

# ALABAMA DIETETIC ASSOCIATION

## CPEU PRE-APPROVAL PROCESS

The Alabama Dietetic Association (ALDA) offers pre-approval for any continuing professional education (CPE) program being held in the state that registered dietitians may seek continuing professional education units (CPEUs). ALDA is approved by the Commission on Dietetic Registration to pre-approve CPEU programs.

Pre-approval of CPE programs serves to assist program directors in marketing their continuing education programs to registered dietitians. Dietitians on the portfolio system are only required to maintain a copy of the program certificate if the program has been pre-approved. Program providers should maintain the approval notification as well as the list of attendees for 7 years in case of audit.

All CPEU pre-approval applications are subject to the same requirements and should be received at least 2 weeks (14 days) prior to the program date (4-6 weeks is optimal to ensure adequate time for approval to occur). Applications that are received less than 2 weeks prior to the program date are subject to late fees and applications received less than 1 week (7 days) prior to the program date will not be accepted.

As of January 2014 all applications are completed online through the CDR website as follows:

Go to the CDR website – Forms <http://cdrnet.org/forms>

Click the link for CPE Activity Providers: [\*Of Interest to CPE Activity Providers and Sponsors\*](#)

Then click this link to get to the information regarding CPE Prior Approval  
[\*Prior Approval CPE Guidelines and the Online CPE Database\*](#)

Once you click to the Prior Approval Guidelines page, first click the link for the Prior Approval Process Tutorial (link below) – it's a 5-minute or so video that shows you the process

[\*Prior Approval Process Tutorial\*](#)

Once you've watched the Tutorial video, click the appropriate link in Step 2 - the link for new providers takes you to the page shown in the video to register your organization and designate a contact person. BE SURE TO NOTE THE USERNAME FOR YOUR ORGANIZATION AND THE PASSWORD! You'll use this log in information for any subsequent submissions your organization makes. Once you've registered your organization, you can follow the link in Step 2 for organizations who have submitted requests before – this will take you to the log-in page, once you've logged in proceed to enter the appropriate information.

- Please note that if the contact person (the "submitter") for the account changes please update that information on the account (that way the correct person can be contacted in case of questions).

When completing your online request, be sure to upload the appropriate supporting documents:

- Agenda
- Objectives
- CV or resume for each speaker

The number of CPEUs approved is determined by adding the number of minutes in each session divided by 60 (minutes/hr). The number of CPEUs should be rounded to the nearest hour. Credit will be given for question and answer sessions, but not breaks or welcome sessions. If there is a lunch speaker, please note the length of time allotted for the presentation. If the time is not noted, no CPEUs will be awarded.

Once you've submitted your information for approval the request is forwarded to the ALDA CPE Committee Chair for approval – the contact listed on the request will receive a notification of the approval once it's completed.

Be sure to provide each program attendee a Certificate of Attendance (note that there is a sample certificate on the web page where approval requests are submitted). Also be sure to maintain a list of program attendees.

If you have any questions feel free to contact the ALDA CPE Committee Chair -

Jennifer DeHart, MS, RD, LD, CNSC  
St. Vincent's Birmingham  
[jennifer.dehart@stvhs.com](mailto:jennifer.dehart@stvhs.com)  
Phone: 205-939-7012

Payment should be mailed to the address on the invoice below. PLEASE MAKE ALL METHODS OF PAYMENT PAYABLE TO THE ALABAMA DIETETIC ASSOCIATION. The payment invoice (below) should be sent when the request is submitted (if there are any questions at the time of submission regarding fees please contact the ALDA CPE Committee Chair noted above).

### **Continuing Professional Education Pre-Approval Fee Schedule (September 1 – August 31)**

#### Single Day Conferences/Meetings

\$10 per credit hour up to a maximum of \$50 per day

#### Multiple Day Conferences/Meetings

\$50 per day (discounts are not given for less than 5 hours during one day)

#### Unlimited CPEUs/Programs for 1 year (September 1 – August 31)

\$150 annually, must provide  $\geq 2$  programs/year to qualify for annual fee schedule

All application packets are subject to a \$25 late fee if received less than 2 weeks prior to the program date. Applications received less than 1 week (7 days) prior to the program date will not be accepted.

ALDA District Associations are exempt from the above fee schedule. District associations should submit applications based on the timeline described above and are subject to late fees.

## Continuing Professional Education Invoice

Name of Program:

---

Date of Program:

---

Contact Person:

---

Email Address:

Phone Number:

---

Number of CPEUs requested:

---

Amount Paid:

---

PLEASE MAKE ALL METHODS OF PAYMENT PAYABLE TO THE ALABAMA DIETETIC ASSOCIATION.

*Send check to:*

Alabama Dietetic Association

Attn: Larry Vinson

PO Box 240757

Montgomery, AL 36124-0757

(334) 260-7970

Method of Payment:

---

Office Use Only:

Received by:

Date:

Amount:

---