

**Guidelines for Acceptable Professional Education Activities, State of Alabama  
Board of Examiners for Dietetics/Nutrition Practice (ABED).**

For Alabama Licensure, Continuing Education should be for a two (2) year period (odd year). The Continuing education should occur from October 1 – September 30 of the licensure period. For example, October 1, 2007- September 30, 2009. The continuing education activities must meet the requirements of this section and may include activities sponsored by the following organizations:

The American Dietetic Association (ADA) and affiliates  
Commission on Dietetic Registration (CDR)  
Organizations approved by CDR. (activities completed 6/1/2008 and afterwards)  
Alabama Dietetic Association CPE Chairman

The following activities are approved continuing education professional activities:

**Academic Course work:**

Academic coursework must be dietetic - related, including distance learning at a U.S. CPEUs during the licensure period.

Academic coursework taken for credit or audit translates to CPEUs as follows;

1 semester credit - 15 CPEUs: Audit: 6 CPEUs

1 trimester Credit- 14 CPEUs: Audit: 7 CPEUs

1 quarter credit – 10 CPEUs; Audit: 5 CPEUs

**Required Documentation:** An official College or University transcript and a course description is required for documentation..

**Case Presentations:**

Thirty (30) hours during licensure period may be accrued for CPEUs each licensure period. The case presentations must be dietetic related and may include grand rounds, patient case studies. 1 CPEU is equivalent to 1 contact hour.

**Required Documentation**

A certificate of attendance, including the date, number of contact hours and agenda or brochure describing the case presentation and name of the provider is required for documentation.

**Certificate Programs:**

Thirty (30) hours of continuing education may be accrued for certificate programs each licensure period.

A certificate program is an intensive training program with a component that assesses the participant. Upon completion of the program, participants receive a certificate attesting the attainment of a new knowledge skill set. The certificate program must be dietetic – related and be sponsored by a U. S. Regionally accredited college or university, accredited/ approved by JCAHO, NCQA, or CDR. One (1) CPEU is equivalent to 1 contact hour.

**Required Documentation:**

A certificate of completion, including name of provider, date, timeline, content and date of completions and CPEUs.

**Exhibits:**

Six (6) CPEUs for viewing Exhibits may be accrued each licensure period. Learning through dietetics –related exhibits such as presented at ADA Food and Nutrition EXPO or the Alabama Dietetic Association or a state dietetic association meeting when properly documented. For this activity one half-hour (0.5) of contact is equivalent to 0.5 CPEU. You may record several exhibits that relate to the same learning need code as one event on your CPE Activities Log. Virtual, online exhibits may be awarded up to one CPEU, provided the exhibit is organized around a single, dietetic-related topic, provides a certificate of completion for participants, and contains a minimum 25 links or pages of text for review.

**Documentation:**

A certificate of attendance/Completion or Materials describing exhibits (date, timeline, provider, and content) and CPEUs requested.

**Experiential Skill Development:**

Thirty (30) CPEUs may be accrued each licensure period. Content must be dietetic – related and the program must include a didactic component and the providers must be credentialed professionals in the subject matter taught, or must be an RD or DTR. For culinary programs, an RD or DTR must be involved in the planning or presentation.

Examples of experiential skill development training (content must focus on food composition, food chemistry, alternative nutrient sources, cultural/social/economic influences, techniques to improve acceptability or compliance), physical assessment training, multi-skills training, and computer/technology training. Any self-study Experiential Skill Development must meet requirements listed in the Pre-approved Self – Study section.

One (1) CPEU is equivalent to 1 contact hour.

**Documentation:** A certificate of attendance/ completion, including the provider credentials and issuing organization, objectives/outline, timeline, date completed and requested CPEUs.

**Interactive Workshops:**

Thirty (30) CPEUs may be accrued for continuing education each licensure period. One CPEU is equivalent to 1 contact hour. Workshop content is required to be dietetics – related, and the workshop should include interactive discussion or participation among attendees.

**Documentation:**

A certificate of attendance/ completion or CPE agenda/outline (objectives, date, timeline and provider) and date of completion and CPEUs requested.

**Journal Clubs:**

Thirty (30) CPEUs may be accrued each licensure period. One (1) CPEU is equivalent to 1 contact hour. The journal Club must be preplanned, provide for group participation, include 3 or more professionals, and include in-depth discussion of a single dietetics – related topic from pre-assigned articles/papers in professional, peer – reviewed journals.

Online journal clubs, in which interactive posts by dietetic professional are read by and responded to by dietetic professionals, are also creditable. A system or program administrator should be able to provide verification of participation in the event of an audit.

**Documentation:**

Certificate of attendance/ completion, provider or CPE agenda/outline (objectives, date, timeline, coordinator, phone number, fax number, e-mail address of coordinator), date completed, and CPEUs requested.

**Lecture / Seminars:**

Thirty (30) CPEUs may be accrued for continuing education activities each licensure period. One (1) CPEU is equivalent to 1 contact hour. Lecture/ seminar content must be dietetic- related, CPE activity should be participation by or discussion among attendees. Web or telephone conference seminars that include a provision for discussion and interaction between the presenter and attendees can be included in the CPE activity.

**Documentation:**

Certificate of attendance/completion or CPE agenda/outline (objectives, date, timeline, and provider), date completed and CPEUs requested.

**Posters:**

Six (6) CPEUs may be accrued each licensure period. One-half hour (0.5) of contact is equivalent to 0.5 CPEUs. Learning through dietetics-related poster sessions, such as those presented at the ADA Food and Nutrition Conference and Expo can be awarded CPEUs.

**Documentation:**

Certificate of attendance/completion or CPE agenda/outline (objectives, date, timeline, provider) or program flyer/brochure describing the poster session, date completed, CPEUs requested.

**Professional Leadership:**

Six (6) CPEUs may be accrued for professional leadership each licensure period. You must complete the term in your current licensure period.

Holding an elected office in a dietetics or dietetic – related national, state, or district organization that contributes to acquisition of leadership skill and professional development can be awarded CPEUs. (Training on the topic of Professional Leadership would not qualify under this activity. (Please list under Interactive Workshop or Lecture/ Seminar).

**Documentation:**

Notice, Association Directory or other documentation confirming office held and dates of service, organization, and date completed and CPEUs requested.

**Professional Reading:**

Six (6) CPEUs may be accrued for Professional reading each licensure period. Reading each article is equivalent to one-half (0.5) CPEUs. The readings must be dietetic – related from peer –reviewed professional journals and peer-reviewed, dietetic- related articles from professional newsletters. Articles in professional newsletters must be

identified as peer-reviewed. The article must be read within 5 years of the date the article was published. (Please note that this activity is not the same as pre-approved self-study. If the article has a quiz or evaluation, such as CPE articles in the Journal of the American Dietetic Association, then it may be pre-approved self-study.

New: For each article published during the licensure period, the CPEU limit for Professional Reading is increased by 12 CEPU's for the author, up to a maximum of 4 articles or chapters. This would result in 18 CPEUs for professional Reading for RDs.

**Documentation:**

Copy of abstract or First page of article, date completed, and CPEUs requested. Authors submit the first page of article and/or chapters.

**Research:**

Twenty (20) CPEUs may be accrued for research as sole or principle investigator each licensure period.

Ten (10) CPEUs may be accrued for research as co- investigator each licensure period.

The research must have been conducted after the investigator becomes an RD.

Research to fulfill academic requirements would receive credit under Academic coursework.

**Documentation:**

A final summary technical report (no interim report) to federal, state or other grant providing organization, letter verifying acceptance for publication, a peer - reviewed journal, or copy of publishing manuscript or letter verifying acceptance for presentation(session or poster session) at a peer –reviewed association conference. Title of study, identification as sole investigator or co-investigator, date completed research.

**Residency and Fellowship Programs:**

Thirty (30) CPEUs may be accrued for continuing education during licensure period.

Programs require completion of a dietetics-related, post-baccalaureate-level residency or fellowship activity with a minimum 30 contact hours for RDs and meet the following requirements: Post-baccalaureate and dietetic –related, formalized/structured experiences and sponsored by a U.S. regionally accredited college or university or an institution accredited /approved by JCAHO or NCQA. Program or experience must take place after practitioner becomes an RD.

**Documentation:**

Certificate of completion, name, address, phone number, e-mail address of provider and a description of the program content, date completed and requested CPEUs.

**Sponsored Independent Learning:**

Twenty (20) CPEUs may be accrued for continuing education hours during the licensure period. One (1) CPEU is equivalent to 2 hours spent on this activity.

Sponsored Independent learning must be dietetic related, individualized learning activity planned and carried out by the learner. The learner contracts with an individual, who is an expert in a particular area, using the Sponsored Independent Learning Contract, which is available from ADA in the Professional Development Portfolio Guide.

**Documentation:**

Sponsored Learning contract with the original signatures, Sponsor name and contact information, date completed and CPEUs requested.

**Study Groups:**

Twenty (20) hours may be accrued for study groups each licensure period. One (1) CPEU is equivalent to 1 contact hour. Study group must be preplanned, provide for group participation, include 3 or more professionals, and include in-depth study of a specific, dietetics- related topic.

**Documentation:**

A certificate of attendance/completion or CPE agenda/outline (objectives, date, timeline, coordinator) name, address, phone number, and e mail, fax number of coordinator, title/topic, date completed and CPEUs requested is required for documentation.

**Certification/ Recertification:**

Thirty (30) CPEUs may be accrued each licensure period for earning a certification/recertification as approved by CDR. For approval, the program must be dietetic – related; and must require candidates to meet eligibility requirements, pass an examination to become certified initially, and require certificants to pass an examination for recertification in order to remain certified.

**Documentation:**

Copy of document verifying date of issue and duration of certification, name, address, phone number, email address or fax number of provider and number of CPEUs requested.

**Pre- Approved Self- Study Materials:**

Thirty (30) CPEUs may be accrued for self study materials each licensure period. For most programs, one (1) CPEU is equivalent to 1 contact hour.

Self-study programs are defined as educational materials (e.g. audio, video, and web-based materials, study kits, modules, and publications) used for individual study. CDR's Professional Education database includes CDR pre-approved self –study programs and self-study programs offered by CDR Accredited Program Providers.

Any CDR self- study material from other CPE providers accredited by other CDR- approved organizations. See CDR's web-site for updated list of approved self- study providers.

CPE providers seeking CDR prior –approval, as well as practitioners, need to be aware that self- study must meet all of the criteria of CDR for content, referees, scientific integrity, length and evaluation.

**Documentation:**

Certificate of attendance/completions, or CPE agenda/outline (objectives, date, timeline, and provider) title/topic, provider, date completed, and CPEU requested.

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