

## Easy Portfolio Tips

1. Beat the May rush...turn in your CPE portfolio as soon as you have it done!
2. File your portfolio online... see 3<sup>rd</sup> page below to show you the steps!
3. Record your hours online...see 4<sup>th</sup> page below to see how to do it!
4. Yes, you can change your plan at any time if your goals and career change, so can your plan!
5. Five reasons to buy Helm Publishing Home Study Courses
  - Inexpensive CE hours (about \$5/hour)
  - Great way to get a lot of hours on a topic
  - Self-paced learning-at your convenience
  - Credit given for completed work.
  - Online courses need 70% correct to pass.
  - We offer interesting topics!
6. Match your portfolio codes with our course codes that follow.

## Major CDR Learning Codes for Our Courses

Many people have asked whether there could be other codes besides the ones we identify for these courses and the answer is YES! If you take the course and you think additional codes are warranted, add them.

**Afraid to Eat:** 4050, 4100, 4160, 5070, 5080, 5200, 6020, 6040

**Alternative Medicine:** 2010, 4040, 5420, 5460, 6010

**Am. Diabetes Guide to MNT:** 2070, 3020, 4040, 5090, 5190, 5370, 5410, 5460, 9020

**China Study:** 1080, 2000, 2020, 2060, 2070, 2090, 2100, 3000, 3010, 3020, 3090, all under 4000 & 4100, 5120, 5120, 5150, 5160, 5190

**Clinical Nutrition--A functional approach:** 2020, 2030, 4070, 7080, all 8000 codes, plus 8100, 8120

**Comprehensive Cancer Care:** 2010, 2100, 3100, 4040, 4090, 4110, 5150, 5420

**Consuming Kids:** 1040, 1050, 4010, 4040, 4100, 4150, 4160, 5070, 5080, 5370, 6000, 7050, 7120, 7210, 8120

**Eating Disorders Boot Camp:** 3030, 4040, 4060, 4090, 5200, 5320, all 6000 codes

**End of Life Nutrition:** 1050, 3040, 3050, 3070, 4190, 5100, 5150, 5280, 5380, 5390, 5400, 5430, 6070

**Endurance Sports Nutrition:** 2070, 2110, 3030, 3100, 4060, 4110, 5420

**Entrepreneurial Nutritionist:** 1010, 1020, 1050, 1070, 1090, 1110, 1130, 1140, 4000, 4040, 4060, 4090, 5390, 5400, 5420, 5460, 6000, 6010, 6020, 7000, 7010, 7030, 7040, 7050, 7070, 7080, 7110, 7120, 7150, 7160, 7170, 7210, 8000, 8090, 8100

**Environmental Nutrition:** 2010, 2020, 2030, 2040, 2100, 4080, 9010

**Exercise Testing:** 1010, 2110, 3020, 3030, 3080, 4060, 4120, 6030  
**Free Publicity:** 7120, 8120, 7050, 7070, 7210  
**Gastrointestinal:** 2060, 3020, 3040, 5010, 5110, 5210, 5220, 5460  
**Geriatric Nutrition:** 1040, 2010, 2050, 2060, 3020, 3070, 3090, 3100, 4010-4060, 4080, 4110-4160, 4190, 5010, 5040-5080, 5100, 5140, 5290, 5310, 5330, 5340, 5360-5420, 5440-5460, 6020, 6040  
**Handbook of Pediatric Nutrition:** 1000, 1040, 2010, 2060, 2070, 2090, 3000-3090, 3100, 4000, 4030, 4040, 4070, 4100, 4110, 4130-4160, 5000, 5010, 5020, 5060-5080, 5110-5340, 5360-5380, 5390-5420, 5440, 6000-6020, 6040  
**Inflammation Cure:** 2060-2100, 4040-4060, 4090, 4100, 4110, 4170-4190, 5110, 5120, 5150, 5160, 5190, 5270, 5300  
**Invisible Touch:** 1130, 1140, 7050, 7070, 7120, 7160, 7210  
**Moving Away From Diets:** 4060, 4180, 5020, 5200, 5370, 6010, 6020, 6070, 6080  
**Nancy Clark's Sports Nutrition:** 2070, 2090, 3000, 3010, 3030, 3040, 3100, 4000, 4030, 4060, 4110, 4160-4180, 5130, 5160, 5370, 6080, 8100  
**Nutritional Care of High-Risk Newborns:** 1000, 1040, 2010, 2060, 2070, 2100, 3000, 3010, 3020, 3040, 3050, 3060-3100, 4130-4150, 5000, 5010, 5060, 5170, 5280, 5440,  
**Nutrition Therapy:** 1000, 1040, 1070, 1130, 2000, 3000, 3010, 4060, 4120, 4150-4190, 5000, 5010-5020, 5070-5100, 5160, 5190, 5200, 5250, 5340, 5370, 5390, 5400-5420, 5460, 6000-6080, 7070, 7100-7130, 7170, 9020  
**Oxymorons:** 1050, 1070, 1080, 1110, 4080, 7110, 7130, 7150, 7160, 7170, 9020  
**PCOS:** 2050, 3020, 4180, 5080, 5190, 5290, 5310, 5370, 5460  
**Professional Cooking:** 2020, 2030, 4070, 7080, all 8000 codes, plus 8100, 8120  
**Reinventing Medicine:** 1050, 1120, 4120, 5010, 5100, 5420, 5430, 6070, 7050, 7110, 9010  
**Selling the Invisible:** 1010, 1070, 1090, 1110, 1130, 1140, 7050, 7070, 7120, 7160, 7210  
**Syndrome X:** 2070, 2100, 3020, 3060, 4040, 4050, 4090, 5160, 5190, 5260, 5290, 5370, 5460  
**Syndrome X Silent Killer:** 2070, 2100, 3020, 3060, 4040, 4050, 4090, 5160, 5190, 5260, 5290, 5370, 5460  
**Thin for Life:** 4040, 4060, 4090, 5370, 5090, 6010, 6020  
**Tyler's Herbs of Choice:** 2010, 3070, 3100, 4040, 5420, 7110  
**Tyler's Honest Herbal:** 2010, 3070, 3100, 4040, 5420, 7110  
**Type 1 Diabetes:** 3010, 3060, 4040, 5080, 5090, 5190, 5370, 5390, 5400, 5410, 5460, 6010, 9020  
**Type 2 Diabetes:** 3010, 3060, 4040, 5080, 5090, 5190, 5370, 5390, 5400, 5410, 5460, 6010, 9020  
**Underage & Overweight:** 4040, 4010, 5070, 5200, 5370, 8110, 6010  
**Winning the War Within:** 3020, 4180, 5080, 5200, 5280, 5320, 5370, 6010, 6020  
**Working From Home:** 1010, 1020, 1120, 7010, 7040, 7070, 7080, 7110, 7120, 7170, 7210

## HOW TO ENTER YOUR STEP 3: LEARNING PLAN ONLINE...



1. Point your Internet browser (*Microsoft Internet Explorer works best*) to [www.cdrnet.org](http://www.cdrnet.org).
2. On the CDR homepage, click on the “**Online Services**” computer icon in the center of your screen.
3. Enter your ID number (*your Registration number*) and your web password (if you do not have this information, first click on the link that indicates "Forgot your password?" next click the link that indicates “You may reset your password with your Social Security Number and ID number” and follow the instructions, or click on the link which sends your password to the email address we have on file for you, or contact CDR at 1.800.877.1600 x5500 to setup a new password).
4. Your profile page should now appear. Click on the “**CDR Credentialing**” tab at the top of the page.
5. Next, click on the “**PDP Learning Plan**” link on the left-hand side of the page.
6. Click the gray “**Add Plan**” button to enter your Learning Plan online.
7. When the entry form appears, type in your first goal where it says “**Goal Number 1.**”
8. After typing your goal, record the Learning Need Codes (LNCs) you will use to achieve that particular goal.
  - *You must have at least one Learning Need Code per goal.*
  - *You can refer to the Step 2: Learning Needs Assessment in your PDP guide for a complete list of Learning Need Codes.*
  - *When entering these Learning Need Codes, select the general category in the first box, and then you will be able to view/select from the specific Learning Need Codes listed in the second box.*
9. For each Learning Need Code that you include, you must select at least one level that applies to that particular code.
  - *Should you have more than four Learning Need Codes for one of your goals, simply click on the “**Add LNC**” button on the right-hand side of the page.*
  - *You can include as many LNCs per goal as you would like.*
  - *Once all of this information has been entered for Goal #1, click on “**Add Another Goal**” to continue entering your remaining goals.*

10. After you have entered all of your goals, you can then click on the “**Finish-Submit for Approval**” button to submit your Learning Plan to CDR for approval.
  - **Be sure to enter all of your Goals and Learning Need Codes with selected levels before clicking the submit button. Once your plan has been submitted to CDR, you will not be able to modify your goals and LNCs until the plan has been approved.**
11. Once you click on the “**Finish-Submit for Approval**” button, a listing of CPE activity types will appear. You will select the activity types that you intend to use in obtaining your CPEUs (i.e. lectures, seminars, self-studies, etc). This information is for reporting purposes only, and is the final step in the process.
12. Please be sure to **LOG OFF** once you have completed your online session.

**You will receive verification of your approved Learning Plan by mail within 30 days of submission.**

## **HOW TO ENTER YOUR STEP 4: ACTIVITY LOG ONLINE...**

1. Point your Internet browser (***Microsoft Internet Explorer works best***) to [www.cdrnet.org](http://www.cdrnet.org).
2. On the CDR homepage, click on the “**Online Services**” computer icon in the center of your screen.
3. Enter your ID number (***your Registration number***) and your password (if you do not have this information, first click on the link that indicates "Forgot your password?" next click the link that indicates “**You may reset your password with your Social Security Number and ID number**” and follow the instructions, or click on the link which sends your password to the email address we have on file for you, or contact CDR at 1.800.877.1600 x5500 to setup a new password).
4. Your profile page should now appear. Click on the “**CDR Credentialing**” tab at the top of the page.
5. Next, click on the “**PDP Activity Log**” link on the left-hand side of the page, beneath the “**PDP Learning Plan**” link.
6. Click the gray “**Add Activity**” button to track an activity on your Log.
7. *When the entry form appears, choose your Learning Need Code category in the first drop down box. Once you have selected the category, the drop down directly below will display all of the four-digit Learning Need Codes in that particular category.*



8. Next, select the three-digit Activity Code of the activity that you completed (i.e. #170 lecture/seminar, #720 printed self-study, etc).
9. Enter the specific **Activity Title** and **Provider**.
10. Enter the number of CPEUs obtained.
11. Briefly explain how you used or will use the knowledge or skill acquired from this learning activity.
12. Finally, click the **“Add Activity”** button to track this activity on your Step 4: Learning Activity Log.
13. Once the activity has been added to your log, click **“Add Activity”** again to track additional activities.
14. After you have entered at least 75 CPEUs (50 for DTRs), click on the **“Finish-Submit Log for Processing”** button.
15. Please be sure to **LOG OFF** once you have completed your online session.

**You will receive verification of your approved Step 4: Activity Log  
by mail within 8 weeks of submission.**