

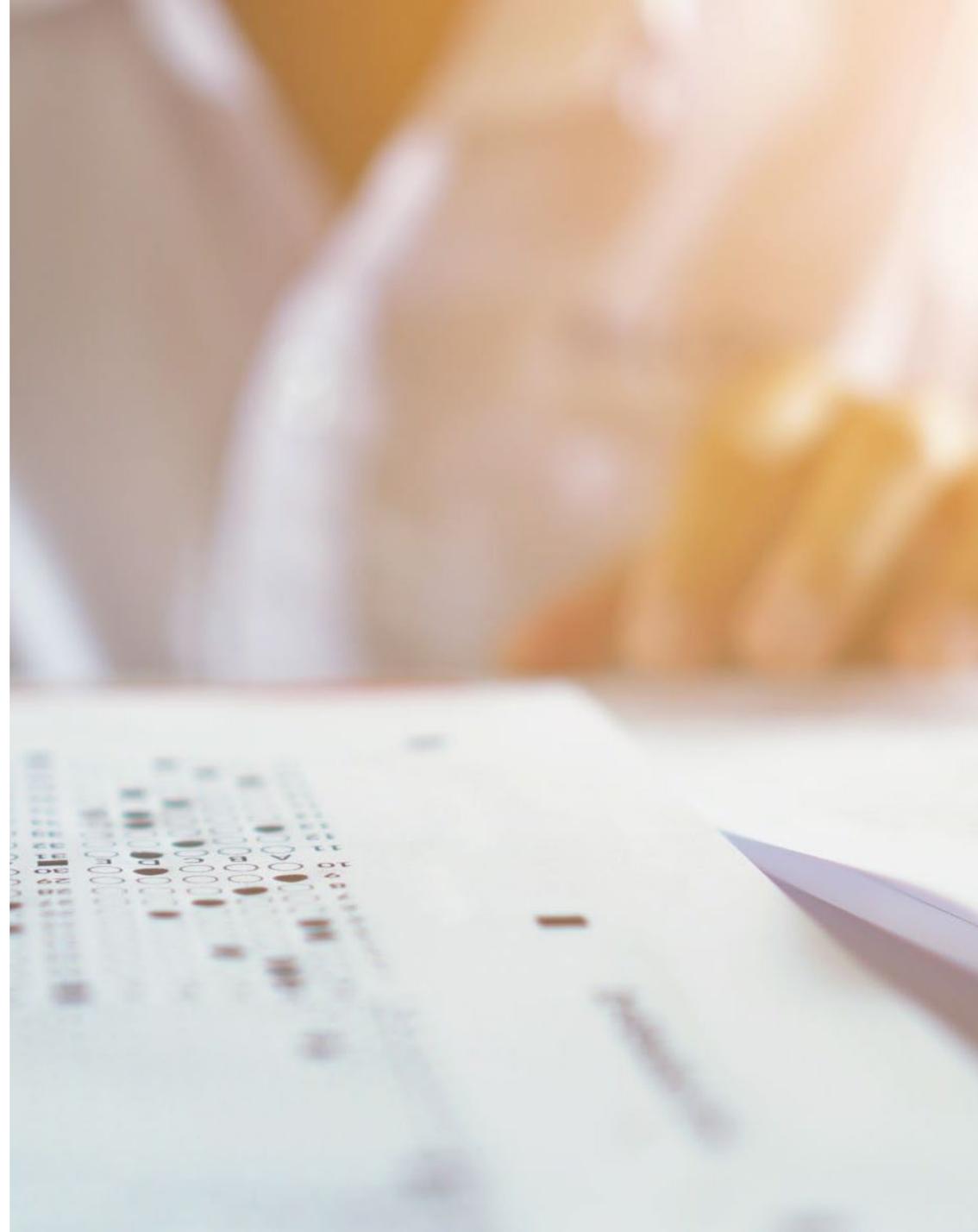
Commission on Dietetic Registration

the credentialing agency for the
Academy of Nutrition
and Dietetics



Appeal Application Instructional Tutorial

Updated: March 2025



Step 1: Go to www.cdrnet.org and click on "MyCDR login"

Commission on Dietetic Registration

[MyCDR Login](#)

[EXAM REAUTHORIZATION](#)

[VERIFY](#)

Search site

[Become Credentialed](#)

[Maintain Credentials](#)

[Enhance Your Credentials](#)

[Provide CPEUs](#)

[Explore Scope and Practice](#)

[Demonstrate Quality Care](#)

Click to **login** to MyCDR account



SUPPORTING CREDENTIALLED PRACTITIONERS: CDR'S IMPACT IN PROGRAM YEAR 2024-2025

[WATCH VIDEO](#)

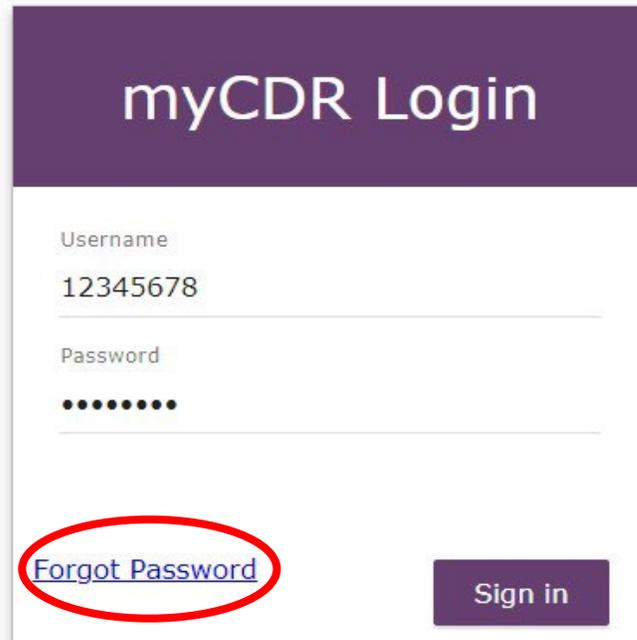
PathLMS's CDR Campus is the platform that supports all our education programs. If you do not have an account, you will be prompted to create one.

Commission on Dietetic Registration

the credentialing agency for the Academy of Nutrition and Dietetics

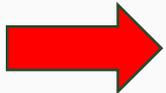


Step 2: Log in to your myCDR account using your username and password



The image shows a login form titled "myCDR Login". It has two input fields: "Username" with the value "12345678" and "Password" with masked characters "••••••". Below the password field is a blue link labeled "Forgot Password" which is circled in red. To the right of the link is a purple "Sign in" button.

Forgot password?
Click here



Helpful Tips

- The username is typically your **ID number** which starts with the first number after R00 (e.g., 456789)
- If you forgot your password, click the **forgot password link** and follow the prompts to reset the password or have the system email the login information

Step 3: Enter the appeals application by clicking on **“Submit or View Appeal”** on the left navigation pane

The screenshot shows the 'myCDR Credential Dashboard' for the Commission on Dietetic Registration. The left navigation pane includes options like Dashboard, PDP, Profile, Journal Quizzes, CDR Fees & Invoices, and 'Submit or View Appeal', which is circled in red and pointed to by a red arrow. The main content area displays the 'Professional Development Portfolio Status' for a Registered Dietitian Nutritionist or Registered Dietitian. It shows a five-year recertification cycle from 03/20/2021 to 05/31/2026. A progress list includes: 1. Submit a Learning Plan (Approved), 2. Record your Activities (CPEU recorded), and 3. Submit your Activity Log (Not submitted for approval).

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

myCDR Credential Dashboard

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

Select Credential
Registered Dietitian Nutritionist or Registered Dietitian SELECT

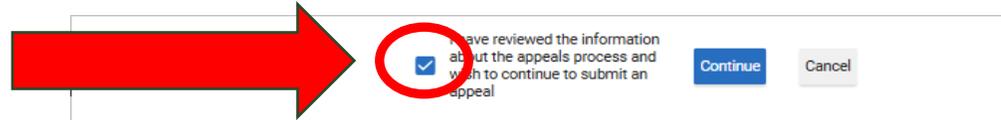
Professional Development Portfolio Status

Registered Dietitian Nutritionist or Registered Dietitian

Your five year recertification cycle: **03/20/2021 - 05/31/2026**

	Status
1 Submit a Learning Plan The first step is to submit a Learning Plan.	✓ Approved
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.	✓ CPEU recorded
3 Submit your Activity Log Don't forget to submit your Activity Log when you've completed the minimum CPE requirements. You'll submit the log to CDR for approval.	✓ Not submitted for approval

Step 4: Read the appeals instructions, check the box to indicate that you have reviewed the instructions and wish to proceed, and click **“Continue”**



I have reviewed the information about the appeals process and wish to continue to submit an appeal Continue Cancel

Appeals Instructions

After receiving an adverse decision in writing from CDR regarding an appellant's registration, continuing education credits, or other appealable subject matter, an appellant may submit an appeal to the CDR Appeals Panel, who will consider it at the next regularly scheduled meeting. The Appeals Panel deliberates and decides on all appeals requests. This Panel meets once a month and appellants are notified by email if their request was granted or denied. All appeals are prepared and presented confidentially to the Panel (names are redacted). Appellants are notified of the Panel's decision via email within 5 business days.

Appeal Document Deadline Date	Appeal Meeting Date
February 5, 2025	February 19, 2025
March 5, 2025	March 19, 2025
April 2, 2025	April 16, 2025
May 7, 2025	May 21, 2025

*Please note that the dates above do not apply to advance practitioner or specialist credential appeals. Once the full appeal is received, a Panel review date will be determined.

When submitting an appeal, appellants will be required to:

1. Select Appeal type
 1. Extension of PDP Deadline*
 2. Waiver of Registration Maintenance Fee
 3. Waiver of the Registration Maintenance Late Fee
 4. Specialist/AP Appeal
2. Submit a Statement of Appeal
 1. Indicate what you are appealing
 2. Describe why you need the appeal granted
 3. Cite any hardships resulting in the need for an appeal
 4. If requesting an extension, indicate length of desired extension
3. Provide Third-party supporting documentation
 1. Examples:
 1. Medical – Letter from a doctor, medical records
 2. Legal – Letter from a counselor, attorney, or legal representative
 3. Financial – Tax documentation, documentation of government assistance
4. \$20 non-refundable appeals review fee**.

Step 5: To file a new appeal, click **“Add a new Appeal”**

List Appeals

Created	Appeal Type	Request Date	Status
1/24/2022	Extension of PDP Deadline		Open



Step 6: Select credential from the drop-down list and enter the statement of appeal

Display appeal detail

Created 3/11/2025	Appeal Type Extension of PDP Deadline
Length of extension required 6 Months	
Appeal Number 601285	Status Open
Select Credential related to appeal Registered Dietitian Nutritionist or Registered Dietitian	

Please indicate below what you are appealing for; Why you need your appeal to be granted; Medical, legal, or financial hardship resulting in the need to appeal; If asking for an extension of the PDP Deadline, length of extension needed.

statement of appeal

I am requesting a 6 month extension to complete the required CPEUs and submit my Activity Log. I have experienced medical hardships within my 5-year cycle which have impacted my ability to complete the required continuing education to maintain my registration. I have uploaded a letter from my physician that can speak to my medical hardships.

Click upload button to right to upload supporting documents mentioned in statement of appeal (medical, legal, financial). Minimum one document required.

Upload Documents

I would like to move forward with my appeal; however, I do not have third-party supporting documentation. I am aware that in the history of appeals, the Appeal Panel tends to grant positive outcomes, to those who can provide third party supporting documentation confirming the outcomes outlined in their letter of appeal.

Save and continue later Next - Pay Appeal review fee

Select credential

Statement of appeal must include

- Type of appeal request
- Reason for appeal request
- Explanation of hardships (i.e., medical, legal, or financial)
- Length of extension (if applicable)

Note: In the history of appeals, the Panel tends to grant positive outcomes to individuals who have experienced medical, legal, or financial hardships and can provide corroborating third-party supporting documentation. Without any of the hardships mentioned above and/or supporting documentation, the appellant may not receive the positive outcome desired.

Step 7a.: Add third-party supporting documentation by clicking “Upload Documents”

Display appeal detail

Created 3/11/2025	Appeal Type Extension of PDP Deadline
	Length of extension required 6 Months

Appeal Number
601285

Status
Open

Select Credential related to appeal
Registered Dietitian Nutritionist or Registered Dietitian

Please indicate below what you are appealing for; Why you need your appeal to be granted; Medical, legal, or financial hardship resulting in the need to appeal; if asking for an extension of the PDP Deadline, length of extension needed.

statement of appeal

I am requesting a 6 month extension to complete the required CPEUs and submit my Activity Log. I have experienced medical hardships within my 5-year cycle which have impacted my ability to complete the required continuing education to maintain my registration. I have uploaded a letter from my physician that can speak to my medical hardships. |

Click upload button to right to upload supporting documents mentioned in statement of appeal (medical, legal, financial). Minimum one document required.

Upload Documents

I would like to move forward with my appeal; however, I do not have third-party supporting documentation. I am aware that in the history of appeals, the Appeal Panel tends to grant positive outcomes, to those who can provide third party supporting documentation confirming the outcomes outlined in their letter of appeal.

Save and continue later Next - Pay Appeal review fee

Examples of third-party supporting documentation

- **Medical** –signed letter from a medical professional/physician, medical records
- **Legal** –letter from a counselor, attorney, or legal representative; court documents
- **Financial** – complete tax documentation, documentation of government assistance

Note: In the history of appeals, the Panel tends to grant positive outcomes to individuals who have experienced medical, legal, or financial hardships and can provide corroborating third-party supporting documentation. Without any of the hardships mentioned above and/or supporting documentation, the appellant may not receive the positive outcome desired.

No third-party supporting documentation?

Read the statement and select the box at the bottom of the page, **skip to step 10**

Display appeal detail

Created 3/11/2025	Appeal Type Extension of PDP Deadline
	Length of extension required 6 Months
Appeal Number 601285	Status Open

Select Credential related to appeal
Registered Dietitian Nutritionist or Registered Dietitian

Please indicate below what you are appealing for; Why you need your appeal to be granted; Medical, legal, or financial hardship resulting in the need to appeal; If asking for an extension of the PDP Deadline, length of extension needed.

statement of appeal
I am requesting a 6 month extension to complete the required CPEUs and submit my Activity Log. I have experienced medical hardships within my 5-year cycle which have impacted my ability to complete the required continuing education to maintain my registration. I have uploaded a letter from my physician that can speak to my medical hardships.

Click upload button to right to upload supporting documents mentioned in statement of appeal (medical, legal, financial). Minimum one document required.

I would like to move forward with my appeal; however, I do not have third-party supporting documentation. I am aware that in the history of appeals, the Appeal Panel tends to grant positive outcomes, to those who can provide third party supporting documentation confirming the outcomes outlined in their letter of appeal.

Note: In the history of appeals, the Panel tends to grant positive outcomes to individuals who have experienced medical, legal, or financial hardships and can provide corroborating third-party supporting documentation. Without any of the hardships mentioned above and/or supporting documentation, the appellant may not receive the positive outcome desired.



Step 7b.: To add documents, click “Select File”

Upload third-party supporting documentation

In the history of appeals, the Panel tend to grant positive outcomes to individuals who can provide third-party supporting documentation for all hardships mentioned in the letter of appeal. Below are examples of such documentation. Please note that pictures do not service as third-party supporting documentation.

- * Financial (i.e., proof of government assistance, proof of unemployment, tax documents)
- * Medical (i.e., medical records, letter from a medical professional)
- * Legal (i.e., police records, letter from an attorney)

Select file

Short description

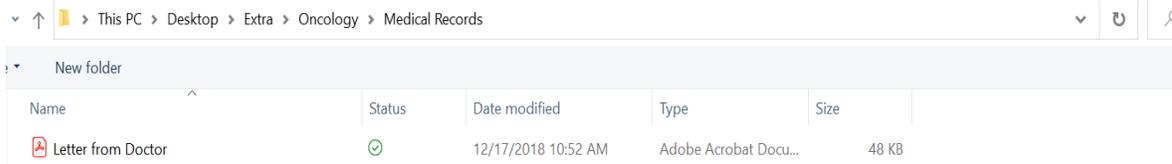
Cancel Next

Examples of third-party supporting documentation

- **Medical** –signed letter from a medical professional/physician, medical records
- **Legal** –letter from a counselor, attorney, or legal representative; court documents
- **Financial** – complete tax documentation, documentation of government assistance

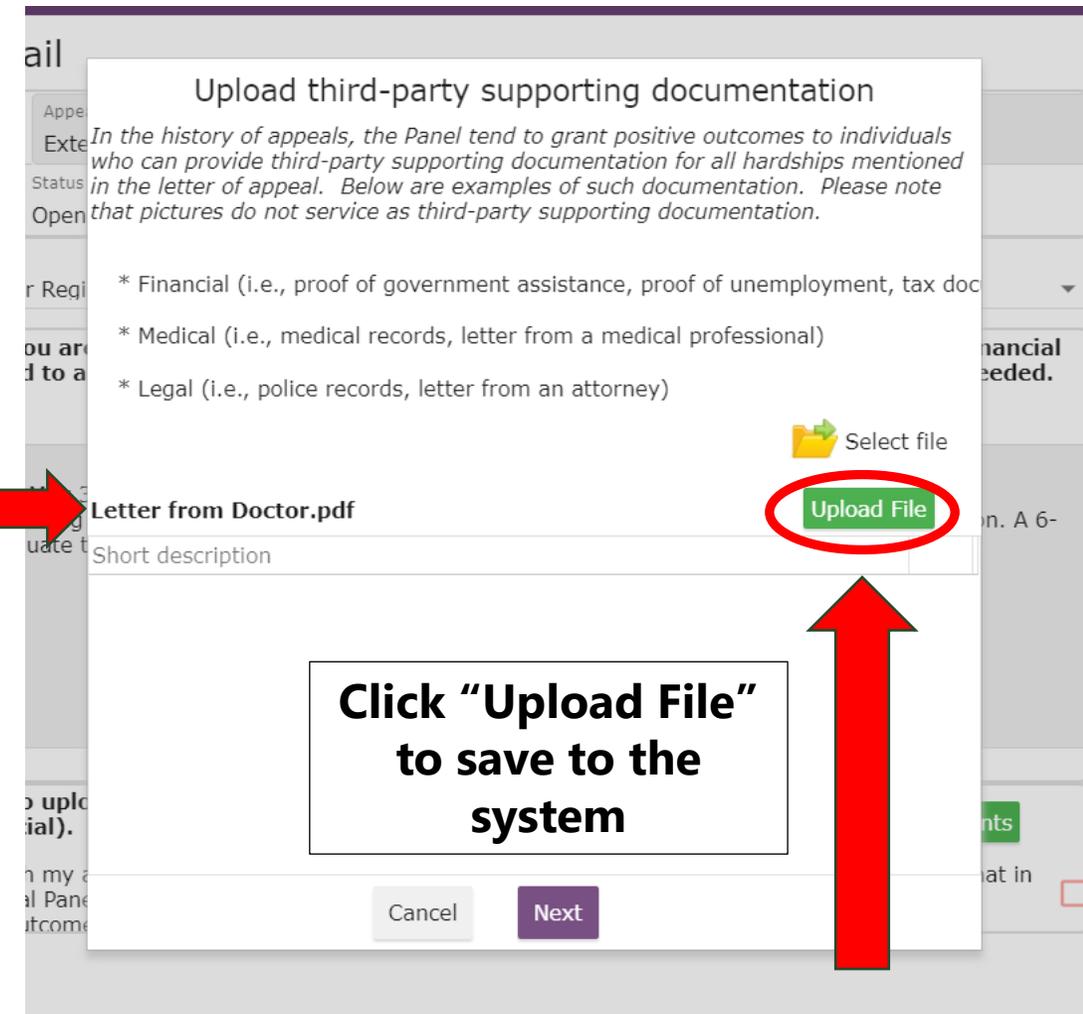
Note: In the history of appeals, the Panel tends to grant positive outcomes to individuals who have experienced medical, legal, or financial hardships and can provide corroborating third-party supporting documentation. Without any of the hardships mentioned above and/or supporting documentation, the appellant may not receive the positive outcome desired.

Step 8: Add the third-party documentation and click "Upload File"



Select file

Once added, the file will appear here



Click "Upload File" to save to the system

Step 9: Confirm all third-party supporting documentation is uploaded and click “Next”

etail

Appe
Ext
Status
Open

Upload third-party supporting documentation

In the history of appeals, the Panel tend to grant positive outcomes to individuals who can provide third-party supporting documentation for all hardships mentioned in the letter of appeal. Below are examples of such documentation. Please note that pictures do not service as third-party supporting documentation.

- * Financial (i.e., proof of government assistance, proof of unemployment, tax doc
- * Medical (i.e., medical records, letter from a medical professional)
- * Legal (i.e., police records, letter from an attorney)

Select file

Short description	
Letter from Doctor.pdf	X

Cancel Next

Once successfully uploaded,
all documents will appear
here.

Note: For security purposes, once a file is uploaded, you not be able to download and/or view the document. To delete a file, click on the red “X”.

OPTIONAL STEP: If requesting an extension, complete CDR's paper Activity Log. Once complete, upload this document within the appeal application. Once all documents are uploaded, click **"Next"**

The paper Activity Log should be used to document any CPEUs completed within the 5-year cycle that are **not** already documented within your online Activity Log.

The screenshot shows a web form titled "Upload supporting PDP documents". The form includes a "Short description" text area and a "Next" button. A red arrow points from the "Next" button to the "download paper Activity Log" link. Another red arrow points from the "Select file" button to the "download paper Activity Log" link. A third red arrow points from the "Select file" button to the "Next" button.

Appeal Type
Ext
Status
Open
t or Regi
t you are
eed to a
he May 3
rs taking
dequate t
t to uplo
ncial).
with my
eal Panel tends to grant positive outcomes, to those who can provide third party supporting
outcomes outlined in their letter of appeal.

Upload supporting PDP documents

Please provide documentation of any CPEUs completed during the 5-year cycle in which you are requesting an extension. CPEU requirements re: 75 CPEUs for RDs, 50 CPEUs for DTRs, with at least one ethics-related activity.

[download paper Activity Log](#)

- * Step 1: Document any CPEUs completed during your 5-year cycle on the paper
- * Step 2: Upload paper Activity Log
- * Step 3: Upload certificates of completion and/or an agenda for all activities docu

Short description

Cancel Next

A paper Activity Log can be found on CDR's Appeals Procedures webpage by clicking here.

File upload is the same process as uploading third-party supporting documents (steps 7-9).

Step 10: Once all information and documentation is included in the appeal application, click “Next-Pay Appeal review fee”

Display appeal detail

Created 3/11/2025	Appeal Type Extension of PDP Deadline
Appeal Number 601285	Status Open

Select Credential related to appeal
Registered Dietitian Nutritionist or Registered Dietitian

Please indicate below what you are appealing for; Why you need your appeal to be granted; Medical, legal, or financial hardship resulting in the need to appeal; If asking for an extension of the PDP Deadline, length of extension needed.

statement of appeal
I am requesting a 6 month extension to complete the required CPEUs and submit my Activity Log. I have experienced medical hardships within my 5-year cycle which have impacted my ability to complete the required continuing education to maintain my registration. I have uploaded a letter from my physician that can speak to my medical hardships.

Click upload button to right to upload supporting documents mentioned in statement of appeal (medical, legal, financial). Minimum one document required.

[Upload Documents](#)

I would like to move forward with my appeal; however, I do not have third-party supporting documentation. I am aware that in the history of appeals, the Appeal Panel tends to grant positive outcomes, to those who can provide third party supporting documentation confirming the outcomes outlined in their letter of appeal.

[Save and continue later](#) [Next - Pay Appeal review fee](#)

Step 11: Click "Pay Appeal Fee", enter the credit card information, and click "Pay \$20.00" to submit the payment

Pay appeal review fee and submit appeal

Created 1/26/2022	Appeal Type Extension of PDP Deadline	
Status Open		
appeal invoice number 5283578	Balance due \$20	Fee unpaid

The appeals review fee covers the processing of the appeal. It will not be refunded if the applicant decides NOT to move forward. The appeal will not be reviewed until the fee is paid. After payment please submit the application for review.

 **Pay Appeal Fee**

Save and continue later

Invoice# 5283578

Payment Amount \$20.00

Name (as it appears on card)

Card number (no dashes or spaces)

Expiration Date

Security Code (3 on back, Amex 4 on front)

Billing ZIP/Postal code

 **Pay \$20.00**

Cancel

Step 12: Once the payment is processed, click **“Submit Appeal for review”**”

Pay appeal review fee and submit appeal

Created 1/26/2022	Appeal Type Extension of PDP Deadline
Status Open	

appeal invoice number 5256581	Balance due \$0	Fee Paid
----------------------------------	-----------------	----------

The appeals review fee covers the processing of the appeal. It will not be refunded if the applicant decides NOT to move forward. The appeal will not be reviewed until the fee is paid. After payment please submit the application for review.

Save and continue later **Submit Appeal for review**



Note: You will receive email confirmation once approved to move forward to the Panel and/or if additional information is needed for the appeal.

Questions?

Please contact CDR at
CDRappeals@eatright.org