

What is required?

Each licensed dietitian and licensed nutritionist are required to submit 45 continuing education units (CEU) in a three-year reporting period. December 1, 2024 - November 30, 2027 are the dates of the current reporting period.

CEU's are pro-rated if you are licensed in the first year of the CE cycle to 30 CEU's, if in the second year; 15 CEU's and if the third year; 0 CEU's.

What CE programs qualify?

Qualified CE activities are those meeting criteria for completion of the Commission on Dietetic Registration (CDR) Professional Development Portfolio and other programs approved by a board recognized reviewer of continuing education.

In addition, for Minnesota, licensing purposes only and at no cost to Minnesota licensed dietitians and nutritionists, the Board of Dietetics and Nutrition Practice (BDNP) will review programs. Programs will be reviewed by the BDNP either prior to or after program presentation.

When and How do I report my CE units to the board?

Licensees are required to attest to completion of continuing education by reporting to the Board at renewal time. Continuing education documentation must be retained by each licensee in the event they are selected for an audit.

Audit?

At the conclusion of each three-year reporting period, the BDNP will randomly select at least 10% of the Minnesota licensed dietitians and nutritionists for an audit of reported continuing education. Notification will be sent at the start of the renewal period by email if you are selected for the audit.

What happens if I am audited?

When selected for an audit of CE units reported, you are required to provide proof of attendance for the CE units reported.

What constitutes 'proof of attendance'?

A photocopy of an attendance certificate or form provided by the sponsor of the education program attended is required. Commonly accepted forms of CEU documentation are CEU certificates of attendance and/or a CDR approved PDP activity log.

Rules Governing Continuing Education

3250.0110 DEFINITIONS.

Subpart 1. Scope. For the purposes of parts 3250.0110 to 3250.0150, the terms in this part have the meanings given them.

Subp. 2. Program. "Program" means an educational activity related to the practice of dietetics and nutrition that offers a specified number of continuing education units. Programs shall be approved by the board or a board-recognized reviewer.

Subp. 3. Unit. "Unit" means the equivalent of one clock hour of credit for participation in a program. Units per program shall be determined by the board or board-recognized reviewer. Refreshment breaks and lunches do not count for unit credit.

Subp. 4. Board-recognized reviewer. "Board-recognized reviewer" means an organization, approved by the board, that has and maintains current knowledge of dietetics and nutrition necessary to determine whether the program content meets the criteria outlined in part 3250.0130.

3250.0120 REQUIRED CONTINUING EDUCATION.

Each person licensed to practice dietetics and nutrition in this state shall, as a prerequisite for the continued renewal of the person's license, obtain a minimum of 45 continuing education units every three years by participating in board-approved continuing education programs.

3250.0125 QUALIFYING UNITS.

In order to meet the requirements of part 3250.0120, programs and the assigned number of units for the program must be approved by the board. The board shall approve programs that meet the criteria specified in part 3250.0130. Alternatively, the board shall accept programs approved by board-recognized reviewers. Board

approval of programs may be sought by the licensed individual or the sponsor of a program. Board approval of programs may be sought either in advance of or after participation in the program. Units may be obtained through a variety of formats, including, but not limited to, classes, conferences, correspondence study courses, lectures, seminars, study groups, exhibits, poster presentations, and publications.

3250.0130 CONTINUING EDUCATION APPROVAL CRITERIA.

The board and board-recognized reviewers shall use the following criteria to determine whether to approve continuing education programs and to determine how many units to assign to each program:

- A. the extent to which the material to be presented is likely to enhance knowledge and skill in the practice of dietetics and nutrition, as defined in Minnesota Statutes, section 148.621;
- B. the extent to which instructors or speakers presenting the program are qualified in the field of instruction, either by practical or academic experience or both;
- C. the program sponsor has furnished or agrees to furnish evidence of program participation by Minnesota licensees; and
- D. the complexity of material and participation time involved.

3250.0135 RECORD OF APPROVED PROGRAMS.

The board shall maintain a record of approved programs and recognized reviewers of continuing education.

3250.0140 SCHEDULE OF REQUIRED CONTINUING EDUCATION UNITS.

- A. Continuing education cycles shall run every three years, beginning December 1, 1997.
- B. Each dietitian or nutritionist licensed on or before December 1, 1997, shall obtain 45 continuing education units by November 30,

2000, in order to annually renew a license for the period December 1, 2000, through November 30, 2003. Thereafter, each dietitian or nutritionist shall obtain 45 units every three years as a condition of annual license renewal.

C. Each dietitian or nutritionist licensed after December 1, 1997, shall be responsible for obtaining a proportion of the requisite continuing education units for the continuing education cycle in which that person enters as follows:

- (1) if licensed during the first year of the cycle, for example, between December 1, 1997, and November 30, 1998, the individual shall obtain 30 units by the end of the cycle;
- (2) If licensed during the second year of the cycle, for example, between December 1, 1998, and November 30, 1999, the individual shall obtain 15 units by the end of the cycle; and
- (3) if licensed during the third year of the cycle, for example, between December 1, 1999, and November 30, 2000, the individual is exempt from obtaining any units by the end of the cycle.

Thereafter, the individual shall obtain 45 units during each three-year cycle.

3250.0145 REPORTING CONTINUING EDUCATION.

A. Every three years beginning November 30, 2000, each individual licensed by the board shall report to the board approved continuing education units obtained during the preceding three years. The number of reported units shall be at least 45 or the appropriate portion of units as specified in part 3250.0140. In addition to reporting continuing education units on the form provided by the board, each licensee shall be prepared to provide to the board, upon request, evidence of completion of all reported units.

B. Failure to comply with item A shall result in the licensee's license not being renewed.

Continuing Education

**335 Randolph Avenue Suite 210
St. Paul MN 55102
Office: 651.201.2764
Fax: 651.797.1378**

**Website: mn.gov/boards/dietetics-and-nutrition
Email: board.dietetics-nutrition@state.mn.us**