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

120 South Riverside Plaza
Suite 2000
Chicago, Illinois 60606-6995
312.899.0040 ext. 5500
www.cdrnet.org

How to Apply for Specialty Certifications

1. Go to CDR's website - www.cdrnet.org
2. Click on "**Log In"** (at the top of the screen).
3. Enter your registration ID number and password.
4. Click on "**Apply for Specialist Certification** toward the bottom right of the screen.
5. Click on "**Click here to apply for Specialty Certification**."
6. Click on "**Add a new application**," then choose the type of examination and testing window and click "**Add.**"

Candidate Information

1. Complete all of the required information indicated by the *****.
2. If the address listed is incorrect, return to the profile page to change your address. Address changes completed on the profile page will update in CDR's and the Academy's database.
3. Complete the practice and work setting questions.
4. When finished completing the form, click on "**Save and Continue**." If the "**Employment**" screen does not appear, then look for the error message at the top of the screen that lists what is incomplete on the form.

Employment (This form is to document work/consulting/volunteer specialty practice hours.)

1. Click on "**Add Employer**" (a pop-up screen will appear to complete).
2. Complete the required information indicated by the *****.
3. Dates of employment must be within the past five years from the application postmark deadline. The number of hours documented must be within the date range. There is a calendar option or enter the date using the month/date/year. For example 04/05/2011.
4. Please describe only your *specialty* related job duties in the box provided making sure to highlight the specialty population you work with. Non-specialty related job duties will not apply.
5. Indicate the information for the supervisor/authorized individual who will be verifying your practice hours. Examples of supervisors/authorized individuals include an employer, supervisor, human resources, coach, or volunteer coordinator where you work/consult.
6. Enter a valid e-mail for the supervisor/authorized individual. They will be e-mailed a form to complete to verify the information you list. Consultants complete the form the same way. However the supervisor/authorized individual section for consultants will be your own name and contact information. Consultants must click the "**I am a consultant**…" checkbox.

7. Consultants must upload documentation to verify their documented hours and practice. Appropriate documentation includes tax/income/pay records/receipt/letter from accountant as documentation as well as a brochure/information about their business/consulting/private practice. For those that do not have brochures about their business, other options for documentation include ledger, calendar, appointment book, samples of newsletters, presentations, examples of work, education provided to clients, etc. A sampling of a 3-5 documents/educational materials would suffice.
8. To upload documentation, click on "**Add document**," type in the description of the document, and click "**Add**." It is not necessary to upload each document separately, if possible, scan all the documents into one or two files and upload indicating the different documents in the description, but make sure the file is not too large.
9. Click "**Upload**" to upload your document(s) and then click on "**Refresh**" to see if the document uploaded correctly. If it is uploaded correctly, then the status will change from "Upload Document" to "View Document."
10. Once this form is complete, click on "**Validate**." If there are any errors, they will be listed at the top. If no errors exist, then click on "**Save/Finish Later**."
11. Once this form is complete, it will be listed on the employment page. Please click on "**envelopewith @ icon** to send the e-mail to the employer. They will be e-mailed a form to complete to verify the information provided on the form. Once a form is e-mailed to the supervisor/authorized individual, it cannot be edited. If a form has not been e-mailed to the supervisor/authorized individual, the status will be "not verified." Once the form is sent, the status will be listed as "e-mailed for verification." Once the supervisor/authorized individual has completed the form, the status will change to "verified." It is the responsibility of each candidate to ensure that their supervisor/authorized individual complete the form. Once a form is verified, it cannot be changed or sent again, however; the form can be deleted. Please note that the verification must be completed before the application can be submitted. Please allow ample time for this required portion of the online application
12. A summary of work experiences will be tallied. When you have completed entering the work experiences, click on "**Save and Continue**."

<u>**Professional Experiences**</u> (This form may be required only if the minimum specialty hour requirement was not met using the "Employment" form.)

1. Click on "**Add professional experience**."
2. Select the appropriate experience from the drop down box and click on "**Add**."
3. Complete the experience description. This should include titles, provider information, etc.
4. Please indicate completion date. This date should be within the past five years from the application postmark deadline. Only completed professional experiences can be counted for specialty practice hours.
5. To upload documentation, click on "**Add document**," type in the description of the experience description, click "**Add**." It is not necessary to upload each document separately, if possible, scan all the

documents into one or two files and upload indicating the different documents in the description, but make sure the file is not too large.

6. Click "**Upload**" to upload your document(s) and then click on "**Refresh**" to see if the document uploaded correctly. If the document is uploaded correctly, then the status will change from "Upload document" to "View document."
7. Once this form is complete, click on "**Validate**." If there are any errors, they will be listed at the top. If no errors exist, then click on "**Save/Finish Later**."
8. Each professional experience must be added separately.
9. A summary of professional experiences will be tallied. When you have finished entering the experiences, click on "**Save and Continue**."

<u>Education</u> (This form may be required only if the minimum specialty hour requirement was not met using the "Employment" form.)

1. Click on "**Add Degree**."
2. Choose the appropriate degree from drop down box and click "**Add**."
3. Enter information about the degree
4. To upload transcript, click on "**Add document**," type in the degree description, and click "**Add**."
5. Click "**Upload**" to upload the transcript and then click on "**Refresh**" to see if the document uploaded correctly. If it is uploaded correctly, then the status will change from "Upload document" to "view document."
6. Once this form is complete, click on "**Validate**." If there are any errors, they will be listed at the top. If no errors exist, then click on "**Save/Finish Later**."
7. Each completed degree used for the education substitution must be added separately.
8. A summary of educational degrees will appear. When done entering education click on "**Save and Continue**."

<u>Final Checklist</u>

1. The final checklist makes an inventory of items that need to be completed and/or corrected before the application can be submitted.
2. If there are no corrections and/or sections that need to be completed, then the button to "**Click on for review**" will be present. Once an application is submitted for review it cannot be changed. Please note that all employment hours must be verified before an application can be submitted.
3. If submitted properly, the status will indicate "Submitted for review."

<u>Examination Fee Payment:</u>

1. Once the application is complete, payment is accepted and a payment screen will appear.
2. Visa, MasterCard, Discover and American Express are accepted.
3. If payment is sent by check, please note the following:
    a. Indicate RD number on check
    b. Include a note indicating check is for specialty examination fee payment

    c. Mail check to CDR. 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606- Attention specialty certification.

4. If applicable, include any coupon codes with payment
5. The payment schedule is as follows:

	Examination Fee	Examination Fee for Non CDR Canadian RDs	Examination fee for CDR RDs requesting Canada, Puerto Rico, or Other International Test Center Locations
First Application Postmark Deadline	$350	$475	$500
Second Application Postmark Deadline	$375	$500	$525
Third Application Postmark Deadline	$400	$525	$550