

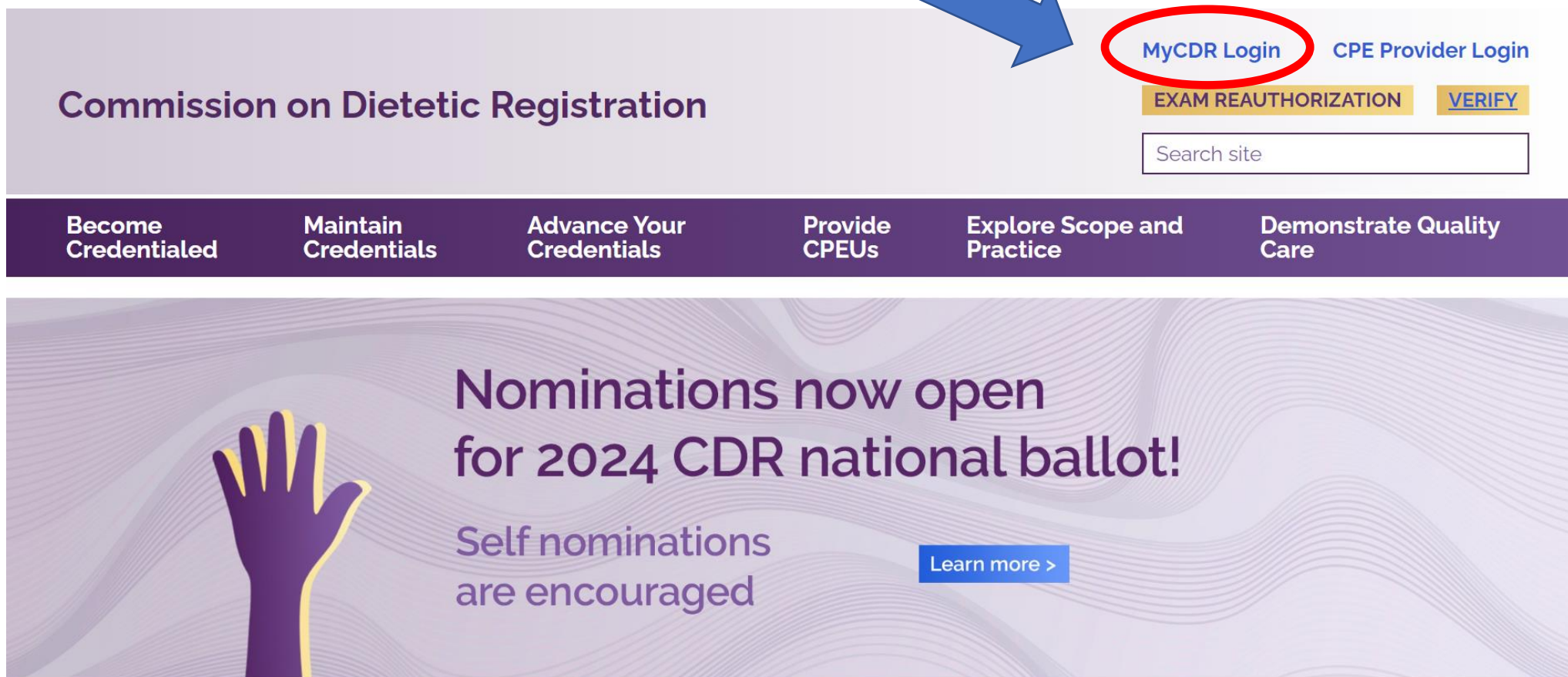
Activity Log Instructions

Commission on Dietetic Registration

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

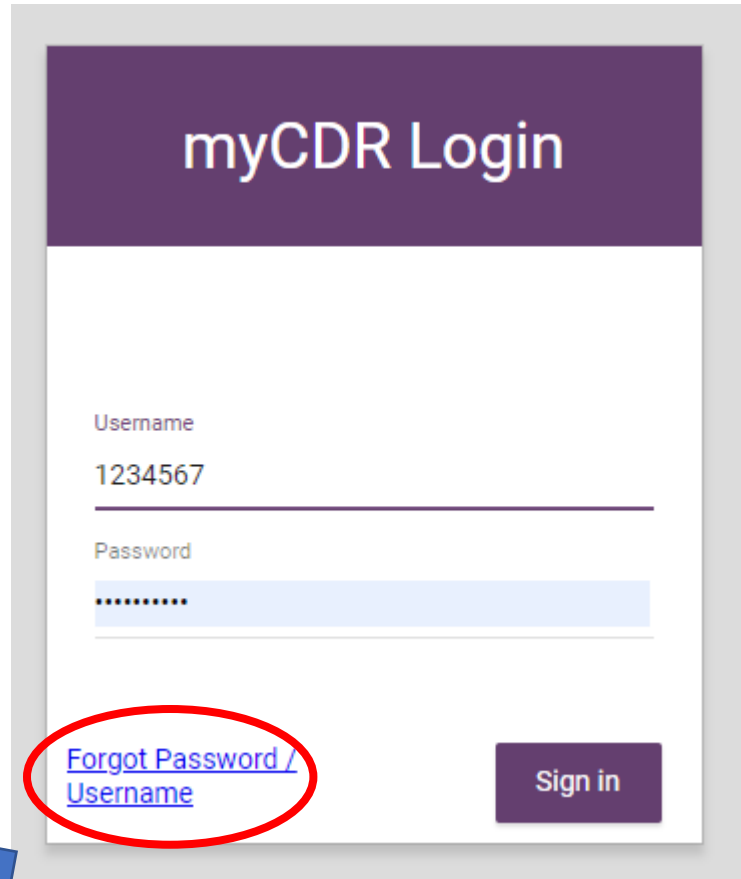


Step 1: Go to www.cdrnet.org and click “**MyCDR Login**.”



The screenshot shows the homepage of the Commission on Dietetic Registration. At the top left, the text "Commission on Dietetic Registration" is displayed. On the right side, there are navigation links: "MyCDR Login" (circled in red with a blue arrow pointing to it), "CPE Provider Login", "EXAM REAUTHORIZATION", and "VERIFY". Below these links is a search bar with the placeholder text "Search site". A dark purple navigation bar contains six menu items: "Become Credentialed", "Maintain Credentials", "Advance Your Credentials", "Provide CPEUs", "Explore Scope and Practice", and "Demonstrate Quality Care". Below the navigation bar is a large banner with a purple and yellow hand icon on the left. The banner text reads: "Nominations now open for 2024 CDR national ballot!" followed by "Self nominations are encouraged" and a blue button labeled "Learn more >".

Step 2: Log in to your MyCDR account with your username and password.



myCDR Login

Username
1234567

Password

[Forgot Password / Username](#)

Sign in

Helpful Tips:

- Your username is typically your ID number. Start with the first number after R00's (ex. 456789)
- Forgot your username or password? Click the "**Forgot Password / Username.**" Follow the appropriate prompt to either reset password or have the system email your login information.

Step 3: Enter the Professional Development Portfolio by clicking “**Record your Activities**” from the Dashboard or “**PDP**” from the left navigation pane.



epi right Commission on Dietetic Registration
the credentialing agency for the Academy of Nutrition and Dietetics

Dashboard
PDP
PDP Resource Center
Profile
Journal Quizzes
CDR Fees & Invoices
Apply for Specialist Certification
Apply for Advanced Practice Certification
Apply for Obesity & Wt Mgt Certification
CDR ID Card
Message Center
Submit or View Appeal
Certificate of Training
Volunteer Opportunities
Sign Out

myCDR Credential Dashboard

James Kirk, ID 1234

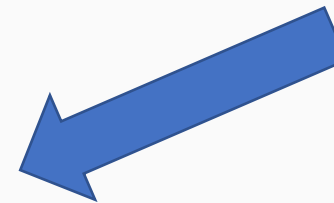
[View PDP guide](#)
[View PDP Updates and Announcements](#)

Select Credential
Registered Dietitian Nutritionist or Registered Dietitian

Professional Development Portfolio Status
Registered Dietitian Nutritionist or Registered Dietitian

Your five year recertification cycle: 06/01/2022 - 05/31/2027

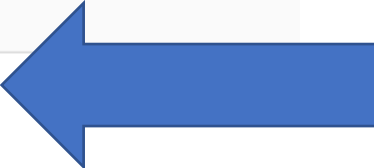
	Status
1 Submit a Learning Plan The first step is to submit a Learning Plan. Competency Plan Builder Instructions	✓ Completed
2 Record your Activities Once you've created your Learning Plan, you'll record the continuing education activities you've completed in the Activity Log. Click here for step-by-step instructions on how to document CPEU activities	✓ 106.00 CPEU recorded
3 Submit your Activity Log Once the minimum CPE requirements have been met please submit the completed Activity Log for processing.	✓ Not submitted



Step 4: Click “**Access Log**” next to your cycle to begin recording activities.

My recertification cycles

06/01/2022 - 05/31/2027 (current)	Access Plan	Access Log	
03/20/2021 - 05/31/2026	Access Plan	Access Log	Log Completion Letter
03/20/2017 - 05/31/2022	Access Plan	Access Log	Log Completion Letter



The image shows a screenshot of a web interface for recertification cycles. The title is "My recertification cycles". There are three rows representing different cycles. The first row is for the current cycle (06/01/2022 - 05/31/2027) and has two buttons: "Access Plan" and "Access Log". The "Access Log" button is circled in red. A large blue arrow points from the right towards the "Access Log" button. The second and third rows represent previous cycles (03/20/2021 - 05/31/2026 and 03/20/2017 - 05/31/2022) and each has three buttons: "Access Plan", "Access Log", and "Log Completion Letter".

Step 5: Click “**Add an Activity.**”

PDP Activity Log

Registered Dietitian Nutritionist or Registered Dietitian

Cycle Start Date 06/01/2022 Cycle End Date 05/31/2027

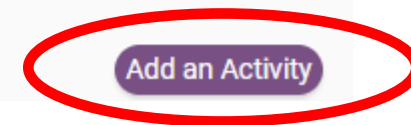
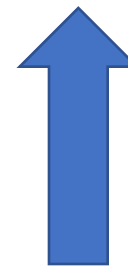
Log Status - Not submitted for approval

You have logged 106 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




Step 6: Auto Entry - For CDR Prior Approved activities enter the 6-digit CDR Prior Approval Number and Click “Continue.” If you do not know the CDR Prior Approval Number or the activity is not Prior Approved by CDR, click “Skip” and proceed to Step 8.

If you know the activity's 6-digit CDR Prior Approval Number, please enter it here and click Continue.
If you do not know the number, click Skip.

Activity Number
179093

Skip Continue



Note:

- For CDR Prior Approved activities, the CDR Prior Approval Number can be found in the [CPE Database](#).

Step 7: Auto Entry - Complete the Activity Detail page by entering the date of completion, selecting a Sphere and Competency, entering the CPEU value, and writing a knowledge impact statement. Click **“Save”** once all fields are completed.

Note: The date of completion can be entered by typing the date or by selecting the date or by selecting the down arrow and using the calendar feature.

← Activity Detail **SAVE** CANCEL

Select Activity Type
170 Live Lectures / Seminars

Activity Date (MM/DD/YYYY)
MM/DD/YYYY

Sphere Number

Select Competency

Does this activity satisfy your ethics requirement?

Activity Title
How to add activities through auto entry 179093

Activity Provider
Commission on Dietetic Registration

CPE Units

What impact did this activity have on your knowledge, skill, judgement, and attitude and how will this potentially affect your current or future practice? Will you do anything differently as a result of your participation in this activity?

Note: Practitioners whose recertification cycles end in 2030 or later are not required to select a Sphere and Competency or complete the knowledge impact statement when recording a CPEU. Instead, you will complete Step 3 upon submission of the Activity Log.

Step 8: If Auto Entry was not used, complete all fields on the Activity Detail page. Click “**Save**” at the bottom or top.

Note:

- You may choose ANY Sphere or Competency, even those that you did not include on your Learning Plan.

← Activity Detail SAVE CANCEL

Select Activity Type
171 Live Webinars / Teleseminars

Activity Date (MM/DD/YYYY)
3/15/2021

Sphere Number
2. Communications

Select Competency
2.1 Adapts communication methods and skills to meet the needs of audiences.

Does this activity satisfy your ethics requirement?

Activity Title
How to be a patient communicator

Activity Provider
SuperZenRD

CPE Units
1.75

What impact did this activity have on your knowledge, skill, judgement, and attitude and how will this potentially affect your current or future practice? Will you do anything differently as a result of your participation in this activity?

I can communicate better now with my patients

← SAVE CANCEL

Step 9: You will be automatically returned to the PDP Activity Log where you can view and edit previously recorded activities or upload optional documentation such as certificates of completion or other documentation. Please note optional upload becomes required if you are selected for PDP Audit.

	Activity Date	Activity Type	Activity Provider	Activity Title	CPE Units	Review Status	Comment	(Optional Upload)
Edit	3/15/2021	171	SuperZenRD	How to be a patient communicator	1.75			↑ UPLOAD

Questions?

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