Commission on Dietetic Registration
the credentialing agency for the
Academy of Nutrition and Dietetics

Continuing Professional Education
Prior Approval Request Form
-Live Activities-

Activity Title: _____

_____

Activity Provider: _____

Activity Dates: _____

Estimated Number of CDR Credentialed Practitioners Attending: _____

Activity Location (City & State): _____

Target Audience: _____

_____

Is the Activity closed / invitation only? ☐ Yes   ☐ No

Activity Chair: _____

Contact Person *(Receives Certificates of Attendance & additional materials)*:

_____

Address: _____

_____

Daytime Phone: _____

Fax: _____

Email: _____

As an Activity Provider, I verify that the content of this continuing education activity is education beyond the basic preparation required for initial entry into the CDR Credentialed Practitioner status.

_____
Signature of Activity Provider   **Date**

Required Documentation: *The following must be provided with this 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 biography, resume, or CV.

Some Affiliate Dietetic Associations share the CPE approval responsibility with CDR. Please review the Prior Approval Review Contact List at http://cdrnet.org/prior-approval-review-contacts to determine where to submit your request form for review.

Type of Live Activity:

Information on CPEUs Requested:

Number of Contact Hours: _____   Exhibits: _____   Posters: _____

Applicable Learning Need Code(s):
(See Page 2 for LNC list)

CPEU Level:
(You may choose multiple Levels)

☐ **Level 1:** Little or no prior knowledge of subject

_____   _____

☐ **Level 2:** General knowledge of literature and professional practice in areas covered

_____   _____

☐ **Level 3:** Thorough knowledge of literature and professional practice in areas covered

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.

Please email this form and supporting documents to the appropriate contact
Questions? Call (800) 877-1600 ext. 1739