

Checklist:
Continuing Professional Education (CPE) Application Materials
Michigan Dietetic Association

Please Note: all the following information must be snail-mailed to the CPE chair (address below)

For RD's and/or DTR's each application request must include:

- _____ **3 copies** of Completed **CDR form RC-3** (Continuing Professional Education Prior Approval Request form)
- _____ **3 copies** of Completed **MDA Continuing Professional Education Application** (this form includes date, title, speaker name, program objectives, timing schedule, CPE level)
- _____ **2 copies** of **Speaker Information Form** *or* **2 copies** of the speaker's CV or resume
- _____ **Application Fee** (A check made payable to the Michigan Dietetic Association; \$10.00 per CPE hour requested)
- _____ a copy of the program brochure (if applicable)
- _____ a self addressed envelope
- _____ Send all of the above to:
Kelly Ramseyer, RD
44764 Fenwick Dr.
Canton, MI 48188

For questions please contact Kelly at:
Home: 734-398-9703, Work: 734-712-6647
email: ramseyek@trinity-health.org

To include your program on the MDA website, please email the following information to Kelly:

- _____ Title, date, and times of program **AND** the name & phone/email address of a contact person, for prospective attendees to obtain further program and registration details, directions etc. If you have a website set-up where people can view more information, include that as well

OR:

- _____ Specific details of the program including: Title, organization sponsoring event, location/time/date of event, speakers (optional), short description of event or the topic names, pricing, # of CPEs, contact information (name, number, email address) that people can contact for more information, how to register, and any other details they may want included (the more information you provide on the web site, the less need for attendees to call/email you for details).

If you have a program brochure prepared that contains all the above details, please email that instead (the brochure itself can not be posted, but we can include all the information from it on the website). The MDA web site can link to a map if you provide a complete address.