

## **COMMISSION ON DIETETIC REGISTRATION (CDR) PRIOR APPROVAL GUIDELINES AND DOCUMENTATION**

CDR defines continuing professional education (CPE) as education beyond that required for entry into the profession. Prior approved activities are individual educational activities for which activity Providers have opted to request continuing professional education (CPE) hour approval on behalf of CDR Credentialed Practitioner prior to the date of the activity. The Hawaii Dietetic Association is one of the state affiliates that share the CPE approval responsibilities with CDR.

The approval status can be effective up to one (1) calendar year from date of approval. Approval status will expire after the first (1<sup>st</sup>) year, and the entire activity along with documentation must be resubmitted for review prior to the expiration date.

### **How to Request for Prior Approval of a CPE LIVE Activity**

1. The Hawaii Dietetic Association will review prior approval requests for LIVE activities conducted within the state of Hawaii only.
2. Submit one Prior Approval Request Form for each activity.
3. Email the request form and required documentation to the Hawaii Dietetic Association CPI Chair at least 4-6 weeks prior to the activity date. Refer to [www.eatrighthawaii.org/cpe-prior-approval-form.html](http://www.eatrighthawaii.org/cpe-prior-approval-form.html) for current CPI Chair contact information.
4. Allow at least 4-6 weeks for review. Keep one copy for your files.

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

- Activity Title
- Activity Provider
- Activity Date(s)
- Estimated Number of CDR Credentialed Practitioners/Others
- Location (City & State) If activity is to be held in multiple locations, provide a listing that includes each state and date.
- Target Audience
- Activity Chair (the individual who planned the meeting)
- Activity Contact Person (receives certificates of attendance and additional materials), phone number, address, email address
- Type of Program
- Number of CPE Hours Requested

- Learning Need Code(s) - See Learning Need Codes Quick Reference.
- CPE Level

### **Definitions of CPE Levels:**

- Level I: Assumes 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 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.

### **Required Documents for LIVE Activity Requests**

The following documentation must be provided with the completed Continuing Education Live Activity Prior Approval Request Form:

1. Educational objectives, describing anticipated outcomes for each session.
2. A timing outline, detailing all the time spent in sessions, meals, breaks, testing, etc. All hours are awarded for learning time only.
3. Information regarding the target audience (target audience cannot include the lay public).
4. Qualifications of speaker(s)/presenter(s). These should be a biography, resume, or Curriculum Vitae.

### **Live Activity: Study Group or Journal Club Guidelines**

The term “journal club” refers to a specific type of study group, i.e. one which restricts its resources to published journal articles. Study group may, however, employ a broader range of resources: Self Study materials, audio-tapes, video-tapes, journal articles, books, published lectures, etc.

The minimum number of CDR Credentialed Practitioners required for a study group or journal club is three (3). Most study groups meet once a month for 1-2 hours and thus enable their members to obtain 12-24 CPE hours a year. You are free to tailor this to your own needs.

CDR encourages journal clubs and study groups to be prior approved for CDR credit. However, as of June 1, 2001, Prior Approval is no longer required of study groups or journal clubs. CDR encourages these activities to be pre-planned for the entire year before the first meeting to ensure that any group which undertakes continuing professional education activities establishes a well-organized and well-designed activity.

It is encouraged that specific limited topics be selected for each planned meeting. A resource list should be identified at the onset. Specific resources need not be identified for each topic; the requirement is merely that the study group identifies possible resources on which it will be drawing during the coming year. Materials should not be older than five (5) years.

### **FOLLOWING THE LIVE ACTIVITY REVIEW**

The state CPE Review Chair/Committee will send a verification of approval after the Live Activity Request Form and documentation is reviewed.

#### **Reporting Procedures:**

The Activity Provider ***must*** provide each participant with a certificate of completion/attendance verifying completion of the activity. (See sample CPE Certificate)

The certificate of completion must include:

- Participant's name
- CDR Registration Number
- Activity Title
- Activity Number
- Date Completed
- Number of CPEUs Awarded
- Learning Need Code(s)
- CPE level
- Provider Signature

May 31st of each year should be used as the final postmark deadline for activity completion.

Providers should provide the certificate of completion to the attendee by June 15<sup>th</sup>.

The Provider must also maintain a list of participants who completed their activity **for at least seven (7) years.**

The Attendee must retain the Certificate of Completion/Attendance for their Professional Development Portfolio CPE Activity records.