

Competency Plan Builder Instructions

Commission on Dietetic Registration

the credentialing agency for the
**Academy of Nutrition
and Dietetics**



Step 1: Go to www.cdrnet.org and select “myCDR login”



About CDR

MyCDR

Products

Services

Resources

Forms & Pubs

Calendar

**Not all nutrition
Certification Programs are created equal.**

Commission on Dietetic Registration, credentialing agency for the Academy of Nutrition and Dietetics, administers eight entry specialist and advanced nutrition certification programs.

Learn More



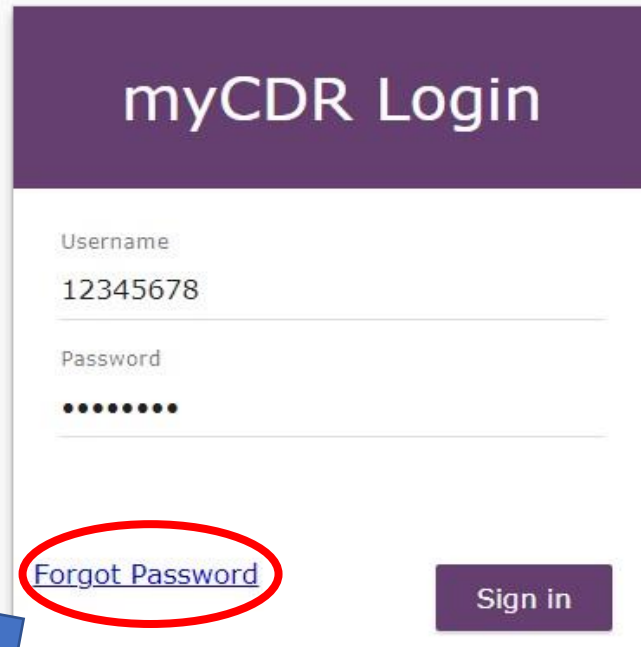
HOW CDR CAN HELP YOU



ONLINE CREDENTIAL VERIFICATION SEARCH

Select to **Login**
to myCDR
account

Step 2: Login to myCDR account using your username & password



The image shows a login form titled "myCDR Login". It has a purple header with the text "myCDR Login" in white. Below the header, there are two input fields: "Username" with the value "12345678" and "Password" with a masked password represented by seven dots. At the bottom left of the form, there is a blue link labeled "Forgot Password" which is circled in red. At the bottom right, there is a purple button labeled "Sign in". A blue arrow points from a text box at the bottom left towards the "Forgot Password" link.

Forgot your password? Click here.

Helpful Tips:

- Your login information is the **same** as your Academy login.
- Your username is typically your **ID number**. Start with the first number after R00's (ex. 456789)
- **Forgot** your password? Select the forgot password link. Follow the appropriate prompt to either reset password or have the system email your login information

Step 3: Enter the Professional Development Portfolio by selecting either “*Submit a Learning Plan*” from the Dashboard or “*PDP*” from the left navigation pane.



- Dashboard
- PDP**
- Profile
- Journal Quizzes
- CDR Fees & Invoices
- Apply for Specialist Certification
- Apply for Advanced Practice Certification
- Apply for Obesity & Wt Mgt Certification
- CDR ID Card
- Message Center
- CDR Credential Graphics
- Sign Out

myCDR Credential Dashboard [View PDP guide](#)

James Richardson, ID 484729

Select credential: Registered Dietitian Nutritionist or Registered Dietitian

Professional Development Portfolio Status

Registered Dietitian Nutritionist / Registered Dietitian (RDN or RD)

Your five year recertification cycle: 10/1/2020 - 5/31/2025

1 Submit a Learning Plan	Status: Not submitted for approval
2 Record your Activities	0 CPEU recorded
3 Submit your Activity Log	Not submitted for approval

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Step 4: To create a learning plan for your current cycle, click the “Access Plan” button.

PDP Plans and Activity Logs

RDN or RD

Registered Dietitian Nutritionist or Registered Dietitian

My recertification cycles

06/02/2016 - 05/31/2022 (current)

Access Plan

Access Log

06/01/2013 - 05/31/2018

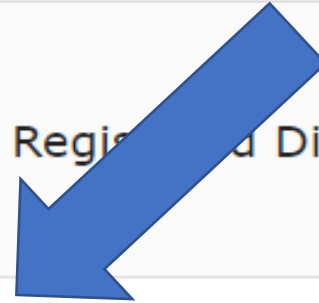
Access Plan

Access Log

07/29/2011 - 05/31/2017

Access Plan

Access Log



Step 5: Once you've read the introduction information, select "Let's Get Started" to begin building your Plan.

Competency Plan Builder

[FAQ](#) [CONTACT US](#)

1 Welcome ----- 2 Spheres and competencies ----- 3 Summary

Welcome

What is the CDR Competency Plan Builder?

The Competency Plan Builder is a digital tool to create a continuing professional education (CPE) Learning Plan. It will help identify focus areas during each five-year recertification cycle for verified CDR credentialed nutrition and dietetics practitioners.

How do I create my plan?

Personalize your plan by adding desired competencies within defined spheres. Spheres describe core and functional areas of dietetics practice. Competencies are identifiable knowledge, skills, and attitudes that are expected outcomes of CPE activities.

Select Spheres and Competencies. **Review** your plan. **Submit** to CDR.

Update your plan as your career goals change throughout any five-year cycle. Approval is automatic upon receipt.

What changed?

The new Competency Plan Builder is faster and easier to complete.


Before you get started, watch this [tutorial video](#) and read the [FAQs](#).

LET'S GET STARTED

For additional information on the Competency Plan Builder, check out the FAQ or Introduction Video

Step 6: Select which Spheres and Competencies you would like to add on your Plan. To add a Sphere, click on the tile.

Click tile or "add button" to add Sphere



Competency Plan Builder

1 Welcome ----- 2 Spheres and Competencies ----- 3 Summa...

Select Spheres and Competencies

There are 14 spheres related to the nutrition and dietetics profession. Click "add" to learn more about each sphere. Within each sphere, select competencies that match your interests and goals to build or revise your plan.

- At least one competency must be selected from the mandatory Ethics sphere (1 CPE)
- There is no maximum number of Spheres or Competencies that must be select...
- You are not required to select a competency from each sphere
- You will not be required to meet every competency on your plan

You've selected **0** Competencies from **0** Spheres

Ethics (required) 0 competencies selected +ADD	Communications 0 competencies selected +ADD	Leadership and Advocacy 0 competencies selected +ADD	Critical Thinking and Decision Making 0 competencies selected +ADD
Informatics 0 competencies selected +ADD	Research and Scholarship 0 competencies selected +ADD	Quality Management 0 competencies selected +ADD	Food, Nutrition and Dietetics 0 competencies selected +ADD
Education and Counseling 0 competencies selected +ADD	Clinical Care 0 competencies selected +ADD	Business, Industry, and Product Development 0 competencies selected +ADD	Community, Population, and Global Health 0 competencies selected +ADD
Foodservice Systems and Management 0 competencies selected +ADD	Organization Management 0 competencies selected +ADD		

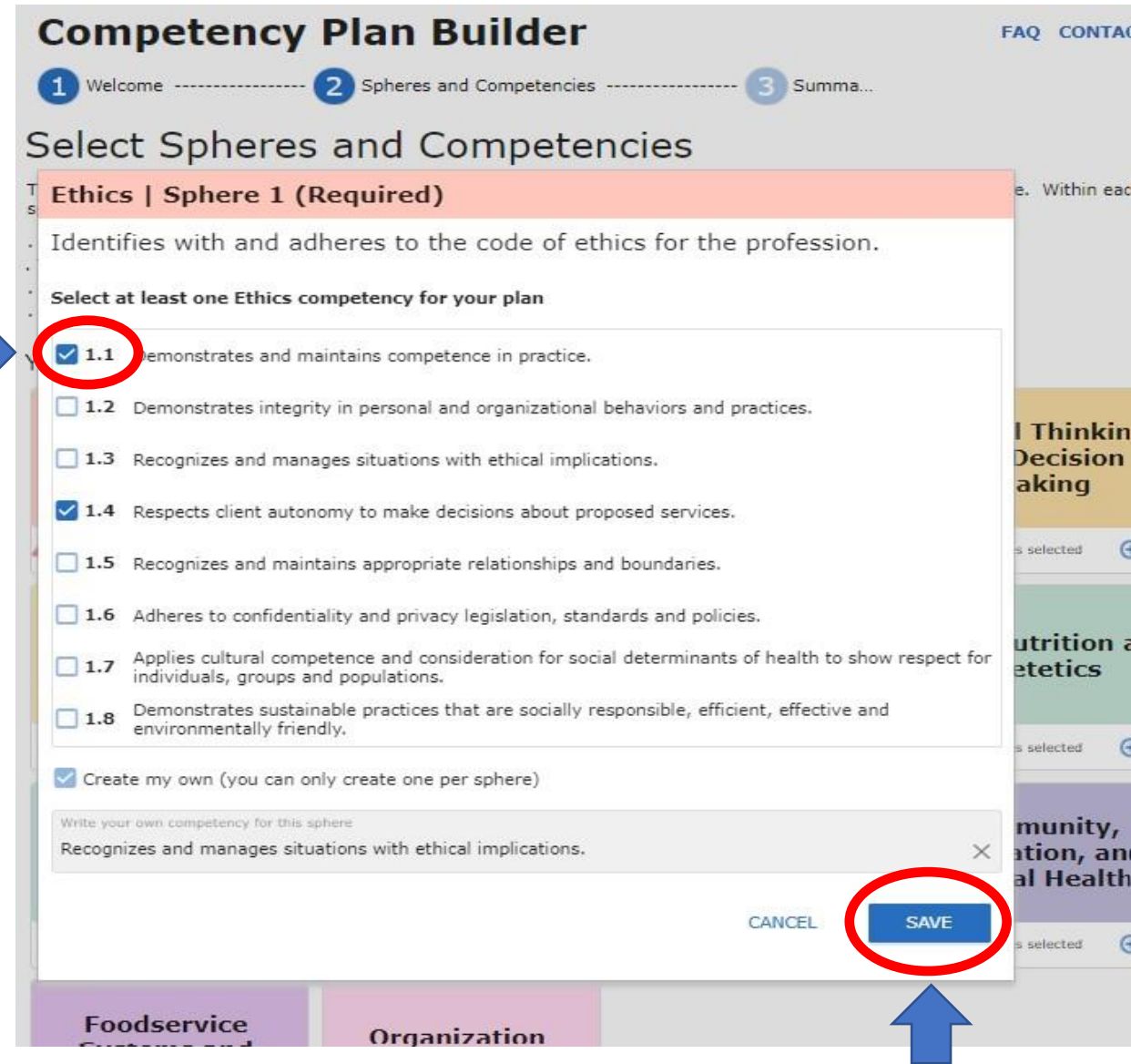

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Notes:

- You must select at least **1 Competency** from the ethics Sphere
- You are **not required** to complete an activity for each Sphere/Competency on your Plan
- There is **not** a maximum number of Spheres/Competencies you can select

Step 7: Once you select the Sphere, you will select each Competency you'd like to add to your Plan

Select box to add Competency



Competency Plan Builder

1 Welcome 2 Spheres and Competencies 3 Summa...

Select Spheres and Competencies

Ethics | Sphere 1 (Required)

Identifies with and adheres to the code of ethics for the profession.

Select at least one Ethics competency for your plan

- 1.1 Demonstrates and maintains competence in practice.
- 1.2 Demonstrates integrity in personal and organizational behaviors and practices.
- 1.3 Recognizes and manages situations with ethical implications.
- 1.4 Respects client autonomy to make decisions about proposed services.
- 1.5 Recognizes and maintains appropriate relationships and boundaries.
- 1.6 Adheres to confidentiality and privacy legislation, standards and policies.
- 1.7 Applies cultural competence and consideration for social determinants of health to show respect for individuals, groups and populations.
- 1.8 Demonstrates sustainable practices that are socially responsible, efficient, effective and environmentally friendly.

Create my own (you can only create one per sphere)


Write your own competency for this sphere

Recognizes and manages situations with ethical implications.

CANCEL **SAVE**

Foodservice Organization

Select "save" to add Competencies to Plan.



- Notes:**
- You are **not required** to complete an activity for each Competency on your Plan
 - There is **not** a maximum number of Competencies you can select
 - You may create **one** optional Competency of your own under each Sphere.

Step 8: Once you have selected the Spheres and Competencies you'd like to have on your Plan, select "next step" from the bottom of the page

A summary of total Competencies and Spheres selected is shown here.

Need to update your Competencies? Select edit under the corresponding Sphere.

Competency Plan Builder

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1 Welcome 2 Spheres and Competencies 3 Summa...

Select Spheres and Competencies

There are 14 spheres related to the nutrition and dietetics profession. Click "add" to learn more about each sphere. Within each sphere, select competencies that match your interests and goals to build or revise your plan.

- . At least one competency must be selected from the mandatory Ethics sphere (1 CPE)
- . There is no maximum number of Spheres or Competencies that must be select...
- . You are not required to select a competency from each sphere
- . You will not be required to meet every competency on your plan

You've selected **6 Competencies** from **3 Spheres**

Ethics (required) 2 competencies selected EDIT	Communications 0 competencies selected +ADD	Leadership and Advocacy 0 competencies selected +ADD	Critical Thinking and Decision Making 0 competencies selected +ADD
Informatics 0 competencies selected +ADD	Research and Scholarship 0 competencies selected +ADD	Quality Management 2 competencies selected EDIT	Food, Nutrition and Dietetics 0 competencies selected +ADD
Education and Counseling 0 competencies selected +ADD	Clinical Care 0 competencies selected +ADD	Business, Industry, and Product Development 0 competencies selected +ADD	Community, Population, and Global Health 0 competencies selected +ADD
Foodservice Systems and Management 0 competencies selected +ADD	Organization Management 0 competencies selected +ADD		

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[NEXT STEP >](#)

Step 9:Next, you will review your Plan prior to saving. Click “Submit Plan” when ready to submit.

Select “view performance indicators ” to review. **Please note** Pl’s are intended as guidelines only. You are not to achieve every PI.

Notes:

- You are **not required** to complete an activity for each Sphere/Competency on your Plan.
- Performance Indicators are intended as **guidelines only**. You are not to achieve every PI.
- Once you are done reviewing, select “**Submit Plan**” to make active. Please note plans are immediately active upon submittal.

Competency Plan Builder

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1 Welcome 2 Spheres and Competencies 3 Summa...

Review and Submit Your Personalized Learning Pl...

You're almost done. Review your Competency Plan Builder an... Submit your Learning Plan to CDR. Download and print your Learning Plan. Visit later to modify it as your career goals change.

*Additional information: each competency includes descriptors called 'Performance Indicators' that illustrate recommended actions, behavior and outcomes. These guidelines should be used in workplace goal setting, job descriptions and CPE program development.

You've selected **6 Competencies** from **3 Spheres**

[Collapse all](#)

[EDIT SELECTIONS](#)

[PRINT](#)

[SUBMIT PLAN](#)

Ethics | Sphere 1 (2 competencies selected)

Identifies with and adheres to the code of ethics for the profession.

Selected competencies

1.1 Demonstrates and maintains competence in practice.

[View performance indicators](#)

1.3 Recognizes and manages situations with ethical implications.

[View performance indicators](#)

Quality Management | Sphere 7 (2 competencies selected)

Applies risk management and safety principles for the protection of the public.

Selected competencies

7.3 Develops, implements and adheres to infection prevention and control policies and practices.

[View performance indicators](#)

7.4 Participates in and leads quality control and improvement activities to improve delivery of services.

[View performance indicators](#)

Clinical Care | Sphere 10 (2 competencies selected)

Screening, Assessment, Diagnosis, Intervention, Monitoring and Documentation

Selected competencies

10.3 Establishes and implements evidence-based nutrition interventions to address PES statements and client/patient goals.

[View performance indicators](#)

10.4 Prescribes, recommends and administers nutrition-related pharmacotherapy to support optimal patient/client outcomes according to standard of practice, legislation and organizational policies.

[View performance indicators](#)

Step 10: Confirm Plan is active.

The most recent submission date will appear here.

Competency Plan Builder

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James B Testing

Congratulations, your new plan is now Active!

Registered Dietitian Nutritionist or Registered Dietitian
06/02/2016 - 05/31/2022

To modify your Plan, click here.

Submission date	Plan status
03/09/2021	Active

 [MODIFY](#)

What's next?

Now that you've completed your plan, you can start logging activities. Review or modify your plan anytime by visiting the Dashboard

CDR has developed the Essential Practice Competencies for CDR Credentialed Nutrition and Dietetics Practitioners publication to assist you in understanding how competencies define the knowledge, skill, judgement and attitude requirements throughout a practitioner's career, across practice, and withing focus areas. You may access this and other important resources at: www.cdrnet.org/competencies.

[START LOGGING YOUR ACTIVITES](#)

[RETURN TO DASHBOARD](#)

Notes:

- Your Plan is **immediately** active once submitted. CDR does not review Plans.
- You can modify your Plans **throughout** your 5-year cycle.
- To modify your Plan, select "**modify**"

Helpful Tips:

- You *do not* need to complete a CPEU for each Sphere and Competency on your Plan.
- When logging a credit, you will be able to select from all Spheres and Competencies, *even those not included on your Learning Plan*. Select the Sphere and Competency you think best fits the activity. There is no right or wrong answer
- Once you submit your Plan, it is *immediately* active. You can modify your plan throughout your 5-year cycle.
- Looking for *additional resources* to assist with your Plan? Check out:
 - [Tutorial Video](#)
- Have additional *questions*? Please contact cdr at CDR@eatright.org