



## ARKANSAS DIETETICS LICENSING BOARD

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### Continuing Education Guidelines

The Arkansas Dietetics Licensing year is December 1 through November 30. In submitting your renewal Application, please include documentation of **12 continuing education hours** acquired from December 1, last year to November 30 of this year.

**Please remember:** CDR states “you are no longer required to sign rosters or report each CPE activity to CDR for subsequent approval.” The submission and verification of your Learning Plan and learning activities Log replace this process. However, CDR will continue the processes for prior approval of CPE and accreditation for CPE provider to identify activities that have met CDR standards. You may attend activities that have not been prior-approved or accredited (except for self-study programs) provided they meet the PDP process requirements. **(pg. 7 Continuing Portfolio Education Guidelines)**

Portfolio members should be careful to keep Certificates of Attendance and submit copies to the ADLB as documentation **earned from November 1, last year through October 30<sup>th</sup>, this year.** **ALL Certificates MUST state who approved CE hours (CDR or State Dietetic Association).** In addition, we only require general CE hours submitted to the ADLB and they do not necessarily have to fit your learning plan for the Portfolio process, although this may naturally occur.

**ADLB will also accept printed Learning Plan Activities Logs from CDR as proof of CE hours.**

- To print your log, go to [www.cdrnet.org](http://www.cdrnet.org).
- Choose the icon “Learning Plans Activity Log”
- Then “CDR Credentialing”,
- Then “PDP Activities Log,”
- Print your log.
- Highlight hours you wish to report – Nov. 1 to Oct. 30 of reporting year.
- PDP Activities Log, must be in *printed* form, to prove acceptance by CDR.
- **NO HANDWRITTEN ACTIVITIES LOGS WILL BE ACCEPTED.**

If you have further questions, please contact the Board at 501-580-9294 or email at [arkansasdiet@earthlink.net](mailto:arkansasdiet@earthlink.net).