

MISSISSIPPI DIETETIC ASSOCIATION

Revision date: September 17, 2009

Chair-elect – Council on Education and Research (COER)

Elected: Yes

Voting member: No

Term of Office: 1 year

General Responsibilities:

1. Attend officers' training workshop and installation of officers.
2. Complete action plan and budget for upcoming year and submit to Treasurer.
3. Approve continuing education hours for district and state meetings, and all any other professional meetings for Registered Dietitians in the state, according to guidelines set by the Commission on Dietetic Registration (CDR). See attached P&P.
4. Collect fees from continuing education providers according to the fee scale voted on by the Mississippi Dietetic Association Board of Directors (MDA BOD). See attached fee scale.
5. Forward fees from continuing education providers to ____.
6. Once a continuing education activity is approved, notify ____ for posting on the MDA website.
7. Submit a quarterly written report to CDR of approvals of continuing education activities.
8. Attend BOD meetings.
9. Submit a quarterly report to the MDA BOD of approvals of continuing education activities.
10. Work with the COER Chair and District Education Chairs in selecting an education project for the year.
11. Submit requests for continuing education requests for licensed (not registered) dietitians/nutritionists to the State Division of Licensure.
12. Collect any fees for the approval of licensed (not registered) dietitian continuing education hours and forward fees to treasure.
13. Submit written report to the Division of Licensure of approvals of continuing education activities.
14. Work with COER Chair in planning and coordinating the Research and Member Idea Exchange Poster Session for the MDA annual meeting.
15. Work with COER Chair in selection of the Outstanding Dietetic Student Awards and Outstanding Dietetic Educators awards.
16. Attend MDA annual meeting.

Continuing Education Activity Fee Scale

| Single CE activity 1-5 credits | Single CE activity 6-10 credits | Single CE activity 11 or more credits | Journal Clubs/Study groups | Extension of a CE activity or repeat of activity within 1 yr |
|---|--|--|---|---|
| \$30 | \$60 | \$80 | \$10/session | \$20 |

*All requests for CE should be sent to the COER Chair-elect a minimum of 4 weeks prior to the CE date. A \$20 late fee will be applied for any request received after the 4 week deadline.

Procedure for submitting Continuing Education requests

1. Complete the **Continuing Education Prior Approval Request Form** (attached) Use one prior-approval form for each program. Submit the documentation for review to the COER Chair-elect at least 4-6 weeks prior to the activity date. *Keep one copy for your files.*

The following information is required on the Continuing Education Prior Approval Request Form:

- Title of presentation
- Program date(s)
- Program location (city and state)
- If the program is to be held in multiple locations, please provide a listing that includes each city, state, and date
- Program provider (the group hosting the program)
- Information describing the target audience (target audience can not include the lay public)
- Estimated number of RDs and/or DTRs to be in attendance
- Program chair (the individual who planned the meeting)
- Contact name, telephone number, and address
- Number of CPE hours requested
- CPE Level according to the following definitions:
 - **Level I:** Assumes that the participant has little or no prior knowledge of the area(s) covered. The focus of the activity is to increase the core knowledge of the participant.
 - **Level II:** Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is to enhance knowledge and application of the participant.
 - **Level III:** Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is synthesis of recent advances and future directions.

2. Attach or include the following documents to the **Continuing Education Prior Approval Request Form**

- Outcome-oriented educational objectives for each content area.
- Timing outline to include a detailed breakdown of the time schedule for the entire program, indicating the starting and ending times for all educational sessions, registration, meals, breaks, or discussion periods.
- Information describing the target audience (target audience can not include the lay public).
- Name(s) of speaker(s) and qualifications on topic(s) to be presented.
- CPE Category for each session in the program timing outline.

*All requests for CE should be sent to the COER Chair-elect a minimum of 4 weeks prior to the CE date. A \$20 late fee will be applied for any request received after the 4 week deadline.

Following program review, the COER Chair-Elect will send verification of approval. Program providers must provide each participant with a certificate of completion verifying completion of the program. Providers must also maintain a list of participants who completed their program for at least seven years.