**Commission
on Dietetic
Registration**

the credentialing agency for the
Academy of Nutrition
and Dietetics

REGISTRATION ELIGIBILITY

PROCESSING SYSTEM (REPS)

Program Director Guide

Contents

Commission on Dietetic Registration
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Introduction

The Registration Eligibility Processing System (REPS) allows you to submit students who have successfully completed your dietetics program to the Commission on Dietetic Registration (CDR). After you have successfully submitted your student(s) and the required documentation, CDR staff will review your submission. If all requirements are met, the student(s) will be submitted to Pearson VUE (CDR's testing vendor) for eligibility to take either the registration examination for dietitians or dietetic technicians.

REPS includes features to search for and view students submitted by you or previous program directors from your institution, review current and historical examination reports, and quickly access forms required for your students.

We hope that you find this system efficient and easy to use. We welcome any feedback or recommendations for future enhancements.

Quick Start Guide

The below steps are a quick overview of what needs to be done in order to create classes, add candidates, and submit them to CDR for review.

1. Log in to REPS at https://reps.cdrnet.org. If you have forgotten your password, please use the **Forgot Password** feature.

2. On the **Program Director's Dashboard**, select the option to **Add New Class**. You will be prompted to enter your class' completion date and select **Save.** Please note that only students who have completed your program on the same date may be entered together.

3. You will be directed to the **Class Process** page where you can add your students using the **Add Candidate** button. The only information required to add a candidate is their first name, last name, middle name/initial (if applicable) and email address. After entering this information, select **Add**. The student's information will be added to a list below the yellow bar and you can continue to enter student information (if there are additional students). Once all of the students in the class have been added to your list, check the box next to "Please click checkbox to send candidates email" and select **Save & Send Email**. Students will be sent an email requesting they complete an online application.

4. The Class in Process screen will now display a list of your students for the provided completion date. Initially, the **Demographic Info** status column for each student will show "Not Updated." Once the student receives their email with a link to complete their contact and demographic information, they can complete their portion of the application. After the required information has been entered into the system, the student Demographic Info status will change to "Updated." You will receive an email notifying you when a student has updated their information.

5. Once the student has completed their portion of the application, select **Edit** next to the student's name to complete the remaining education information portion of the Candidate Eligibility Application. If you choose to put in a student's education information before they have updated their demographics, you will use the **Save & Continue Later** button instead of the **Validate & Save** button to save this information.

6. The remaining items you are required to complete on their application are;
   a. the highest degree earned,
   b. degree date,
   c. verification agency (ONLY if foreign equivalency degree selected),
   d. DPD program and date (if required by your program type), and
   e. uploading of required documents for each student.

Please scan and upload a single pdf containing all the required documentation for each student. You must check the boxes at the bottom of the application to verify that you have included all the required document types for your program. Select **Validate & Save** to have the system review and save the application. If you are missing some of the required fields, or if the student has not yet completed their portion of the application, but you would like to save what you have entered, select the **Save & Continue Later** button.

7. After you have completed the remaining portion of the Candidate Eligibility Application, the Status will change to **Complete**. Once all students in the class have a Status of **Complete**, you can submit the class to CDR using the **Submit to CDR** button.

8. When submitting a class to CDR, you will be required to enter your name as a digital signature. After a class has been submitted, you can view the class on the **Program Directors Dashboard** under the header **Classes Submitted to CDR for Processing**.

Detailed information for each of the steps listed above is provided on the following pages.

Login Screen

To access REPS, log in at www.reps.cdrnet.org. Your username, password and access code were provided to you in a welcome email. If you have forgotten your access information, please use the **Forgot Password** feature. Once you have logged in, you will be asked to enter your program's access code. If you have more than one program, you will choose which you would like to access on this page.

Commission on Dietetic Registration
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Academy of Nutrition and Dietetics

REPS

Registration Eligibility Processing System

PC102

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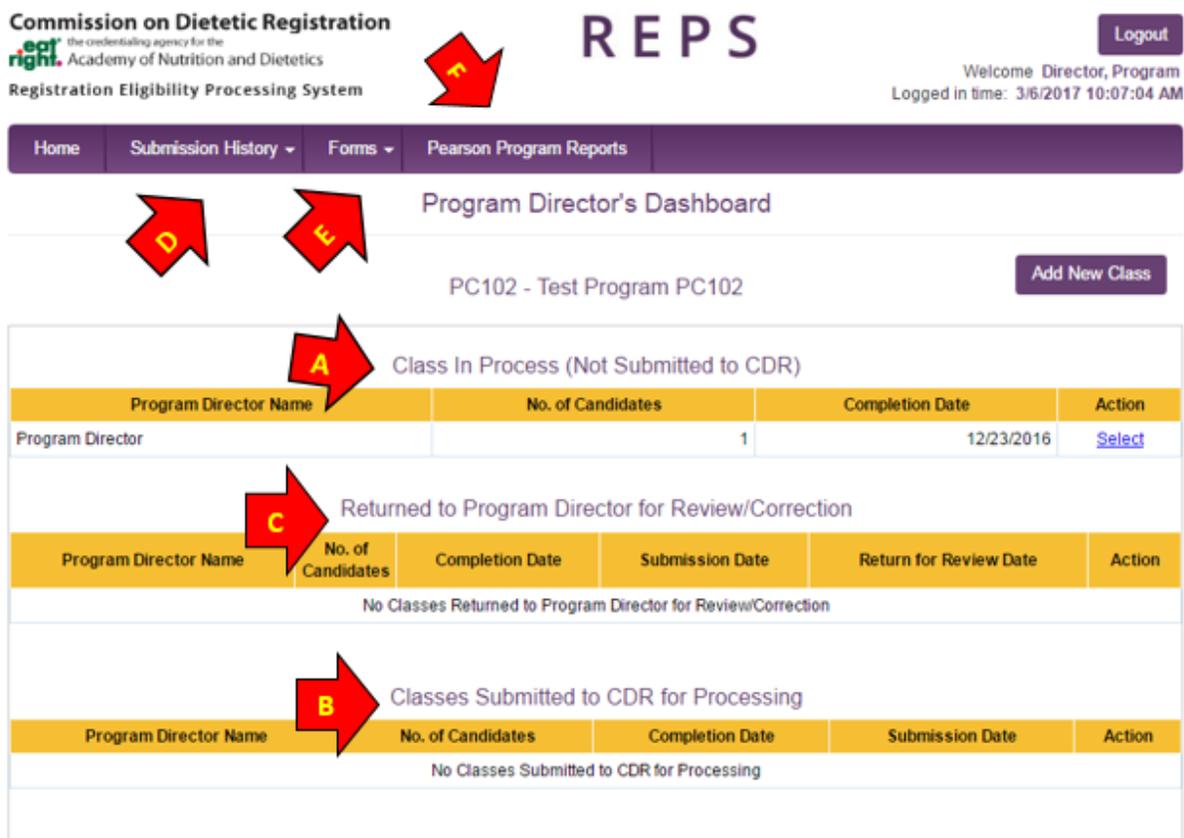Login   Forgot Password?

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Associated Program List

Select	Program Name
○	PC102 - Test Program PC102

* Access Code [   ]

Submit   Return

Program Director's Dashboard

After you log in, you will be directed to the Program Director's Dashboard. This is the central point from which all functions can be performed.

A **Class in Process** – This section shows classes you currently have in process (not submitted to CDR). You can use this option to work with existing students in a class, upload documents to a student's application or check to see if the students have completed their demographic information.

B **Classes Submitted to CDR for Processing** – This section shows classes which are currently submitted to CDR for review, but have not yet been approved by CDR. You can use the **View** option to review the students in the class, but you will be unable to make any changes to the students' applications. Once the class has been reviewed by CDR, it will disappear from this list. At that point, you will be able to view the class from the **Submission History** option or the classes **Returned to Program Director for Review/**Correction section.

C **Returned to Program Director for Review/Correction** – If one or more students in a class has been denied or returned for correction by CDR, the class will appear here. Note that if only some of the students were denied or returned for review, only those students will appear in this returned class. The remainder of the students can be approved by CDR staff independently of the returned student(s). Use

the **Select** option to make corrections to the classes in the Returned for Review section. If student(s) are denied, you will only have the option to remove the student(s) from this class. A student would only be denied if they have not met eligibility requirements or had been previously submitted and approved by CDR for registration eligibility.

D **Submission History** – You can use the **Candidate Search** to locate candidates submitted from your program either by you or previous program directors. You can also use the **Approved Classes** option to view previously approved classes and students.

E **Forms** – This option allows you to download/view forms to give to students or for your own use.

F **Pearson VUE Reports** – Under the **Pearson VUE Reports** tab you can view your program's examination reports. You may view the reports online or download a pdf. All of the reports that were distributed by Pearson VUE for previous examination periods are available permanently in REPS (2014-present).

Entering Eligible Students[1]

To enter a student(s), begin by creating a new class. Click the **Add New Class** button on the **Program Director's Dashboard**. You will first be prompted to enter your class completion date. If you already have a class created and need to add or update students in the class, please choose the **Select** option next to the appropriate class.

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[1] If you are a State Licensure Representative, you are not required to complete degree or DPD information. Uploading documents is also NOT required. After you receive an email from REPS indicating that the student has completed their portion of the application, you can select 'Validate & Save' on the candidate screen to change application status to 'Complete.' When all your candidates have the 'Complete' status, you may submit class to CDR.

Add Class

PC102 - Test Program PC102

Program Code	PC102
Program Name	Test Program PC102
Program Director Name	Program Director
Program Type	2 - Dietetic Internship
* Completion Date	MM/DD/YYYY

Save   Return

The statements below do not apply to State Licensure Candidates.

Note : Please enter the date the graduate completed all program requirements relevant to your program type (academic and supervised practice). This will be the same completion date which is listed on the graduate's Coordinated Program (CP), Dietetic Internship (DI), Dietetic Technician (DT) or Independent Supervised Practice Pathway (ISPP) Verification Statement (VS). If you are submitting a candidate through Pathway III for the Examination for Dietetic Technicians, this will be the same completion date which is listed on the graduate's DPD VS.

Please note that all graduates submitted within a REPS class must have the same completion date. If graduates have different completion dates, they must be submitted into separate classes.

On the **Class in Process** page, us the **Add Candidate** button to add students to the class.

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Registration Eligibility Processing System

REPS

Logout

Welcome Director, Program
Logged in time: 7/19/2018 1:06:38 PM

Home	Submission History ▼	Forms ▼	Pearson Program Reports	

Class In Process (Not Submitted to CDR)

PC102 - Test Program PC102

Program Code	PC102	Program Director Name	Program Director
Program Name	Test Program PC102	Program Type	2 - Dietetic Internship
* Completion Date	11/17/2016 Update ❓		

Add Candidate

ACAD / CDR ID	Last Name	First Name	Email Address	Demographic Info	Status	Action
			No Candidate(s) Found			

Submit To CDR   Delete Class   Print All   Return

Add students by entering their last name, first name, middle initial/name (if applicable) and email address. **Please verify that the student's name matches their valid, government issued, photo ID exactly.** After entering this information, select **Add**. The student's information will be added to a list below the yellow bar and you can continue to enter student information (if there are additional students). Once all of the students in the class have been added to your list, check the box next to **Please click checkbox to send candidates** email and select **Save & Send Email**. Students will be sent an email requesting they complete an online application. Students will not have the option to change their last or first name via the online application. Although the Middle Name/Initial field is optional, it should be completed if your student has a middle name/initial on their ID. This field can be edited by the student.

After adding students to a class, the demographic information status for the student will show **Not Updated**. Once the student receives their email with a link to complete their contact and Demographic Information, they can complete their portion of the application. After the required information has been entered into the system, the student demographic info status will change to **Updated.** You will also receive an email from REPS when the student completes their portion of the application.

Class In Process (Not Submitted to CDR)

PC102 - Test Program PC102

Program Code	PC102	Program Director Name	Program Director
Program Name	Test Program PC102	Program Type	2 - Dietetic Internship
* Completion Date	11/17/2016		

Update   **Add Candidate**

ACAD / CDR ID	Last Name	First Name	Email Address	Demographic Info	Status	Action
	Test	Student	pdirecto@eatright.org	Not Updated	Pending	Edit / Delete / Move

Note: All candidates must have updated demographic information and a complete status in order to submit the class to CDR

Submit To CDR   **Delete Class**   **Print All**   **Return**

Submitting a Class to CDR for Review

Once the student has completed their portion of the application and the Demographic Info status is **Updated,** you may select **Edit** next to the student's name to complete the remaining education information portion of the Candidate Eligibility Application. If you choose to put in a student's education information before they have updated their demographics, you will use the **Save & Continue Later** button mentioned in the next step instead of the **Validate & Save** button to add this information.

Class In Process (Not Submitted to CDR)

PC102 - Test Program PC102

Program Code	PC102	Program Director Name	Program Director
Program Name	Test Program PC102	Program Type	2 - Dietetic Internship
* Completion Date	11/17/2016		

Update   **Add Candidate**

ACAD / CDR ID	Last Name	First Name	Email Address	Demographic Info	Status	Action
	Test	Student	pdirecto@eatright.org	Updated	Pending	Edit / Delete / Move

Note: All candidates must have updated demographic information and a complete status in order to submit the class to CDR

Submit To CDR   **Delete Class**   **Print All**   **Return**

The remaining items you are required to complete at this point are;

- One transcript for highest degree earned,
- degree date,
- verification agency (if foreign equivalency degree selected),
- DPD program and date (if required by your program type), and
- uploading of required documents for each student.

Scan and upload a single pdf (containing all the required documentation) for each student. You must check the boxes at the bottom of the application to verify that you have included all the required document types for your program. Select **Validate & Save** to have the system review and save the application. If you are missing some of the required information, but would like to save what you have entered so far, select the **Save & Continue Later** button.

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R E P S

Logout
Welcome Beavers, Rebecca
Logged in time: 2/12/2019 8:16:33 AM

| Home | Submission History ▾ | Test Tracking ▾ | Utilities ▾ | Set Up ▾ |

Edit Candidate

Candidate's name must be entered identically to their government-issued photo identification.

		Completion Date	11/17/2016

ACAD / CDR ID	ACAD / CDR ID	* Date of Birth	MM/DD/YYYY 📅
* Last Name	Beavers	* First Name	Rebecca
Middle Name / Initial	A	Maiden Name	Maiden Name
Prior Name	Prior Name	* Mother's Maiden Name	Mother's Maiden Name
* Address Line 1	210 Ashland Ct		
Address Line 2	Address Line 2		
Address Line 3	Address Line 3		
* Country	UNITED STATES ▾	* State	Illinois ▾
* City	Vernon Hills	* Zip	60061
* Primary Phone Country	UNITED STATES (+1) ▾	* Primary Phone / Type	3127880702 312 Cel ▾
Alternate Phone Country	UNITED STATES (+1) ▾	Alternate Phone Type	Alternate Phon Ext --S ▾
* Email Address	pdirecto@eatright.org	* Confirm Email Address	pdirecto@eatright.org
* Highest Degree Earned	– Select Highest Degree Earn ▾ ⓘ	* Verification Agency	– Select Verification Agency – ▾
* Degree Date	MM/DD/YYYY 📅 ⓘ	* DPD Program Code	– Select DPD Program Code ▾ ⓘ
* DPD Completion Date	MM/DD/YYYY 📅 ⓘ		

Upload Required Documents

Upload File   [Choose File] No file chosen   [Upload] ⓘ

Note: Please click the checkboxes to acknowledge that you have uploaded all of the required documents.

Document Type
☐ DPD Verification Statement
☐ DI Verification Statement
☐ Official/Primary Source Transcript or Foreign Degree Equivalency Statement

[Validate & Save] [Save & Continue Later] [Resend Email] [Return]

The Class in Process screen will now display a list of your students for the provided completion date. Initially, the **Demographic Info** status column for each student will show **Not Updated**. Once the student receives their email with a link to complete their contact and demographic information, they can complete their portion of the application. After the required information has been entered into the

system, the student Demographic Info status will change to **Updated.** You will receive an email notifying you when a student has updated their information.

When submitting a class to CDR, you will be required to enter your name as a digital signature. After a class has been submitted, you can view the class on the Program Directors Dashboard under the header **Classes Submitted to CDR for Processing.**

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R E P S

Logout

Welcome Director, Program
Logged in time: 3/6/2017 3:30:25 PM

Home	Submission History ▾	Forms ▾	Pearson Program Reports

Class Submission Verification

PC102 - Test Program PC102

By clicking 'Submit', you hereby affirm that :

The information being submitted to CDR is correct and accurate. Furthermore you have verified that all candidates have completed prerequisite degrees and programs successfully.

* Signature   Program Director

Date   03/06/2017

Submit To CDR   **Return**

ACAD / CDR ID	Last Name	First Name	Email Address
	Student	Test	pdirecto@eatright.org

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R E P S

Logout

Welcome Director, Program
Logged in time: 3/6/2017 3:30:25 PM

Home	Submission History ▾	Forms ▾	Pearson Program Reports

Program Director's Dashboard

PC102 - Test Program PC102

Add New Class

Class In Process (Not Submitted to CDR)

Program Director Name	No. of Candidates	Completion Date	Action
Program Director	1	12/23/2016	Select

Returned to Program Director for Review/Correction

Program Director Name	No. of Candidates	Completion Date	Submission Date	Return for Review Date	Action
No Classes Returned to Program Director for Review/Correction					

Classes Submitted to CDR for Processing

Program Director Name	No. of Candidates	Completion Date	Submission Date	Action
Program Director	1	11/17/2016	03/06/2017	View

Students Denied or Returned for Review

There may be some situations where CDR denies a student(s) or returns a student(s) for review/correction. In either of those situations, you will receive an email from the system notifying you that some or all of the students in your class have being returned. Note, only students that have issues will be returned and CDR will continue processing the other students in the class. The original class, submitted to CDR for review will be split and the remaining student count in the original class submitted for processing will be reduced by the number of students being denied or returned.

The Program Director's Dashboard includes a section showing any classes being returned.   Below is an illustration of a class with one student which has been returned for review.

Click **Select** next to a returned class to view details about the students being denied or returned for corrections. For each student being returned, you can click **Edit** to view CDR staff notes about the reason for the denial or return.

If one of your students was returned for an issue that will take longer to resolve, and you do not want to hold up the other students in your class, you have the option to move that student to their own class using the **Move** button under the Action column. Moving a student with a more complicated issue will remove them from the current class (allowing you to resubmit that class), while allowing you to retain that student's record (saving you the time of re-entering that student.)

Class In Process (Not Submitted to CDR)

PC102 - Test Program PC102

Program Code	PC102	Program Director Name	Program Director
Program Name	Test Program PC102	Program Type	2 - Dietetic Internship
* Completion Date	11/17/2016 📅 **Update** ⓘ		

Add Candidate

ACAD / CDR ID	Last Name	First Name	Email Address	Demographic Info	Status	Action
	Test	Student	pdirecto@eatright.org	Updated	Complete	Edit / Delete / Move

Submit To CDR   **Delete Class**   **Print All**   **Return**

Note, for students that are denied, your only option will be to delete the student from the class. For students returned for review, please make corrections as requested and follow the process to validate the student and submit the student to CDR for approval.

Returned to Program Director for Review/Correction

PC102 - Test Program PC102

Program Code	PC102	Program Director Name	Program Director
Program Name	Test Program PC102	Program Type	2 - Dietetic Internship
Completion Date	11/17/2016 📅 **Update** ⓘ		

Add Quick Candidate   **Add Candidate**

ACAD / CDR ID	Last Name	First Name	Email Address	Demographic Info	Status	Action
	Test	Student	pdirecto@eatright.org	Updated	Deny	Edit / Delete / Move

Note: All candidates must have updated demographic information and a complete status in order to submit the class to CDR

Submit To CDR   **Delete Class**   **Print All**   **Return**

Candidate's name must be entered identically to their government-issued photo identification.

* ACAD / CDR ID	[ACAD / CDR ID]	[Search NF]	

NF Created Date: | NF Last Updated Date:

* Date of Birth	09/08/1990 📅	Completion Date	11/17/2016
* Last Name	Beavers	* First Name	Rebecca
Middle Name / Initial	A	Maiden Name	Maiden Name
Prior Name	Prior Name	* Mother's Maiden Name	Whitney
* Address Line 1	210 Ashland Ct		
Address Line 2	Address Line 2		
Address Line 3	Address Line 3		
* Country	UNITED STATES ▼	* State	Illinois ▼
* City	Vernon Hills	* Zip	60061
* Primary Phone Country	UNITED STATES (+1) ▼	* Primary Phone / Type	3127880702	312	Cel ▼
Alternate Phone Country	UNITED STATES (+1) ▼	Alternate Phone / Type	Alternate Pho	Ext	--S ▼
* Email Address	pdirecto@eatright.org	* Confirm Email Address	pdirecto@eatright.org
* Highest Degree Earned	Foreign Equiv - Associates ▼	* Verification Agency	Center for Educational Documentat ▼
* Degree Date	04/11/2006 📅	* DPD Program Code	4005 - Samford University ▼
* DPD Completion Date	05/13/2015 📅	* Application Status	Pending ▼

Upload File	[Choose File] No file chosen	[Upload]

File Name	File Size	Last Modified	Action
40383.221203_Accounts Overview.pdf	130632 bytes	2/12/2019 9:26:07 AM	Download Delete

Note: Please click the checkbox/s to acknowledge that you have uploaded all required documents

Document Type	☑ DPD Verification Statement
	☑ DI Verification Statement
	☑ Official/Primary Source Transcript or Foreign Degree Equivalency Statement

Notes

Note Created Date	Note	Note Created By	Action
02/12/2019	Correct DPD Code.	Beavers Rebecca	View / Edit
02/12/2019	Note	Beavers Rebecca	Add

[Save] [Return]

Candidate Search

REPS includes options for you to search for candidates who were submitted by your program either by you or previous program directors. Select **Submission History** on the purple menu bar and then choose **Candidate Search.**

You can search for students using various criteria. We recommend using minimal search criteria first and add additional criteria if necessary to refine your search.

Approved Classes

REPS also includes options to review classes approved by CDR either by you or previous program directors for your program. Select **Submission History'** then choose **Approved Classes**. You can narrow down your results by filtering class completion date ranges.
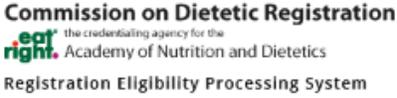
Forms

Current versions of forms and policy documents for you and your students can be found under the **Forms** tab on the purple menu bar.

Pearson Program Reports

Your programs examination reports can now be viewed in REPS. All reports that were distributed by Pearson VUE for previous examination periods (2014-present) are also available permanently.

To view a set of reports, chose the reporting period, report year and press submit. The reports that correspond with your selections will be displayed. You may view the reports online or download a pdf.

1. **Q:** Why did CDR choose to transition from the Credentialing Registration Management System (CRMS) to the new Registration Eligibility Processing System (REPS)?

    A: The new REPS system maximizes the use of technology enhancements, to streamline CDR registration eligibility processing procedures. With the new system, paper document submissions and the random audit process have been eliminated. In addition, Third-party payers and hospital system credentialing organizations require that CDR receive eligibility documents (including transcripts documenting degree completion) from a primary source. The new REPS system facilitates CDR compliance with this requirement.

2. **Q:** Is there a **Forgot Password** feature?

    A: Yes, this is available on the login screen. In order to use this feature, you will need to know:
    *   Your CDR registration ID number - If you are a Program Director, this is your personal RD number. If you are a state licensure representative, your ID number will be assigned to you by CDR.
    *   Your program code - This is the 4 or 5 character code assigned to your program by CDR.
    *   Your email address - Please note that the email address used in this system is the one associated with your institution and may differ from the one you have on your personal CDR registration record. A 'Forgot Password' email will be sent to the email address associated with your institution.

3. **Q:** Can a class be started in REPS before the completion date of the program?

    A: Yes. REPS allows for a future date to be entered as the class completion date so that program directors can initiate the Add Quick Candidate process and allow their graduates time to complete their demographic information. The class can only be submitted to CDR for final approval on or after the class completion date.

4. **Q:** Not all international addresses have Zip Codes. What should be done for those international addresses that do not have them?

    A: As most addresses (international and domestic) have Zip Codes, this field is required. If you have a student from a country which does not have a Zip Code, please enter "12345" in this field. The error message, which appears if no Zip Code is entered, will instruct the user to enter "12345."

5. **Q:** Is the uploading of documents (Transcript, Verification Statement, etc.) required for all submissions?

    A: Yes. The documentation you are required to submit for each student will be given in a check list below the upload tool. The documentation requirement will vary by program type.

    The new REPS system maximizes the use of technology enhancements, to streamline CDR registration eligibility processing procedures. With the new system, paper document

submissions and the random audit process have been eliminated. In addition, Third-party payers and hospital system credentialing organizations require that CDR receive eligibility documents (including transcripts documenting degree completion) from a primary source. The new REPS system facilitates CDR compliance with this requirement.

Documents required for submission are documents which program directors have always been required to have in their possession before a student can be submitted to CDR for registration eligibility. There is an icon next to the upload tool which users can click on to view more information on current document requirements.

6. **Q:** What types of transcripts are accepted?
    A: Program directors must upload one official/primary source transcript which includes the date the degree was awarded/conferred/granted and reflects the highest degree earned from a US regionally accredited college or university. An official transcript is one which comes directly from the degree granting institution to the ACEND accredited program director and is not marked as unofficial. CDR is required by the National Commission for Certifying Agencies (NCCA) to be the primary source of degree verification for all candidates applying for eligibility to take the Registration Examination for Dietitians or Dietetic Technicians.

    Please note:
    a. If the graduate's degree is from outside the US, the program director must include a Foreign Degree Equivalency statement confirming the graduate's degree is equivalent to as least a graduate degree granted by a university accredited by a USDE recognized accrediting agency.
    b. Transcripts accessed by a program director through an institution's secure, electronic system may be used provided they are not marked as unofficial.
    c. Official Dietetic Internship Centralized Application Services (DICAS) transcripts may be used as long as these transcripts reflect the date the degree was awarded/conferred/granted and are not marked as unofficial.
    d. If a graduate has more than one degree, only the transcript reflecting the highest degree earned must be uploaded into REPS.

    Alternatively, program directors may include a letter on University letterhead bearing the original signature of the Registrar or Dean of the College/University verifying completion of all degree requirements, including thesis, if applicable, payment of all administrative fees and the date the degree was conferred. A letter from any other individual is not acceptable.

    Sample Letter from Registrar:
    College/University Official Letterhead

    Date _____
    (Please use the date of graduation or a date after graduation)

    Commission on Dietetic Registration:

Per the Commission on Dietetic Registration (CDR) Registration eligibility processing requirements, I, Dean of the College of **<insert college name>**, verify the successful completion of all degree requirements and payment of all university administrative fees for dietetic intern, **<graduating student's/intern's name>**.

His/her Master of Science degree **was** conferred on **<enter date in format example: i.e., Saturday, May 7, 2016>.**

Sincerely,

<Dean's name>
Title: Dean of the College/University of _____
      Registrar

Q: Why are transcripts required with REPS submissions?

A: Transcripts verify to CDR that graduates have completed all degree requirements.

7. **Q:** What types of Verification Statements are accepted?

    A: Program directors must upload all official, signed ACEND Verification Statements pertinent to their program type.
    Please note:
    o   The program completion date on DT, DPD and CP Verification Statements cannot pre-date the degree awarded/conferred/granted date listed on the official transcript.
    o   The date the Verification Statement is signed by the ACEND accredited program director must be on or following the program completion date.
    o   DICAS Verification Statements are not accepted. The DICAS version of this document is not official as the information does not come from a secure source.

8. **Q:** Why are Verification Statements required with REPS submissions?

    A: Verification Statements verify to CDR that graduates have completed ACEND accredited program requirements.

9. **Q:** If a student sees an issue with the name entered for them into REPS, they are directed to contact their Program Director? Why is this?

    A: It is imperative that a student's name is entered into REPS exactly as it is listed on their valid, government-issued photo identification. If the name in our system does not match this ID, they will be turned away from Pearson VUE testing centers and lose their testing fee. For security reasons, only a Program Director may initially enter and/or edit a student's first and last name in REPS. Therefore, if the student sees an error in the spelling of their name, they will need to contact their Program Director to edit their name in REPS the application can be submitted to CDR.

10. **Q:** When a Program Director is asked to enter the highest degree earned, is this the highest degree earned associated with the current ACEND accredited program, or the highest degree the student has ever obtained?

    A: This field is asking for the highest degree earned by the student from a regionally accredited university/college or foreign equivalency. The highest degree does not need to be associated with an ACEND accredited program. There is an icon next to this field which users can click on in order to view more information about this requirement.

11. **Q:** What documentation needs to be retained for classes submitted in REPS?

    A: Since the inception of REPS, CDR has required that all registration examination eligibility documentation for graduates be uploaded into REPS. CDR is required by the National Commission for Certifying Agencies (NCCA) to be the primary source of degree verification for all candidates applying for eligibility to take the Registration Examination for Dietitians or Dietetic Technicians. Since all required documents are uploaded and retained in REPS, CDR does not require Accreditation Council for Education in Nutrition and Dietetics (ACEND) academic or supervised practice programs to retain documents. However, program directors must adhere to ACEND policies regarding on-site graduate document retention. Please visit the CDR website for more information: https://www.cdrnet.org/document-retention-policy.