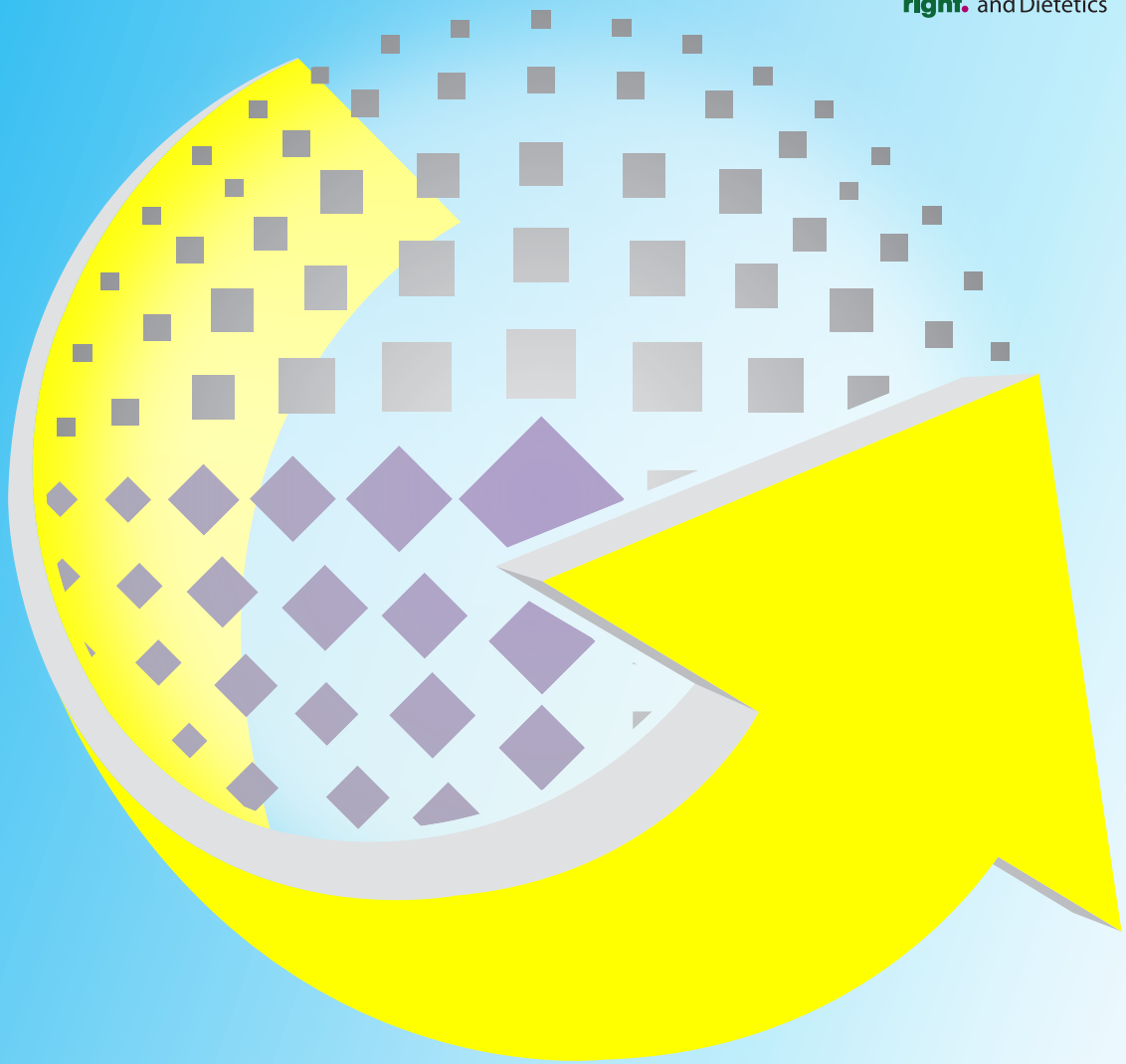


**Commission  
on Dietetic  
Registration**

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



# Professional Development Portfolio Guide

*with Essential Practice Competencies*

Dear Dietetics and Nutrition Practitioner:

The Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics, is committed to protecting the public through the enforcement of validated certification standards and the Code of Ethics for the Profession of Dietetics ([www.eatrightpro.org/resources/career/code-of-ethics](http://www.eatrightpro.org/resources/career/code-of-ethics)). In addition to rigorous credentialing processes, the Commission is also dedicated to meeting the needs of nutrition and dietetics practitioners with practical resources to enhance continual professional learning and growth.

The Professional Development Portfolio Guide now reflects Essential Practice Competencies for CDR Credentialed Nutrition and Dietetics Practitioners. As a shift from the traditional PDP learning need codes, practice competencies describe the knowledge, skills, judgment, and attitudes for all credentialed practitioners throughout their careers, and across areas of practice, and work settings.

To assist with the PDP transition to practice competencies, the Goal Wizard, an online, interactive tool is available by logging into your “MyCDR” page on the CDR website ([www.cdrnet.org](http://www.cdrnet.org)). The Goal Wizard asks a series of structured questions based upon practice status, daily professional activities, and current and future learning needs, in order to assist you in formulating and submitting your individual learning plan. The Goal Wizard promotes professional self-reflection and learning needs assessment to help you complete your learning plan by selecting competencies and performance indicators from your personalized Practice Competency Profile.

The essential practice competencies and Goal Wizard have been incorporated into the PDP process beginning June 2, 2015, for newly credentialed nutrition and dietetics practitioners, and June 1, 2016, for recertifying credentialed nutrition and dietetics practitioners completing the 2016-2021 recertification cycle. All other practitioners will be transitioned into the new system over the next five years.

These enhancements to the PDP process are exciting and also meet the needs of nutrition and dietetics practitioners who are fully engaged in quality career-long learning and professional growth. Please visit [www.cdrnet.org/competencies](http://www.cdrnet.org/competencies) for helpful resources about the competency-based PDP process. If you have any questions, email CDR at [cdr@eatright.org](mailto:cdr@eatright.org) or at [competencies@eatright.org](mailto:competencies@eatright.org), or phone CDR at 1-877-1600 ext. 5500.

Sincerely,

*Kevin Sauer, PhD, RD, LD*

*Chair*

*Commission on Dietetic Registration*

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## Contacting CDR

The Commission on Dietetic Registration will always be the best resource for information regarding the PDP process and its requirements. Feel free to contact us in one of the following manners:

Phone: 1-800-877-1600 x 5500

Web: [www.cdrnet.org](http://www.cdrnet.org)

Email: [cdr@eatright.org](mailto:cdr@eatright.org)

Fax: 312-899-4772

Mail: Commission on Dietetic Registration  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995

# Professional Development Portfolio At A Glance

The Professional Development Portfolio (PDP) is constructed to help you through the 3 steps of the recertification process. The Steps will help you to:

- Develop a Learning Plan by completing the Goal Wizard tool, which will help you reflect on and assess your current and future professional learning needs and goals in order to first develop a personalized Practice Competency Profile that indicates competencies and performance indicators relevant to your practice.
- Record, document and evaluate learning activities.
- Evaluate progress made towards reaching your goals.

## *Deadlines and requirements*

- Your Learning plan is required to be submitted within 120 days of completing your first CPE activity for your current recertification cycle.
- All CPE activities must be completed no later than May 31st of the last day of your current recertification cycle.
- Activities are to be logged and submitted no later than June 30th of the last year of your current recertification cycle.
- Your CDR Maintenance fee is due 8/31 every year. At the beginning of every new recertification cycle, you will have the option to pay yearly, or pay for five years in advance.

## *CPEU Rollover and 120 day policy*

- The 120 day policy states that your Learning Plan must be submitted before you engage in CPE activities or postmarked no later than 120 days after completing your first continuing professional education activity in the current recertification cycle (a 120 day chart is on CDR's website at [www.cdrnet.org/calculator](http://www.cdrnet.org/calculator)).
- If your Activity Log is submitted no later

than March 17th of the last year of your recertification cycle, you may rollover up to 15 CPEUs completed within the last 75 days of your cycle (i.e., CPE activities completed between March 17th and May 31st). Please note that the 120 day policy still applies. If your Activity Log has been approved, you may enter your new Learning Plan online as early as March 17th of the last year of your cycle.

## *Commonly used CPE Activity Types*

### *170: Lectures and Seminars*

- Any live program. This type of activity does not require prior approval.
- 1 CPEU equals 1 contact hour.
- There is no CPEU maximum for this type of activity per 5 year recertification cycle.

### *150: Interactive Workshops*

- Any live interactive program. This type of activity does not require prior approval.
- 1 CPEU equals 1 contact hour.
- There is no CPEU maximum for this type of activity per 5 year recertification cycle.

### *200: Professional Reading*

- This activity entails reading peer-reviewed, dietetics-related articles from professional journals and professional newsletters
- The article must be read within 5 years of the date the article was published
- You must include the journal reference/citation in the activity title description on your Step 4 Activity Log.
- RDNs or RDs can earn up to 15 CPEUs, and NDTRs or DTRs can earn up to 10 CPEUs, for this type of activity.
- For those dietetics practitioners who can document authoring a publication (journal

article in a scientific peer-reviewed journal or a chapter in a published dietetics related textbook) within their current recertification cycle, the reading maximum can be increased by 5 CPEUs per article or chapter, up to a maximum of 35 CPEUs if you have authored four articles (or two chapters and two articles, etc.).

### *260-465: Consecutive Certifications*

- These specific certifications can be used to recertify in repeated recertification periods indefinitely for 75 CPEUs.
- CPEUs can be awarded for these qualifying certifications earned during your current 5-year recertification cycle and up to 6 months before your current recertification cycle.

### *700-740: Self-Study*

- Self-study activities can be audio-based, computer-based, printed, video or DVD-based or web-based.
- These types of activities must be prior approved by CDR, or approved through a CDR Accredited Provider.
- There is no CPEU maximum for this type of activity per 5 year recertification cycle.

### *Competencies*

- Please review the Spheres, Competencies, and Performance Indicators to better understand the new competency-based process.
- Link: <http://www.cdrnet.org/competencies>.

### *Goal Wizard*

- The Goal Wizard tool will help you develop and submit your Step 1 Learning Plan by reflecting on and assessing your current and future professional learning needs and goals in order to first develop a personalized Practice Competency Profile that indicates competencies and performance indicators relevant to your practice.
- The Goal Wizard allows you to work on your learning plan and save it as you go. You do not have to finish the Goal Wizard process and submit your learning plan in one sitting.
- Please keep in mind the 120 day policy still applies. Your learning plan is not postmarked or approved until you submit your learning plan at the end of the Goal Wizard process.

- Your learning plan will be automatically approved when you submit it at the end of the Goal Wizard process.

### *Dream Wizard*

- A demo version of the new PDP Goal Wizard tool that can be used to become more familiar with the Step 1 Learning Plan process.
- The Dream Wizard will allow you will to create and print a final copy of your Learning Plan, but this plan cannot be saved or submitted to CDR.

\*\* Please note that you must access your Professional Development Portfolio Guide for a full description of PDP guidelines and requirements.

### *What Is Considered Continuing Education?*

In determining which CPE activities receive credit under the PDP process, CDR's Competency Assurance Panel considers the direction of information flow—whether it is toward or away from the practitioner. For example, when attending a lecture/seminar, information is flowing from the presenter and toward the practitioner; therefore, this activity could be eligible for CPE. When it is the practitioner delivering a presentation, however, the information is flowing from the practitioner to the audience; therefore, being a presenter is not eligible for CPE. Presenters may possibly obtain CPEUs for certain preparation activities within the approved CPE categories. See the following pages 16–27 for a full list of approved CPE activity types.

The Online CPE Database can be found at:

[http://www.cdrnet.org/go/and/cdr/cpe\\_search.cfm](http://www.cdrnet.org/go/and/cdr/cpe_search.cfm)

A complete listing of CDR's Accredited Providers can be found at:

<http://www.cdrnet.org/commission-on-dietetic-registration-continuing-professional-education-accredited-providers>

# Professional Development Portfolio Principles

The underlying principle of the Professional Development Portfolio (PDP) process is that effective continuing professional education (CPE) involves more than information transfer alone. Research shows CPE is optimized when each practitioner identifies knowledge and skills needed for professional competence, uses appropriate educational methods, and develops individualized strategies to implement what has been learned by applying it to professional practice.

Building upon these principles, the Commission on Dietetic Registration (CDR) constructed a PDP process, which promotes lifelong learning and continuing professional competence while providing you with the tools to achieve these aims. The tools will enable you to analyze circumstances, requirements, and essential practice competencies within your profession; create and carry out an individualized continuing education activity; and evaluate the success of using CPE in your professional life.

CDR embraces the Academy of Nutrition and Dietetics' Standards of Professional Practice, which hold the individual professional responsible for continuing competence. The Code of Ethics for the Profession of Dietetics, which applies to all registered dietitian nutritionists (RDNs), registered dietitians (RDs), nutrition and dietetics technicians, registered (NDTRs), and dietetic technicians, registered (DTRs), also imposes an on-going obligation on these practitioners to maintain competence by increasing their professional knowledge and skills. The Code of Ethics specifically states that,

“[t]he dietetics practitioner assumes a life-long responsibility for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.” RDNs, RDs, NDTRs, and DTRs not complying with the Code of Ethics are subject to disciplinary actions, including censure, probation, suspension of registration, and revocation of credential (<http://www.eatright.org/CODEOFETHICS/>).

To enhance accountability and assist practitioners with achieving their goals, CDR will employ a periodic audit process whereby it will randomly select practitioners and will require those individuals to submit their CPE documentation. Only practitioners who are audited will be required to submit CPE documentation. Specific “Required Documentation” is outlined in the CPE Activities (pages 16–27) under each activity type.

The three steps of the PDP process take time. The value of the process is often proportionate to the effort expended in its completion.

## *Essential Practice Competencies*

The Essential Practice Competencies provides overarching validated standards for two credentials: the RDN or RD and the NDTR or DTR. Practice competencies define the knowledge, skill, judgment, and attitude requirements throughout a practitioner's career, across practice, and within focus areas. Competencies provide a structured guide to help identify, evaluate, and develop the behaviors required for continuing competence.

Unlike entry-level competencies, which focus on preparation and evaluation for minimum competence upon completion of an academic activity approved by ACEND (Accreditation Council for Education in Nutrition and Dietetics), the essential practice competencies are intended for use throughout a nutrition and dietetics practitioner's career.

There is an expectation that competencies will be used by the dietetics professional to identify learning needs; guide continuing professional development and ongoing competence; assist in career progression and professional development; and communicate the role and competence of the profession to stakeholders (e.g., employers, external accreditation bodies, the public, etc.).

The competency-based PDP is intended to assist practitioners with increasing their skills, knowledge, and competence while also ensuring compliance with the Code of Ethics. The PDP process does not, however, warrant or guarantee competency, accuracy, or any particular treatment result, but, rather, participation in the process helps demonstrate the practitioner's commitment to providing the highest quality dietetic services through continuous education and professional development.

The first group to use the essential practice competencies in the PDP will be new RDNs or RDs and new NDTRs or DTRs who are credentialed June 2, 2015–May 31, 2021 and practitioners recertifying June 1, 2016–May 31, 2021. Annually thereafter, newly credentialed practitioners and those recertifying will begin including essential practice competencies in the PDP. The last group to transition to essential practice competencies will be new RDNs or RDs, and NDTRs or DTRs credentialed June 2, 2019–May 31, 2025 and practitioners recertifying June 1, 2020–May 31, 2025.

For complete information on the

Essential Practice Competencies, visit <http://www.cdrnet.org/competencies>.

### *CPE Definition and Philosophy*

CPE, as defined in the CDR Dietetics Practice Audit (see Appendix D), is education beyond that required for entry into the profession. The dietetics professional participates in lifelong learning to maintain and improve knowledge and skills for competent practice.

CPE is the implementation of the Learning Plan of the PDP process. CPE activities must be selected based on your individual Learning Plan that has been approved by CDR.

### *Content Criteria and Requirements Checklist for Continuing Professional Education Activities That You Attend to Maintain Registration*

CPE encompasses activities or materials that you attend and that must have the following characteristics:

1. Facilitate lifelong learning by updating, enhancing, or assessing knowledge and skills outlined in the essential practice competencies
2. Help you implement an individual Learning Plan
3. Are dietetics related

Dietetics related means: The integration, application, and communication of principles derived from food, nutrition, social, business, and basic sciences to achieve and maintain optimal nutritional status of individuals through the development, provision, and management of effective food and nutrition services in a variety of settings and as defined by the essential practice competencies.

4. Are targeted academically to beyond entry-level dietetics professionals and provide learning outcomes that apply to professional practice or intended practice.
5. Are developed by instructors or individuals who have appropriate academic training, certification, or demonstrated expertise to present or develop materials in a particular subject area.

6. Academic degrees should be relevant and from a US regionally accredited institution. Foreign academic degrees accredited by foreign equivalent institutions are accepted on the condition that they have been verified by one of the agencies listed on the Independent Foreign Degree Evaluation Agencies list on pages 21 and 22 of the Appendix. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise.
7. Demonstrate that content, quality, and scientific integrity of the activities and materials are maintained.
8. Presentations and materials that are clinical in nature are evidence-based. A balanced discussion of the topic, including risk versus benefit information where appropriate, is ensured. Controversial or disputed issues are presented as such and supported by documentation from current and reputable, refereed, scientific journals.
9. Disclose potential conflicts of interest, including commercial bias
10. Are (typically) a minimum of one (1) contact hour in length.
11. Exceptions include professional reading, poster presentations and exhibits, and self-study activities, which can be a minimum of 0.5 CPEUs.

You must complete CPE activities within your 5-year recertification period to be awarded CPEUs. Your Learning Plan must be submitted before you participate in CPE activities or must be postmarked no later than 120 days after completing your first CPE activity in your current recertification cycle.

Only approved CPE Activity Types listed on pages 16–27 will be awarded CPEUs by CDR. RDNs or RDs must attain 75 CPEUs and NDTRS or DTRs must attain 50 CPEUs during a 5-year reporting period. CPE activities must be based on the individual learning needs specified on your Learning Plan that has been approved by CDR. Some CPE activities have CPEU limits for a 5-year reporting period; any limits are listed in the description of each specific CPE activity. The same learning activities, for example,

completing the CPE activity in different editions of the same publication, should not be repeated in the same 5-year recertification cycle.

Be aware that failure to complete the PDP process will lead to the loss of your RDN or RD, or NDTR or DTR credential.

CDR will continue to process prior approval of CPE and accreditation for CPE providers to identify activities and providers that have met CDR standards. You may attend activities that have not been prior-approved or presented by CDR-accredited providers (except for self-study activities), on the condition that they meet PDP process requirements.



## Required Ethics CPE Activity

RDNs or RDs, and NDTRS or DTRs, must complete a minimum of 1 CPEU of Continuing Professional Education in Ethics (Ethics and Professionalism 1-1.6) during each 5-year recertification cycle. This requirement will be effective starting with the 5-year recertification cycle that ends on May 31, 2017, and will be phased in over a 5-year period for each recertification cycle.

Accordingly:

- Each Step 1: Learning Plan submitted for recertification cycles ending May 31, 2017, will be required to include a performance indicator from Ethics and Professionalism 1.1-1.6.
- Each Step 2: Activity Log submitted for recertification cycles ending May 31, 2017, must include at least 1 Continuing Professional Education Unit (CPEU) with a performance indicator from Ethics and Professionalism 1.1-1.6.

## CPEU Rollover

At its February 2011 meeting, CDR approved a process for permitting rollover of up to 15 CPEUs (RDNs and RDs) or up to 10 CPEUs (NDTRS and DTRs) in the last 75 days of a practitioner's current recertification cycle that will count towards the next cycle. CPEUs to be transferred must meet all of the following requirements:

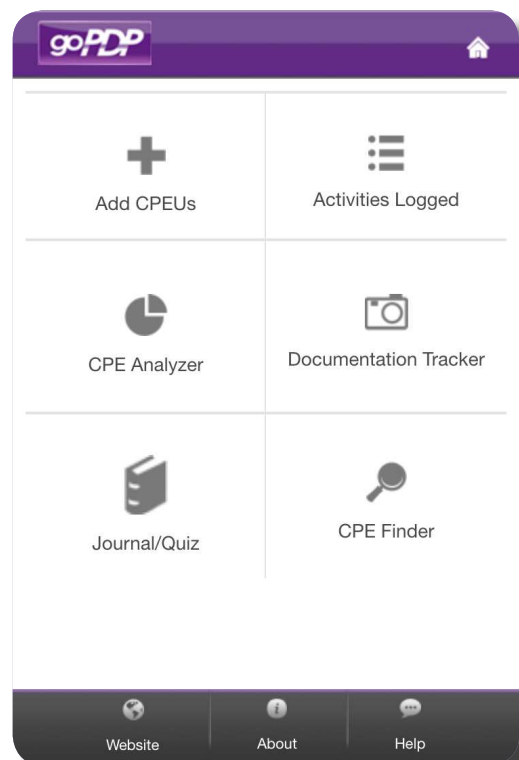
1. Practitioners must have successfully completed the CPEUs required for their current cycle (75 CPEUs for RDNs or RDs or 50 CPEUs for NDTRS or DTRs).
2. Practitioners must submit their completed online Step 2: Activity Log for the current cycle no later than March 17 of the last year of their recertification cycle in order to be eligible for CPEU to roll over to the next recertification cycle.
3. The CPEUs to be transferred must be attained during the last 75 days of the current recertification cycle (i.e., CPE activities must be completed between March 17 and May 31).
4. The first CPEU to be transferred to the next

cycle must be attained at least one day after the completion date of the last activity logged for the current cycle ending May 31.

5. RDNs or RDs may transfer up to 15 CPEUs and NDTRS or DTRs may transfer up to 10 CPEUs earned during the last 75 days of their recertification cycle toward their next cycle, which begins June 1.
6. A new Step 1: Learning Plan for the new cycle beginning June 1 needs to be submitted no later than 120 days after the completion date of the first activity to be transferred to the next recertification cycle.
7. All CPEUs from a given activity must be transferred. CPEUs from one activity cannot be credited across multiple recertification cycles.

## PDP Activity Mobile Logging

RDNs or RDs, and NDTRS or DTRs, are able to utilize an internet-enabled smartphone to track their CPEUs as they complete them. You can download the goPDP app from the iTunes App and Google Play stores, or by visiting the following website from any other smartphone: <https://pdp.webauthor.com/>



## *1-2-3: Step by Step Through The Professional Development Portfolio Process:*

# *Step 1: Using The Goal Wizard Tool To Complete Learning Plan*

### *Overview of the Goal Wizard: From Practice Competency Profile to Step 1: Learning Plan*

The Goal Wizard is an algorithmic tool that will help you to first reflect on where your career is now and where you would like your career to be in the future. This reflection is a critical first step in planning for continuing professional development and career management. The Goal Wizard will also help you to identify knowledge and skills that you need to develop or strengthen to reach your goals. Identifying learning needs helps you enhance competence, remain competitive, and take advantage of new opportunities in the marketplace. After answering questions related to your current or future practice, the goal Wizard will generate a personalized Practice Competency Profile. This profile will list specific competencies describing identifiable components of your expected performance (knowledge, skill, judgment, and attitude) and particular performance indicators describing an interrelated set of factors that define your level of expected performance. Using the customized Practice Competency Profile, you will create your Learning Plan by choosing

which selected competencies you would like to establish as learning goals and by choosing which selected performance indicators you will focus on for each learning goal. At the end of the Goal Wizard process, you will review and submit your Step 1: Learning Plan to CDR. Approval is automatic upon receipt.

### *Completing Step One Using the Goal Wizard Tool*

The Goal Wizard tool will ask you a series of questions to determine your practice status and employment setting, your day-to-day work activities and specific skills, and knowledge and judgments that need to be demonstrated in these activities, as well as which external factors or trends will affect your professional practice. Based on your responses, the Goal Wizard will generate a Practice Competency Profile.

In Step 1, the Goal Wizard uses your personalized Practice Competency Profile to develop your Learning Plan, which will serve as the basis for completing your Step 2: Activity Log. The Goal Wizard will prompt you to select which competencies you want to save as goals (you must choose one competency related

to ethics); after selecting and prioritizing your goals, you will be directed to choose at least one performance indicator for each goal from a customized list. You must have at least one goal that is supported by at least one performance indicator, although you will likely have multiple goals and performance indicators. After you complete these steps, you will be able to review and submit your Step 1: Learning Plan to CDR.

### *Step 1: Learning Plan Process Requirements*

You must submit your Learning Plan within your current recertification cycle; however, you may submit your Step 1: Learning Plan as early as 75 days before your new 5-year recertification cycle begins. Note that neither the 75-day rule nor the 120-day Learning Plan grace period can be used to transfer CPEU credit for activities completed outside your current recertification cycle. If this is not your first recertification cycle, you must have an approved Step 2: Activity Log before you can submit a new Step 1: Learning Plan.

It is recommended that you submit the Learning Plan to CDR before your first CPE activity. Your Learning Plan must be submitted before you engage in CPE activities or postmarked no later than 120 days after completing your first continuing professional education activity in the current recertification cycle (a 120 day chart is on CDR's website at [www.cdrnet.org/calculator](http://www.cdrnet.org/calculator)). Only CPE activities that correspond to the performance indicators specified on your verified Step 1: Learning Plan and that meet applicable CDR standards will receive credit for recertification. If you complete a CPE activity that does not correspond to any of your performance indicators, you will need to revise your Learning Plan within 120 days of the CPE activity.

### *If Your Learning Plan Changes*

The Learning Plan can be revised to accommodate significant career changes or life situations. If your learning needs and goals significantly change, you must submit a revised Step 1: Learning Plan to CDR for approval. This resubmission is important because your learning activities will be evaluated against the Learning Plans(s) that CDR has approved. You will receive credit for your learning activities if they were consistent with the approved Learning Plan on file with CDR at the time of your CPE activity. Your revised Step 1: Learning Plan must be submitted before you participate in CPE activities or submitted within 120 days of completing your first CPE activity under your new Learning Plan.

When revising your Learning Plan, you may either start from the beginning of the Goal Wizard process, or you may start from the point at which the Goal Wizard provides you with a selected list of competencies based on your previous responses. Both options will allow you to make the appropriate updates to your Learning Plan before you submit your revised plan to CDR.

### *Copying Your Step 1: Learning Plan from a Previous Recertification Cycle in Your New 5-Year Recertification Cycle*

If you have completed a PDP recertification cycle before, there is a feature in CDR's online Learning Plan that will enable you to make a copy of your last Step 1: Learning Plan from your previous recertification cycle. Using the Goal Wizard, you can modify your plan as needed before submitting it for review.

Please note that even if you plan to use the same or a similar plan from the previous cycle, you must still resubmit it at the start of your new 5-year recertification cycle.

## Instructions for Online Entry of Your Step 1: Learning Plan

1. Go to [www.cdrnet.org](http://www.cdrnet.org)
2. On the CDR homepage, click the “**Login**” link in the right-hand corner of the page.
3. Enter your registration number (as your Login Name) and your password. (If you do not know your password, click on the “**Forgot Password**” button and enter your email address. The system will send you an email to reset your password.)
4. The individual information page should now appear. Click on the “**PDP**” tab on the blue toolbar.
5. Click on the green box that says, “**Click here to access your PLAN.**”
6. If this is not your first portfolio cycle, you will see multiple cycle dates. Click “**Select**” next to your current 5-year recertification cycle.
7. A separate window, “**What’s New?**” will appear. Read the text, then click “Continue” near the bottom of the page.
8. Read the Introduction page, then click “**Let’s Get Started.**”
9. You will then be asked questions regarding the following:
  - a. Practice status
  - b. Positions held in your previous or current practice
  - c. Day-to-day activities
  - d. Skills, knowledge, and judgment needed for day-to-day activities
  - e. Interests and future work
  - f. Anticipated changes in current role or position
  - g. Future roles or positions
  - h. Mandatory learning
  - i. Ethics and professionalism
10. After you have answered all questions, you can view your personalized Practice Competency Profile that the Goal Wizard has generated for you by clicking on “**Display My Profile.**” (After this step, if for any reason you are not able to finish your Learning Plan in one sitting, you may save the work you have completed and come back to it at a later time.)
11. Review the competencies not selected by the Goal Wizard. If you would like to add any competencies to your Practice Competency Profile, select the competency and then click, “Select From List on Left and Click Here to Add Competency to My Profile.” Repeat this for each competency you wish to add. Once you are finished, click “**Next.**”
12. Review all the competencies on your Practice Competency Profile. If you wish to delete any competencies, select the delete box to the left of the competency. When you are finished, click on “**Show My Profile.**”
13. You will now see the final version of your Practice Competency Profile. You may print out your Practice Competency Profile at this point if you wish; however, you may also print it at the end of the Goal Wizard process. When you are done reviewing the final version of your Profile, click on “**Create Your Learning Plan.**”
14. Click “**Next**” to create your Learning Plan.
15. Select competencies from your Practice Competency Profile that will be added to your Learning Plan as goals that reflect your current or future learning needs. **Click the green arrow** to the right of each competency to add a competency to your Learning Plan. When you are finished, click “**Next.**” You will now be able to view your Learning Plan
16. You will now be asked to choose performance indicators for each goal. To choose Performance Indicators, click on “**Select Performance Indicators**” to the right of each goal. Once you have selected all Performance Indicators, click “**Update Learning Plan.**” Repeat this process for each goal. After you have selected Performance Indicators for each goal, click “**I Have Finished Creating My Plan.**”
17. Your completed Step 1: Learning Plan will now be displayed based on the goals and performance indicators you have chosen. At this time, you may submit your plan or update it and submit later. If you wish to submit your plan, click “**Yes, Submit My Plan.**”
18. Your Learning Plan is now approved and active in the system.
19. It is recommended that you print a copy of your Step 1: Learning Plan for your records.

# Step 2: Activity Log

## *Purpose*

This step provides a means to record, evaluate, and document the CPE activities that directly relate to your identified performance indicators. Learning activities completed during this step should assist you in reaching your desired level of competency. Documenting these learning activities can be useful not only to you, but also to employers and outside accrediting organizations. Evaluating your learning activities can help you in making future decisions about learning opportunities.

## *Step 2 Process Requirements*

The Step 2: Activity Log is central to the professional development process. You will log your CPEUs online; required CPE documentation can be stored in an electronic or paper filing system.

The Step 2: Activity Log is designed to document your participation in activities that support your Step 1: Learning Plan. Update it on an ongoing basis and keep appropriate documentation of the activities completed. A listing of the documentation required for different CPE activities is provided in this Guide on pages 16–27.

CDR has an online CPE database available to assist you in locating relevant, preapproved CPE activities. Online access is available at [www.cdrnet.org](http://www.cdrnet.org). You can search activities by topic, location, date, program provider, and practice competency performance indicator.

You may also call, write, email, or fax CDR to request information about CPE activities. Refer to the Table of Contents for CDR contact information.

You will receive credit for all CPE activities

that correspond to performance indicators specified on your Step 1: Learning Plan and that meet applicable CDR Standards.

Note that the only CPE activities that must receive prior approval from CDR (or that must be offered by CDR-approved program providers) are Preapproved Self-Study activities (see activity type 700-740 on pages 26–27).

Depending on the CPE activities you select, it may not require 5 years to complete your PDP requirements. CDR recommends that you submit your Step 2: Activity Log to CDR as soon as you complete your PDP requirements within your recertification cycle. You must have a Step 1: Learning Plan completed and verified by CDR before you can submit your Step 2: Activity Log. The total number of CPEUs submitted must be at least 75 for RDNs or RDs and 50 for NDTRs or DTRs.

## *Logging vs. Submitting CPEUs*

Logging CPE activities means recording them on your online Step 2: Activity Log. You have two chances to submit your CPE activities to CDR for review:

1. When RDNs or RDs have logged between 30 and 74 CPEUs, or NDTRs or DTRs have logged between 30 and 49 CPEUs, CDR will provide the opportunity for a one-time, midpoint review of your Step 2: Activity Log. You will be able to see which activities were accepted and, if any, which were denied. Once logged CPE activities have been approved, they cannot be edited or deleted. In addition, the midpoint review cannot be requested during the last 6 months of a recertification cycle (no later than December 1 of the last year of the recertification cycle).
2. Once RDNs or RDs have logged 75 or more CPEUs, or NDTRs or DTRs have logged 50 or



more CPEUs, it is time to submit them to CDR for final review.

Your Step 2: Activity Log may be submitted as soon as you complete your recertification requirements. Remember that you must log at least one CPE activity that relates to Ethics and Professionalism. All CPE activities must be completed by May 31 of the fifth year of the recertification cycle, and your Step 2: Activity Log must be submitted to CDR by June 30 of the fifth year. A Certification Statement will appear when you submit your Step 2: Activity Log to CDR for final review. You will then answer a series of questions about your Activity Log and click “Submit” to officially submit your Step 2: Activity Log to CDR for review.

You will receive notification from CDR within 6-8 weeks of receipt of your Step 2: Activity Log. Retain required supporting documentation for your CPE activities for at least 2 years beyond the end of your recertification cycle. Do not mail the CPE documentation to CDR unless you are officially notified of an audit.

If you need to have a CPE report for state licensure purposes, contact CDR for a state licensure verification worksheet or visit [www.cdrnet.org/certifications/verification-of-continuing-professional-education-hours-for-licensure-purposes](http://www.cdrnet.org/certifications/verification-of-continuing-professional-education-hours-for-licensure-purposes)

You will use your Activity Log as the basis for completing the Step 3: Professional Development Evaluation worksheet.

## Instructions for Online Entry of Your Step 2: Activity Log

1. Go to [www.cdrnet.org](http://www.cdrnet.org) (the latest releases of Microsoft Internet Explorer, Firefox, Google Chrome or Safari work best).
2. On the CDR home page, click on the “**Login**” link in the right-hand corner of the page.
3. Enter your registration number (as your Login Name) and your password (If you do not know your password, click the “**Forgot Password**” button and select one of the two reset options).
4. Your credential information box should now appear. If it does not, click MyCDR in the upper right-hand corner of the screen. Once on the MyCDR page, click on the “**PDP**” tab in the blue menu bar.
5. Click on the pink box that says, “**Click here to access your Log.**”
6. If this is not your first portfolio cycle, you will see multiple cycle dates. Click “**Select**” next to your current 5-year recertification cycle.
7. Click the “**Add Activity**” button to track an activity on your Log.
  - This will open a new window. If you don't immediately see it, minimize your current page and look for the window that says “**PDP Log—Add Activity.**”
  - Select the 3-digit activity code of the activity that you completed (e.g., #170 lecture/seminar, #720 printed self-study, etc).
  - Enter the date of completion in the MM/DD/YYYY format or use the calendar icon to the right.
  - Choose your performance indicator from the drop-down box (Note: The dropdown list will populate only with the performance indicators on your Learning Plan, relative to the date of the activity).
  - Enter the activity Title and CPE activity provider name.
  - Enter the number of CPEUs obtained.
  - Briefly explain how you used or will use the knowledge or skill acquired from this learning activity.
8. Click the “**Add Activity**” button to track this activity on your Step 2: Activity Log. If the activity is not immediately added to your log, an error message will appear at the top of the page.
9. Once the activity has been added to your log, click “**Add Activity**” again to enter additional activities.
10. Should you need to edit an activity, you can do so by clicking on the yellow pencil icon directly to the right of the activity entry. If you would like to delete an activity, click the red X next to the pencil icon.
11. After RDNs or RDs have entered at least 75 CPEUs, or NDTRs or DTRs have logged 50 CPEUs, click on the “**Finish – Submit Log for Processing**” button.
  - CDR now offers an optional midpoint review once within your 5-year recertification cycle. When RDNs or RDs have entered between 30-74 CPEUs, or NDTRs or DTRs have entered 30-49 CPEUs, a button will appear that says “**Submit Log for Midpoint Review.**” The deadline for the midpoint review is 6 months before the end of your 5-year recertification cycle.

You will receive verification of your approved Activity Log within 6-8 weeks of submission.

If you have an email address on record, you will receive your Activity Log approval letter by email.

If you do not have an email address on record, your letter will be sent by mail.

# Step 3: Professional Development Evaluation

## *Purpose*

The final step of the PDP process follows completion of the Step 2: Activity Log and occurs at the end of the recertification cycle. It is a self-evaluation to determine which goals and performance indicators you met on your Step 1: Learning Plan. The purpose of this step is to evaluate your level of competence in what you have learned and how you have applied this learning. The outcome is the completed evaluation of the effectiveness of your Learning Plan and CPE activities.

You may wish to use this information to answer the Goal Wizard questions based on professional self-reflection and learning needs assessment for the next professional development cycle. In this way, the process becomes continuous improvement.

## *Requirements*

On your Step 2: Activity Log, you described the application of learning that was derived from each of your CPE activities. On your Step 3: Professional Development Evaluation worksheet, you will evaluate your Learning Plan and your CPE activities related to your Learning Plan and completed during this recertification cycle. The Step 3: Professional Development Evaluation worksheet is for your use in evaluating your continuing education.

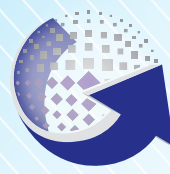
## *What Progress Did I Make Toward Accomplishing My Professional Goals?*

On the Step 3: Professional Development Evaluation worksheet, refer to your Step 1: Learning Plan and list your goals in the left-hand column. Reflect on the progress you have made toward your goals and describe this progress in the right-hand column. It may be useful to consider the following while completing this worksheet:

- How has your level of knowledge or skill has changed as a result of your CPE activities?
- Which kinds of learning activity types were more useful to you (do you have a preferred learning style)?
- Which CPE providers did you find produced materials or activities that worked best for you?
- How would you evaluate the impact of your learning activities on your professional practice?
- Did you meet each goal? Do you wish to use some of the same goals in your next 5-year recertification cycle?







# Approved Continuing Professional Education Activity Types

## 100. Academic Coursework

Dietetics-related academic coursework, including distance learning, at a regionally accredited US college or university can be awarded CPEUs based on the following list. Under the activity description in your Step 2: Activity Log, indicate whether the coursework was taken during a semester, trimester, or quarter. Academic coursework that qualifies for CPE credit must be started after you have become an RDN or RD, or NDTR or DTR and must be completed in your current recertification cycle. The date of completion of academic coursework can be either the date of notification of successful course completion or the date of the final examination required for course completion; note, however, that the notification of successful completion of coursework must be received by May 31 of the last year of the recertification cycle.

### Maximum CPEUs per 5 Years

No Maximum

### Description for Activity Log

Course Title

College or University

Date Completed

Quarter, Semester or Trimester

Credits Earned/CPEUs Requested

### Documentation to Retain

Official Transcript

| CPEUs Approved          | Course taken for Credit | Course Audited |
|-------------------------|-------------------------|----------------|
| 1 semester credit hour  | 15 CPEUs                | 8 CPEUs        |
| 1 trimester credit hour | 14 CPEUs                | 7 CPEUs        |
| 1 quarter credit hour   | 10 CPEUs                | 5 CPEUs        |

## 101. Non-Academic Coursework: Recorded Online Academic Lectures/Seminars

Recorded online lectures or seminars that are considered non-academic coursework, and that are offered by US regionally accredited colleges or universities, can be awarded CPEUs. You must have official verification of your participation, such as a certificate of completion that verifies that you have completed specified assignments, participatory activities, and evaluation benchmarks.

*One CPEU is equivalent to 1 contact hour.*

### Maximum CPEUs per 5 Years

No Maximum

### Description for Activity Log

Course Title

College or University

Date Completed

Quarter, Semester or Trimester

### Documentation to Retain

Official Verification Of Participation

## 110. Case Presentations

CPEUs may be awarded for attendance at dietetics-related case presentations. Examples may include but are not limited to:

- Grand rounds
- Patient case study

*One CPEU is equivalent to 1 contact hour.*

### Maximum CPEUs per 5 Years

No Maximum

### Description for Activity Log

Program Title, Provider, Date Completed, CPEUs Requested

### Documentation to Retain

Certificate of Completion or agenda/timing outline  
Provider Contact Information

## 120. Certificate Programs

A certificate program is an intensive training program with a component that assesses the participant's performance. Upon completion of the program, participants receive a certificate attesting to the attainment of a new knowledge/skill set (e.g., CDR's Certificate of Training in Adult Weight Management). Unlike a certification, participants do not receive a professional designation (e.g., CSSD). Certificate programs must:

1. Be dietetics-related.
2. Have stated learning objectives upon which the course and assessment content is based.
3. Include content expert instruction and interactive discussion (which may occur face-to-face or by electronic delivery).
4. Include a post-course assessment that assesses the participant's completion of the program's learning objectives.
5. Have all course materials reviewed by a minimum of three professionals with demonstrated expertise in the content area attesting to the number of hours needed to complete the program.
6. Be sponsored by the Commission on Dietetic Registration (CDR) or a CDR-accredited provider.

If the program includes a self-study component, the self-study must include an assessment based on stated learning objectives wherein course participants must pass the assessment to continue in the program and to receive CPEUs for the self-study component.

Individuals completing a certificate program receive CPEUs for training and assessment time regardless of whether they pass the post-course assessment and receive the certificate.

Though you may receive certificates of completions for lectures and seminars as well as for self-study activities, these certificates do not signify completion of 120-level certificate programs.

*One CPEU is equivalent to 1 contact hour.*

### Maximum CPEUs per 5 Years

No Maximum

### Description for Activity Log

Program Title, Provider, Date Completed, CPEUs Requested

### Documentation to Retain

Certificate of Completion or agenda/timing outline  
Provider Contact Information

### 130. Exhibits

Learning obtained from dietetics-related exhibits such as those presented at the Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo can be awarded CPEUs when properly documented.

You do not need to list exhibitors separately. You may record several exhibits that relate to the same learning need code as one event on your Step 2: Activity Log.

Virtual, online exhibits may be awarded up to 1 CPEU, provided the exhibit is organized around a single, dietetics-related topic; provides a certificate of completion for participants; and contains a minimum of 25 links or pages of text for review.

*One-half (0.5) CPEU is equivalent to a one-half contact hour (30 minutes).*

#### Maximum CPEUs per 5 Years

15 for RDNs or RDs, 10 for NDTRs or DTRs

#### Description for Activity Log

Event, Provider, Date Completed, CPEUs Requested

#### Documentation to Retain

Certificate of Attendance/Completion or Materials Describing Exhibits (Date, Timeline, Provider, Content)

### 140. Experiential Skill Development

Guidelines for experiential skill development activities are:

- Content must be dietetics-related
- Program must include a didactic component
- Providers must be credentialed professionals in the subject area taught or must be an RDN or RD, or NDTR or DTR (for culinary programs, an RDN or RD, or NDTR or DTR must be involved in the planning or presentation)

Examples of experiential skill development activities include culinary skills training (content must focus on food composition, food chemistry, alternative nutrient sources, cultural/social/economic influences, techniques to improve acceptability or compliance), physical assessment training, multi-skills training, and computer/technology training. Any self-study experiential skill development activity must meet requirements listed in the 700-740 Preapproved Self-Study section.

*One CPEU is equivalent to 1 contact hour.*

#### Maximum CPEUs per 5 Years

No Maximum

#### Description for Activity Log

Program Title, Provider, Date Completed, CPEUs Requested

#### Documentation to Retain

Certificate of Completion or agenda/timing outline  
Provider Contact Information

### 150. Interactive Workshops

Workshop content is required to be dietetics related, and the workshop should include interactive discussion or participation among attendees.

*One CPEU is equivalent to 1 contact hour.*

#### Maximum CPEUs per 5 Years

No Maximum

#### Description for Activity Log

Program Title, Provider, Date Completed, CPEUs Requested

#### Documentation to Retain

Certificate of Completion or agenda/timing outline  
Provider Contact Information

## 160. Journal Clubs

The journal club must be preplanned, provide for group participation, include three or more professionals and include in-depth discussion of a single dietetics-related topic from pre-assigned articles/papers in professional, peer-reviewed journals (materials should not be older than five years). Online journal clubs, in which interactive posts by dietetics professionals are read by and responded to by dietetics professionals, are also creditable. A system or program administrator should be able to provide verification of participation in the event of an audit.

*One CPEU is equivalent to 1 contact hour.*

### *Maximum CPEUs per 5 Years*

No Maximum

### *Description for Activity Log*

Program Title, Provider, Date Completed, CPEUs Requested

### *Documentation to Retain*

Certificate of Completion or agenda/timing outline  
Provider Contact Information

## 170. Lectures/Seminars/Webinars/Teleseminars

Lecture/seminar content must be dietetics related and include participation by or discussion among attendees. Web or telephone conference seminars must occur in real time and include a provision for discussion and interaction between the presenter and attendees.

You may be requested to provide an itemized list of lectures attended at annual meetings or conferences.

Note that recorded webinars do not qualify under this activity type (see 230 Study Groups and 700-740 Preapproved Self-Study).

*One CPEU is equivalent to 1 contact hour.*

### *Maximum CPEUs per 5 Years*

No Maximum

### *Description for Activity Log*

Program Title, Provider, Date Completed, CPEUs Requested

### *Documentation to Retain*

Certificate of Completion or agenda/timing outline  
Provider Contact Information

## 175. Recorded Preapproved CPE

Viewing or listening to a recording of a presentation can now be awarded CPE credit. In order for a recording to be eligible for credit, the recorded presentation must have been either preapproved by CDR for credit when it was presented live or offered by one of CDR's accredited CPE providers. In addition, the recording must be listened to/viewed within 1 year of the original date of the live presentation (e.g., a recording of a presentation given on September 15, 2014, could be viewed for credit through September 14, 2015.)

*One CPEU is equivalent to 1 contact hour.*

### *Maximum CPEUs per 5 Years*

30 for RDNs or RDs, 20 for NDTRs or DTRs

### *Description for Activity Log*

Program Title, Provider, Date Completed, CPEUs Requested

### *Documentation to Retain*

Certificate of Completion or agenda/timing outline  
Provider Contact Information

## 180. Posters

Learning through dietetics-related poster sessions, such as those seen at the Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo, can be awarded CPEUs. You do not need to list posters separately. You may record several posters that relate to the same learning need code as one event on your Step 2: Activity Log.

*One half (0.5) CPEU is equivalent to a one-half contact hour (30 minutes).*

### Maximum CPEUs per 5 Years

15 for RDNs or RDs, 10 for NDTRs or DTRs

### Description for Activity Log

Program Title, Provider, Date Completed, CPEUs Requested

### Documentation to Retain

Certificate of Completion or agenda/timing outline  
Provider Contact Information

## 190. Professional Leadership

Holding an elected or appointed office in a dietetics or dietetics-related national, state, or district organization that contributes to the acquisition of leadership skills and professional development can be awarded CPEUs. You must complete the term of office during the current recertification cycle. You may also receive CPEUs if you have been elected for a position but have not yet taken office, as long as a preliminary term has been specified.

Training on the topic of professional leadership would not qualify under this activity type (see 150 Interactive Workshops or 170 Lectures/Seminars).

*A maximum of 3 CPEUs per year or a total of 15 CPEUs per 5-year reporting period can be awarded to RDNs or RDs, and NDTRs or DTRs for this activity.*

### Maximum CPEUs per 5 Years

15 for RDNs or RDs, 10 for NDTRs or DTRs

### Description for Activity Log

Program Title, Provider, Date Completed, CPEUs Requested

### Documentation to Retain

Certificate of Completion or agenda/timing outline  
Provider Contact Information

## 200. Professional Reading

Reading peer-reviewed, dietetics-related articles from professional journals and professional newsletters can be awarded CPE credit. Online journals are acceptable in this category. Articles in professional newsletters must be identified as peer reviewed. The article must be read within 5 years of the date the article was published. Include the journal reference/citation in the activity description. A peer-reviewed journal has the following characteristics:

- It is usually published by professional organizations and societies.
- Its primary purpose is to report original research or review articles.
- Editorial board is listed in the front of the journal or newsletter.
- Articles include an author byline.
- It includes cited references and charts/graphs/photos that impart information.

### Maximum CPEUs per 5 Years

15 for RDNs or RDs, 10 for NDTRs or DTRs

### Description for Activity Log

Journal or newsletter citation, Date Completed, CPEUs Requested

### Documentation to Retain

Copy of Abstract or First Page of Article

It is probably not a peer-reviewed journal if its primary purpose is to report on trends/concerns in an industry or to provide practical “how-to” articles. If you are unsure as to whether a particular journal or newsletter article is peer reviewed, you may obtain written verification from the issuing organization or a reference librarian.

*Reading one article is equivalent to one-half CPEU.*

### *Increased CPE Maximum for Authors*



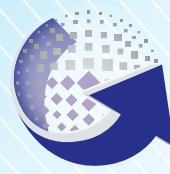
*At left is the icon that you will to click in order to record publications in your Activity Log.*

Dietetics practitioners can increase their current professional reading credits maximum of 15 CPEUs for RDNs or RDs, or 10 CPEUs for NDTRs or DTRs, per 5-year recertification cycle if they can document authoring a publication (ie, a journal article in a scientific, peer-reviewed journal or a chapter in a published dietetics-related textbook).

If your article or chapter has been published within your current 5-year recertification cycle, your professional reading maximum can be increased by 20 CPEUs—5 CPEUs per article or chapter that you have written—to obtain a maximum of 35 CPEUs total. To be granted an increase in your professional reading CPEU maximum, you need to first record the articles or chapters you have written by clicking on the “Authors of Dietetics-Related Articles” tab in the top right-hand corner of the Step 2: Activity Log. After you list the articles and/or chapters that you have authored, you will return to the “Display Activities” screen on your Step 2: Activity Log to log additional professional reading activities. Remember each peer-reviewed article that you have read is worth 0.5 CPEUs.

#### *Please Note*

This activity is not the same as 700-740 Pre-approved Self-Study. If the article has a quiz or evaluation, such as the CPE articles in the Journal of the Academy of Nutrition and Dietetics, then it may be a pre-approved self-study. Please see pages 26–27 for a description of these activities such as printed self-study articles with questionnaires.



## 205. Research

Conducting research as a sole, principal, or co-investigator can be awarded CPEUs. An investigator is defined as one who participates substantially in the conception and design of the work and the analysis of data as well as in the writing of the report. Examples of such research include qualitative research studies and descriptive epidemiologic research, clinical trials, cohort or follow-up studies, case-control studies, or outcomes research. The research must have been conducted after the investigator has become an RDN or RD, or NDTR or DTR. Research completed to fulfill academic requirements would receive credit under the 100 Academic Coursework activity type, while literature reviews designed primarily to summarize the findings of others would receive credit under the 200 Professional Reading activity type. However, a meta-analysis that identifies new trends or ideas based on data from other studies would be awarded CPEUs in the Research category. Required documentation must be completed within the current recertification cycle to receive credit.

### Maximum CPEUs per 5 Years

60 for RDNs or RDs, 40 for NDTRs or DTRs

### Description for Activity Log

Title of Study, Sponsoring/funding institution, Identification as principle or co-investigator, CPEUs, Date research completed

### Documentation to Retain

Sponsoring/funding institution contact info, Report to include an introduction, purpose of the research, methodology, discussion of results, summary and references.

One or more of the following (must be completed within current cycle):

- Final summary technical report to federal, state or other grant providing organization
- Letter verifying acceptance for publication in a peer-reviewed journal or copy of published manuscript
- Letter verifying acceptance for presentation (session or poster session) at a peer-reviewed professional association conference

| Level of Involvement | Principal Investigator  | Co-investigator   |
|----------------------|---|---|
| Description          | One who alone develops the study concept, research design, analysis of data and writing of the report | One who participates substantially in the conception and design of the work, analysis of data and writing of the report |
| CPEUs awarded        | 20 CPEUs per study  | 10 CPEUs per study  |

## 210. Residency and Fellowship Programs

Programs require completion of a dietetics-related, post-baccalaureate-level residency or fellowship activity with a minimum of 75 contact hours for RDNs or RDs or 50 contact hours for NDTRs or DTRs. Program experience must take place after the practitioner has become an RDN or RD, or NDTR or DTR and must meet all of the following criteria:

- Is at the post-baccalaureate level and is dietetics related.
- Offers formalized/structured experiences.
- Is sponsored by a US regionally accredited college or university or an institution accredited/approved by The Joint Commission or NCQA
- Is completed within the current 5-year recertification cycle.

**Completion of the program provides 75 CPEUs.**

### Maximum CPEUs per 5 Years

No Maximum

### Description for Activity Log

Residency/Fellowship, Provider, Date Completed, CPEUs

### Documentation to Retain

Certificate of Completion or agenda/timing outline  
Provider Contact Information



## 220. Sponsored Independent Learning

Sponsored independent learning is a dietetics-related, individualized learning activity planned and carried out by the learner. Before beginning a sponsored independent learning activity, the learner first contracts with an individual who is an expert in a particular area using the sponsored independent learning contract available on pages 11–12 of the PDP Appendix. You must describe the learning outcomes (skills, knowledge, judgment or attitude) you will be able to demonstrate following completion of this learning contract. The learning outcomes must be measurable or observable and clearly stated. You must also describe the resources (material and/or human) you plan to use to achieve the learning outcomes and the activities (techniques and/or tools) you will employ.

Please note that the Sponsored Independent Learning activity is not an available route for any CDR-approved certification or recertification (see 260-465 certification and 480-651 certification)

*One CPEU is equivalent to 2 hours spent on this activity.*

### Maximum CPEUs per 5 Years

50 for RDNs or RDs, 35 for NDTRs or DTRs

### Description for Activity Log

Journal or newsletter citation, Date Completed, CPEUs Requested

### Documentation to Retain

Copy of Abstract or First Page of Article

## 230. Study Groups

Study groups must be preplanned, provide for group participation, include three or more professionals, and include in-depth study of a specific, dietetics-related topic (e.g., audio or video recording or webcast of an approved session at the Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo). Recordings of approved presentations can be no older than 1 year past the date of the presentation to receive credit. All study group materials must adhere to content criteria standards and requirements listed on page 5.

*One CPEU is equivalent to 1 contact hour.*

\*Note: CPE providers that are selling video or audio recordings of preapproved CPE activities should include instructions for RDNs or RDs, and NDTRs or DTRs regarding how to obtain study group CPEUs.

### Maximum CPEUs per 5 Years

50 for RDNs or RDs, 35 for NDTRs or DTRs

### Description for Activity Log

Title/Topic, Coordinator, Date Completed, CPEUs

### Documentation to Retain

Certificate of Attendance/ Completion, or CPE Agenda/ Outline (Objectives, Date, Timeline, Coordinator)  
Provider Contact Information

## 260.–465. Certification (For Consecutive Recertification Periods)

The following certifications are approved by CDR for consecutive recertification periods (can be used to recertify in repeated recertification periods indefinitely). For approval, the program must be dietetics related, must require candidates to meet eligibility requirements and pass an examination to become certified initially, and must require certificants to pass an examination for recertification in order to remain certified. Refer to Appendix C, pages 13–16, for a list of approved certifications for consecutive recertification cycles and associated contact information.

Eligibility for CPE credit in a given cycle is based on date of notification of successfully meeting certification or recertification requirements. CPEUs can be awarded for qualifying certifications earned during the current 5-year recertification cycle and up to 6 months before your current recertification cycle. The date of completion of the certification can be either the date of notification of successful completion of the requirements for certification or the date of the examination required for certification. You must complete the certification examination before May 31 of the last year of the recertification cycle. Notification of successful completion of the certification should be received by May 31 of the last year of the recertification cycle, so that you can record the certification on your Step 2: Activity Log before you finish and submit your Activity Log on May 31 to CDR for review. However, if you receive notification of successful completion by June 30 of the last year of the recertification cycle, you can record the certification on your Activity Log and finish and submit your Activity Log no later than June 30 to CDR for review.

*Completion of the certification provides 75 CPEUs.*

### Maximum CPEUs per 5 Years

No Maximum

### Description for Activity Log

Certification Obtained, Provider, Date of Notification, CPEUs Requested

### Documentation to Retain

Copy of document verifying date of issue and duration of certification, Provider Contact Information

|   |   |  |
|---|---|--|
| 260: AADE<br>Board Certified Advanced Diabetes Management <sup>1</sup>            | 380: CDR — CSR<br>Board Certification as a Specialist in Renal Nutrition        | 465: NCSF<br>Certified Personal Trainer <sup>1</sup><br><br><sup>1</sup> This organization provides for recertification by either examination or continuing professional education. You may use this credential for consecutive recertification periods only if recertification is by examination and not by meeting continuing education requirements.<br><br><sup>2</sup> Available to DTRs also |
| 300: NBNSC<br>Certified Nutrition Support Clinician                               | 385: CDR — CSSD<br>Board Certification as a Specialist in Sports Dietetics      |  |
| 335: CDR — CSG<br>Board Certification as a Specialist in Gerontological Nutrition | 420: IBLCE<br>International Board Certified Lactation Consultant <sup>1,2</sup> |  |
| 337: CDR — CSO<br>Board Certification as a Specialist in Oncology Nutrition       | 460: NCBDE<br>Certified Diabetes Educator <sup>1</sup>                          |  |
| 340: CDR — CSP<br>Board Certification as a Specialist in Pediatric Nutrition      | 462: CDECB<br>Canadian Board Certified Diabetes Educator <sup>1</sup>           |  |
|   |   |  |

## 480.–651. Certification (for Alternate Recertification Periods)

The following certifications are approved by CDR for alternate recertification periods (can be used to recertify every other recertification period). For approval, the program must be dietetics-related, must require that candidates meet eligibility requirements and pass an examination for initial certification. The date of completion of the certification can be either the date of notification of successful completion of the requirements for certification or the date of the examination required for certification. Notification of successful completion of the certification should be received by May 31 of the last year of the recertification cycle, so that you can record the certification on your Step 2: Activity Log before you finish and submit your Activity Log on May 31 to CDR for review. However, if you receive notification of successful completion by June 30 of the last year of the recertification cycle, then you can record the certification on your Activity Log and finish and submit your Activity Log no later than June 30 to CDR for review.

For this category, certificants are not required to pass an examination for recertification. Refer to Appendix C, pages 13–16, for a list of approved certifications for alternate recertification periods and associated contact information.

*Completion of the certification provides 75 CPEUs.*

### Maximum CPEUs per 5 Years

No Maximum

### Description for Activity Log

Certification Obtained, Provider, Date of Notification, CPEUs Requested

### Documentation to Retain

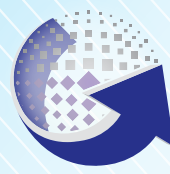
Copy of document verifying date of issue and duration of certification, Provider Contact Information

|   |  |  |
|---|--|--|
| 480: AADE<br>Board Certified Advanced<br>Diabetes Management  | 531: ACSM<br>Health/Fitness Director   | 625: NASM<br>Certified Personal Trainer                      |
| 490: ACCL<br>Clinical Lipid Specialist                        | 532: ACSM<br>Clinical Exercise Specialist  | 630: NBCC<br>National Certified Counselor                    |
| 500: AAFCS<br>Certified in Family and<br>Consumer Sciences    | 533: ACSM<br>Program Director  | 635: NCBDE<br>Certified Diabetes Educator                    |
| 515: ACE<br>Certified Advanced Health &<br>Fitness Specialist | 545: SNA<br>School Nutrition Specialist <sup>2</sup>                             | 637: CDECB<br>Canadian Board Certified<br>Diabetes Educator  |
| 516: ACE<br>Certified Group Fitness<br>Instructor             | 550: IAEDP<br>Certified Eating Disorders<br>Registered Dietitian <sup>3</sup>    | 640: NCHCEC<br>Certified Health Education<br>Specialist      |
| 517: ACE<br>Certified Health Coach                            | 560: IFT<br>Certified Food Science <sup>1</sup>                                  | 645: NCSF<br>Certified Personal Trainer                      |
| 518: ACE<br>Certified Personal Trainer                        | 600: HQCB<br>Certified Professional in<br>Healthcare Quality                     | 647: NESTA<br>Personal Fitness Trainer                       |
| 529: ACSM<br>Certified Personal Trainer                       | 610: IBLCE<br>International Board Certified<br>Lactation Consultant <sup>1</sup> | 650: NSCA<br>Certified Strength &<br>Conditioning Specialist |
| 530: ACSM<br>Health Fitness Specialist                        | 620: NAFEM<br>Certified Foodservice<br>Professional <sup>2</sup>                 | 651: NSCA<br>Certified Personal Trainer                      |

<sup>1</sup> Available to RDs and DTRs

<sup>2</sup> Available to DTRs only

<sup>3</sup> See Appendix page 15



## 700.-740. Pre-Approved Self-Study Materials

Self-study activities are defined as educational materials (e.g., audio, video, and web-based materials, study kits, modules, and publications) used for individual study. Academic correspondence courses are not considered self-study activities.

Only activities preapproved by CDR or from CDR-approved CPE providers will be accepted for self-study CPEUs.

All activities listed in CDR's CPE online database at [www.cdrnet.org](http://www.cdrnet.org) are preapproved by CDR.

To receive CPE credit for self-study materials, the practitioner must meet all CPE provider requirements for the product (including complying with deadlines, completing examinations, making payments, etc.).

In order to provide more CPE self-study opportunities, as of June 1, 2008, CDR has accepted self-study materials from certain CPE providers accredited by other CDR-approved organizations as detailed in the list on the next page. Be sure to refer to CDR's website at [www.cdrnet.org](http://www.cdrnet.org) for an updated list of approved self-study providers.

If the self-study materials are accredited by one of the CDR-approved organizations listed on the following page, please include the activity provider *and* the accrediting organization on your Step 2: Activity Log in the "Provider" box.

CPE providers seeking CDR preapproval and practitioners need to be aware that self-study CPE activities must meet all of the following criteria in order for RDNs or RDs, and NDTRs or DTRs to receive CPEUs:

1. Content: The refereed activity must meet the content criteria for continuing education as stated in the Continuing Professional Education Guidelines, including "Content should apply to the field of nutrition and dietetics."
2. Referees: The activity must be refereed. In this case, "refereed" denotes a review by a minimum of three independent professionals with demonstrated expertise in the content area. Referees' academic degrees should be relevant, and from a US regionally accredited institution. Foreign academic degrees accredited by foreign equivalent institutions are accepted under the condition that they have been verified by one of the agencies listed on the Independent Foreign Degree Evaluation Agencies list on pages 21–22 of the Appendix. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish demonstrated expertise.

### Maximum CPEUs per 5 Years

No Maximum

### Description for Activity Log

Program Title, Provider, Date Completed, CPEUs Requested

### Documentation to Retain

Certificate of Completion or agenda/timing outline  
Provider Contact Information

### Self-Study Activity Types

The following are categories of pre-approved, self-study programs for which CPEUs can be awarded:

**700 Audio-based**  
(e.g., CDs, Podcasts)

**710 Computer-based**  
(e.g., CD-ROM or non-internet based)

**720 Printed**  
(e.g., booklets, CPE articles with quizzes in the Journal of the Academy of Nutrition and Dietetics)

**730 Video based**  
(e.g., DVDs)

**740 Web-based**  
(e.g., Internet or online learning, such as CDR's Assess & Learn Series)

3. Presenters/developers: Instructors or individuals who develop CPE materials will have appropriate academic training, certification, or demonstrated expertise to present or develop materials in a particular subject area. Academic degrees should be relevant and from a US regionally accredited institution or foreign equivalent. Publications in scientific, peer-reviewed professional journals or presentations at scientific, peer-reviewed conferences may also be used to help establish expertise.
4. Scientific integrity: The provider is responsible for the content, quality, and scientific integrity of the activities. Potential conflicts of interest, including commercial bias, will be disclosed. A balanced discussion of the topic, including risk versus benefit information where appropriate, will be ensured. Controversial or disputed issues must be presented as such and supported by documentation from current and reputable refereed scientific journals.
5. Length: The activity must be a minimum of a one-half (0.5) contact hour in length.
6. Evaluation of learner: An evaluative component—for example, test questions for study materials or an electronic discussion bulletin board for internet sessions—must accompany the activity. Professional test question writers or individuals with demonstrated capabilities in evaluation/assessment or item writing are required to develop the test questions for the activity.
7. Self-study CPE activities, regardless of their format, will be eligible for CPE credit for up to 3 years from the date of their initial publication.

***One CPEU is equivalent to 1 contact hour.***

### *Please Note*

In addition to self-study materials offered by CDR Accredited Providers, CDR also accepts self-study materials from certain CPE providers accredited by other CDR-approved organizations. Self-study materials approved by the following organizations are currently accepted:

**AAFP** – American Academy of Family Physicians

**AANP** – American Academy of Nurse Practitioners

**AAPA** – American Academy of Physician Assistants

**ACCME** – Organizations accredited by the Accreditation Council for Continuing Medical Education

**ACPE** – Organizations accredited by the Accreditation Council for Pharmacy Education

**ANCC** – American Nurses Credentialing Center

**APA** – American Psychiatric Association

**APA** – American Psychological Association

**APHA** – American Public Health Association

**US Regionally Accredited Colleges or Universities**

# Portfolio Audit Procedures

## Purpose

The portfolio audit ensures that the components of the Professional Development Portfolio process have been successfully completed and documented. You must maintain required CPE supporting documentation for 2 years beyond the end of your recertification cycle in case you are chosen for an audit.

## Audit Selection

You may be selected for audit by random sampling or based on identified triggers.

## Random Audit

Not every RDN or RD, or NDTR or DTR will be audited by CDR. Computer programming randomly selects a predetermined percentage of RDNs or RDs, or NDTRs or DTRs for audits.

## Triggers

Triggers, or causes for auditing portfolios, are based on noncompliance with portfolio guidelines or with applicable laws and regulations related to the practice of the profession as indicated in the Code of Ethics for the Profession of Dietetics (refer to [www.eatrightpro.org/resources/career/code-of-ethics](http://www.eatrightpro.org/resources/career/code-of-ethics)).

## Audit Process

1. CDR notifies practitioner of audit.
2. Practitioner submits the required documentation specified in the CPE section of this Guide under “Required Documentation to Retain.”
3. Documentation is reviewed by CDR.

4. CDR requests additional documentation as needed.
5. If the practitioner meets the audit requirements, then the practitioner is notified of successful completion of the audit process. If the practitioner does not meet the audit requirements due to discrepancies or missing information, then the audit documentation is sent to the Academy of Nutrition and Dietetics Ethics Committee for review.
6. Practitioner is notified of the results of the Academy’s Ethics Committee review meeting.
7. If found in noncompliance, practitioner has opportunity to appeal.
8. Practitioner is notified of final audit result.

## Audit Outcome

The outcome of a portfolio audit will be one of the following:

- Recertification,
- Request for additional information within 30 days (has no impact on certification status), or
- Revocation of credential.

## Appealing Adverse Decisions of an Audit

To receive a copy of the appeals process related to an adverse decision in a portfolio audit, please contact CDR or visit [www.cdrnet.org/news/appeals-procedures](http://www.cdrnet.org/news/appeals-procedures)

## *Definition Of Terms*

An understanding of the vocabulary specific to the Essential Practice Competencies for CDR Credentialed Nutrition and Dietetic Practitioners (essential practice competencies) is often helpful. For context, terms defined in the Academy of Nutrition and Dietetics Definitions of Terms List related to the practice competency discussion (e.g., scope of practice, credentialing, licensure) are also provided.

### *Essential Practice Competencies for CDR-Credentialed Nutrition and Dietetic Practitioners*

The knowledge, skill, judgment, and attitude requirements across nutrition and dietetics practice and within focus areas that are required to provide competent, ethical, and safe practice. Essential practice competencies provide a structured guide to help identify, evaluate, and develop the behaviors a person needs for competent professional practice.

### *Core Essential Practice Competencies*

Knowledge, skills, judgment, and attitudes that apply to all practitioners across the profession regardless of role, area of practice, or setting. CDR has identified nine Core Essential Practice Competencies: Ethics and professionalism; Communications; Leadership and advocacy; Critical thinking and decision making; Informatics; Research, evidence-informed practice, and quality improvement; Safety and risk management; Food, nutrition and dietetics, and physical activity; and Education and counseling.

### *Functional Essential Practice Competencies*

Role-specific knowledge, skills, judgment, and attitudes needed for a particular practice focus. CDR has identified five Functional

Essential Practice Competencies: Clinical care; Business, industry, and product development and marketing; Community and population health; Foodservice management; and Organization management.

### *Practice Competency Profile*

Essential practice competency goals identified through the CDR Goal Wizard. Used by the practitioner to develop a Learning Plan.

### *Consciously Competent Practitioner*

A practitioner reflects on his or her practice, identifies learning needs, and selects resources and tools that help to address learning needs and demonstrate competence. This is a nutrition and dietetics practitioner who understands the knowledge, skills, and judgment needed for his or her practice.

### *Sphere*

Defines the area in which someone acts, exists, or has influence or significance. A group of competencies and a focus area. CDR has identified 14 Spheres of Essential Practice Competencies.

### *Performance Indicators*

Describe an interrelated set of factors that define the level of expected performance. These are action statements that demonstrate the competency in practice.

### *Practice Illustrations*

Day-to-day examples demonstrating performance for a competency. Provides opportunity for more clarification content without being exclusive.

### *Standards of Practice (SOP) and Standards of Professional Performance (SOPP)*

The Academy SOP and SOPP reflect the minimum competent level of nutrition

and dietetics practice and professional performance for RDNs/RDs and NDTRs/DTRs. The SOP and SOPP provide a rationale for the respective RDN/RD or NDTR/DTR standards, detail quality indicators, and review the role delineation and relationship between the RDN/RD and NDTR/DTR.

## Definitions From The Academy Definitions of Terms List

(Members: <http://www.eatright.org/scope/>

Non-members: <http://www.eatright.org/HealthProfessionals/content.aspx?id=6866>)

### Competence

A principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.

### Competencies

A synthesis of knowledge, skills, abilities, behaviors, and other characteristics an individual must demonstrate in order to perform work roles or occupational functions successfully.

### Level of Practice, Competent

A dietetics practitioner who has just obtained Registered Dietitian (RD), Registered Dietitian Nutritionist (RDN), Nutrition and Dietetics Technician, Registered (NDTR), or Dietetic Technician, Registered (DTR) status, starting in an employment situation as a professional, and gains on the job skills as well as tailored continuing education to enhance proficiency and knowledge.

### Entry-Level

An entry-level practitioner has less than 3 years of registered practice experience and demonstrates a competent level of dietetics practice and professional performance.

## Focus Area of Nutrition and Dietetics Practice

Defined area of nutrition and dietetics practice that requires focused knowledge, skills, and experience.

### Certification (Professional)

A process, often voluntary, by which individuals who have demonstrated the level of knowledge and skill required in the profession, occupation, role, or skill are identified to the public and other stakeholders. (e.g., RDN, NDTR)

### Certification (Statutory)

State certification within practice acts provide a lower level of protection for state consumers than licensure and generally require a lower level of educational attainment. Most often, state certification requires that an individual obtain a private credential from a specified nongovernmental professional entity, usually includes title protection, and occasionally includes practice exclusivity.

### Licensure (Statutory)

The process by which a state governmental agency grants time-limited permission to an individual to be recognized as and/or engaged in a given occupation after verifying that the individual has met predetermined, standardized competency qualifications.

### Scope of Practice (Statutory)

Legal scopes of practice for the health care professions establish which professionals may provide which health care services, in which settings, and under which guidelines or parameters. With few exceptions, determining scopes of practice is a state-based activity. State legislatures consider and pass the practice acts, which become state statute or code. State regulatory agencies, such as medical and other health professions' boards,



implement the laws by writing and enforcing rules and regulations detailing the acts.

### *Scope of Practice (Individual)*

Scope of practice in nutrition and dietetics encompasses the range of roles, activities, and regulations within which nutrition and dietetics practitioners perform. For credentialed practitioners, scope of practice is typically established within the practice act and interpreted and controlled by the agency or board that regulates the practice of the profession in a given state.



*Not finding what you're  
looking for in the PDP Guide?  
Try the separate  
PDP Appendix  
[by clicking here](#)*

*Things you can find in the PDP Appendix include:*

- *Instructions for Online Entry of Learning Plan/Activity Log*
- *Blank Sponsored Independent Learning Contract*
- *Approved Certification Program Contact Information*
- *Information Regarding the Development of the PDP Process*
- *Visioning Report and the 2009–2011 Workforce Demand Study*