



Becoming a NDTR or CDM, CFPP

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Careers4RDN.com

- **NDTR/DTR**
 - **Nutrition & Dietetic Technician, Registered**
- **CDM, CFPP**
 - **Certified Dietary Manager**
 - **Certified Food Protection Professional**

What is a NDTR? Nutrition & Dietetic Technician, Registered

- A member of the dietetic health care team
- Under direction of RDN
- Work in the dietary departments of hospitals, clinics, and other health care facilities.
- Requires credentialing examination
- **You qualify with DPD completion**

What do DTRs do?

- **Under the direction of the RD, provides:**
- Nutritional care
- Teaching
- Diet modification
- Nutritional counseling
- Food service management

“Pathway III” to become a DTR:

- Complete a minimum of a baccalaureate degree
- Complete DPD requirements
- Successfully complete the Registration Examination
- Remit the annual registration maintenance fee
- Complete annual continuing education requirements

The Application Process - Submit the required documents to Dr. Steinberg after graduation:

1. Copy of your Academy of Nutrition & Dietetics Membership Card (if you are a member)
 2. Copy of an Official Identification Card (CDL, passport)
 3. Signed Transcript Release Form
 4. Signed NDTR/DTR Mis-Use form
 5. Official UCDavis Transcript (e-transcript preferred)
- 1-4 ALL ORIGINAL, HARD COPIES

COMMISSION ON DIETETIC REGISTRATION
120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995
312/899-0040, extension 4764

11/2014

Registration Eligibility Application for the Registration Examination for Dietetic Technicians
Didactic Program in Dietetics Graduates (DPD) Only

IMPORTANT NOTE: ALL AREAS ON THIS APPLICATION FORM MUST BE COMPLETED.
Failure to complete and sign areas will result in processing delays.

Academy Membership Number (former or current)

Last Name (Please Print) First Name Middle Name Maiden Name Previous Name
(Enter your name as it appears on your government-issued photo identification card.)

Address
Personal E-Mail Address (Do not use an ".edu" address) Date of Birth (MM/DD/YYYY) Mother's Maiden Name
Primary Phone Number (Home Type: Home/Cell) Primary Phone Number (Home Type: Home/Cell)

Exam Candidate Survey Questions

Each applicant must answer the survey questions in the following link in order for their application to be processed.

Please do this survey now. Thank you for your cooperation. <http://ecom.eatright.org/CRMS/survey.asp>

Agreement to Adhere to Academy/Commission Code of Ethics

"I agree to abide by the Code of Ethics for the Profession of Dietetics and to hold harmless the Commission on Dietetic Registration, other RDNs, RDs, NDTs and DTRs, and CDR employees for their activities in enforcing them." Please follow the direct link:

<http://www.eatright.org/HealthProfessionals/content.aspx?id=6868>

SIGNATURE OF EXAMINANT (DPD PROGRAM DIRECTOR)

Deputy Director, Illinois Commission on Dietetic Registration and the Academy's acceptance of the Academy's Code of Ethics

Note to Applicant: After the DPD Program Director submits the Registration Eligibility Application to CDR:

- the Commission will send confirmation of your registration eligibility status via e-mail, and
- Pearson VUE will e-mail the examination application and *Candidate Handbook* to the e-mail address noted above. Please expect it within two weeks of CDR's receipt of the Registration Eligibility Application.

Exam Candidate Documentation Verified by DPD Program Director

Check off each document (3) indicating that it has been verified and retained in the DPD Program Director file in the event that the submission is audited, and the original documents must be sent to CDR.

☐ Original BS degree transcript ☐ Original DPD Verification Statement (signed) ☐ NDTRE or DTR Mis-Use Form (signed)

Print or Type Program Director's Name

Original Signature of Program Director (blue ink)

4-Digit Program Code

Program Directors: Following the on-line submission of the registration eligibility application, via the Credentialing Registration Maintenance System (CRMS), this application must be submitted to CDR by the DPD Program Director for final processing. Please submit this application, and other required CRMS forms, as a PDF document to CDR per the instructions in Step 5 of the Quick Reference Check List.

APPLICATION COMPLETED
ONLINE AFTER
DR. STEINBERG
SUBMITS ONLINE

NDTRE or DTRE MISUSE

STUDENT COPY

RETAIN this form for your records and future reference.

Over the years, CDR has stated that NDTRE and DTRE are not credentials and should not be used. This information is also located on the CDR website. For the past several years students completing their supervised practice program must sign a NDTRE and DTR Mis-Use form for their program director regarding this fabricated credential. In addition, each student is provided with a copy of the misuse document to retain in their file. Anyone can file a complaint with CDR on an individual using NDTRE, DTRE, NDTR Eligible, DTR Eligible, Nutrition and Dietetics Technician, Registered Eligible, Dietetic Technician, Registered, NDTR or DTR if they are not registered as a NDTR or DTR with CDR. This would include the use of 'ndtr' or 'dtr' in their e-mail address prior to passing the registration examination for dietetic technicians.

NDTRE and DTRE are the acronyms and NDTR Eligible, DTR Eligible, Nutrition and Dietetics Technician, Registered Eligible or Dietetic Technician, Registered are the same, only spelled out.

Please Note: Do not use NDTRE, DTRE, NDTR Eligible, DTRE Eligible, Nutrition and Dietetics Technician, Registered Eligible, Dietetic Technician, Registered, 'ndtr' nor "dtr" in your e-mail.

We refer you to the CDR Web Site, www.cdrnet.org, to become familiar with terminology for registration eligible candidates. When the home page opens up, click on the gold RDN, RD, NDTR, and DTR Credentials button on the left hand side of the screen, then click on Nutrition and Dietetics Technician, Registered (NDTR) and Dietetic Technician Registered (DTR), and then click on Registration Eligibility General Information for the following message. The CDR website direct link is:
<http://www.cdrnet.org/certifications/registration-eligibility-general-information-dtre>.

What does the term *registration eligible* mean?

The term registration eligible is used by the Commission on Dietetic Registration to identify individuals who have met the associate or didactic degree and supervised practice requirements to write the dietetic technician examination. The Commission will verify upon request that an individual has met registration eligibility requirements and the eligibility date.

Does the Commission recognize the professional designation *NDTRE or DTRE*?

No. These terms are not professional designations/credentials. The Commission has noted with concern an increase in the use of the term NDTRE or DTRE to designate registration eligibility. Both employers and the public find the use of these terms confusing.

Should you be using the term NDTRE or DTRE, please discontinue this use and replace it with "registration eligible." Individuals who use the term NDTRE or DTRE are frequently reported to CDR regarding their mis-use, and must be told to discontinue its use via a "cease and desist" order.

Thank you in advance for your assistance regarding this issue.

**Authorization for Disclosure of Information from Student Records
for Letter of Recommendation or Reference**

In accordance with the federal Family Educational Rights and Privacy Act (FERPA) I understand that, in general, the disclosure of confidential information contained in my student records (for example, my GPA) requires my written consent.

By signing below, I _____ (student name) hereby request and authorize
_____ (faculty name) to do the following (check all that
apply):

Nature of Request

- ☐ Write a letter of recommendation or reference
☐ Complete an evaluation form
☐ Provide information in person or over the phone
☐ Review my transcripts, other student records, and employment records at UC Davis and other educational institutions for the purposes of preparing a recommendation or responding to requests for information about me
☐ Other _____

Purpose of Disclosure

- ☐ Employment application
☐ Application for admission to educational institution or program
☐ Application for scholarship, grant, funding, honor, or award
☐ Other _____

Records and Information to Be Disclosed (check all that apply)

- ☐ Degree verification
☐ Transcripts and information from transcripts
☐ GPA and specific course information
☐ Faculty member's personal observations and knowledge about me, including, but not limited to, attitude, performance in class, motivation, abilities, and/or background
☐ Other _____

Parties to Whom Information May Be Disclosed

(include category [potential employers or schools] and name, institution, and address)

Waiver of Access (check one)

- I ☐ waive
☐ do not waive

my right to see recommendations or other written information prepared pursuant to this authorization.

Signature

Date

Timeline to Take the DTR Exam

GRADUATION	June 15th
Degree conferred	Late-August
Verification Statement Completed	Late August/Sept.
Submit Exam Application	By mid-August
Dept. of Nutrition Submits (batch)	Early Sept.
E-mail from CDR (Academy)	2 weeks later - Sept.
E-mail from Testing Service	Sept.
Set up exam date	Sept.

NDTR/DTR Exam Specs – 1/1/2017

I. Nutrition Science / Care for Individuals & Groups 44%

- Principles of Basic and Normal Nutrition
- Screening and Assessment
- Planning and Intervention
- Monitoring and Evaluation

II. Food Science and Food Service 24%

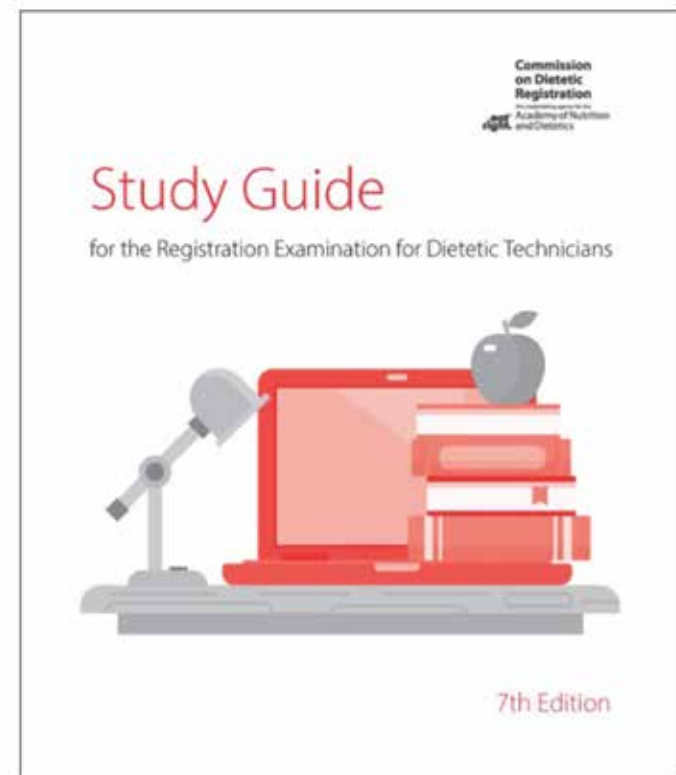
- Menu Development
- Procurement and Supply Management
- Food Production, Distribution, and Service
- Sanitation, Safety, Facility and Equipment

III. Management of Food and Nutrition Services 32%

- Human Resources
- Finance and Materials
- Marketing Products and Services
- Management Principles and Functions
- Quality Processes and Research

Exam Preparation

- Study coursework and texts
- Take a course
 - <http://www.dtrstudybuddy.com>
- Use online resources



Fees Associated with the NDTR

- Exam Application Fee = \$120
- CDR Initial Fee = \$60
- Annual Registration Fee = \$60
- Academy Membership (optional) = \$259

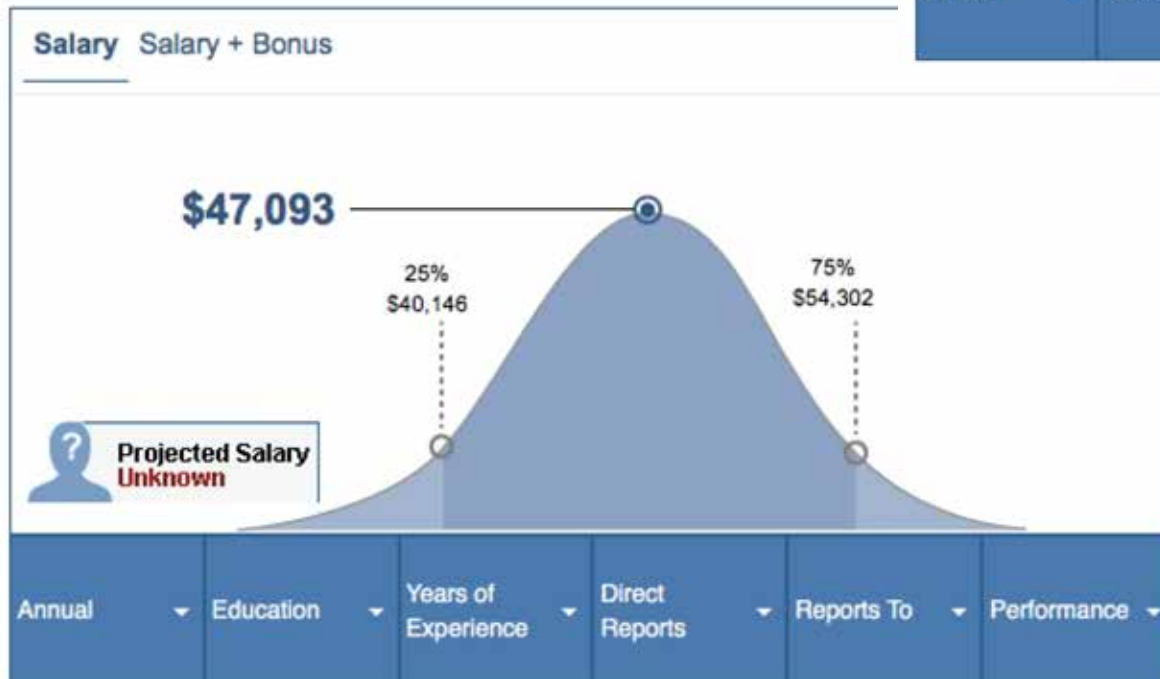


Professional
Development
Portfolio

Diet Technician Sacramento, CA

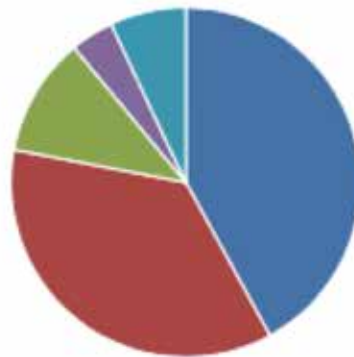


Diet Technician San Francisco, CA

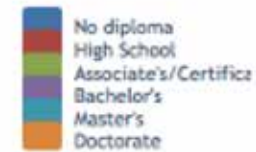
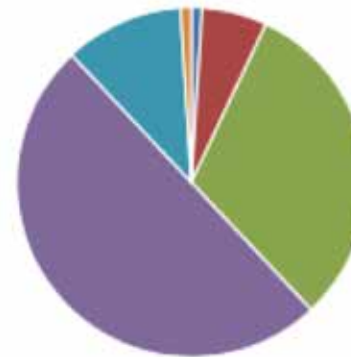
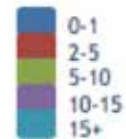


Job Statistics

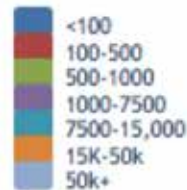
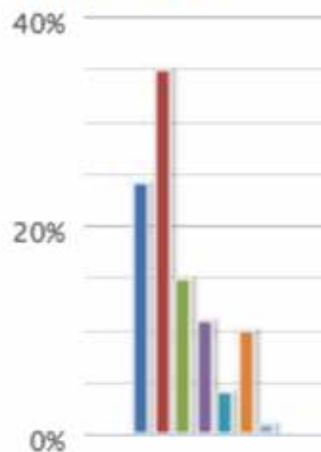
Years of Experience



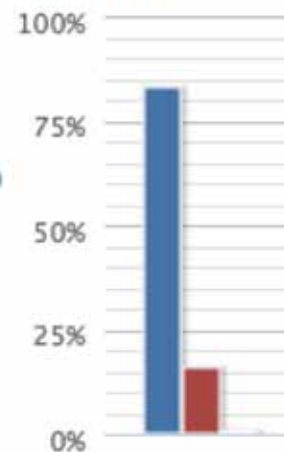
Education Level



Company Size



Industry



Similar Jobs: Diet Clerk, Testing Technician, Manufacturing Technician III, Mechanic Technician III,

Additional Certifications –

Certified Dietary Manager (CDM)

Certified Food Protection Professional (CFPP)

- Work with RDs to provide quality nutritional care for clients in non-commercial settings:
 - healthcare—long-term care, rehab facilities, senior living communities, or hospitals.
 - correctional facilities, schools, and the military.
- Trained and qualified to manage menus, food purchasing, and food preparation; and to apply nutrition principles, document nutrition information, ensure food safety, manage work teams, etc.
- Requires credentialing exam
- **You qualify with DPD completion**



Association of
Nutrition & Foodservice
Professionals

Additional Certifications –

Certified Dietary Manager (CDM)

Certified Food Protection Professional (CFPP)

- Meets Federal OBRA requirements “for food service supervisors in general acute care hospitals, acute psychiatric hospitals, skilled nursing facilities, rehabilitation and convalescent hospitals, and intermediate care facilities.”

CDM Exam Outline

1. NUTRITION - 18%

- A. Gather Nutrition Data
- B. Apply Nutrition Data
- C. Provide Nutrition Education

2. FOODSERVICE - 20%

- A. Manage Standardized Recipes
- B. Specify Standards and Procedures for Preparing Food
- C. Supervise the Production and Distribution of Food
- D. Monitor Meal Service
- E. Implement Continuous Quality Improvement Procedures for Foodservice Department
- F. Modify Standard Menus

3. PERSONNEL AND COMMUNICATIONS - 21%

- A. Define Personnel Needs and Job Functions
- B. Interview, Select, and Orient Employees
- C. Provide Ongoing Education
- D. Develop and Maintain Employee Time Schedules and Assignments
- E. Manage Goals and Priorities for Department
- F. Manage Department Personnel
- G. Manage Professional Communications
- H. Implement Changes in Foodservice Department

4. SANITATION AND SAFETY - 24%

- A. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations
- B. Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standard
- C. Protect Food in all Phases of Preparation Using HACCP Guidelines
- D. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines

5. BUSINESS OPERATIONS - 17%

- A. Manage a Budget
- B. Prepare Specifications for Capital Purchases
- C. Plan and Budget for Improvements in the Department Design and Layout
- D. Assist in the Purchasing Process
- E. Manage Revenue Generating Services
- F. Implement Cost Effective Procedures

Fees Associated with the CDM, CFPP

- Exam Fee = \$399
- Annual Certification Fee/Membership = \$167



For More Information

- Careers4RDN.com
- NDTR:
 - Academy of Nutrition & Dietetics (membership): Eatright.org
 - Commission on Dietetic Registration: CDRnet.com
- CDM
 - Certifying Board for Dietary Managers: CBDMonline.org
 - Association of Nutrition & Foodservice Professionals (membership) ANFPonline.org

Questions?

