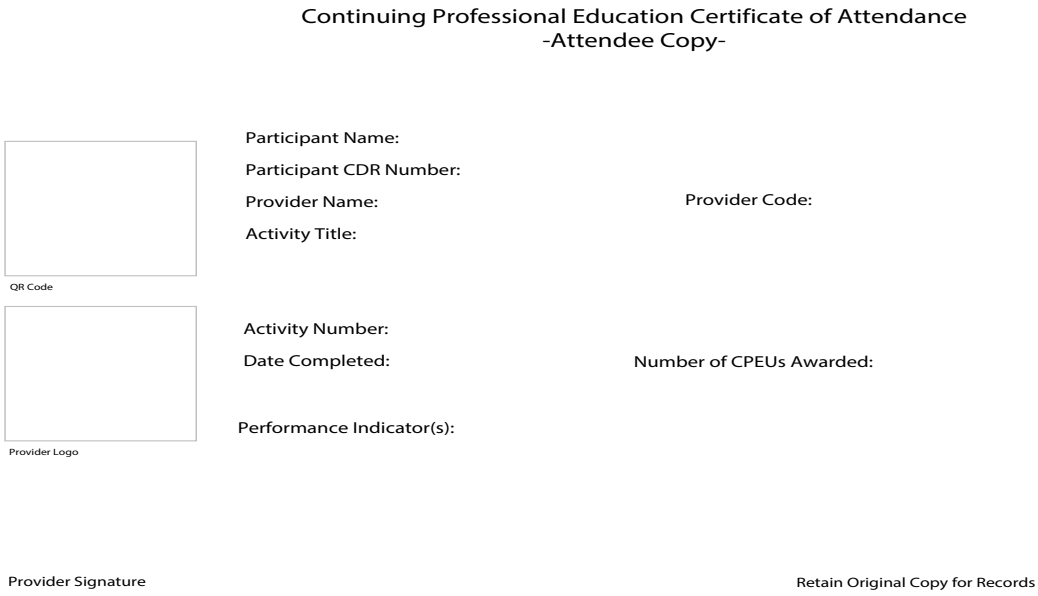
A certificate of completion is provided to the learner for activities submitted via the CDR CPEU Prior Approval Program. Providers may utilize sign-in sheets, login history, and / or completed learner assessment components to establish completion as applicable. Certificates of completion are maintained by the Provider for seven years. Procedures will be established by the Provider so that CDR credentialed practitioners can receive documentation, in a timely manner, of their completion of a CPE activity. To facilitate learner entry of completed Prior Approved CPE, the activity number shall be included on certificates of completion; Providers may choose to include a system-generated QR code.

CDR CPEU Prior Approval CPE certificates of completion will be available in the CPE Provider account and may not be edited or adjusted, beyond inputting the requested information. CPE Providers of CDR CPEU Prior Approved Activities may choose to create and distribute their own certificates of completion, which must include:

- Participant name
- Registration number
- Provider code
- Activity title
- Activity number
- Date completed
- Number of CPEUs awarded
- Performance indicator(s)
- Provider signature
- QR code (optional)

CDR certificates of completion will include the CDR logo and may include the CPE Provider logo. CPE Provider-created certificates of completion may not contain the CDR logo. Supporter logos are not permitted.

Figure 8. CDR CPEU Prior Approval Program Certificate of Completion



19.2 Evaluation of the CPE

Providers must offer learners the opportunity to evaluate CPE activities. Providers will use learner feedback to gauge learner satisfaction and improve CPE activities and may use this information when completing the Annual

Report (see Policy 13.2).

Learners are not required to evaluate a CPE activity to receive a certificate of completion. Time to evaluate a CPE activity does not count toward total CPEUs.

19.2.1 Required CDR Feedback Statement

Evaluations must state the following: "CDR credentialed practitioners may share information regarding the quality of this CPE activity or any CDR prior approved activity with CDR staff by submitting the CDR CPEU Prior Approval Activity Complaint form on CDR's website."

19.2.2 Required Evaluation Components

The following verbiage and questions must be included on all activity evaluations. Providers may not alter the following but may add questions as needed.

Consider completing this evaluation to help the CPE Provider gauge learner satisfaction and activity effectiveness.

- Provider:
- Name of CPE activity completed:
- Date completed:
- Select yes or no for the following.
    - Did the activity meet the stated learning objectives?
    - Was the activity relevant to professional dietetics practice?
    - Was the activity content valid?
    - Was the activity free of marketing and commercialism?
    - Did the activity present a balanced perspective?
    - Overall, were you satisfied with the activity?
- If you selected 'no' for any of the above, please explain:
- CDR credentialed practitioners may share information regarding the quality of this CPE activity or any CDR prior approved activity with CDR staff by submitting the CDR CPEU Prior Approval Activity Complaint form on CDR's website.

20.0 Documents Retention / Record Keeping

Each of the documents outlined below shall be retained electronically for seven years following the expiration of a CPE activity.

- All documents affiliated with the CPE activity including planning and review
- List of personnel who influence, control, contribute to, or present CPE, including:
    - Planners
    - Developers
    - Reviewers
    - Faculty
    - Accountable Contacts
- Records of purchase
- Activity evaluations
- Formal documentation of participant assessment results
- Standards for passing learner assessment
- Certificates of completion
- Disclosure forms
- Commercial support agreements
- Documentation of funding
- Accountable Contact attestations and agreements
- Remediation plans
- Remediation agreements
- Letters of appeal

21.0 Activity Approval Periods

Table 8. Activity Approval Periods

Activity Category	Activity Sub-Group	Activity Types	Approval Period
CDR CPEU Prior Approved CPE	Non-Enduring	172-Live 160-Journal Club 180-Posters 230-Study Groups	1 year from date of approval
	Enduring	741 Enduring	3 years from date of approval
	Certificate Program	120 Certificate Program	3 years from date of approval

22.0 Fees

CDR CPEU Prior Approval Program fees cover the cost of application review and are non-refundable, regardless of activity approval or denial.

.5-10.75 CPEUs = $50 per activity submission

11-24.75 CPEUs = $100 per activity submission

25 or more CPEUs = $150 per activity submission

Live in-person or live virtual events such as symposiums or meetings that include 10 or more sessions must be submitted as conferences = $250 per activity submission

Non-USDE (United States Department of Education) academic degree processing fee- $50 additional per activity submission*

*Required for confirming foreign degree verification or relevant expertise of those responsible for CPE content

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CDR CPEU Prior Approval Program

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