

GUIDELINES OF CONTINUING EDUCATION FOR LICENSED NUTRITIONISTS

The purpose of licensure is to protect the nutritional health, safety, and welfare of the public by encouraging high standards of performance as licensed nutritionists; therefore continuing education is mandatory to attain the above endeavor.

Upon becoming licensed as a licensed nutritionist you must successfully complete and have evidence of 75 hours of continuing education within a designated 5 year cycle as listed under chapter 20.05-02-01-05 continuing education in the rules for dietitians and nutritionists. Refer to the rules at www.ndbodp.com. The continuing education (as evidenced by the date of your certificate) must be within the designated 5 year cycle in order to be counted toward your education requirements.

A. Continuing education should provide the following:

1. Update or enhance knowledge and skills required for competent performance beyond **entry level**;
2. Assess knowledge and skills;
3. Provide opportunities for interdisciplinary learning; and
4. Provide opportunities for professional growth and development.

B. Appropriate continuing education activities include:

1. Non-academic coursework: recorded online academic lectures/seminars

~Recorded online lectures or seminars that are consistent with non-academic coursework, and that are offered by US regionally accredited colleges or universities, can be awarded CPEUs. You must have official verification of your participation, such as a certificate of completions that verifies that you have completed specific assignments, participatory activities, and evaluation benchmarks.

~ 1 CPEU is equivalent to 1 hour of continuing education

~ Record on your log activity sheet the course title, College or University, date completed, coursework timeframe (i.e. quarter, semester, or trimester).

~ You must have official verification of your participation (i.e. certificate of completions)

2. Nutrition related academic coursework, including distance learning, at a U.S. regionally accredited college or university can be awarded CPEUs according to the listing below.

<u>CPEUs Approved</u>	<u>Course Credits</u>	<u>Course Audited</u>
1 semester credit hour	15 CPEUs	8 CPEUs
1 trimester credit hour	14 CPEUs	7 CPEUs
1 quarter credit hour	10 CPEUs	5 CPEUs

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Keep in mind that the date of the successful completion of the course as evidenced by a certificate or related document is the respective 5 year cycle that the credits can be counted for continuing education.

3. Exhibits Or Poster Viewing

Learning through nutrition related exhibits or posters such as those presented at professional conferences can be awarded CPEUs when properly documented. It is not necessary to list all the exhibitors or posters separately but the program agenda that lists exhibit or poster viewing timeframe and your continuing education certificate shall serve as evidence of the exhibit or poster activities.

~ One half hour of CPEU is equivalent to ½ contact hour.

~ There is a maximum of 15 CPEUs per your 5 year cycle.

~ Certificate of attendance/completion or materials describing exhibits (date, timeline, provider, content).

4. Interactive Workshops

Workshop content is required to be nutrition-related and is either approved by the Commission on Dietetic Registration (CDR) for continuing professional education for RDNs or meets the requirements by CDR for continuing professional education (provides learning outcomes that apply to professional practice or intended practice). Continuing education that is designed for the general public does not meet requirements for professional continuing education. The workshop should include interactive discussions or participation among attendees.

~ 1 CPEU is equivalent to 1 contact hour.

~ Certificate of completion or agenda/timing outline and provider contact information

5. Lectures/Seminars/Webinars/Teleseminars

Lecture/seminar content must be nutrition related and approved by the Commission on Dietetic Registration. Web or telephone conference seminars must occur in real time and include a provision for discussion and interaction between the presenter and attendees.

~1 CPEU is equivalent to 1 contact hour.

~Certificate of completion or agenda/timing outline; provider contact information, program title, provider, date completed and CPEUs

6. Recorded Pre-Approved CPE Activities

Viewing or listening to a recording of a presentation may be eligible for CPEUs. In order for a recording to be eligible for credit, the recorded presentation must have been either prior-approved by the CDR for credit when it was presented live, or offered by one of CDR's Accredited CPE providers. ***Continued on page 3***

In addition the recording must be listened to/viewed within 1 year of the original date of the live presentation (i.e. a recording of the presentation on February 1, 2016 could be viewed for credit through January 31, 2017).

~LNs may claim up to 30 CPEUs under this CPE activity type in a recertification cycle.

~Certificate of completion or agenda/timing outline; provider contact information, program title, provider, date completed and CPEUs

7. Professional Reading

Reading peer-reviewed, nutrition-related articles from professional journals and professional newsletters can be awarded CPE credit. Online journals are acceptable in this category. 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. Include the journal reference/citation in the continuing education activity description, as verification.

Peer-reviewed journals have the following characteristics:

- ~ Usually published by specific professional organizations and societies
- ~ Primary purpose is to report original research or review articles
- ~ Editorial board is listed in the front of the journal or newsletter
- ~ Articles include a byline for the author(s).
- ~ Include cited references and charts/graphs/photos that impart information

It is probably not a peer-reviewed journal if its primary purpose is to report on trends/concerns in an industry or to provide practical 'how-to' articles. If you are unsure whether or not a particular journal or newsletter article is peer-reviewed you may obtain written verification from the issuing organization or a credentialed librarian. Reading one article is equivalent to one half (0.5) CPEU.

8. Certificate Programs

A certificate program is an intensive program with a component that assesses the participant's performance. Certificate programs must be nutrition related and

- Have stated learning objectives upon which the course and assessment content is based.
- Include content expert instruction and interactive discussion which may occur face-to-face or by electronic delivery.
- Include a post-course assessment that assesses the participant's completion of the program's learning objectives.
- Have all course materials reviewed by a minimum of three professionals with demonstrated expertise in the content area attesting to the number of hours needed to complete the program.
- Be sponsored by the Commission on Dietetic Registration (CDR) or a CDR-accredited provider or reviewed and approved by the ND Board of Dietetic Practice.

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- Certificate of completion or agenda/timing outline; provider contact information, program title, provider, date completed and CPEUs
- The date completed is the date to log on your activity log sheet.

SUBMISSION OF CONTINUING EDUCATION

1. Continuing education period: June 1 – May 31
2. Continuing education is to be documented on a continuing education log sheet and submitted to the BODP at the end of the five year cycle when renewing your license. Go to www.ndbodp.com under professional development to obtain the log activity sheet for LNs for documentation of the continuing education.
3. At the end of your five year continuing education cycle an LN must submit their continuing education logs for the cycle.
4. Programs that have not been preapproved by CDR or offered by one of CDR's Accredited CPE providers can be submitted to the LN chair of the NDBODP for review to determine if the program can be accepted for CPEUs. Please contact execsec@ndbodp.com for such requests.

Revised: May 1, 2020 NDBODP Meeting