1. Each NYCNEN meeting, with the exception of Networking Night, provides Continuing Professional Education (CPE) that can be used for the RD credential. This tutorial will explain how to log your CPEs on the Commission on Dietetic Registration (CDR) website.
   a. At each meeting, we offer a Certificate of Attendance, which indicates how many CPEs the meeting was worth. We recommend holding on to the Certificate of Attendance and the Meeting Agenda for future reference about the meeting or if you get audited.
   b. You are responsible for registering each meeting for the corresponding CPEs. NYCNEN is not required to seek pre-approval for live activities as per the CDR Prior Approval Instruction Manual.

2. Visit the CDR homepage ([www.cdrnet.org](http://www.cdrnet.org)) and log in to your account.

3. Click on “MyCDR” → “PDP”.

* Please note that this tutorial is specific to the Commission on Dietetic Registration (CDR).
4. Click on the button that says “Click here to access your log”.

5. Your log will appear. Click on “Add Activity”.

6. The Add Activity window will open. Fill out all of the boxes to log the activity.
a. **Activity Type**: select the appropriate one.
   i. NYCNEN meetings could be 150 Interactive Workshops or 170 Lecture/Seminar/Webinar/Teleseminar, depending on the structure of the meeting. You can refer to the CDR Professional Development Portfolio Guide for descriptions of each Activity Type.

b. **Date Completed**: put date of meeting

c. **Select Learning Need Code**: this will only come up with Learning Codes that you selected for your 5-year plan.
   i. Note: NYCNEN meetings could fall under code “6000 Education, Training & Counseling”.

d. **Activity Title**: use the meeting title as written on the Meeting Agenda

e. **Activity Provider**: NYCNEN

f. **CPE units**: refer to your Certificate of Attendance for this information

g. **Is activity CDR approved or offered by a CDR accredited provider**: answer “No” since NYCNEN does not request prior approval.
   i. Live events do not require prior CDR approval as per the CDR Prior Approval Instruction Manual.

h. **How did you use the knowledge or skill acquired from this learning activity**: each person must fill this out as appropriate.

7. Click on “Add Activity” or “Update Activity” when finished.

a. Note: the following image is just an example and is not completely filled out as required.