

# CDR

## COMMISSION ON DIETETIC REGISTRATION

the credentialing agency for the **American Dietetic Association**

120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995

### CONTINUING PROFESSIONAL EDUCATION PRIOR APPROVAL REQUEST FORM

Hours are requested for:  Registered Dietitians  Dietetic Technicians, Registered  
CPE On-line Database — [www.cdrnet.org/application/CPE/index.cfm](http://www.cdrnet.org/application/CPE/index.cfm)

For CDR Use Only

Program Number: \_\_\_\_\_

Topic Code: \_\_\_\_\_

Learning Need Code: \_\_\_\_\_

Program Title \_\_\_\_\_  
(no abbreviations)

Program Date \_\_\_\_\_  
(if various dates, please attach list)

Program Location (City & State) \_\_\_\_\_  
(if various locations, please attach list)

Program Provider \_\_\_\_\_  
(no abbreviations)

Target Audience:  RD  DTRs  Other \_\_\_\_\_

Estimated number of RDs/DTRs in Attendance \_\_\_\_\_

Check here if program is closed/by invitation only

Program Chair \_\_\_\_\_

Contact Person - This person will receive CPE Reporting Forms and participant inquiries \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_ Fax Number \_\_\_\_\_

**Required Documentation:** The following information must be provided with this form:

1. Titles(s) of presentation(s) with learner educational objectives describing anticipated outcomes.
2. Timing outline, including time spent for registration, introduction, welcomes, coffee and meal breaks, and discussion. A reactive discussion is required for all group activities. An activity must be at least one full hour to qualify. Fractions of an hour are rounded up after 30 minutes and down at 29 minutes.
3. Information regarding the target audience.
4. Qualifications of speaker(s)/instructor(s) on topic(s) presented.

Some Affiliate Dietetic Associations share the CPE approval responsibility with CDR. Please review the Prior Approval Review Contact List at [www.cdrnet.org/pdcenter/affiliate.htm](http://www.cdrnet.org/pdcenter/affiliate.htm) to determine where to submit your request form for review.

Please Indicate Activity Type:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Journal Club        | <input type="checkbox"/> Seminar         | <input type="checkbox"/> Study Group (audio or video based) |
| <input type="checkbox"/> Workshop            | <input type="checkbox"/> Poster Sessions | <input type="checkbox"/> Experiential Skills Development    |
| <input type="checkbox"/> Certificate Program | <input type="checkbox"/> Exhibits        | <input type="checkbox"/> Residency and Fellowship Program   |

**SUBMIT REQUEST FORM AT LEAST 4 WEEKS PRIOR TO ACTIVITY DATE**

### FOR CONTINUING PROFESSIONAL EDUCATION COMMITTEE USE ONLY

Date \_\_\_\_\_ Comments \_\_\_\_\_

Approved by \_\_\_\_\_

Maximum allowable hours: \_\_\_\_\_

Major Sessions \_\_\_\_\_

Exhibits \_\_\_\_\_

Poster Sessions \_\_\_\_\_

Disapproved by \_\_\_\_\_

### Number of CPEUs Requested

(60 minutes = 1 CPE hour)

Major Sessions \_\_\_\_\_ Exhibits \_\_\_\_\_ Posters \_\_\_\_\_

CPEU Level \_\_\_\_\_ (refers to following definitions)

Level 1: Little or no prior knowledge of the area(s) covered. The focus is to increase core knowledge.

Level 2: General knowledge of literature and professional practice in area(s) covered. The focus is to enhance knowledge and application.

Level 3: Thorough knowledge of literature and professional practice within area(s) covered. Focuses on synthesis of recent advances and future directions.

As a Program Provider, I verify that the content of this continuing education program is education beyond the basic preparation required for initial entry into the profession for the Registered Dietitian and/or the Dietetic Technician, Registered.

**NOTE: Approval of CPEU hours acknowledges the need for an objective look at the information being presented. Endorsement of presentations is not the function of CDR.**

\_\_\_\_\_  
SIGNATURE OF PROGRAM PROVIDER

\_\_\_\_\_  
DATE

Copy Distribution: 1. Pink to CDR 2. Yellow to Program Chair 3. Yellow to Continuing Education Chair

RC-3 1/03