

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.

To renew a license, a licensed nutritionist must present proof of having attended continuing education approved by the board. The licensee must have attended at least seventy-five hours of continuing education in the licensee's five-year recertification cycle. The five-year recertification cycle for the licensed nutritionist is based on the year of initial licensure. The applicant must retain evidence of having attended the continuing education hours and submit upon request.

- Continuing education courses must be related to or increase the professional competence of the attendee. This determination will be made by the board through approval of requested courses.
- Continuing education designed for the general public does not meet requirements for professional continuing education.
- One continuing professional education unit is equivalent to one clock-hour unless otherwise noted.
- The board shall accept continuing education that is approved* or provided by the board for certification of nutrition specialists, the commission on dietetic registration, and any other organization approved by the board. **Attestation does not equal approved.*

A licensed nutritionist shall meet the continuing education requirements set by the board. The following forms of continuing education may be approved for licensed nutritionists:

(1) Nonacademic coursework: recorded online academic lectures or seminars. Nutrition-related academic coursework, including distance learning, at a United States regionally accredited college or university may be awarded continuing professional education units according to the listing below.

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

(2) Exhibits or poster viewing. A maximum of fifteen continuing professional education units is allowed per five-year cycle.

(3) Interactive workshops. The workshop must include interactive discussions or participation among attendees.

(4) Lectures, seminars, webinars, or teleseminars. Lecture or seminar content must be nutrition-related. Web or telephone conference seminars must occur in real time and include a provision for discussion and interaction between the presenter and attendees.

(5) Recorded preapproved activities. The recorded presentation must be preapproved by a board-approved provider. The recording must be listened to or viewed within one year of the original date of the live presentation. Licensees may claim up to thirty continuing professional education units under this activity type per five-year cycle.

(6) Professional reading. Peer-reviewed, nutrition-related articles from professional journals and professional newsletters may be awarded continuing professional education units. The article must be read within five years of the date the article was published. One article is equivalent to one-half of one hour continuing professional education units.

(7) Certificate programs. Must be sponsored by the commission on dietetic registration or another accredited provider approved by the board.

(8) Programs that do not meet the above criteria may be submitted to the board for review.

If a grandfathered licensed nutritionist chooses to provide medical nutrition therapy, then before doing so the nutritionist must complete fifteen continuing professional education units specific to medical nutrition therapy. A grandfathered licensed nutritionist who chooses to provide medical nutrition therapy must submit a minimum of fifteen continuing professional education units specific to medical nutrition therapy per five-year cycle.

SUBMISSION OF CONTINUING EDUCATION

1. Continuing education period: June 1 – May 31
2. Continuing education is to be submitted to BODP at the end of the five-year cycle. When renewing your license, you will be prompted to upload your certificates into the system for review. Every activity must have proof of attendance in order to be accepted.
3. 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: January 22, 2026 NDBODP Meeting