CPE INFORMATION

1. Keep records for 7 years.
   a. Approval letter
   b. Certificate
   c. Prior Approval Request Form signed by CPI chair.

2. Notify CPI chair if meeting can be published on LDA website. If yes,

   a. State the non-member fee for attending meeting.
   b. Who to contact if they want to attend the meeting.

3. Poll your member at the end of your board year on topics they are interested.

4. Think “out of the box” on what type of presentation you want. Consider a variety of teaching and presentation methods.

   a. Panels.
   b. Study club & professional reading.
   c. Skill development, possibly on-site training. (culinary skills, computer skills, physical assessments, etc.).
   d. Workshops (2-4 hours).
   e. Webinars

5. Lastly, keep records of board meeetings, so they can submit approval for professional leadership CPE.
OBTAINING CPE APPROVAL FOR MEETINGS

June - July:
Meet with district board to develop list of possible presentations and presenters for the upcoming board year. Have previous president or program planner share your district’s login and password. LAND doesn’t have this information.

July:
- Contact each speaker requesting the following information be returned within 48-72 hours of call:
  - CV or resume or short bio (used to determine presenters expertise for that topic).
  - Name of Presentation.
  - Short outline of what will be presented.
- Contact all speakers for the upcoming year prior to the member meeting schedule being published.

August:
- Provide list of speakers and topics to board for publication to members.
- Begin submitting programs for approval via CDR website (cdrnet.org). Early submission is encouraged!
- Submit the following info for approval:
  - Complete online CDR form.
  - Upload timed program outline, speaker’s bio (CV or resume), learning objectives and evaluation method
- When information is submitted, the CPI chair will receive a notice that you submitted a program to be reviewed.

Ongoing throughout board year:
Submit programs one (1) month prior to meeting. You may submit programs prior to one (1) month - as soon as you have all of the info gathered.

Revised 6-2019
Professional Development Portfolio Guide

with Essential Practice Competencies
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).
- 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.

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 your 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
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
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 1.1-1.6) 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/
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.

<table>
<thead>
<tr>
<th>CPEUs Approved</th>
<th>Course taken for Credit</th>
<th>Course Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 semester credit hour</td>
<td>15 CPEUs</td>
<td>8 CPEUs</td>
</tr>
<tr>
<td>1 trimester credit hour</td>
<td>14 CPEUs</td>
<td>7 CPEUs</td>
</tr>
<tr>
<td>1 quarter credit hour</td>
<td>10 CPEUs</td>
<td>5 CPEUs</td>
</tr>
</tbody>
</table>

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.
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.*

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.*
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).

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.

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.
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.**

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.**

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.**
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).

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.

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.
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**

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 (i.e., 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.
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.

<table>
<thead>
<tr>
<th>Level of Involvement</th>
<th>Principal Investigator</th>
<th>Co-investigator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>One who alone develops the study concept, research design, analysis of data and writing of the report</td>
<td>One who participates substantially in the conception and design of the work, analysis of data and writing of the report</td>
</tr>
</tbody>
</table>

| 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.
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.*

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.*
260: AADE  
Board Certified Advanced Diabetes Management

300: NBNSC  
Certified Nutrition Support Clinician

335: CDR — CSG  
Board Certification as a Specialist in Gerontology Nutrition

337: CDR — CSO  
Board Certification as a Specialist in Oncology Nutrition

340: CDR — CSP  
Board Certification as a Specialist in Pediatric Nutrition

380: CDR — CSR  
Board Certification as a Specialist in Renal Nutrition

385: CDR — CSSD  
Board Certification as a Specialist in Sports Dietetics

420: IBLCE  
International Board Certified Lactation Consultant

460: NCBDE  
Certified Diabetes Educator

462: CDECB  
Canadian Board Certified Diabetes Educator

465: NCSF  
Certified Personal Trainer

1 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.

2 Available to DTRs also

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.
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 certification 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.

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

1 Available to RDs and DTRs
2 Available to DTRs only
3 See Appendix page 15
CDR Approves “CPEU Rollover”

Share with members!

At its February 2011 meeting, CDR approved a process for *allowing RDs to “rollover” up to 15 excess CPEUs* (up to 10 CPEUs for DTRs) earned in the last 75 days of their current recertification cycle to 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 RDs, 50 CPEUs for DTRs).

2. Practitioners must submit (either online or postmark) their completed Step 4: Activity Log for the current cycle no later than March 17th of the last year of their recertification cycle in order to be eligible for CPEU Rollover to the next recertification cycle.

3. **The CPE activities to be transferred must be completed during the last 75 days of the current recertification cycle (i.e., CPE activities completed between March 17th and May 31st).**

4. The completion date of the first CPE activity to be transferred to the next cycle must be at least one day after the completion date of the last activity logged for the current cycle ending 5/31.

5. RDs can transfer up to 15 CPEUs and DTRs can transfer up to 10 CPEUs earned during the last 75 days of their recertification cycle towards their next cycle that begins on 6/1.

6. A new Step 3: Learning Plan for the new cycle beginning 6/1, 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. Only whole CPE programs/activities can be transferred, CPEUs from one activity cannot be divided between recertification cycles.
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 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 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.
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.