

*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.

<b>CATEGORY/ACTIVITY</b>	<b>POINTS</b>	<b>COMMENTS/EXAMPLES</b>	<b>DOCUMENTS TO SUBMIT FOR AUDIT ONLY</b>
<b>Academic Courses</b> Undergraduate, graduate or post graduate level in an area related to dietetics	15	Course must be complete prior to renewal deadline, March 31 yearly	Official transcripts and copy of certificate
<b>Certification / Recertification</b>	15	e.g., CDE, ASPEN *Note: claim once certification/recertification completed.  Cannot claim preparation (i.e., course to prepare for exam) separately from exam.  **Craving Change is listed under 'Online Courses'	Copy of certificate
<b>Research</b> Conducting Research as sole principle 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 outcome research	Copy of research paper including introduction, purpose of research, methodology, discussion of results, summary and references.  Sponsoring / funding institution information
<b>Short courses, workshops, seminar, conventions, symposia</b>	1	Per hour of professional subject matter, e.g., DC Conference, CSCN Conference, Nutrition Forum, DC Education events.  If reporting > 3 points, list specific sessions attended in your CC submission under 'Title of Activity'.	Proof of attendance Copy of program outline indicating sessions attended.  Relevance to practice submitted with your CC submission must include a description of the outcome of the session.
<b>Online Courses</b> <b>Craving Change Facilitator Training</b>	As outlined by course 5 points		Submit proof of course completion / copy of certificate

CATEGORY/ACTIVITY	POINTS	COMMENTS/EXAMPLES	DOCUMENTS TO SUBMIT FOR AUDIT ONLY
<b>Courses accredited through CDR</b> (Commission on Dietetic Registration – credentialing agency for the Academy of Nutrition and Dietetics in US)	As outlined by the course	e.g., Nutrition Dimension Courses	Submit proof of course completion / copy of certificate
<b>Web based continuing education</b>	1	Per hour of professional subject matter e.g., webcasts, webinars, podcasts	Relevance to practice submitted with your CC submission must include a description of the outcome of the session.
<b>Professional Education</b> 1. Research for preparing new case studies, updating teaching materials 2. Developing CDRE exam questions	1  1  <i>Maximum of 4 points per year</i>	Per hour of professional subject matter  Per hour of professional subject matter	Copy of new materials developed and bibliography of research.  Documentation of participation
<b>Attendance at ground rounds, lectures, in-service education</b>	1	Per hour of professional subject matter	Relevance to practice submitted with your CC must include a description of the outcome of the session
<b>Journal List (list topic in your CC submission)</b> 1. Preparation and presentation 2. Participation only (provide topic and article reference in your CC submission)	2  1	Per hour of professional subject matter Per hour of professional subject matter	Relevance to practice submitted with your CC submission must include a description of the outcome of the session.
<b>Peer Reviewed Professional Reading</b> (provide topic and article reference in your CC submission) • Clinical Practice Guidelines • PEN	½ per article  <i>Maximum of 6 points per year</i>	*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 submitted with your CC submission must include a description of the outcome of the session.
<b>Presentations to Professionals</b>	4	If presentation is repeated, points can only be counted once.	Presentation outline and bibliography of research.
<b>Writing for publications</b> 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

CATEGORY/ACTIVITY	POINTS	COMMENTS/EXAMPLES	DOCUMENTS TO SUBMIT FOR AUDIT ONLY
<b>Professional/Committee Experience</b> 1. CDM Council member 2. Committee Chair 3. Committee Member	2 2 1	<b>Maximum 4 points / year</b>	Relevance to practice submitted with your CC submission must include a description of the outcome of the session.