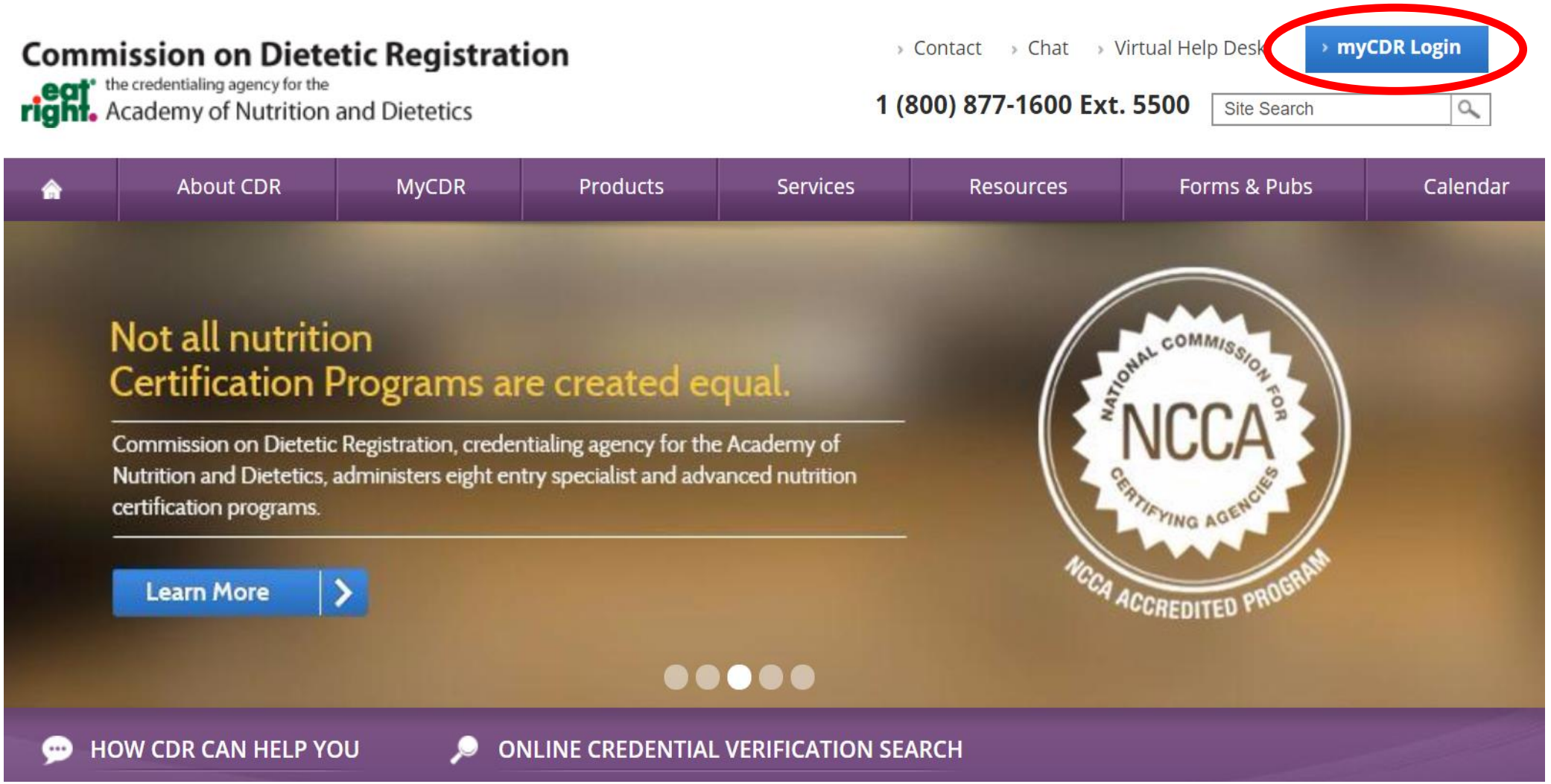
Competency Plan Builder Instructions

Commission on Dietetic Registration

the credentialing agency for the Academy of Nutrition and Dietetics

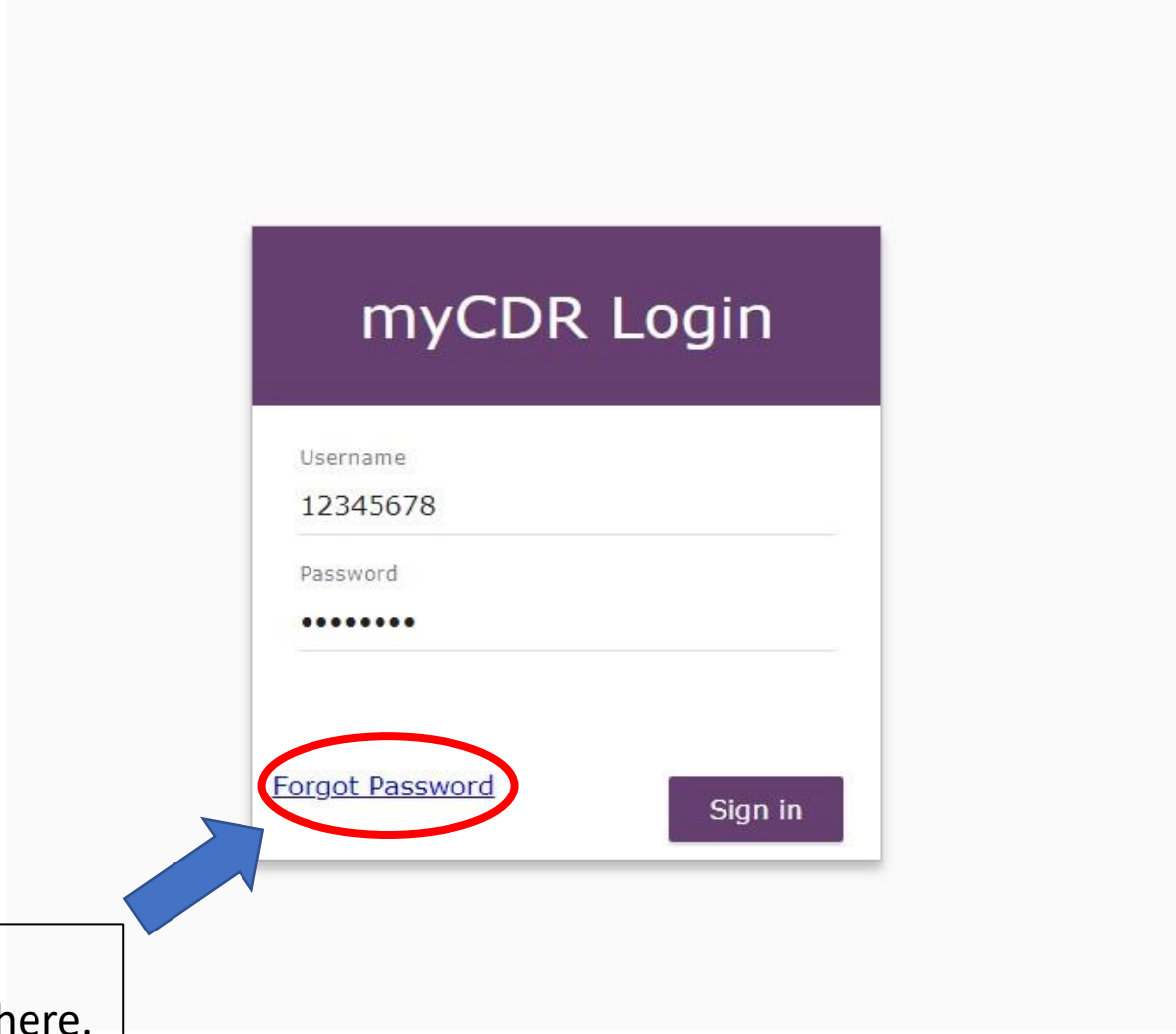
Updated: March 2021

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



Select to **Login** to myCDR account

<u>Step 2</u>: Login to myCDR account using your username & password

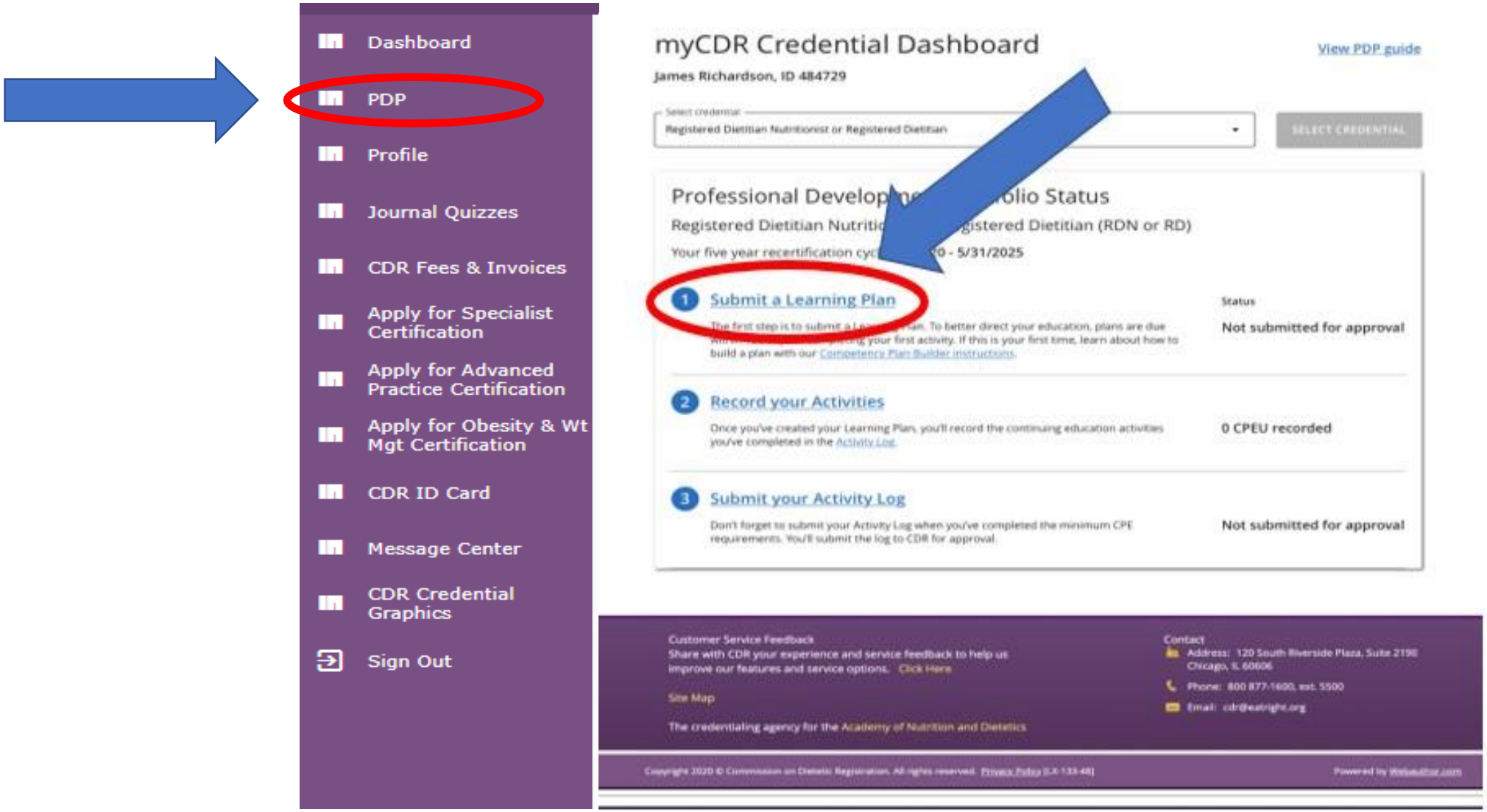


Forgot your password? Click here.

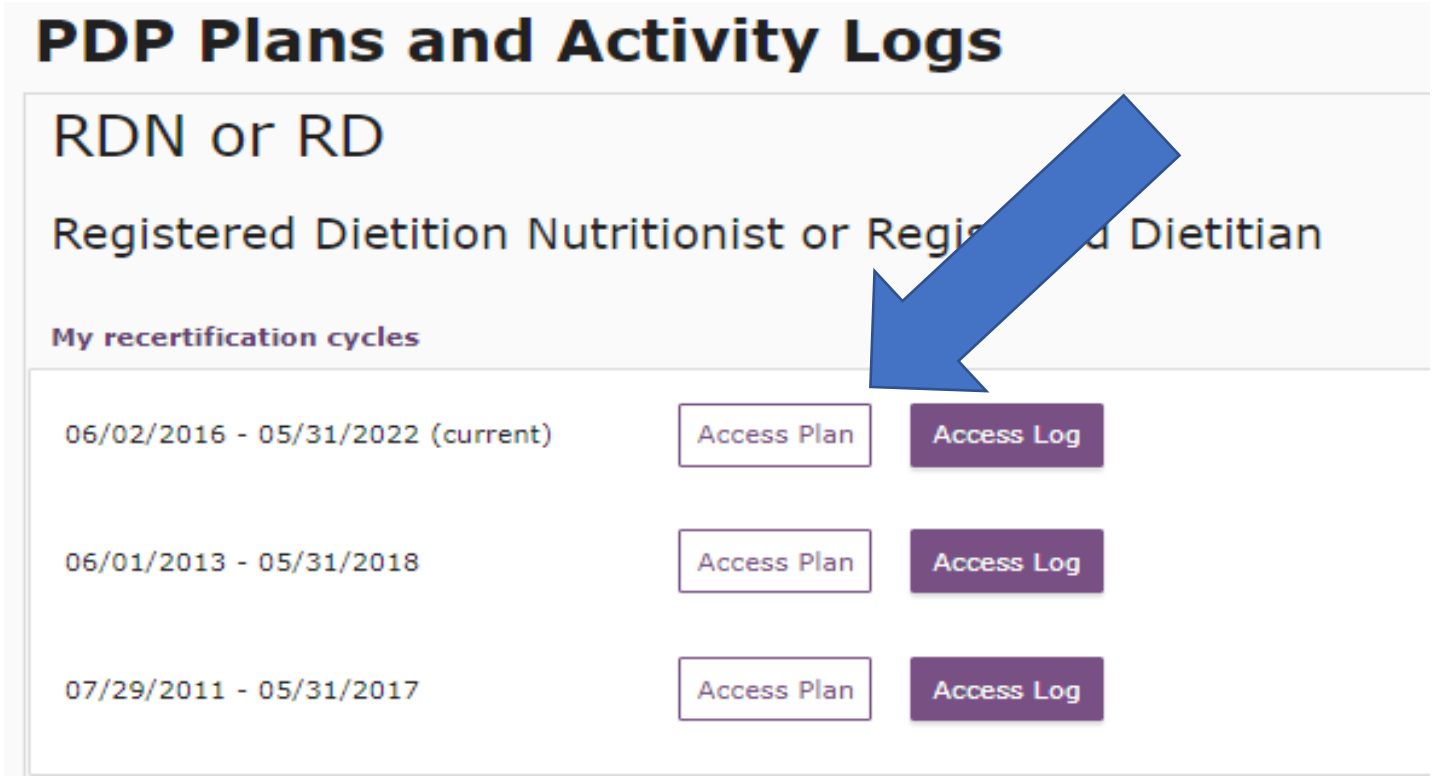
<u>Helpful Tips:</u>

- 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

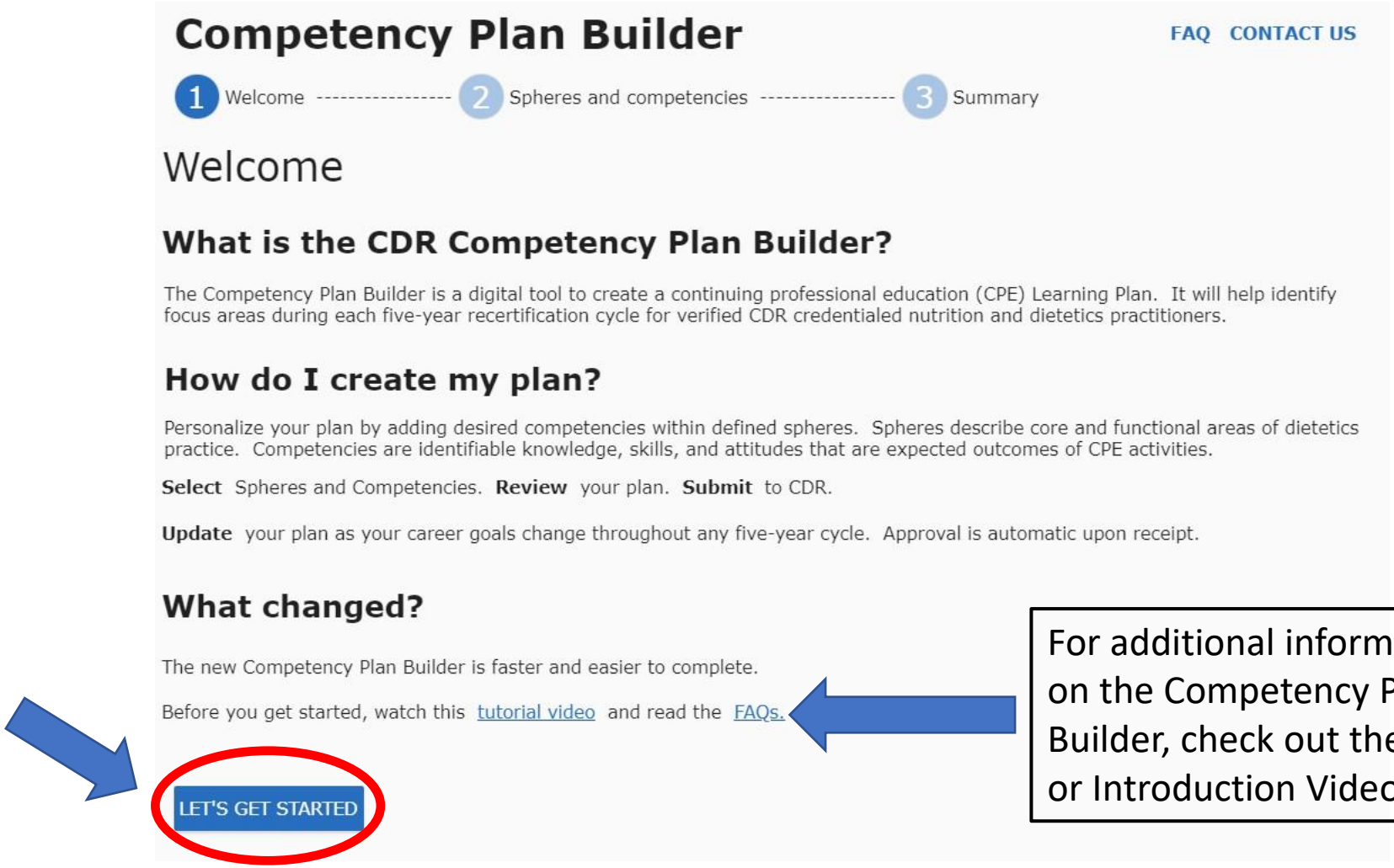
Step 3: Enter the Professional Development Portfolio by selecting either "***Submit a Learning Plan***" from the Dashboard or "***PDP***" from the left navigation pane.



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



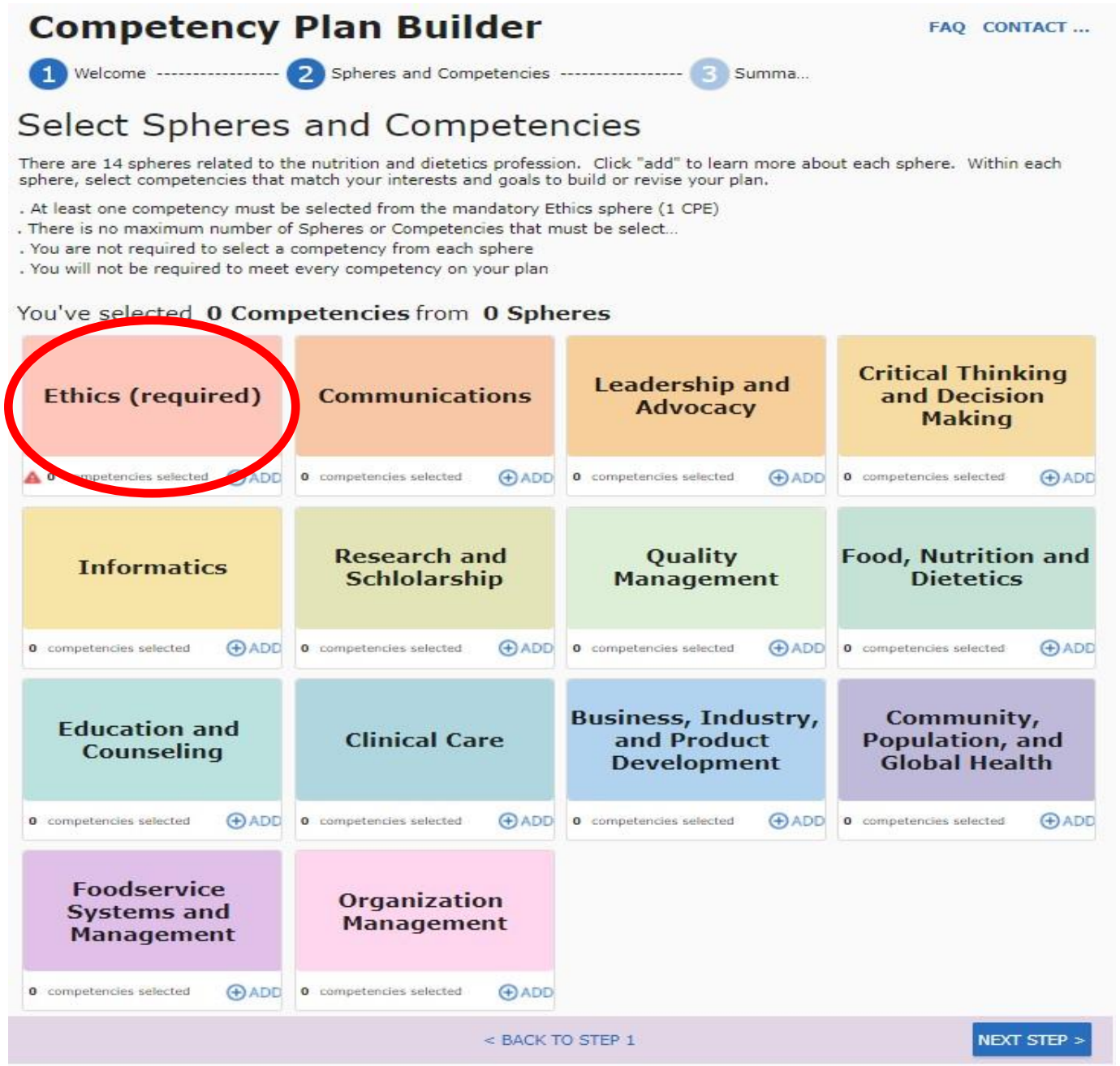
Step 5: Once you've read the introduction information, select "Let's Get Started" to begin building your Plan.



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

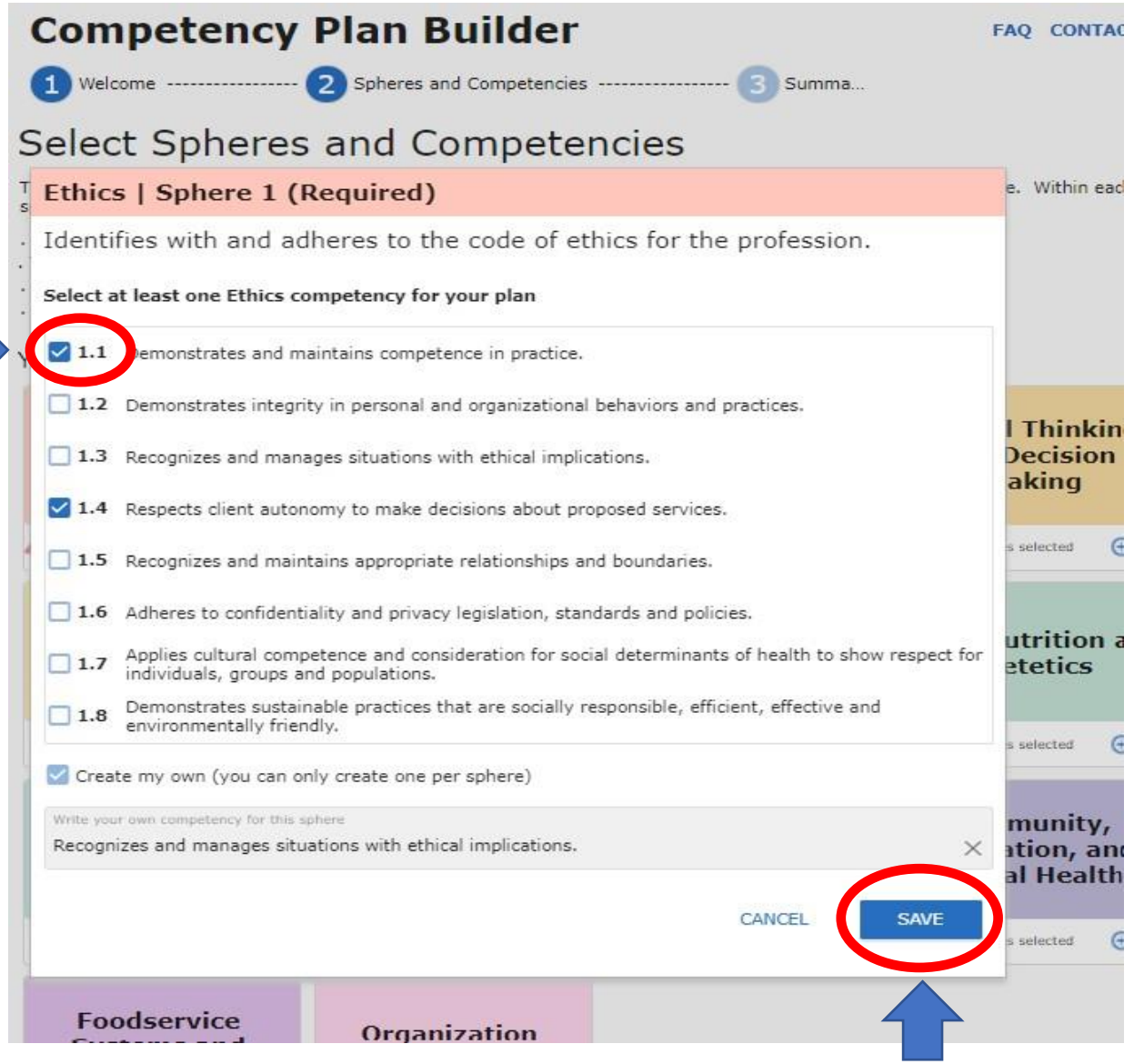


Notes:

- 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



Select "save" to add Competencies to Plan.

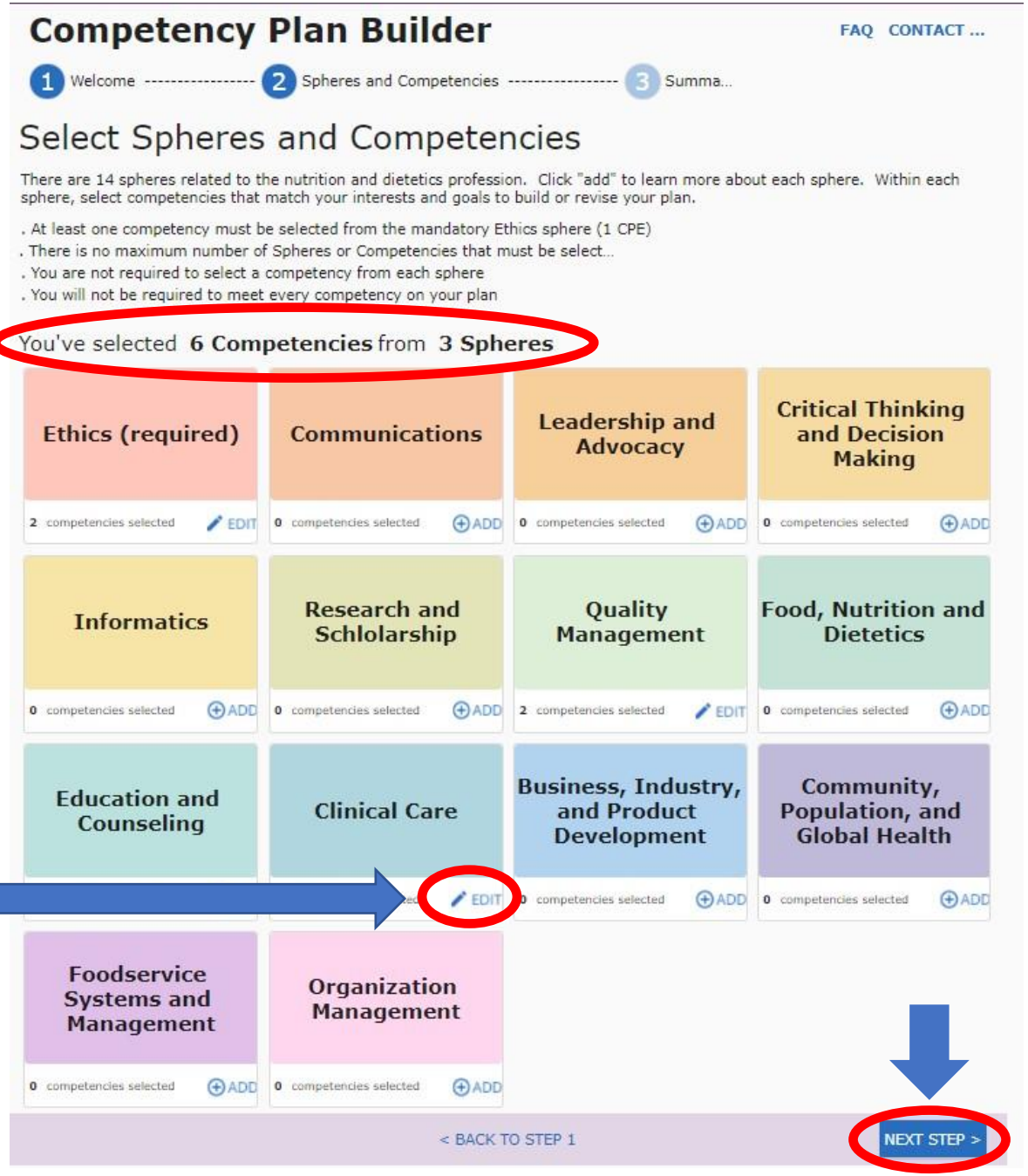
Notes:

- 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

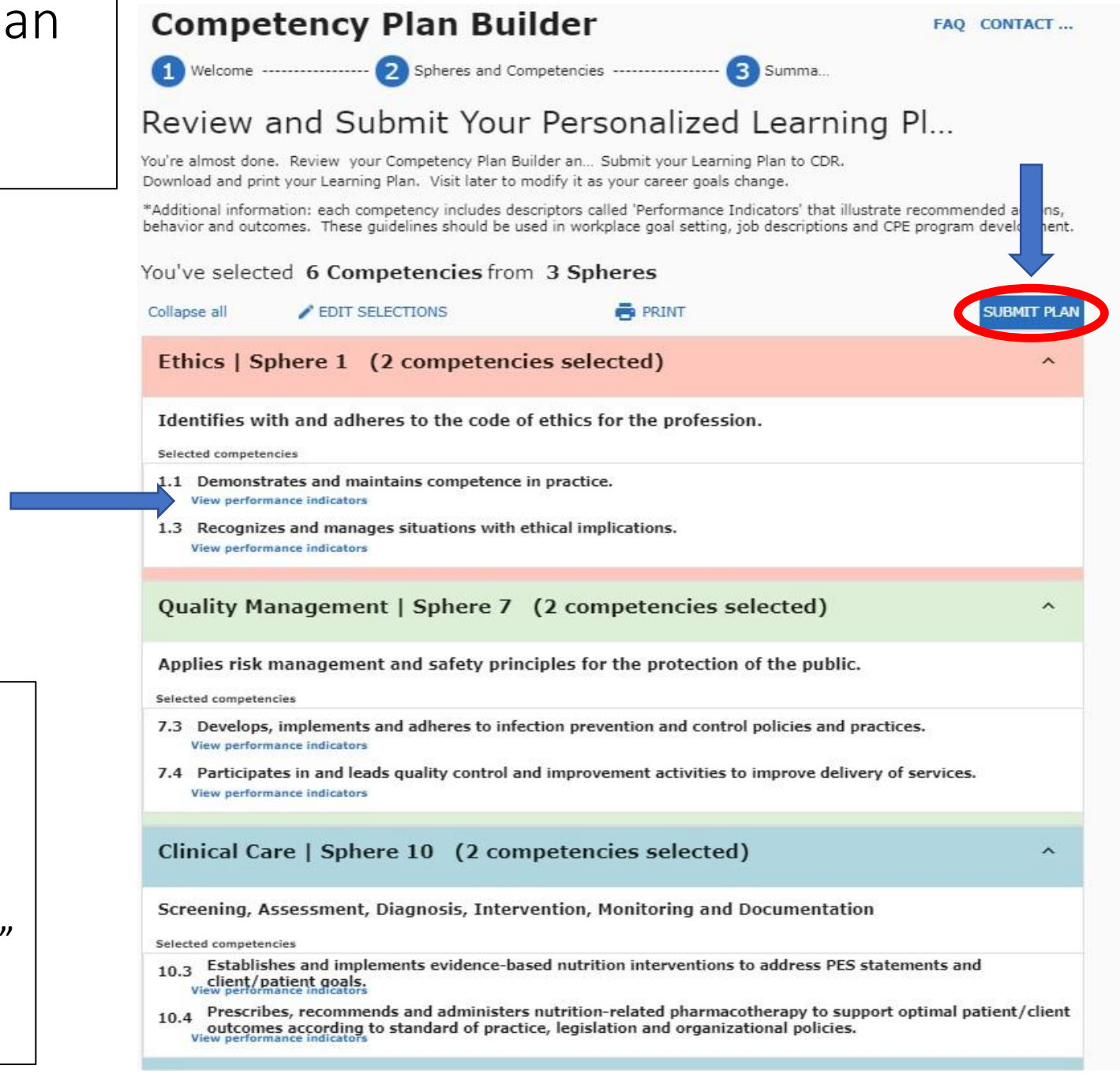
A summary of total Competencies and Spheres selected is shown here.

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



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*** PI’s are intended as guidelines only. You are not to achieve every PI.

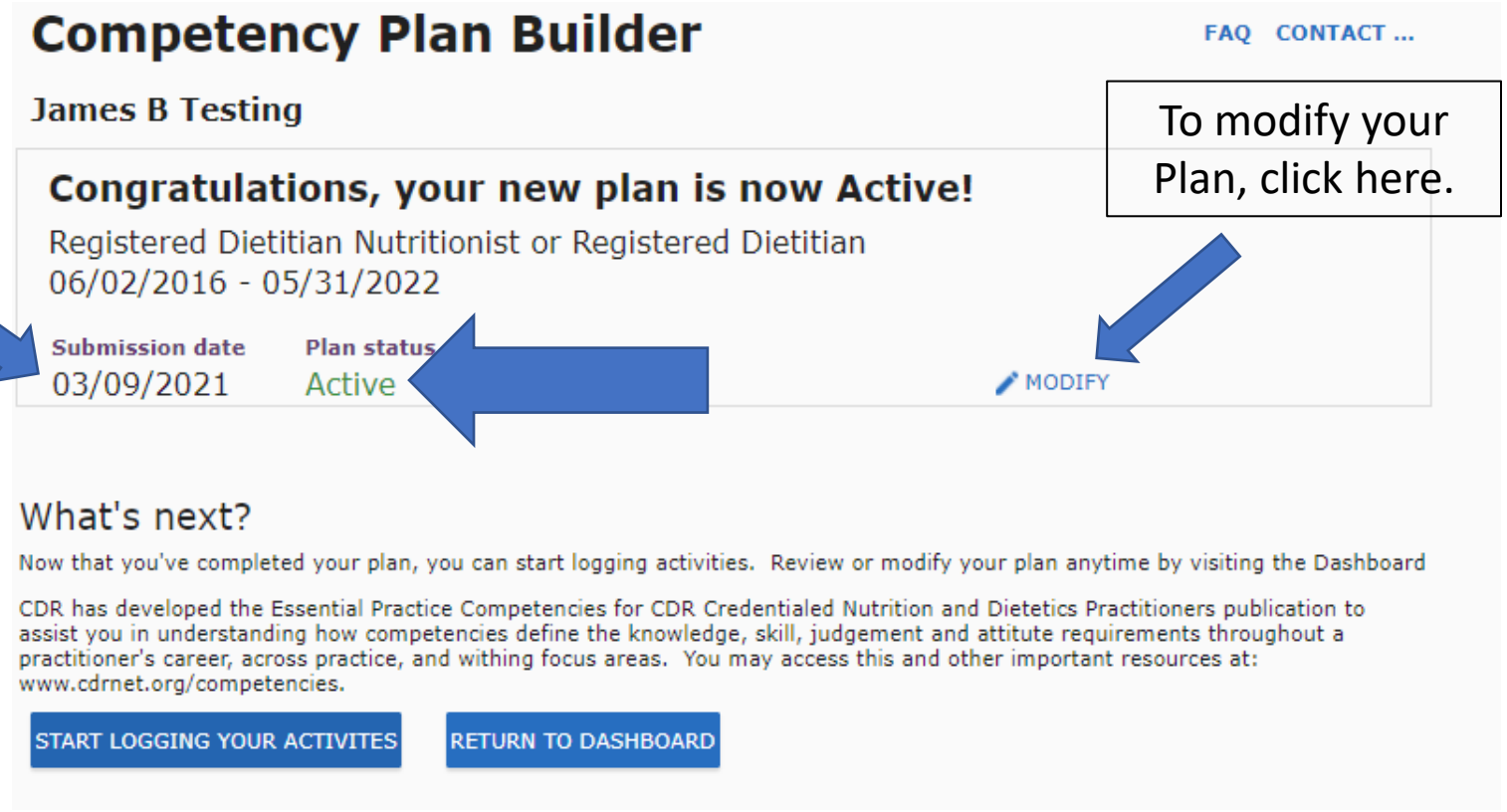


Notes:

- 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.

Step 10:Confirm Plan is active.

The most recent submission date will appear here.



To modify your Plan, click here.

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