Pennsylvania Academy of Nutrition and Dietetics Foundation
Process for Review and Approval of Continuing Professional Education Programs

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The following information is for **program providers**. We hope it clarifies requirements regarding the approval process for continuing professional education (CPE) programs offered in Pennsylvania.

The CPE program that you submit in the CDR's database should include the following information:

1. **EDUCATIONAL OUTCOMES**
   Include **for each session educational outcomes** that participants/learners will a**chieve** by the end of the session. Use action verbs/behaviors in writing outcomes statements. For example:

   Session: Age-related changes and their nutritional implications
   Educational Objectives: After attending this session, participants will be able to:
   • Explain the effects of atrophic gastritis on vitamin B-12 absorption.
   • List two ways that older adults can meet their RDA for vitamin B-12.

   These outcomes are distinct from the presentation objectives that some speakers submit. A common practice is for program planners to ask speakers to submit desired learning outcomes along with the session description.

   NOTE: Educational outcomes are separate from performance indicators and learning codes that program providers choose when they submit their programs to the CDR's website. Pennsylvania requires educational outcomes and performance indicators and learning codes.

2. **PROGRAM SCHEDULE AND DETAILS**
   Include the **time and length of each session.** Specify the **number of CPEU hours for each session**. This makes it easier for the reviewer to count your program's total CPEUs and avoids errors in counting.

3. **SPEAKERS' QUALIFICATIONS**
   The Foundation's guidelines recommend submitting a biography, including academic degrees and the respective college or university, rather than a résumé or CV.

4. **Participation of RDNs/RDs and NDTRs/DTRs in Program Planning**
   Include a statement that program planning involved RDNs/RDs and/or NDTRs/DTRs. CDR requires that programs on food and nutrition include these professionals' participation in planning. Exceptions to this "rule" are in the CDR's website.

5. **TARGET AUDIENCE**
   Specify that your audience includes RDNs/RDs and/or NDTRs/DTRs. You may include other professionals, but the audience should not include the public.

6. **PAYMENT**
   Be sure that when you submit your program to the CDR's website, you **list the location as Pennsylvania**. Omitting this information will send your program to the CDR for review and CDR will then charge you a fee. However, if your program goes to the Foundation for approval, the CDR will not charge you a fee. In other words, you pay only the Foundation.

   After submitting your program to the CDR's website, go to the Foundation's web page to submit your payment. The process requires **payment first** before review of your program.

   NOTE: The CDR's website does not inform you to go to the Foundation's web page to pay the fee. You can pay the application fee online. This system informs the reviewer that you have paid the fee.

   The Foundation does not refund application fees due to program cancellation or failure of the provider to complete the application according to CDR and Pennsylvania guidelines.

7. **INCOMPLETE INFORMATION**
   The reviewer will return your program to you for any additional information or clarification needed to complete the review. In this case, **modify** your application by adding the information into the CDR's database.

8. **REVIEW TIME**
   Please allow **four (4) weeks** for the review process.

(PennsylvaniaAcademy of Nutrition and Dietetics Foundation CPE Approval: July 2019)