

Audit Instructions

Commission on Dietetic Registration

the credentialing agency for the
**Academy of Nutrition
and Dietetics**



Step 1: When you meet the minimum requirements (RD 75 CPEUs and DTR 50 CPEUs, including 1 CPEU in ethics or health equity) you will be notified if your Activity Log has been randomly selected for PDP Audit.

PDP Activity Log

Your activity log has randomly been selected for audit. You will receive an email with further details. Please upload documentation relevant to each activity for review.

Registered Dietitian Nutritionist or Registered Dietitian

[Activity type FAQ](#)

Cycle Start Date 06/02/2024 Cycle End Date 05/31/2030

[Sphere & Competency FAQ](#)

Log Status - not submitted

[Print Log](#)

You have logged 76 CPEUs out of 75 required for recertification

You have completed the minimum number of CPE required for this certification cycle. Please remember to click Finish - Submit log for processing before the end of your certification cycle.

[Finish - submit Activity Log](#)

[Add an Activity](#)

	Activity Date	Activity Type	Activity Provider	Activity Title	CPE Units	Comment	Review Status	
Edit	6/19/2024	173	CDR Test	Ethics Test	1.00			UPLOAD
Edit	6/19/2024	337	CDR Test	CDR CSO Test	75.00			UPLOAD

Step 2: When notified of PDP Audit, you must upload supporting documentation for each activity recorded on the Activity Log. Click **“Upload”** to start.

PDP Activity Log

Your activity log has randomly been selected for audit. You will receive an email with further details. Please upload documentation relevant to each activity for review.

Registered Dietitian Nutritionist or Registered Dietitian [Activity type FAQ](#)



Cycle Start Date 06/02/2024 Cycle End Date 05/31/2030 [Sphere & Competency FAQ](#)

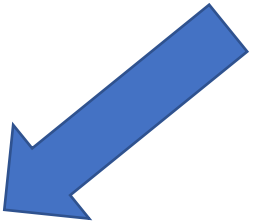
Log Status - not submitted [Print Log](#)

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[Finish - submit Activity Log](#) [Add an Activity](#)

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Edit	6/19/2024	337	CDR Test	CDR CSO Test	75.00			 UPLOAD



Note:

Activities must be completed by May 31 of the last year of the 5-year recertification cycle. Audit documentation must be uploaded, and the Activity Log must be submitted by the date specified by CDR in an audit notice email communication.

Step 3: Select supporting documentation.

If you do not have supporting documentation for an activity, click the toggle to remove the CPEUs from your total.

Click **“Select a document”** to upload the supporting documentation for the activity.

← Upload Certificate or Agenda Documents SAVE CANCEL

Activity Provider
CDR Test

Activity Title
Ethics Test

Activity Type
175 Recorded Pre-Approved CPE

Suggested Documentation
Certificate of completion or agenda/timing outline

If you do not have documents for this activity, please indicate below. This activity will be automatically denied and the CPE deducted from your totals. You can always change later if you find documentation for this activity.

I do not have audit documents for this activity

To upload a new document, please click button to select document to upload. After selecting your document, select the document type and click Save Document button. Limit is two documents per activity. Allowed file types are PDF, DOC, PPT, XLS, JPG, PNG, TIF Maximum file size is 5 Mb

Select a document

Step 4: Once selected, click “**Save Document.**”

← Upload Certificate or Agenda Documents CANCEL

Activity Provider
CDR Test

Activity Title
Ethics Test


Activity Type
175 Recorded Pre-Approved CPE

Suggested Documentation
Certificate of completion or agenda/timing outline

If you do not have documents for this activity, please indicate below. This activity will be automatically denied and the CPE deducted from your totals. You can always change later if you find documentation for this activity.

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 Select a document


Ethics Test.pdf

Select document type

Certificate of Completion or agenda/timing outline

Other

Save Document



Step 5: Click "Save."

← Upload Certificate or Agenda Documents SAVE CANCEL

Activity Provider
CDR Test

Activity Title
Ethics Test


Activity Type
175 Recorded Pre-Approved CPE

Suggested Documentation
Certificate of completion or agenda/timing outline

If you do not have documents for this activity, please indicate below. This activity will be automatically denied and the CPE deducted from your totals. You can always change later if you find documentation for this activity.

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	File Name	
Download	Ethics Test.pdf	✘

← SAVE CANCEL



Step 6: The green upload button will change to uploaded with a checkmark.
Repeat steps 2-5 for all remaining recorded activities.

PDP Activity Log

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Registered Dietitian Nutritionist or Registered Dietitian [Activity type FAQ](#)



Cycle Start Date 06/02/2024 Cycle End Date 05/31/2030 [Sphere & Competency FAQ](#)

Log Status - not submitted [Print Log](#)

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[Finish - submit Activity Log](#) [Add an Activity](#)

	Activity Date	Activity Type	Activity Provider	Activity Title	CPE Units	Comment	Review Status
Edit	6/19/2024	175	CDR Test	Ethics Test	1.00		
Edit	6/19/2024	337	CDR Test	CDR CSO Test	75.00		



Step 7: Once documentation has been uploaded for every activity, click “**Finish – submit Activity Log**” any time on or before the date specified by CDR in an audit notice email communication.

PDP Activity Log

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Registered Dietitian Nutritionist or Registered Dietitian

[Activity type FAQ](#)

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Add an Activity

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Edit	6/19/2024	175	CDR Test	Ethics Test	1.00			
Edit	6/19/2024	337	CDR Test	CDR CSO Test	75.00			



Questions?

Have additional questions? Please contact CDR at pdpaudit@eatright.org