

Commission on Dietetic Registration

the credentialing agency for the



Academy of Nutrition
and Dietetics

Guidelines for Jointly Accredited Providers regarding Certificates of Completion and Awarding Contact Hours for Registered Dietitians (RDs) and Dietetic Technicians, Registered (DTRs)

Continuing Professional Education Units (CPEUs) are awarded in contact hours.

1 contact hour (60 minutes) = 1 CPEU.

Credit is to be awarded in .25 (1/4-hour increments).

If rounding is desired in the calculation of contact hours, the provider must round to the nearest quarter hour. See examples below:

- Rounding down: An activity that is 2 hours and 45.6 minutes is equivalent to 2.76 hours and would be rounded down to 2.75 hours.
- Rounding up: An activity that is 1 hour 40 minutes is equivalent to 1.67 hours and would be rounded up to 1.75 CPEUs.

CPEUs awarded must be commensurate with participation in the activity.

Registered Dietitians and Dietetic Technicians are to be instructed to enter activities offered by jointly accredited providers as type 102 on Professional Development Portfolio (PDP) activity logs. This can be facilitated via the use of the logo below.

The logo below is required to be displayed on certificates issued to learners upon completion of an activity regardless if the activity is IPCE, RD/ DTR targeted single profession, or non-RD/ DTR targeted single profession:



Completion of this RD/DTR profession-specific or IPCE activity awards CPEUs (One IPCE credit = One CPEU).

If the activity is dietetics-related but not targeted to RDs or DTRs, CPEUs may be claimed which are commensurate with participation in contact hours (One 60 minute hour = 1 CPEU).

RD's and DTRs are to select activity type 102 in their Activity Log. Sphere and Competency selection is at the learner's discretion.