

Frequently Asked Questions

190: Professional Leadership and Precepting

Q: When can I begin logging CPE credit for precepting?

A: You may begin logging CPE credit for precepting June 1, 2017.

Q: How do I record CPEUs for precepting?

A: You may record 3 CPEUs per year for precepting and/or leadership activity type on your Activity Log using Activity Type 190 Professional Leadership and Precepting.

Q: How many CPEUs can I log in my 5 year cycle for precepting?

A: You may record a total of 15 CPEUs per 5 year cycle for precepting and/or leadership on your Activity Log.

Q: Can I receive CPEUs for precepting and holding an elected/appointed position?

A: A maximum of 15 CPEUs per 5 year cycle may be reported for Activity Type 190: Professional Leadership and Precepting. The CPEUs may be awarded for either precepting, or holding an elected/appointed position or both.

Q: What documentation do I need to retain for precepting?

A: You are required to complete and retain the *Preceptor Verification and Self-Reflection Form*. This form must be signed and dated by the ACEND Accredited Program Director.

Q: Can preceptors for students in non-accredited ACEND programs earn CPEUs under Activity Type 190 Professional Leadership and Precepting?

A: No, you may only earn CPE credit when precepting a student in an ACEND accredited program.

Q: If I precept more than one student can I earn more than 3 CPEUs in a year?

A: No, you may only record up to 3 CPEUs per year using Activity Type 190: Professional Leadership and Precepting.

Q: Can I obtain credit for if I am paid for precepting?

A: Yes, if you adhere to all the requirements for this activity type.

Q: May I obtain credit for precepting more than once in a CDR calendar year (June 1-May 31).

A: Yes, but only up to a maximum of 3 CPEUs per year.

Q: How long must I keep my *Preceptor Self-Assessment and Verification Form*?

A: You must keep the verification form for two (2) years after the end of the reporting cycle.

Q: Can I submit a copy of the *Preceptor Self-Assessment and Verification Form*?

A: Yes, you must submit the an electronic copy of the *Preceptor Self-Assessment and Verification Form*.

Q: Do I have to precept within the United States?

A: No, you may precept any student who is enrolled in an ACEND accredited program.

Q: Can I obtain for leadership and precepting in the same year?

A: Yes, you may log a maximum of 3 CPEUs per year for a combination of leadership and precepting activities

Q: Does this CPEU credit opportunity include everyone in a facility who precepts students or only 1-2 people? For example, do the CPEUs only apply to the primary preceptor in a large facility or also multiple staff dietitians who also precept the students/interns?

A: All dietetics preceptors may record CPEUs for precepting as long as they have completed the *Self-Assessment and Verification Form*.

Q: Who provides the certificate of completion for the 3 CEUs, the CP/DI Program Director?

A: The *Self-Assessment Verification Form* signed by the ACEND accredited Program Director may be used as the certificate of completion.

190. Professional Leadership/Precepting

Leadership

Holding an elected or appointed office in a dietetics or dietetics-related national, state, or district organization that contributes to the acquisition of leadership skills and professional development can be awarded CPEUs. You must complete the term of office during the current recertification cycle. You may also receive CPEUs if you have been elected for a position but have not yet taken office, as long as a preliminary term has been specified.

Training on the topic of professional leadership would not qualify under this activity type (see 150 Interactive Workshops or 170 Lectures/Seminars).

Precepting

Learning acquired while serving as a preceptor for dietetics students in an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited dietetics program may be awarded CPEUs.

ACEND defines a preceptor as a practitioner who serves as faculty for students/interns during supervised practice by overseeing practical experiences, providing one-on-one training, and modeling professional behaviors and values. :

In order to receive CPEU credit;

- The precepting must have been completed during the current recertification cycle.
- The preceptor must complete the *Verification and Self-Reflection Form* provided by the program director. The form must be signed and dated by the ACEND accredited program director. The form should be retained by the preceptor as documentation to be submitted to CDR if audited.

A maximum of 3 CPEUs per year or a total of 15 CPEUs per 5-year reporting period can be awarded to RDNs or RDs, and NDTRs or DTRs for this activity.

Summary

Maximum CPEUs per Five Years

15 for RDs, RDNs or DTRs or NDTRs

Description for Activity Log

Activity description

Date Completed

CPEUs requested

Audit Documentation to Retain

Letter documenting election or appointment

Self-Reflection Form signed and dated by ACEND accredited program director

Preceptor Confirmation & Self-Reflection Form

Please briefly describe what activities you engaged in to prepare for your role as a preceptor.

How did serving as a preceptor impact your dietetics practice?

What changes will you make in your future role as a preceptor as a result of this experience?

Confirmation Statement

Preceptor Name: _____
(Please print)

Number of CPEUs to be Awarded: _____
**Please refer to optional preceptor log form*

1-25 Contact Hours	1 CPEU
26-50 Contact Hours	2 CPEUs
51 and greater Contact Hours	3 CPEUs

Name of ACEND Accredited Program Director or internship coordinator:

(Please print)

Signature of internship director/coordinator or other program director designee

Accredited Program Name: _____

Institution: _____

Signature Date: _____

Form may be submitted electronically