

# CDR CPEU Prior Approval Program Annual Requirements



## 1 Complete CDR's Accountable Contact Training

Each Accountable Contact must complete training each year.

[Access the training on CDR's learning management system.](#) Log into your account.

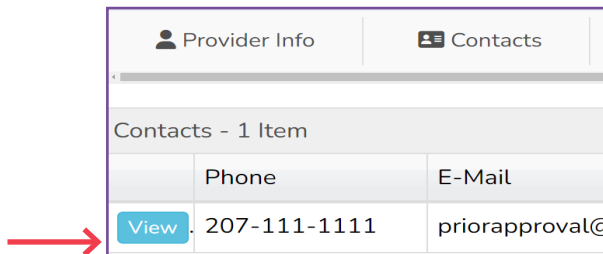
Complete all steps in the Training and pass the assessment.

Save your Certificate of Completion by printing to PDF.

## 2 (re)Designate the Accountable Contact

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

Click "View" to the left of your name.



Click "Choose File" to upload your Accountable Contact Training Certificate of Completion.

Contact Name \* Sierra Xie

Accountable Contact (AC)  Is this contact a designated Accountable Contact?  
**YES** ← This is an APPROVED Accountable Contact.

AC Training Certificate of Completion \*  ←  
 Delete File | TEST.pdf (28 KB)

**Note:** When renewing Accountable Contact status, leave the response to 'Accountable Contact (AC)' toggled to **'YES'**.

Click "Save Contact."

## 3 Complete CDR's Annual Report

The Annual Report will be available in the CPE Provider Portal 90 days before it is due. Access the Report in the blue banner at the top of the Portal.

Complete the Report and click "Save."

