

CONTINUING COMPETENCE PROGRAM GUIDELINES FOR POINTS ALLOCATION

The following are guidelines **only**. Seek professional opportunities that meet your needs. When assigning points, consider the professional benefit of the activity. You *may choose to give a higher point value* if you can demonstrate the activity was of great benefit to you professionally or *you may give a lower value* if an activity did not have as much impact on your professional development. Your explanation can be included in the 'Relevance to Practice' section.

CATEGORY/ACTIVITY	POINTS	COMMENTS/EXAMPLES	ADDITIONAL DOCUMENTS TO SUBMIT FOR AUDIT
Academic courses undergraduate, graduate or post graduate level in an area related to dietetics	15	Course must be complete prior to renewal deadline	Certificate, Transcript
Certification/Recertification e.g. CDE, ASPEN *Note: Claim once certification/recertification completed. Cannot claim preparation (i.e. course to prepare for exam) separately from exam. ** <i>Craving Change</i> is listed under online courses	15		Certificate
Research Conducting research as a sole, principal or co-investigator. This category includes: 1. Conducting research 2. Writing paper for peer review 3. Oral presentation 4. Poster Presentation.	15	Investigator must have participated substantially in the conception and design of the work, analysis of data and writing of the report. Examples of research include: Qualitative research studies and descriptive epidemiological research, clinical trials, case control studies, cohort or follow up studies or outcomes research.	Copy of research paper including introduction, purpose of research, methodology, discussion of results, summary and references. Sponsoring/funding institution information
Short courses, workshops, seminar, conventions, symposia	1	Per hour of professional subject matter, e.g. DC Conference, CSCN Conference, Nutrition Forum, DC education events List specific sessions attended if reporting > 3 points, if applicable	Proof of attendance. Copy of program outline indicating sessions attended. Relevance to Practice must include a description of the outcome of the session.
Online Courses • Online courses • Craving Change Facilitator Training	As outlined by course 5 points		Submit proof of course completion/certificate.
Courses accredited through CDR (Commission on Dietetic Registration – credentialing agency for the Academy of Nutrition and Dietetics in US)	As outlined by course	e.g., Nutrition Dimension Courses	Submit proof of course completion/certificate.
Web based continuing education events	1	Per hour of professional subject matter, e.g., webcasts, podcasts	Relevance to Practice must include a description of the outcome of the session.
Professional Education 1. Research for preparing new case studies/Updating teaching materials 2. Developing CDRE exam questions	1 1	Per hour of professional subject matter Per hour of professional subject matter Maximum 4 points per year	Copy of new materials developed and bibliography of research Documentation of participation
Attendance at grand rounds, lectures, in-service education	1	Per hour of professional subject matter	Relevance to Practice must include a description of the outcome of the session.

CATEGORY/ACTIVITY	POINTS	COMMENTS/EXAMPLES	ADDITIONAL DOCUMENTS TO SUBMIT FOR AUDIT
Journal Club (list topic) 1. Preparation and presentation 2. Participation only	2 1	Per hour of professional subject matter Provide topic and article reference Per hour of professional subject matter Provide topic and article reference	Relevance to Practice must include a description of the outcome of the session. Relevance to Practice must include a description of the outcome of the session.
Peer Reviewed Professional Reading 1. Peer reviewed professional journal readings 2. Clinical Practice Guidelines 3. PEN	½ per article	Provide topic and article references. . Maximum 6 points per year. Note: If the article has a quiz or evaluation, such as the CPE articles in the Journal of the Academy of Nutrition and Dietetics, points may be claimed as outlined in article.	Relevance to Practice must include a description of the outcome of the session. Relevance to Practice must include a description of the outcome of the session.
Presentations 1. To professionals	4	If presentation repeated, points can only be counted once	Presentation outline and bibliography of research;
Writing for publication 1. Writing for PEN 2. Reviewing for PEN 3. Book review for professional press	10 5 3	Per practice question. Per section reviewed. Per book review	Copy of article or book review, including bibliography of research Copy of letter/email requesting RD be reviewer
Professional/Committee Experience 1. CDM Council member 2. Committee Chair 3. Committee Member	2 2 1	Maximum 4 points/year	Relevance to Practice must include a short description of knowledge gained through committee participation.