CPE Approval Directions

Step 1: Go to the website - https://www.cdrnet.org/form-prior-approval.


Step 3: Login as your organization to access the prior approval request form.
- If your organization has submitted prior approval requests to CDR before go to https://www.cdrnet.org/auth.cfm?sign_in=true and login.
If your organization has never submitted prior approval requests to CDR before go to https://www.cdrnet.org/go/and/cdr/cpe_registration.cfm and fill out the form.

Step 4: Click on new activity after you have logged in.
**Step 5a:** Complete the below sections.

**CONTINUING PROFESSIONAL EDUCATION (CPE)**

<table>
<thead>
<tr>
<th>Provider Status: Prior - Approval Only</th>
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<tr>
<td>Provider Info</td>
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**New Activity (All fields indicated with an * asterisk are mandatory)**

- **Activity Type**: Select Activity Type
- **Title**: 
- **Contact**: Select Contact
- **Is this an activity with exhibits and/or posters?**
  - Yes 
  - No
- **CPEUs Hours**
- **CPE Levels**
  - Level 1
  - Level 2
  - Level 3

**Activity Information for the public**

(Activity Information for the public. This optional textbox is for providers to provide information to the public and is seen by the public on the CPE Database Search)

**Information regarding the target audience**

(Information regarding the target audience (target audience cannot include the lay public))

**Additional Activity Information for CDR**

(Additional Activity Information for CDR. This optional textbox is for providers to provide additional information to CDR and will only be viewable by CDR admin)

**Step 5b:** Upload the Prior Accessed Learning Form, Timing Outline, Qualifications, and any other pertinent additional information. Click on the choose file buttons marked below to upload your documents.
Step 5c: Select the most appropriate performance indicators and learning codes. Click on the blue boxes below for a list of options.
Step 5d: Complete the date and location section and then click on the Submit Activity button.

Step 6: Once, the activity is listed as pending go to http://www.eatrightillinois.org/index.php/cpe-approval.

Step 7: Click on the “Make Payment for CPE Approval” link. Please note that there is a $20 charge per credit hour for all organizations, including districts.

Step 8: After the payment is made, you will receive a confirmation email. Please forward this to Kelly Altman, CPE Chair at iandcpe@gmail.com. Then, the activity will be reviewed by CPE Chair and approved, denied, or returned for editing.