

# Continuing Professional Education Prior Approval Request Form

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

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

Program Title: \_\_\_\_\_  
\_\_\_\_\_

Program Provider: \_\_\_\_\_

Program Date(s): \_\_\_\_\_

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

Program Location (City & State) \_\_\_\_\_

Target Audience \_\_ RDs \_\_ DTRs \_\_ Other \_\_\_\_\_  
\_\_\_\_\_

Check here if program is closed/by invitation only

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

Contact Person- This person will receive Certificates of Attendance & additional materials  
\_\_\_\_\_

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

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

Fax \_\_\_\_\_

Email \_\_\_\_\_

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.

Signature of Program 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 time spent in sessions, meals, breaks and such.  
This is to ensure all hours are awarded for learning time only.
3. Information regarding the target audience.
4. Qualifications of speakers/presenters. These should be resumes or CVs.

Some Affiliate Dietetic Associations share the CPE approval responsibility with CDR. Please review the Prior Approval Review Contact List at [www.cdrnet.org/pdrcenter/affiliate.htm](http://www.cdrnet.org/pdrcenter/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/Lecture/Webinar           | <input type="checkbox"/> Study Group     |
| <input type="checkbox"/> Workshop            | <input type="checkbox"/> Experiential Skills Development   | <input type="checkbox"/> Poster Sessions |
| <input type="checkbox"/> Certificate Program | <input type="checkbox"/> Residency and Fellowship Programs | <input type="checkbox"/> Exhibits        |

**Information on CPEUs Requested:**

Number of contact hours: \_\_\_\_\_ Exhibits: \_\_\_\_\_ Posters: \_\_\_\_\_

Applicable Learning Need Code(s): \_\_\_\_\_

(See Page 2 for LNC List)

CPEU Level: \_\_\_\_\_

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

**For Continuing Professional Education Committee Use Only**

Date \_\_\_\_\_ Maximum Hours \_\_\_\_\_

Approved by \_\_\_\_\_ Exhibit Hours \_\_\_\_\_

Disapproved by \_\_\_\_\_ Poster Sessions \_\_\_\_\_

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.

Send this form to CDR!

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

You may also fax it to 312-899-4772

Questions? Call 1-800-877-1600 xt. 5500 and ask for the Prior Approval contact.

## LEARNING NEED CODES QUICK REFERENCE

<b>1000</b>	<b><u>PROFESSIONAL SKILLS</u></b>	4130	Pregnancy	6030	Educ. theories and techniques for adults
1010	Career planning, job search, goal setting	4140	Lactation	6040	Educ. theories and techniques for children and adolescents
1020	Computer, electronic technology	4150	Infancy & Childhood	6050	Instructional materials development
1030	CPR	4160	Adolescence	6060	Learning needs assessment, LP development, and evaluation
1040	Cultural sensitivity	4170	Men's health	6070	Interviewing and listening skills
1050	Ethics	4180	Women's health	6080	Training, coaching, and mentoring
1060	Foreign language	4190	Elderly nutrition	<b>7000</b>	<b><u>BUSINESS AND MANAGEMENT</u></b>
1070	Leadership, critical and strategic thinking	<b>5000</b>	<b><u>MEDICAL NUTRITION THERAPY (MNT)</u></b>	7010	Business plan development
1080	Legislation, public policy	5010	Acute	7020	Conflict management
1090	Media skills	5020	Ambulatory	7030	Contract management
1100	Photography, video and graphic production	5030	Home care	7040	Consultation
1110	Risk taking	5040	LTC, intermediate, assisted living	7050	Customer focus
1120	Time and stress management, life balance	5050	Rehabilitation	7060	Emergency and disaster management
1130	Verbal comm. skills, presentations	5060	Neonates	7070	Entrepreneurship, private practice
1140	Written comm. skills, publishing	5070	Pediatrics	7080	Financial management
<b>2000</b>	<b><u>SCIENCE OF FOOD AND NUTRITION</u></b>	5080	Adolescents	7090	Human resources management, labor relations
2010	Botanicals, phytochemicals	5090	Adults	7100	Institution/regulatory policies and procedures, HCFA, OBRA, JCAHO, NCQA, OSHA, USDA
2020	Composition of foods, nutrient analysis	5100	Elderly	7110	Legal issues, malpractice
2030	Food preservation, additives, irradiation	5110	Allergies, sensitivities	7120	Marketing
2040	Food science, genetically modified food	5120	Autoimmune disease, arthritis, lupus	7130	Managed care
2050	Genetics	5130	Bone diseases, osteoporosis	7140	Materials management
2060	Immunology	5140	Burns	7150	Negotiation
2070	Macronutrients: CHO, Protein, Fat, Fiber, and Water	5150	Cancer	7160	Quality management
2080	Microbiology, food toxicology	5160	Cardiovascular disease	7170	Reimbursement, coverage
2090	Micronutrients: vits, minerals	5170	Critical care, trauma	7180	Strategic planning
2100	Nutritional biochemistry	5180	Developmental disorders	7190	Supervision, crisis management
2110	Physiology, exercise phys.	5190	Diabetes mellitus	7200	Team building
<b>3000</b>	<b><u>NUTRITION ASSESSMENT</u></b>	5200	Disordered eating	7210	Sales, merchandising
3010	Assessment methodology	5210	Dysphagia	<b>8000</b>	<b><u>FOOD SERVICE AND CULINARY ARTS</u></b>
3020	Assessment of target groups	5220	GI Disorders	8010	Child and Adult Care Food Program
3030	Anthropometrics, body comp	5230	Hematological disorders, anemia	8015	Cultural/ethnic food & culinary practice
3040	Food consumption, fluid balance	5240	Hepatic Disorders	8018	Environmental, agricultural, and technologic influences on food systems
3050	Feeding, swallowing, dentition	5250	HIV/AIDS	8020	Equipment management
3060	Laboratory tests	5260	HTN	8030	Facilities layout, planning
3070	Pharmacological, drug/nutrient, herbal interaction	5270	Infectious disease	8040	Food safety, HACCP, and sanitation
3080	Physical: BP, pulse, bowel sounds	5280	Nutrient deficiencies	8050	Food distribution and service
3090	Screening parameters, methodology, and surveillance	5290	Metabolic disorders, Inborn errors	8060	Food presentation
3100	Supplemental nutrients, botanicals	5300	Neurological: stroke, Alzheimer's, dementia, Parkinson's, spinal cord injuries	8070	Food production, purchasing
<b>4000</b>	<b><u>WELLNESS AND PUBLIC HEALTH</u></b>	5310	Pregnancy complications	8080	Food styling
4010	Community Intervention, monitoring, and evaluation	5320	Psychiatric disorders, anxiety	8090	Menu planning, nutrient analysis
4020	Community prgm. development	5330	Pulmonary diseases	8100	Recipe and food development
4030	Dietary guidelines, DRIs, FGP, food labeling	5340	Renal diseases	8110	School foodservice
4040	Disease prevention	5350	Substance abuse	8120	Sales, merchandising
4050	Epidemiology	5360	Transplantation	8130	Sensory perception and evaluation of food and ingredients
4060	Exercise, fitness, and sports nutr.	5370	Weight management, obesity	<b>9000</b>	<b><u>RESEARCH AND GRANTS</u></b>
4070	food security and hunger	5380	Wound care	9010	Data analysis
4080	Govt-funded Food & Nutrition Programs	5390	Care planning, documentation, and eval.	9020	Evaluation and application of research
4090	Health behaviors: smoking cessation, stress management	5400	Case management	9030	Outcomes research, cost-benefit analysis
4100	Social marketing	5410	Client Protocols, clinical guidelines	9040	Proposal development, grant applications
4110	Vegetarianism	5420	Complementary Care, alternative therapies	9050	Publication, communications of research outcomes
4120	Life Cycle	5430	End of life care	9060	Research development and design
		5440	Enteral and parenteral nutrition support	9070	Research instruments and techniques
		5450	Feeding equip, tube placement, adaptive utensils		
		5460	Self-care management		
		<b>6000</b>	<b><u>EDUCATION, TRAINING, AND COUNSELING</u></b>		
		6010	Behavior change theories, techniques		
		6020	Counseling, therapy, and facilitation skills		