

Didactic Program in Nutrition and Dietetics Handbook

**Supplement to the Department Handbooks
Student Handbook
Policy Handbook**

Fall 2017

**Note: Information in the Handbook has been obtained from the
Accreditation Council for Education and Nutrition and Dietetics of the
Academy of Nutrition and Dietetics (ACEND)
<http://www.eatright.org/ACEND/>**

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Didactic Program in Nutrition and Dietetics (DPND)

Bachelor of Science Degree Granted

The Didactic Program in Nutrition and Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600.

DPND Mission, Goals and Program Outcomes

Mission Statement

*The program is dedicated to providing quality education that prepares the **graduate** for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist. The program is committed to facilitating the intellectual (critical thinking, problem solving), personal and professional growth and lifelong learning to prepare students for the challenges of an evolving diverse community and work place.*

Goal 1

Graduates will attain the knowledge, skills and professional characteristics needed for successful completion of supervised practice experience or for graduate school admission.

Target Measures

- 90% of the students who begin DPND will complete it within 2-3 years or 4-6 academic semesters (100-150% of the program time length) (ACEND)
- At least 75% of the graduates will apply to an IPND or alternative pathway offering supervised practice within twelve months of graduation (ACEND)
- At least 80% of the graduates who applied to an IPND will be accepted within twelve months of graduation (ACEND)
- IPND directors will rate graduates on “academic preparation”, “skills”, “personal traits” “overall preparation” at least 3 (average) on a scale of 1 to 5 on a survey sent six months post-graduation (ACEND)
- At least 80% of graduates over a five-year period pass the CDR credentialing exam for dietitian nutritionists within one year following first attempt. (ACEND)
- Fifty percent of graduates not applying to or receiving IPND will obtain a job in the field of dietetics and /or enter graduate school within a year of graduation

Goal 2

Graduates will demonstrate commitment to life-long learning, professional development, service and leadership in diverse pre professional and community endeavors

Target Measures

- All students will complete a professional development portfolio that incorporates development of professional skills and fosters critical thinking and creative-problem solving
- Junior and Senior students will attend at least one professional presentation per year in the field of dietetics or participate in a DPND professional development activity during the last two years of the four program This will be documented in the student portfolio
- Program will be recognized by the community as a resource for food and nutrition information by community requests for information

Program Outcome Data

The program outcome data is reported in the self-study .The submission of a self-study followed by a site team visit occurs every seven years. Program outcome data may be obtained from the DPND director and the chairperson of the department **upon request.**

Admission Requirements

Students are admitted as freshmen or transfers. Transfer students, undeclared students, or students changing majors or desiring a major in this program must have a minimum GPA of 2.75 in previous college credit. Undeclared students or those changing majors to dietetics must fill out a Change of Major form.

Academic Requirements

All DPND students are required to maintain a cumulative GPA of 2.75 to continue as juniors as defined by the program. DPND student cumulative GPA's will be reviewed prior to starting any DPND junior courses (NFS 401, Medical Nutrition Therapy I and NFS 330, Integrative and Functional Nutrition). Students failing to meet the GPA requirement cannot advance in the program until they have met the required GPA and cannot, therefore, graduate with a degree in dietetics

This policy will be effective starting with Freshman/transfers class entering Fall 2015.

Verification Statement

The Didactic Program in Nutrition and Dietetics (DPND) verification statement verifies completion of educational requirements and is required for application to: accredited dietetic internship (DI) programs, active membership in the Academy of Nutrition and Dietetics, and state licensure/certification.

For students earning their baccalaureate degree, verification statements will be issued when the student has completed ACEND®-accredited Didactic Program requirements and the registrar has cleared the student for graduation, which indicates that all degree requirements also have been completed. **A verification statement will be completed on behalf of the student but will not be issued to the student until the Didactic Director receives an official transcript with graduation date.**

For students who have previously completed a baccalaureate degree at a US regionally accredited college/university or foreign equivalent, a verification statement will be given upon completion of Didactic Program requirements. **A verification statement will be completed on behalf of the student but will not be issued to the student until the Didactic Director receives an official transcript with graduation date**

Requests for official transcript with graduation date may be obtained <http://registrar.buffalostate.edu/transcript-ordering>

Policy for Maintenance of Good Standing in the DPND

Policy

It is the policy of the DPND that students must maintain required academic and professional standards. Academic standards are set by the DPND in the DPND Handbook. The Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics sets professional standards for the Profession of Dietetics

Definition of Good Standing in the DPND

- A. Maintains a minimum cumulative GPA of 2.75
- B. Conducts oneself in a manner that is consistent with the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics.

Procedures

A. Admission into the DPND

Admission into the junior year of the program is a cumulative minimum GPA 2.75 and conduct consistent with the Academy of Nutrition and Dietetics (AND)/Commission on Dietetics Registration (CDR) Code of Ethics for the Profession of Dietetics. The Code's fundamental principle requires that an individual conduct himself/herself with honesty, integrity and fairness. Additionally, the Code requires responsibility to demonstrate respect for the values, rights, knowledge, and skills of others. Failure to meet academic standards or failure to exercise conduct consistent with the Code of Ethics will result in

the student being prohibited from taking upper level required NFS courses and therefore will be unable to graduate from the DPND program.

B. Failure to Maintain Good Standing

Junior or Senior Students who do not meet the stated grade criteria and/or professional code may be:

- a. Dismissed from the DPND
- b. Placed on Program probation for one semester and allowed to continue if the conditions of the probation are met.

Students dismissed from the Program may appeal the decision. Students who are dismissed from the DPND should consider alternate academic studies. The students will be unable to fulfill the academic courses to become a registered dietitian/nutritionist

C. Appeals Procedure

- a. Appeals must be submitted in writing to the DPND director. The Director has broad discretion to determine how to proceed including, but not limited to, dismissing the student appeal, assembling an appeals committee, requesting further information, resolving the case through educational activities, or any other way deemed advisable.
- b. When the DPND Director determines how to proceed, the DPND Director will recommend and consult with the HND Chair, for the final decision on how to proceed
- c. The DPND Director will notify the student of the appeals process. The student will provide a written response (electronically or paper) to the DPND Director within one week of notification if they choose to appeal. No student response will be considered an acceptance of the Director's decision.
- d. An Appeals committee may hear the appeal. An appeals committee membership will consist of at least two full- time HND faculty.
- e. The committee may accept or reject the appeal or request more information.
- f. The student will be notified in writing of the committee majority decision.

This policy will be effective starting with Freshman/transfers class entering Fall 2015

Academic Calendar

The academic calendar is available on the Buffalo State website <http://suny.buffalostate.edu/students>

Requirements and Process to become a RDN

See the Student General Information

Handbook <http://hnd.buffalostate.edu/sites/hnd.buffalostate.edu/files/uploads/Documents/dnhandbook.pdf>

Length of Program

There is no maximum amount of time allowed for completion of program however financial aid is limited based on state and federal satisfactory academic progress guidelines. The programs' admission policies and maintenance of academic good standing ensure that most students meet the target measurement of completing the programs within 2-3 years or 4-6 academic semesters (100-150% of the program time length).

Internship Program in Nutrition and Dietetics

The **Accreditation Council for Education in Nutrition and Dietetics** (ACEND) is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered.

<http://www.eatright.org/ACEND/>

To apply to an Internship Program in Nutrition and Dietetics (IPND), individuals must complete at least a bachelor's degree and ACEND-accredited coursework requirements (Didactic Program in Nutrition and Dietetics - DPND). Currently all IPNDs must provide at least 1200 hours of supervised practice. This is usually completed in 8-24 months depending on the availability of a part-time schedule or requirement of graduate credit. Individuals completing the program who are verified by the program director are eligible to write the Commission on Dietetic Education (CDR) registration examination for dietitians. Passing the registration exam is required for becoming a Registered Dietitian (RD).

Appointments to IPNDs are awarded on a competitive basis and most use a national computer matching process. Programs not participating in computer matching accept applications only from individuals employed by the sponsoring organization. Prospective applicants must contact program directors for current information, including application deadline dates (available at ACEND's directory of internships). Programs will provide application forms and detailed information on program requirements, tuition, and financial aid upon request. Accredited Dietetics Education Programs

Which Internship is for you?

- Onsite: University or hospital based
- Distance
- **Concentration**
 - MNT
 - Foodservice Management
 - Leadership
 - Community
- **Some may provide additional experience**
 - Sports Nutrition
 - Obesity
 - Public Health
 - Pediatrics
- Evaluate variety and breadth of experiences
- Check the accreditation status of internship on ACEND <http://www.eatrightpro.org/resources/acend/accredited-programs/dietetic-internships>
- Consider newer programs which may be looking for applications
- Consider internships having both distance and onsite programs

- **Distance Internships**
 - Intern responsible for setting up clinical experiences /preceptors prior to applying to internship
 - Use local resources to find preceptors
 - Must be very organized to develop

- **Costs**
 - Expenses including tuition and fees
 - Housing and transportation
 - Orientation travel costs
- **Academic Requirements**
 - Many DI require
 - a cumulative GPA <3.0
 - Science courses GPA <3.0
 - DPND courses GPA < 3.0
 - Check DI website for details. Do not apply if you do not meet criteria
- **Scholarships**
 - Outside employment may be difficult /discouraged
 - Stipends
 - Assistantships
 - Local dietetic association (WNYDA) and Academy of Nutrition and Dietetics
 - Student loans
 - Savings
- **How many?**
 - Each application costs about \$100-150 (application fee, DICAS and D&D Digital)
 - Suggest 4 (3-6)
 - Dream
 - Realistic
 - Safety
- Watch application deadlines - Feb for April match and Sept for November match
- Check internship web page some have early deadlines
- STAY ORGANIZED

Other Considerations

- Use the Applicant Guide for Supervised Practice (updated annually - find online)
 - to check for internships that get less applicants
 - to check that you can afford the internship and you meet minimum requirements
- Don't apply if your focus is something very different from the internship
 - Food service management or community nutrition
- Select Masters and Coordinated programs
- Don't limit yourself geographically

Dietetic Internship Centralized Application System (DICAS)

Almost all dietetic internships will be using the online dietetic internship centralized application process (DICAS). Please refer to the dietetic internship's website for any additional instructions regarding the application.

If you plan to apply to a program that uses DICAS, you will need to submit the application through DICAS at <https://portal.dicas.org>. As part of the application process, you will also need to have the colleges you attended send an official transcript to DICAS. Directions are detailed on DICAS website.

For all programs, you must also apply for computer matching. To do this, register and submit all the internship programs you plan to apply to [D&D Digital](#) by the deadline dates. Computer matching occurs in April and November of each year. A second round match occurs a few days after the April and November matches if any unmatched internship positions remain

Centralized Application

If you have questions about the centralized application, please contact DICAS customer support at 617/612-2855 or dicasinfo@dicas.org

Computer Matching

If you need assistance with computer matching, please contact D&D Digital customer support at 515/292-0490 or dnd@sigler.com.

Application to the Dietetic Internship Program

APPLICATION PHASE

The basic steps in this process are:

- Review the IPNDs offered in the region of the country you are interested in on the ACEND website.
- The Program director will provide you with the Applicant Guide that has detailed information pertaining to all the IPNDs
- Obtain current application materials from selected DIs at least 6 months prior to the computer match in April and November annually. Please note that DI application forms are not available on the Academy of Nutrition and Dietetics website or from Academy staff. You must get all required application information from the DI programs.
- Discuss application materials with your Didactic Program Director.
- If required, apply to take Graduate Record Examination (GRE).
- Obtain the Declaration of Intent to Complete form or a Verification Statement from your Didactic Program Director. One of these standardized forms is provided by the Didactic Program Director and is required as part of the DI application materials.
- Obtain A DPD course list from your DPD which you will use to fill out the DICAS application
- Request references from advisor/faculty/employers. Provide references with DICAS link and this informational video <http://www.youtube.com/watch?v=JK3MbkTIM6g>
- Order official transcripts as needed for each DI application.
- Complete each DI application according to instructions provided with the application and submit the materials to the DI director by the designated deadline date. Questions about completing applications should be referred to the DI Director or your DPD Director, not Academy staff.
- Send all materials before the postmark deadline and by receipted mail for proof of mailing date and delivery. Enclose a self-addressed stamped postcard if you want to be notified of receipt of the DI application from the program.
- Almost all dietetic internships will be using the online dietetic internship centralized application process (DICAS). Please refer to the dietetic internship's website for any additional instructions regarding the application.
- If you plan to apply to a program that uses DICAS, you will need to submit the application through DICAS at <https://portal.dicas.org> (check the deadline dates) (e-mail DICASinfo@DICAS.org). Open an account through the [DICAS portal](#). Complete all parts of the Application
- Provide telephone number(s) with applications where you can be reached on Appointment Day.
- Computer matching is mandatory for all Dietetic Internship appointments except when the program enrolls only employees of the sponsoring institution.
- For all programs applicants must register on the [D&D Digital website](#), pay the \$50.00 computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline dates (Refer to Dates for the Computer Matching Process for each appointment period).

- Applicants should call D&D Digital prior to the deadline if they do not receive an e-mail with login information.
- Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur.
- Applicants are responsible for telephoning D&D Digital if they cannot access the D&D Digital Internet site to view their personal matching results on Notification Day.
- If you do not receive a match, you must register with D&D Digital for each Spring and Fall computer matching period. Applications are not saved from matching period to matching period.

Top 10 Questions about Computer Matching for Dietetic Internships (DIs)

10. [What is computer matching?](#)
9. [If computer matching is one part of the process, what else do I need to do to apply to DIs?](#)
8. [Is there a limit to the number of programs that one can apply to and rank for computer matching?](#)
7. [Is it possible to receive a match to more than one DI?](#)
6. [If a program offers both a full and part-time option, can I apply to both?](#)
5. [When does computer matching occur?](#)
4. [Are there deadlines for the computer matching/internship application process?](#)
3. [If I don't receive a match the first time I apply, can I apply again?](#)
2. [How can I increase my chances of receiving a DI appointment?](#)
1. [Where can I get more information about this whole process?](#)

10. What is computer matching?

Computer matching is one part of the process necessary to obtain an appointment to most DIs. The Academy of Nutrition and Dietetics has contracted with D&D Digital Systems to facilitate matching through a computerized process. An applicant is "matched" with the highest ranked program that offers the applicant a position. In this way, computer matching helps applicants to obtain a position in the DI of their choice and helps DI programs obtain the applicants of their choice. It eliminates premature decisions by programs about applicants and acceptance at multiple programs by applicants. Computer matching occurs using the applicant's prioritized list and the programs' prioritized lists until all possible matches are complete. There is a fee for computer matching that must be submitted at the time you register for the match online with D&D Digital Systems. The process is explained in detail in the "Instructions to Applicants" booklet provided by D&D Digital Systems.

9. If computer matching is one part of the process, what else do I need to do to apply to DIs?

To begin the application process, you must request and complete the application materials from the DI programs of your choice. Most DIs participate in computer matching for their admission process. Those that are exempt accept applications only from individuals employed by the sponsoring organization. These are noted on the Academy's website in the [DI list](http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8473). <http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8473> Each DI reviews its own applications and submits a priority listing of acceptable applicants to D&D Digital Systems, along with the number of positions to be filled. Computer matching does **not** change the applicants' or programs' selection process.

8. Is there a limit to the number of programs that one can apply to and rank for computer matching?

No. Just remember that an application must be submitted to each program you rank on the preference list that you submit to D&D. If you do not rank a program with D&D Digital, the program cannot consider your application.

7. Is it possible to receive a match to more than one DI?

Only one match is made, the highest priority choice for which a program match occurs.

6. If a program offers both a full and part-time option, can I apply to both?

Yes. Be sure to check the computer matching codes for each option. Many programs have

one code number for the full-time option and one code number for the part-time option. If you wish to be considered for both options, you need to rank the full and part-time options according to your preference and include both options on the list submitted to D&D Digital Systems.

5. When does computer matching occur?

Computer matching occurs in April and November of each year. The [DI list](#) includes information about when each DI appoints its students. Programs may participate in either one or both computer matching periods.

4. Are there deadlines for the computer matching/internship application process?

Yes, there are two deadlines that you must be aware of when applying to DIs. First, each program should have a deadline line date in their materials that tells you when all application materials must be submitted to the program. It is very important that you adhere to this deadline; otherwise your application may be invalid if it is not received by the deadline date. Second, there is a deadline established by the Academy and D&D Digital Systems, Inc. for registering for the computer match with D&D Digital Systems and submitting your prioritized list of DI programs and your computer matching fee payment. The deadline for the February match is generally during the 2nd week of February and for the November match approximately September 25th. However, you should check with your DPD program director, Academy Accreditation staff or D&D Digital Systems for the exact deadline date. If you do not register for the match by the established deadline date to D&D Digital Systems, you will not be in the match and the DI Programs cannot consider your application.

Please be sure to allow sufficient preparation time so that you will have your materials ready to be submitted online on or before the deadline date.

3. If I don't receive a match the first time I apply, can I apply again?

Yes. You may continue to apply as often as you wish and in both April and November. You must register for the match with D&D Digital Systems and submit new DI application materials for every matching period.

2. How can I increase my chances of receiving a DI appointment?

Appointments to these programs are very competitive. Program Directors are looking for students with high academic ability (GPA), work experience, strong letters of recommendation, and professional potential. An application package that follows directions explicitly, and is neat is very important. If required, a well-written application letter may be a good reflection of your maturity and communication skills. Be flexible about your Program choices. The ability to relocate from densely populated urban sites also may be helpful.

1. Where can I get more information about this whole process?

If you are still in school, your Didactic Program Director and/or faculty advisor should be your resource person for information and guidance with the appointment process. The Accreditation staff at the Academy is also available to answer questions. Call 1-800-877-1600 or e-mail education@eatright.org. D&D Digital Systems can provide information about the computer matching process. Visit their Web site at <http://www.dnndigital.com/>, call 515-292-0490, or e-mail dnd@sigler.com.

APPOINTMENT PHASE

- Applicants who receive a computer match DI appointment are responsible for accepting or rejecting the match by telephone or fax by 5:00 pm (of the program's time zone) on Appointment Day.
- Applicants who submitted a Declaration of Intent to Complete form with their DI applications must obtain a signed DPD Verification Statement from their DPD Program Director and official transcript documenting completion of the bachelor's degree before they may begin the DI.

IMPORTANT APPLICANT RESPONSIBILITIES

Participants in the computer matching process are expected to adhere to the results of the match and accept a match that may occur. It is unethical to decline a match in order to pursue appointment to another program.

Programs with open positions will be posted on the D&D Digital Web site the day following Appointment Day. Applicants who **do not receive a computer match** must not contact any program with open positions until the day following Appointment Day. In addition, please do not ask your Didactic Program Director to inquire about programs with open positions until the day programs with open positions are posted. This allows the DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions.

Dates for Computer Matching Process - November 2016 through November 2018

The following deadline dates and appointment dates for computer matching Dietetic Internship appointments have been established in conjunction with D&D Digital and DICAS

Computer Matching Period	Deadline for Submitting Computer Matching Information Online to both D&D Digital and DICAS	Applicant Notification Day	Applicant Appointment Day	Posting Date of Programs with Open Positions
November 2016	September 25, 2016	Sunday, November 6, 2016 beginning at 6:00 pm Central Time	Monday, November 7, 2016 ends at 6:00 pm time zone of the Dietetic Internship Program	Thursday, November 10, 2016
April 2017	February 15, 2017	Sunday April 2, 2017 beginning at 6:00 pm Central Time	Monday, April 3, 2017 ends at 6:00 pm time zone of the Dietetic Internship Program	Thursday, April 6, 2017
November 2017	September 25, 2017	Sunday, November 5, 2017 beginning at 6:00 pm Central Time	Monday, November 6, 2017 ends at 6:00 pm time zone of the Dietetic Internship Program	Thursday, November 9, 2017
April 2018	February 15, 2018	Sunday April 8, 2018 beginning at 6:00 pm Central Time	Monday, April 9, 2018 ends at 6:00 pm time zone of the Dietetic Internship Program	Thursday, April 12, 2018
November 2018	September 25, 2018	Sunday, November 4, 2018 beginning at 6:00 pm Central Time	Monday, November 5, 2018 ends at 6:00 pm time zone of the Dietetic Internship Program	Thursday, November 8, 2018

Please note: Students must notify the Dietetic Internship Program Director if they accept/reject the computer match by 6:00 pm on Appointment day of the program's time zone

Contact Information:

D&D Digital
The Sigler Companies
3100 S. Riverside
P.O. Box 887
Ames, Iowa 50010
Phone: 515-292-0490
Fax: 515-663-9427
E-Mail: dnd@sigler.com

DICAS Online
PO Box 9118
Watertown, MA 02471
Phone: 617/612-2855
Email: dicasinfo@dicas.org

(Check on the ACEND website for exact dates) omit

Unmatched Applicants

Regardless of the shortage of internship sites, failed matches for any Dietetic Internship usually occur as a result of two conditions:

1. The applicant was qualified, but the qualifications of other applicants were ranked higher
2. The applicant was not qualified, because of insufficient preparation or documentation

In some cases, a different internship with more positions, fewer applicants, or different entry requirements might have selected an applicant who was not accepted elsewhere. However, the chances of being accepted may increase if the applicant takes steps to improve her or his qualifications and documentation using the suggestions for Current DPD Students and the following recommendations:

Reapplying

Computer matching occurs in April and November of each year. A second round match occurs a few days after the April and November matches if any unmatched internship positions remain.

- **Give permission to D&D Digital to release your matching results so you can participate in second round match.** Your name will be included in a list, indicating a match or no match that is sent to all Dietetic Internship and Didactic Program Directors. If no match occurs, your name, address, email address and college or university where your verification statement was or will be granted will be included on another list that the internship programs with openings receive. If a program has a vacancy they can then make contact with any unmatched applicants.
- To participate in second round match, check the D & D Digital Web site to view the list of internship programs that still have openings; then contact the program directors at the internships to see if you can submit an application.
- To participate in another computer-matching process, look through [ACEND's directory of internships](#) to see which internships are participating in the month when you plan to reapply (April or November); then register with D&D Digital.

Improvements

You can also increase your chances at getting an internship by using the suggestions for Current DPD Students in the section above and by following the recommendations listed below:

- Talk with the program director of programs where you submitted an application to get suggestions for making future applications more competitive.
- Consider seeking employment in a food-and-nutrition

department at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities

- Repeat classes to achieve higher grades in those dietetics courses or supporting courses that may be contributing to a less competitive GPA.
- Improve your GRE score by taking the examination again.
- Begin a graduate degree before reapplying for the internship placement.

Obtain certifications and credentials that are related to your work, such as the Nutrition and Dietetic Technician Registered (NDTR). Changes in eligibility requirements for the Dietetic Technician Registered exam now allow DPD graduates to sit for the NDTR exam. To increase your chances of passing the exam, you should consider getting supervised-practice hours toward the NDTR through an accredited Dietetic Technician Program that is specifically designed for DPD graduates who would like to become certified as NDTRs. If one is not in your area, you may want to consider a distance [Dietetic Technician Program](#). Study guide materials for the NDTR exam are available through the Academy of Nutrition and Dietetics website. (<https://www.eatright.org/shop/product.aspx?id=6442465242>). The DPND director also has some study guide materials available.

Individualized Supervised Practice Pathways

In September 2011, the Academy of Nutrition and Dietetics announced the development of Individualized Supervised Practice Pathways or ISPPs ("ispeys") which are intended to add supervised practice capacity through ACEND-accredited dietetics programs, while providing student protections missing from the unaccredited models of the past. Programs that host ISPPs must be accredited in good standing by ACEND and must assure compliance with ACEND accreditation standards including those addressing supervised practice.

- 1) ACEND policies for Individualized Supervised Practice Pathways (ISPPs) allow: graduates who did not match to a dietetic internship (some programs require that you were not matched with their internship), but who possess a DPD verification statement.
- 2) individuals holding a doctoral degree
- 3) overse~~e~~s dietitians to apply for an ISPP

Eligibility requirements and options may vary by program. You can see which Dietetic Internships, Coordinated, or Didactic programs currently offer ISPPs.

<http://www.eatright.org/ACEND/content.aspx?id=10760> Students interested in applying to an ISPP should research the eligibility

requirements of the program where they intend to submit an application, including whether you are required to locate your own preceptors, and then contact the program director. Individuals with work experience should also inquire whether the program grants credit for specific competency requirements through an assessment of prior learning.

BS-NDTR

Since 2009, the Commission on Dietetic Registration (CDR) has offered a third registration eligibility pathway for dietetic technicians. Individuals who have completed both a baccalaureate degree and a Didactic Program in Dietetics (DPND) are able to take the registration examination for dietetic technicians without meeting additional academic or supervised practice requirements. The Pathway III requirements include: completion of a baccalaureate degree granted by a US regionally accredited college/university, or foreign equivalent, and completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) Didactic Program in Dietetics (DPND).

Students who have completed either an ACEND accredited Coordinated Program (CP) or Dietetic Internship (DI) are also eligible to take the registration examination for dietetic technicians if they should be unsuccessful in completing the registration examination for dietitians. CP and DI candidates should contact CDR directly to request authorization to take the examination for dietetic technicians. These candidates do not need to submit additional eligibility documentation.

For security reasons, all Dietetic Technician (DT) Pathway III candidates must be submitted for registration eligibility by their graduating institution's current DPND program director. DT Pathway III candidates must complete the following document and provide this to their program director for submission to CDR:

- NDTRE and DTRE Misuse Form

After the DPND program director has submitted the candidate's name into CDR's Registration Eligibility Processing System (REPS), they will receive an email requesting that they complete their personal demographic information and a NDTR* survey. In order to avoid delays in the processing of their application, it is imperative that the candidate completes these requirements as soon as possible.

Examination Candidate Information and Study Resources

CDR Website

(<http://www.cdrnet.org/program-director/registration-eligibility-requirements-for-dietetic-technicians-new-pathway-iii>)

- DT Pathway III Frequently Asked Questions

- Computer Based Testing FAQ
- Study Guide for the Registration Examination for Dietetic Technicians, 6th edition

Academy of Nutrition and Dietetics Website

(<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8144>)

- Student Center - Becoming a Dietetic Technician Registered

If you have comments or questions about this new eligibility option to take the registration examination for dietetic technicians, please call Peggy Anderson at 1 800-8771600 ext. 4764, reply to panderson@eatright.org or Rebecca Beavers at ext. 4781, reply to rbeavers@eatright.org.

A Strong Application to an Internship Program in Nutrition and Dietetics

Twice as many students applied for internship positions, as there are positions available. So, it's critical that you do everything possible to make your qualifications and application stand out from the others:

- Maintain good grades in courses
- Maintain a major and overall GPA of ≥ 3.0 as most IPND cite it as a minimum requirement
- Read the information provided on study skills and test-taking skills provided in the Department Student Handbook
- Seek help early
- Use campus student support services

The following are the suggestions available in the ACEND website:

GPA **Make sure that your GPA is above the minimum required by the internship**, the higher the better. Although GPA is not the only factor considered by directors, it is one of the most highly weighted. **A GPA of 3.0 (B) is often listed as the minimum considered by most DI programs; however, remember that this is only a minimum.** So, if given a choice between a 3.0 or a 3.8 GPA, chances are that the applicant with 3.8 GPA will be selected.

- If your GPA is not competitive (i.e., low or close to the minimum required), consider retaking courses to bring it up to the highest possible level.
- If your GPA is below what is required by the internship, it is very unlikely that you will be given a placement.

GRE Check to see if the program that you are applying to requires a Graduate Record Exam (GRE) score. If so, you must take the GRE. The same advice applies to GRE scores as does to GPAs. **Make sure that your GRE score is above the minimum required by the internship.** A score that is just at the minimum will get your application reviewed, but your chances of being accepted are much better if your score is well above the minimum.

- If your GRE score is not competitive (i.e., low or close to the minimum required), consider retaking the GRE to bring it up to the highest possible level.
- If you haven't taken the GRE exam or your score is less than what is required by the internship, it is very unlikely that your application will be reviewed.

References Make sure that your **letters of recommendation and references are from individuals who really know the quality of your work and your character**, and are willing to put positive recommendations in writing and say them to others. Vague or mediocre letters of recommendation are clues to internship programs that either your work or character is not good or that the

person who wrote the letter of recommendation does not know you well.

- Always do your best work, and always cultivate good relationships with your advisors, teachers, employers, peers, patients, clients & students.
- Ask for letters of recommendation from people who know that you do high-quality work, have a strong study and work ethic, and behave in a professional and ethical manner.
- Make sure that that people who are writing letters of recommendation or serving as references are doing so, because they truly believe in you, not because they feel obligated to do so.
- Make sure that the people you ask to write a letter of recommendation or serve as a reference are considered by others to be honest and professional.
- Never ask for a letter of recommendation or a reference from someone for whom you have done poor or mediocre work or with whom you have been in trouble.
- Provide reference writer with your resume and why you want to be a dietitian. Ask the reference writer if they would like to interview you for background information
- Provide writer with you tube video from DICAS in submitting reference

[.https://www.youtube.com/watch?v=JK3MbkTlM6g](https://www.youtube.com/watch?v=JK3MbkTlM6g)

Communication

Pay attention to how you communicate, whether verbally or written, because this conveys much about your sense of organization and attention to detail.

- First and foremost, give yourself enough time to write good cover letters. Unlike GPA, your letters are among the few things that you can change during senior year! Personalize your messages. Avoid using a generic cover letter or one that is the same for every application that you submit. Carefully read the directions on what each internship program wants included in the letter. Study the internship where you plan to apply, and make sure that your cover letter and application documents highlight your strengths and experience that directly relate to the internship.
- Ask others who know dietetics to proofread and seriously consider their comments. When possible, let documents sit as long as possible before making changes to enable you to revise them with a fresh perspective.
- Make sure that any documents submitted for your application (letters, CV, publications, writing samples, and other documents) are flawless. Use standard conventions for spelling, grammar and punctuation. Make sure that all printed documents are neatly prepared on clean, high-quality paper.
- Communicate thoughtfully, honestly and politely whether in writing or verbally.
- Speak well of your DPD program and your experiences.

Disparaging remarks or gossip about advisors, teachers, employers, peers, patients, clients and students is unprofessional.

- Always keep your writing professional, cordial, and factual. Under no circumstances should you ever write or communicate in a tone that could be construed as derisive or complaining.

Stand Out

There are many things that you can do as a student to make your application stand out from the others that will not only improve your chances of getting admitted into an internship, but also propel you in your career as a Registered Dietitian.

- Volunteer and provide community service, especially in areas related to health and nutrition. If possible, volunteer at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities.
- Get practical, paid work experiences, especially in areas related to your desired area(s) of practice. If possible, seek employment at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities.
- Become actively involved in professional organizations, such as college dietetics clubs; district-, state- and national-dietetics associations; especially at the leadership level.
- Publish and present any relevant research, projects or work that you have done in journals and at conferences or in poster sessions.

Up the Odds

Along with implementing the recommendations above, you can also increase your chances at getting an internship by making sure that you do the following.

- Apply to internship locations that receive a lower ratio of applicants to the number of available positions. This information may be available by contacting the internship directly, or by reviewing the Applicant Guide to Supervised Practice ([available online](#)).
- Apply to several internship programs and do not limit yourself to only one geographic region when searching for programs.
- Read the program's Website information or contact the program director well in advance of preparing your application to determine what qualifications and documentation you need to make your application the most competitive.
- Research the requirements for each internship and make sure that you are qualified before you apply. Do not apply to an internship if your GPA or GRE score is lower than the internship requirements; if you don't have all the required experiences and documentation; or if you cannot afford the tuition, relocation or local living expenses.

AVOID

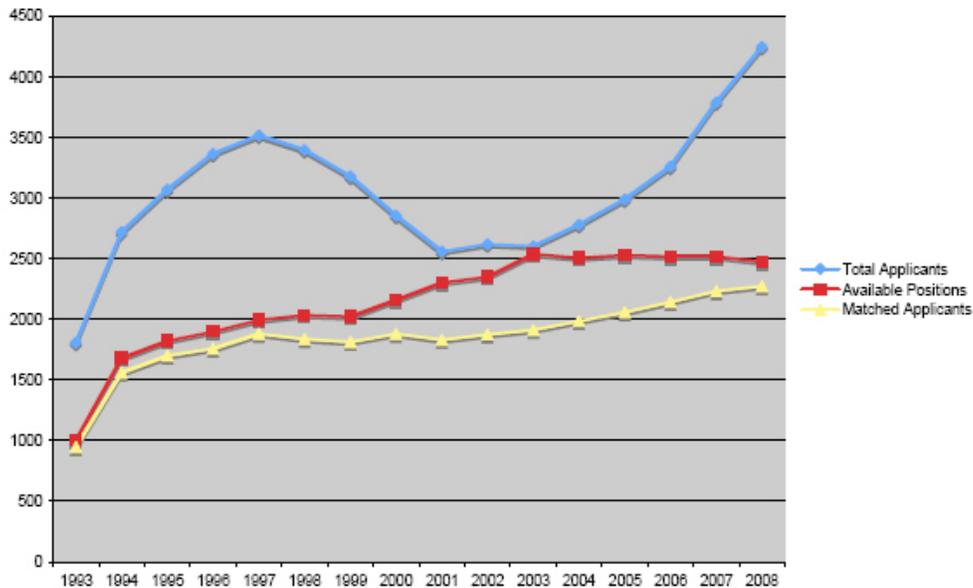
Although many decisions and experiences can increase your chances of getting accepted into an internship, a few may actually jeopardize your chances and negatively affect your entire professional future!

- Avoid posting embarrassing or unsavory personal information or photographs on the Internet. Such information may be seen as an indicator of poor professional judgment.
- Avoid criminal behavior. A criminal record may make you ineligible to work in many health-care facilities and prevent you from completing your education.
- Never misrepresent or falsify information regarding your education, work experiences or credentials. If you are discovered doing this, you could ruin your professional reputation and jeopardize your career.
- Use Google Quotient to evaluate your social media presence online.

Availability of Dietetic Internship Positions

A review of the data on the demand for dietetic internships in relation to the number of available positions indicates that the supply is not keeping up with demand. The data are being provided, by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), so that students who are currently enrolled in Didactic Programs in Dietetics (DPD) or those who are considering becoming a Registered Dietitian (RD) are aware of this situation in order to make informed career decisions. To summarize the chart showing the Supply and Demand for Dietetic Internships since 1993, demand for internships rose to a peak in 1997, followed by a downturn that bottomed out in 2001. Since then, the demand has been rising and now exceeds the 1997 high with no significant increase in the number of positions since 2003.

Supply and Demand for Dietetic Internships since 1993



Data on the April 2016 First-Round Match (Actual Match rate 51%)

	Applicants
Matched to Internships	2500 (48%)
Not Matched to Internships	2524 (49%)
Students preselected	176 (3%)
Total Applicants	5200

DPD students pre-selected for internship positions without computer matching: 176
 Although ACEND has no authority to mandate an increase in the number of Dietetic Internship programs, it is firmly committed to working with the education community and the dietetics profession to make more positions available as soon as possible and to develop a long-term solution that enables all qualified students to complete their education and sit for the RD exam. In the meantime, current and prospective [dietetics students should review the suggestions to improve their chances at getting a dietetics internship position.](#)

Didactic Program Director Responsibilities

The DPND director can provide you with assistance during your application to an IPND.

Application Phase

Didactic Program Directors are responsible for advising applicants participating in the computer matching process. This should include, but is not limited to, the following:

- Provide access to the [Academy/ACEND website directories](#) and encourage activities that acquaint students with Dietetic Internships (DI) and the application process.
- Provide applicants with a copy of the Applicant Responsibilities for the Application, Computer Matching and Appointment Procedures and computer matching information sent to you from D&D Digital (information booklets).
- Ensure that students understand that they must submit complete application packets to each dietetic internship they are applying to and also must register on the [D&D Digital Web site](#), pay the \$50.00 computer matching fee with a credit card and submit their prioritized list of selected dietetic internships online to D&D Digital before the designated deadline dates (Refer to Dates for the Computer Matching Process for each appointment period).
- Complete Declaration of Intent to Complete or Verification Statement form for each applicant. Your original signature on this form attests to the accuracy of the information supplied.
- Write references for applicant promptly upon request and encourage applicant to request other references well in advance of the application deadline dates.

Computer Matching Phase

- Remind students in the match to view their personal matching information on Notification Day and confirm appointments with the DI Director by Appointment Day (Refer to Dates for the Computer Matching Process for each appointment period). Please remind students they only have 24 hours from Notification Day until Appointment Day to confirm acceptance or rejection of the match with the DI Program Director. Encourage applicants to also notify you of their personal matching results so that you may provide consultation and advice in this process.
- Inform students in the match of the following: As a participant in the computer matching process, it is expected that applicants who receive a match will adhere to the results of the match and accept that match. It is unacceptable to decline a match in order to pursue appointment to another supervised practice program.

Appointment Phase

- DPD Directors will receive the list of matched/unmatched applicants with the DPDs the applicants are attending/attended on the day following Appointment Day.
- Students and DPD Directors will have access to the list of programs with open positions **only** on the [D&D Digital Web site](#) the day following Appointment Day. This allows DI programs time to confirm acceptance from their matched applicants and determine the process they will use to fill open positions before responding to calls regarding open positions.
- DPD Directors must provide the DPD Verification Statement to certify completion of the ACEND-approved minimum academic requirements including at least a bachelor's degree for each graduate who received a Declaration of Intent to Complete form and completed the DPD requirements before graduates begin the

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CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

Journal of the Academy of Nutrition and Dietetics, 2009; 109:1461-1467

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics was adopted by the House of Delegates in October 1982; enforcement began in 1985. The code applied to members of the Academy of Nutrition and Dietetics only. A second code was adopted by the House of Delegates in October 1987 and applied to all members and Commission on Dietetic Registration credentialed practitioners. A third revision of the code was adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners. The current Code of Ethics was approved on June 2, 2009, by the Academy Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

PREAMBLE

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals.

The Code of Ethics applies to the following practitioners:

- a) In its entirety to members of the Academy who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- b) Except for sections dealing solely with the credential, to all members of the Academy who are not RDs or DTRs; and
- c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of the Academy.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in the Academy and/or accepting and maintaining CDR credentials,

all members of the Academy and credentialed dietetics practitioners agree to abide by the Code.

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by the Academy and its credentialing agency, CDR.
3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.
4. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
 - a. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.
 - b. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
 - c. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
 - d. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
 - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
 - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
 - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
 - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
 - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
 - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
 - a. The dietetics practitioner withdraws from practice when he/ she has engaged in

- abuse of a substance such that it could affect his or her practice.
 - b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
 - c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.
8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
 9. The dietetics practitioner treats clients and patients with respect and consideration.
 - a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
 - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
 10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
 11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).
 12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.
 13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
 14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
 15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
 - a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
 - b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
 16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
 17. The dietetics practitioner accurately presents professional qualifications and credentials.

- a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the Academy of Nutrition and Dietetics”) only when the credential is current and authorized by CDR.
 - b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.
19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.
- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
 - b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

Accessed from <http://www.eatright.org/codeofethics/> Journal Academy of Nutrition and Dietetics, 2009: 109: 1461-1467.

Core Knowledge for the RDN (Accreditation Standards 2017)

The curriculum must prepare students with the following core knowledge. Upon completion of the program, graduates are able to:

Domain 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Acknowledgement of Handbook Receipt Form

I, _____ (printed name of student)
Acknowledge that I have received a copy of the DPND Handbook for my
personal/reference.

The contents of the handbook have been explained to me and I have been provided an
opportunity to discuss and/or question the contents.

I understand that I am expected to be responsible for following the policies/guidelines
as specified in the Handbook and that failure to comply with them may result in
program probation or dismissal

Student signature: _____

Date: _____