

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

(For training completed after May 31<sup>st</sup>, 2024)

- First off, as soon as you obtain your certificate(s) of course completion, please print it/them off, write your name in the space provided, scan and upload in your files. It's a good idea to save the document in your computer files as well. You can download directly, and then if you ever need to submit the certificate, just be sure to add your name first.
- Since CDR could require additional information if you were ever audited, we highly recommend you also retain a copy of your course self-study quiz provided in your course portal. You can download your quiz results once your quiz is completed...we recommend you complete the quiz as many times as it takes to get 100% correct answers before you download your results for your files. This is for your best learning value 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 any other specific activity type listed on your completion certificate) Do NOT choose “certificate of training” nor “live or recorded pre-approved CPE”. None of our training here at NLFN qualifies for these activity codes. **(Note: eventually the 171 code may be replaced with 173, which will more globally encompass different formats of training)**
  - 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 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**. Note: you may have received multiple certificates from one course. This is usually the case with longer courses. If so, yes - this means you must log each one separately in your CDR log. We apologize for any inconvenience, but we expect this minimizes your chance of audit.

- The last step in logging CPE asks you to provide a commentary of the impact 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 prior-approved there is no prior-approved CDR document to upload. Again, we recommend you retain your certificate of completion as proof of attendance that you submit should you ever be asked to provide.
- Again, aside from the note above about saving documents, we recommend you retain a copy of the course completion certificate and the completed module quiz(es) in your records in case of a random CDR audit.
- **Note: At any time, should you be audited, please contact us at [NLFNtraining@gmail.com](mailto:NLFNtraining@gmail.com) so that we may provide you with any additional information you need. (this might include a copy of the course objectives and slides, or anything else they require)**