

# Affiliate CEU Review PROCESS

What is...?

Affiliate CEU  
Review  
Program

Reviewing  
Activities

Being a  
Provider

Questions!?



1.

## What is...?

the CEU Review Process

CEU

CDR

2.

# CPE AND CEU



Continuing Professional Education or Continuing Education Units are designed for professionals with certificates or licenses to practice various professions.

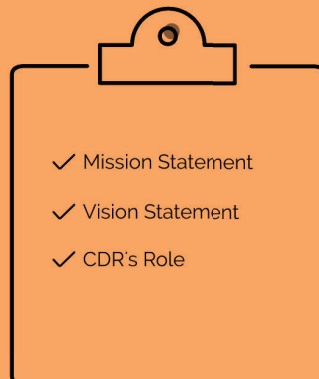
All RDs and DTRs must complete continuing education in order to maintain their credential. RDs need 75 credits and DTRs need 50 credits in their 5 year cycle (1 credit must be in ethics).

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3.

## CDR - Commission on Dietetic Registration

the credentialing agency for the Academy of Nutrition and Dietetics



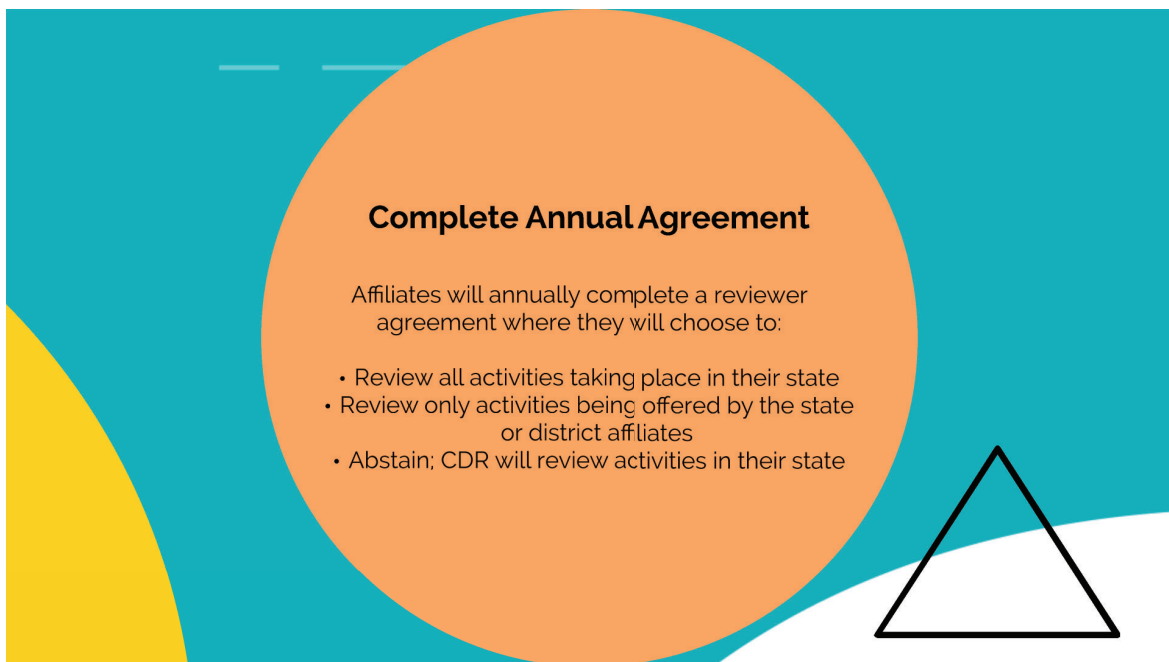
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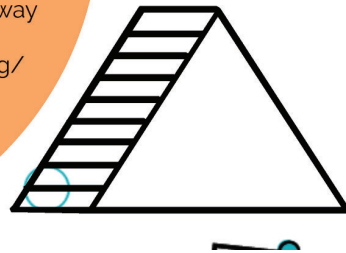
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7.

## Fees for Service

Affiliates may charge a fee for this service.

- Fees may not exceed \$20/CPEU or \$200/activity
- Fee scales indicated on the reviewer agreement
  - Payment goes through the affiliate
- Affiliate may process payments in whatever way they choose
- It is recommended to bill prior to reviewing/approving the activity.

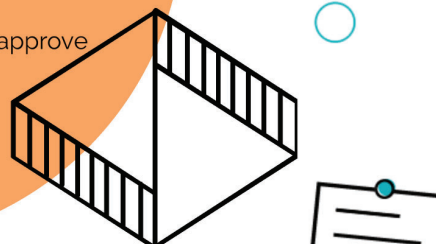


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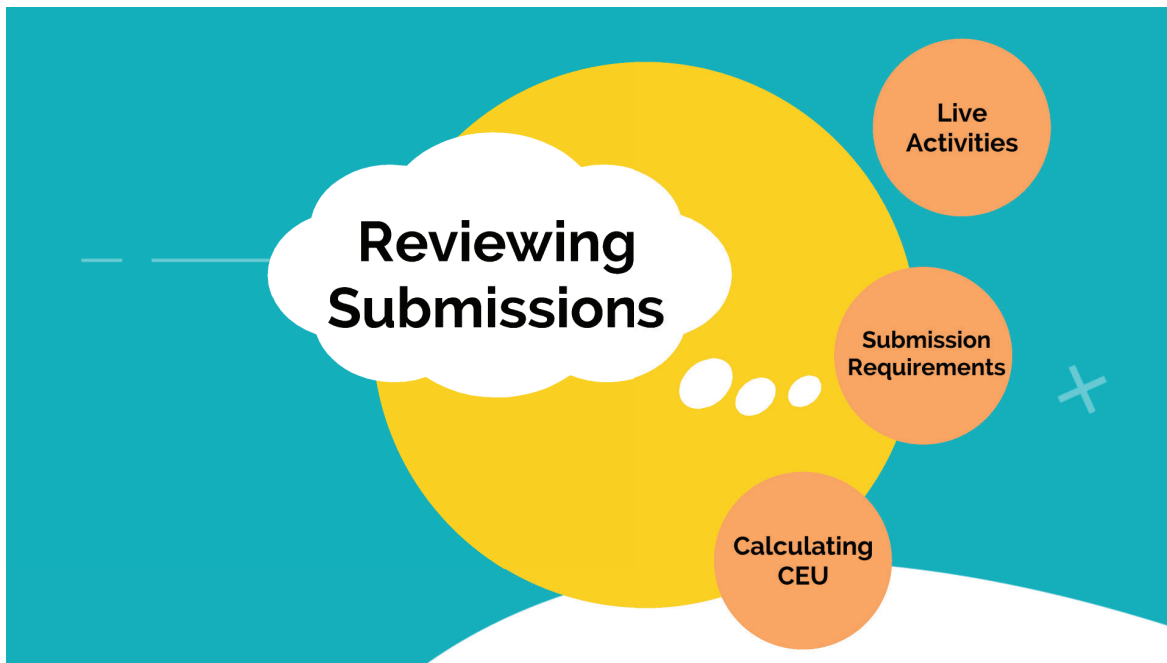
## FYI with CEU

- If the affiliate is choosing to review any activities, they must appoint an individual to manage the program and process any potential fees.
- All submissions must be taken through the CDR website.
- State affiliates may not review or approve self studies.



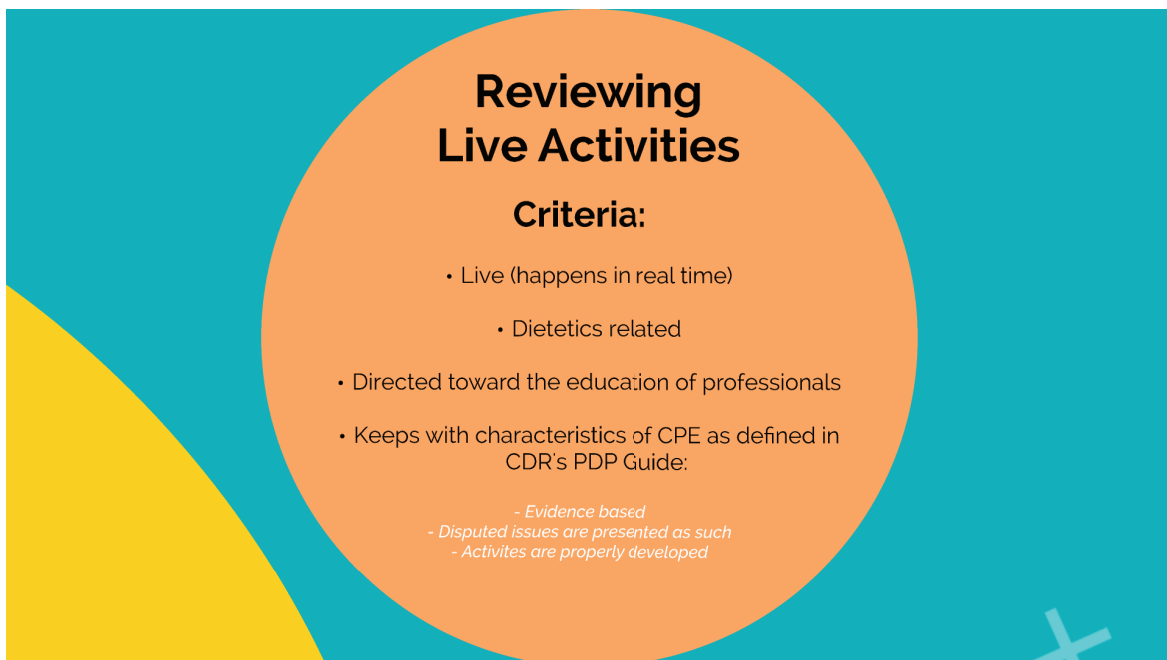
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12.

## Submission Requirements

To submit a live activity you must include:

- Timing Outline/Agenda
  - CEU is not awarded for breaks, meals, or networking
  - 1 hour = 1 CEU
- Resume/CV of each presenter

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13.

## Total Hours and Levels

- CEUs are awarded in increments of 0.5.
- One contact hour is equal to one CPEU; if your activity is an hour and half in duration, that is 1.5 CPEUs.

### CPE Level

- Level I: Assumes that the participant has little or no prior knowledge of the area(s) covered.
  - Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered.
  - Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered.
- You may select more than one level.

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14.



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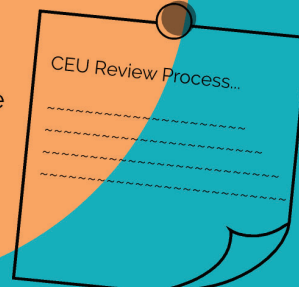
16.



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17.

- All state affiliates and districts have an existing provider account
- Prior approval guidelines are posted here: [www.cdrnet.org/form-prior-approval](http://www.cdrnet.org/form-prior-approval)
- You must give your participants documentation of attendance, such as a certificate of attendance



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18.

**Questions!?**

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20.