

The Following Instructions are for Dietitians Entering Continuing Education Activity into Their CDR Log

(For training completed after May 31st, 2024)

- First off, when you get your certificate of course completion, please print it off, write your name in the space provided and save it in your files. It's a good idea to save the document in your computer files as well.
- **Logging training activity:** When you click to add a new activity skip the first step to list an activity number, press continue and now add in the activity information requested.
 - Choose activity type: 171 Live Webinars or 110 case presentations or 150 interactive workshops (as it appears on your completion certificate). **Note:** Do NOT choose “certificate of training” nor “recorded pre-approved CPE”. None of our training here at NLFN qualifies for these activity codes
 - Enter the start date of the training
 - Choose sphere and competency that best fits your learning needs plan. We might suggest sphere 9 or 11 (for any of our clinical topics) with your choice of competency for whichever sphere you choose. Just remember both of these should match your learning plan. **Note:** you can always amend your learning plan prior to entering your CPE.
 - Do not check the ethics or health equity check boxes unless your certificate specifically notes either of these.
 - Enter the activity title as it appears on your completion certificate
 - Enter the activity provider; Nutriwellness, INC. (Nutriwellness is the legal parent company for Next Level Function Nutrition)
 - Now enter your CPE units, which is the equivalent of the hours earned listed on the completion certificate you received certificate for the training.
 - Lastly, fill in the box as directed with your description of the impact that the learning activity had for you and what you might do differently as a result of your participation in the activity.
 - Press save
 - Note there is a place for an upload, however it is optional and since you are self-reporting and our training is not pre-approved there is no pre-approved CDR document to upload.
- We recommend you retain a copy of the course completion certificate in your records in case of a random CDR audit. Should you be audited, please contact us at NLFNtraining@gmail so that we may provide you with any additional information you need.