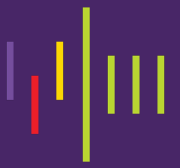


CDR CPEU Prior Approval Program Pre-Submission Requirements



1 Complete CDR's Accountable Contact Training

[Access the training on CDR's learning management system.](#) If you are an RD or DTR, log in with your MyCDR login information. If you are not an RD or DTR, create an account.

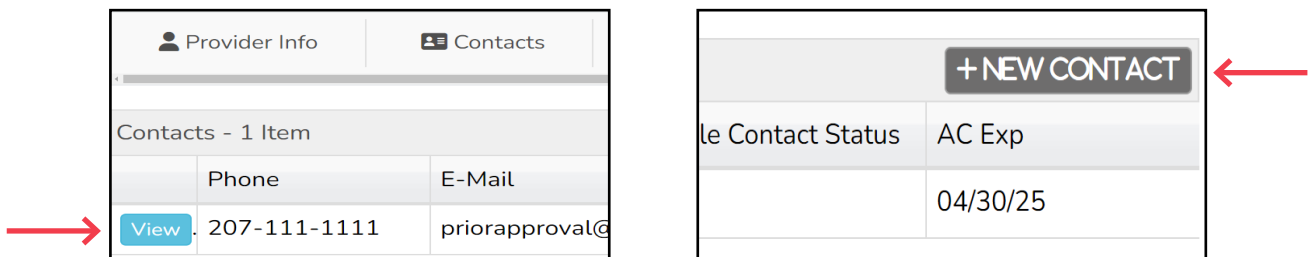
Complete all steps in the Training and pass the assessment.

Save your Certificate of Completion by printing to PDF.

2 Designate the Accountable Contact

Log into CDR's CPE Provider Portal and navigate to the Contacts tab.

Click "View" if you have an existing profile, or "+New Contact" if you do not.



Edit or add contact information, toggle "Accountable Contact (AC) to yes, and upload your Accountable Contact Training Certificate of Completion.

Click "Save." Allow 48 hours processing time for approval.

3 Complete CDR's Benchmarking Report

Once there is one approved Accountable Contact, the Benchmarking Report will become available in the blue banner at the top of the CPE Provider Portal.

Complete the Report and click "Save."

