CDR scheduling guide
Once you are authorized to take the Registration Examination for Dietitians or Registration Examination for Dietetic Technicians certification exams, you will receive an email from Pearson VUE containing your Pearson VUE web account username and password.

**PLEASE DO NOT RESPOND TO THIS E-MAIL**

CDR has requested a Pearson VUE Web Account be created to allow you to schedule and manage your exam appointments at www.pearsonvue.com. Below are your username and temporary password:

Username: John Doe
Temporary Password: XXXXXXXX

We recommend choosing a new password that is both easy to type and easy to remember so that you do not have to record it where someone else might see it. Your new password must contain at least seven characters and may not contain your username. Use both uppercase and lowercase letters as well as numbers and/or symbols, preferably in unexpected ways. Avoid names and words that would be easy to guess.

http://www.pearsonvue.com/legal/privacy/

To schedule your exam, go to www.PearsonVUE.com/cdr and click the Sign in button.
Enter your username and password. If you no longer have your username and/or password, select the appropriate “I forgot” link.

The Home page shows the exam(s) for which you are authorized. You can return to this page to access your profile, exam history, receipts, and upcoming appointments.
You can access the exam details, your authorization information, and the testing policies.

Review the CDR testing policies and close the window when you are ready to proceed. You will need to review these policies when you schedule your appointment.
Find your test center. You can select up to three test centers to compare availability.

Select a date on which to take your exam. You can scroll through the calendar or select an option from the drop-down menu.
Review the available exam times and select the one you would like to schedule.

Review your order to make sure the selections you made are correct. Then click Proceed to Checkout.
Confirm your personal information. Remember: your name on this screen must match the identification presented at the test center. Click **Next** to proceed.
Review the exam policies, then click the box indicating that you read them. Then click **Next**.

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**Admission Policy**

We ask that you arrive at the testing center 30 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. Please be prepared to show a valid government-issued photo identification with signature. If you are more than 15 minutes late for your appointment, you may be refused admission and exam fees may be forfeited.

Effective March 9, 2015, all examination candidates who report to a Pearson VUE Test Center will be required to remove their eyeglasses and present them to the Testing Administrator for visual inspection. Eyeglasses are considered a comfort aid item, which means they are allowed in the testing room following visual inspection to ensure examination security.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor, notes, phones, pagers, watches, wallets and any form of food or beverage.

**Reschedule Policy**

If you wish to reschedule or cancel your exam, you must contact Pearson VUE via the call center Monday–Friday, 7:00 a.m.–7:00 p.m. CT, closed on local holidays or online 24 x 7 at least 48 hours before your scheduled appointment. Cancelling an exam less than 48 hours prior to your appointment or missing your exam will result in forfeiting your exam fees.

**Cancellation Policy**

If you wish to cancel or reschedule your exam, you must contact Pearson VUE via the call center Monday–Friday, 7:00 a.m.–7:00 p.m. CT, closed on local holidays or online 24 x 7 at least 48 hours prior to your scheduled appointment. Rescheduling less than 48 hours prior to your exam appointment will result in forfeiting your exam fee.

**Additional Information**

1. **Bikes:**
   Upon passing the registration examination, you must confirm your agreement with the following statement. As a Registered Dietitian or Dietetic Technician, registered, I agree to abide by the Code of Ethics for the Profession of Dietetics [http://www.eatright.org/HealthProfessionals/content.aspx?ItemID=436](http://www.eatright.org/HealthProfessionals/content.aspx?ItemID=436) and to hold harmless the Commission on Dietetic Registration, other RDNs, RDNs and DTRs, NIDR and CDR employees for their activities in enforcing them.

2. **Confidentiality:**
   Disclosing information on examination content compromises the security, integrity, and reliability of the examination. I agree that I will not disclose any information related to the examination to anyone.

3. **Exam Review:**
   Examinees will not be allowed to change question responses, skip questions, or review question responses.

4. **Examination Preparation:**
   Candidates are strongly encouraged to read the Candidate Handbook prior to testing in order to be prepared for the examination experience:

   - [Registration Examination for Dietitians – Candidate Handbook](https://www.cdrnet.org/webfiles/2017AugustCDRDHandbook.pdf)
   - [Registration Examination for Dietetic Technicians – Candidate Handbook](https://www.cdrnet.org/webfiles/2017AugustCDRTHandbook.pdf)

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I have read and agree to the CDR policies listed above.
If you have a voucher or promotion code, enter it in the designated box and click **Apply Discount**. Fill in the required fields with your payment information, then click **Next**.
Confirm your order details. To finalize the scheduling process, click **Submit Order**.

**Checkout - Step 4 of 5: Submit Order**

**Your order is NOT complete until you click the “Submit Order” button.**

**Confirm Order Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Exam</td>
<td><strong>Appointment</strong></td>
<td>200.00</td>
</tr>
<tr>
<td>RDI Registration Examination for Dietitians</td>
<td>Thursday, February 7, 2019</td>
<td></td>
</tr>
<tr>
<td>Language: English</td>
<td>Start Time: 08:00 AM CST</td>
<td></td>
</tr>
<tr>
<td>Exam Length: 180 minutes</td>
<td><strong>Location</strong></td>
<td></td>
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<tr>
<td></td>
<td>Pearson Professional Centers-Chicago Financial Dis</td>
<td></td>
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<tr>
<td></td>
<td>200 West Adams Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Suite 1105</td>
<td></td>
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<tr>
<td></td>
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**Payment Details**

**Exams for**

**Name:**

Test Record

**CDR ID:**

86168391

**Order Total**

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<tr>
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<td><strong>USD 290.00</strong></td>
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This online merchant, NCS Pearson, Inc., is located in the United States at 5601 Green Valley Drive, Bloomington, MN 55437.
You may print a copy of the receipt from this page, or you can return to the **Scheduling Home Page**. This page includes policies and directions to the test center.

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**Checkout - Step 5 of 5: Summary**

- **An email confirmation has been sent to:** user@example.org

**Exam Details**

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**Location**

Pearson Professional Centers-Chicago Financial Dist

**Exam Center Information**

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**Payment Details**

- **Exams for**
  - Name: Test Record
  - CDR ID: 86168391

**Order Total**

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</thead>
<tbody>
<tr>
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*This is not your official payment receipt. Your official payment receipt will be sent to the email address that you have provided.*

*Pearson VUE represents and warrants that Cardholder authorizes payment in the Total Paid shown together with any other charges due thereon subject to and in accordance with the agreement governing the use of Cardholder’s card.*

*Collected by: NCE Pearson, Inc. / 5601 Green Valley Drive / Bloomington MN 55437 / USA*
You may verify your upcoming appointments anytime on your home page.

Home

You have successfully scheduled your exam.

Upcoming Appointments

- Thursday, February 7, 2019
  R0: Registration Examination for Dietitians

CDR Exams

Pre-approved Exams
  You do not have any pre-approved exams at this time.

My Account

- My Profile
- Account Sign In
- Preferences
- Exam History
- My Receipts