

Credit for non-preapproved continuing education

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Introduction

This quick-reference guide is designed to help Registered Dietitians (RDNs), Dietetic Technicians (NDTR) will help understand how to apply for continuing education credits when a course or activity was not pre-approved by their credentialing agency.

For other credentials, it is recommended staff contact their credentialing agency.

By following the steps below, you can ensure that your professional development activities still count toward recertification and credential maintenance requirements.

Registered Dietitians and Dietetic Technicians

Registered Dietitians (RDN) and Dietetic Technicians (NDTR) can also self-report continuing education activities that were not pre-approved by the Commission on Dietetic Registration (CDR), as long as they meet certain requirements by following the steps below.

1. Keep all documentation

Gather complete records of the activity, including:

- o Title and description of the course.
- o Date(s) and contact hours.
- o Agenda or syllabus showing covered topics.
- o Instructor qualifications (bio or credentials).

2. Ensure relevance and quality

Review the CDR [Universal Professional Development Portfolio P\(DP\) Guide \(CPE Activities\)](#) for activities that are acceptable.

- o CDR CPEU prior approved activities, activities offered by jointly accredited providers, and CPEU eligible activities are the three categories of activities that can be claimed for CPEUs.
 - o To be accepted for CPEUs, the activity must:
 - ◆ Be related to dietetics or nutrition science.
 - ◆ Be beyond entry-level knowledge.
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- ◆ Enhance your professional competence.
- ◆ Align with your learning plan and CDR competency areas. If the activity is too basic or irrelevant to dietetic practice, CDR may deny credit.
- i. **For more information:** Review the [CDR CPE Activity Type Definitions](#).

3. Log the activity in your MyCDR profile

CDR allows self-reporting of qualifying activities through the [MyCDR Login](#) portal.

To do this:

- a) Log into your MyCDR account
- b) Add the activity to your Professional Development Portfolio (PDP).
- c) Select the correct activity type, such as workshop or self study.
- d) Enter provider details, description, hours, and relevant learning need codes.
- e) Upload all supporting documents

4. Submit documentation if audited

CDR does not review every self-reported CPEU at submission. You may be audited. If selected, you must provide your documentation to verify the activities relevance and duration.

Tips for success:

- Retain all documentation for at least one recertification cycle.
- Select learning need codes that closely match the content.
- Claim a realistic number of CPEUs. CPEUs are awarded in whole, quarter or half numbers, such as 2, 2.25 or 2.5 CPEUs.

References

- [Commission on Dietetic Registration \(CDR\)](https://www.cdrnet.org/) (<https://www.cdrnet.org/>)
 - [MyCDR Login](https://secure.eatright.org/v14pgm/lib/prd/mycdr.html) (<https://secure.eatright.org/v14pgm/lib/prd/mycdr.html>)
 - [Universal Professional Development Portfolio P\(DP\) Guide](https://www.cdrnet.org/UniversalPDPGuide) (<https://www.cdrnet.org/UniversalPDPGuide>)
 - [CDR CPE Activity Type Definitions](https://www.cdrnet.org/cdr-cpe-activity-type-definitions?utm_medium=chat&utm_campaign=link-shared-in-chat&utm_source=livechat.com&utm_content=www.cdrnet.org) (https://www.cdrnet.org/cdr-cpe-activity-type-definitions?utm_medium=chat&utm_campaign=link-shared-in-chat&utm_source=livechat.com&utm_content=www.cdrnet.org)
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