

How to apply for credits for non-preapproved continuing education

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[Section 1: IBCLCs](#), [Section 2: RDNs](#), [Section 3. RNs](#)

This quick-reference guide is designed to help healthcare professionals — including International Board-Certified Lactation Consultants (IBCLCs), Registered Dietitians (RDNs), and Registered Nurses (RNs) — understand how to apply for continuing education credits when a course or activity was not pre-approved by their credentialing agency.

By following the steps below, you can ensure that your professional development activities still count toward recertification and credential maintenance requirements.

Section 1: IBCLCs

IBCLCs can still earn Continuing Education Recognition Points (CERPs) for educational activities that were not pre-approved by the [International Board of Lactation Consultant Examiners](#) (IBLCE).

1. Keep all documentation

Before applying for CERPs, ensure you have detailed records of the activity:

- Course title and description.
- Date(s) and total contact hours.
- Agenda or syllabus showing topics covered.
- Instructor qualifications (bio or credentials).
- Certificate of completion or attendance.

2. Ensure relevance

You can submit non-preapproved education for CERPs during your 5-year recertification application.

- The [Individual CERPs Guide](#) offers guidance on which activities can be approved (Review section **III. Description of Educational Activities that May be Counted for CERPs**).
 - Education including webinars, independent study modules, or distance education that have been awarded continuing education credit by another board or organization will be accepted as long as the content relates to the IBLCE [Detailed Content Outline](#).
- List each non-preapproved activity in the appropriate category.

3. Understand CERP categories

Activities should be classified correctly into the three CERP categories and cover subjects found on the IBCLC [Detail Content Outline](#). Correct classification ensures that you meet the category requirements for recertification.

- L-CERPs: Lactation-specific.
- E-CERPs: Ethics/professional conduct.
- R-CERPs: Related disciplines (e.g., maternal/infant health).

Tip: Gold Lactation offers a [IBCLC Recertification by CERPs Tracker / Spreadsheet](#) to make it easier to keep track of and organize your CERPs.

4. Submit during recertification window

Non-preapproved activities are reviewed only if audited. If information is needed, IBLCE will contact you for clarification or additional documentation of your CERPs.

Tips for Success:

- Don't worry if an activity wasn't pre-approved — many IBCLCs claim CERPs this way.
- Save all materials and proof of attendance.
- Map course content to the IBLCE Detailed Content Outline to support your claim if audited.
- Claim realistic CERPs; CERPs will be granted in 0.25 CERPs for every 15 minutes of *instructional time*. This does not include time allotted for post-assessments.

NOTE: For current IBCLCs who last recertified by CERPs: education may count toward recertification at any point after the date on which your previous recertification by CERPs was approved.

Section 2: RDNs

Registered Dietitians (RDNs) can also self-report continuing education activities that were not pre-approved by the [Commission on Dietetic Registration](#) (CDR), as long as they meet certain requirements by following the steps below.

1. Keep all documentation

Gather complete records of the activity, including:

- Title and description of the course.
- Date(s) and contact hours.
- Agenda or syllabus showing covered topics.
- Instructor qualifications (bio or credentials).

- Certificate of completion or attendance.

2. Ensure relevance and quality

Review the CDR [Universal Professional Development Portfolio P\(DP\) Guide \(CPE Activities\)](#) for activities that are acceptable.

- There are three categories of activities that can be claimed for CPEUs:
 - CDR CPEU prior approved activities, activities offered by jointly accredited providers, and CPEU eligible activities.
- To be accepted for CPEUs, the activity must:
 - Be related to dietetics or nutrition science.
 - Be beyond entry-level knowledge.
 - Enhance your professional competence.

For more information: Review the [CDR CPE Activity Type Definitions](#).

Activities should also align with your learning plan and CDR competency areas. If the activity is too basic or not relevant to dietetic practice, CDR may deny credit.

3. Log the activity in your MyCDR profile

CDR allows self-reporting of qualifying activities through the [MyCDR Login](#) portal. To do this:

- Log in to your MyCDR account.
- Add the activity to your Professional Development Portfolio (PDP).
- Select the correct activity type (e.g., 'Workshop,' 'Self-Study').
- Provide provider details, description, hours, and relevant learning need codes.
- Upload all supporting documents.

4. Submit documentation if audited

CDR does not review every self-reported CPEU at submission. You may be audited. If selected, you must provide your documentation to verify the activity's relevance and duration.

Tips for Success:

- Retain all documentation for at least one recertification cycle.
- Select learning need codes that closely match the content.
 - Claim a realistic number of CPEUs; CPEUs are awarded in whole, quarter, or half numbers (example: 2, 2.25, or 2.5 CPEUs).

Section 3: RNs

The Minnesota Board of Nursing does not approve specific continuing education providers or courses. It is your responsibility to determine whether the course meets the criteria established by the Board.

1. Keep all documentation

Gather complete records of the activity, including:

- Title and description of the course.
- Date(s) and contact hours.
- Agenda or syllabus showing covered topics.
- Instructor qualifications (bio or credentials).
- Certificate of completion or attendance.

2. Ensure relevance and time

Education claimed should enhance your ability to practice nursing. Retain the documentation from the training completed during your participation period for up to two years.

- A contact hour is equal to 60 minutes. You may claim a minimum of 0.25 contact hours or 15 minutes.
- A cluster of learning activities that are less than one full contact hour can be combined to create one contact hour.

For more information: Review the [Continuing Education Provider Information](#).

3. Submit CEUs during recertification

Continuing education requirements may be fulfilled in one of three ways:

- Obtain a current nursing specialty certificate.
- Participate in continuing education activities offered by providers of continuing education.
- Participate in certain professional activities.

For more information: Review [Continuing Education](#) from the Minnesota Board of Nursing.

It is the licensee's responsibility to determine whether a current nursing certificate, a continuing education activity, or a professional activity meets the continuing education requirements.

References- complete listing of hyperlinks:

International Board of Lactation Consultant Examiners (<https://iblce.org/>)

Individual CERPs Guide (https://ibclc-commission.org/wp-content/uploads/2023/08/2023_May_1_Individual_CERPs_Guide_FINAL.pdf)

Detailed Content Outline (<https://ibclc-commission.org/ibclc-information/detailed-content-outline/>)

IBCLC Recertification by CERPs Tracker / Spreadsheet (<https://www.goldlearning.com/news-promotion/ibclc-recertification-planner-cerps-tracker-spreadsheet>)

Commission on Dietetic Registration (CDR) (<https://www.cdrnet.org/>)

MyCDR Login (<https://secure.eatright.org/v14pgmlib/prd/mycdr.html>)

Universal Professional Development Portfolio P(DP) Guide
(<https://www.cdrnet.org/UniversalPDPGuide>)

CDR CPE Activity Type Definitions (https://www.cdrnet.org/cdr-cpe-activity-type-definitions?utm_medium=chat&utm_campaign=link-shared-in-chat&utm_source=livechat.com&utm_content=www.cdrnet.org)

Continuing Education Provider Information
(https://mn.gov/boards/assets/CE_Provider_Information_tcm21-545233.pdf)

Continuing Education (<https://mn.gov/boards/nursing/licensure/continuing-ed/#:~:text=Continuing%20education%20participation%20period%20usually,and%20retaining%20continuing%20education%20records>)

Minnesota Department of Health - WIC Program, 625 Robert St N, PO BOX 64975, ST PAUL MN 55164-0975; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

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