

Dietetics Internship Program (DI)



Intern Handbook 2019-2020

Andrews University
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Nutrition and Wellness
Nutrition and Dietetics Internship Program
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Dietetic Internship Handbook Sections

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CDRN

Part B

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Curriculums

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Part A

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Mission:

The mission of the DI program is to prepare highly qualified, entry-level registered dietitian nutritionists who are competent in MNT and plant-based, vegetarian nutrition and promote a balanced lifestyle for generous service in the workplace.

Goals:

The primary goals of the Andrews University Nutrition and Dietetics Internship are twofold: to provide the intern with meaningful rotational experiences that will allow for successful completion of the registration examination for dietitians, and to provide the opportunity to develop the skills needed to obtain employment as an entry-level dietitian.

Goal #1: The program will prepare practitioners who are competent as an entry level dietitian.

Outcome measures:

1. 80% of the interns enrolled in the DI will complete all program requirements within 150% (13 months) of the time planned for completion.
2. 70% of more of the DI graduates who sought employment will be employed within twelve months of program completion.
3. Over a five-year period, 80% of DI graduates will pass the CDR examination for registered dietitian nutritionists within one year following the first attempt.
4. 90% of the program graduates first employers will rate the program as satisfactory or above for entry level practice.
5. 80% of program graduates will take CDR examination for registered dietitian nutritionists within 12 months of program completion.

Goal #2: The program will prepare dietetic practitioners who are competent in incorporating MNT principles in a healthy and balanced lifestyle.

Outcome Measures:

1. 20% of the program graduates will work in an Adventist affiliated institution where a healthy and balanced lifestyle is promoted.
2. 25% of the program graduates will engage in service areas where they can practice and promote a healthy and balanced lifestyle (examples: participate in the Vegetarian DPG or other, write articles on healthy and balanced lifestyles including vegetarianism, give health promotion lectures to the community, etc).
3. 75% of the program graduates survey will rate satisfactory or above for vegetarian nutrition knowledge.

Code of Ethics for the Nutrition and Dietetics Profession



The **Academy of Nutrition and Dietetics** (Academy) 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 nutrition and dietetics practitioners in their professional practice and conduct**. Nutrition and dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the profession and to set forth commitments and obligations of the nutrition and dietetics practitioner to the public, clients, the profession, colleagues, and all others to which they provide service. The updated Code of Ethics was approved by the Academy Board of Directors and the Commission on Dietetic Registration, effective June 1, 2018.

THE CODE OF ETHICS APPLIES TO THE FOLLOWING PRACTITIONERS:

- All members of the Academy who are credentialed by CDR
- All members of the Academy who are not credentialed by CDR
- All CDR credentialed practitioners whether or not they are members of the Academy

The Code is overseen by a three-person Ethics Committee, with representation from the Board of Directors, Commission on Dietetic Registration and House of Delegates. The term of office is three years.

Code of Ethics

A preamble, 4 principles and 32 standards comprise the code

NON-MALEFICENCE

AUTONOMY

BENEFICENCE

JUSTICE

PREAMBLE

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

PRINCIPLES AND STANDARDS

1. Competence and professional development in practice (Non-Maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.

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Approach to Ethical Decision-Making*

STEP 1

STATE AN ETHICAL DILEMMA

Identify components of potential ethical dilemma

- Is it an ethical issue, OR a
- Communication problem, OR a
- Practitioner-patient issue, OR a
- Practitioner-supervisor/employer issue, OR a
- Legal matter
- What are the facts of the situation?
- Objectively identify the issue
- Who are key participants
- Identify your perceptions/values
- What further information is needed

STEP 2

CONNECT ETHICAL THEORY TO THE DILEMMA IN PRACTICE

Employ four key principles of ethical theory*

- Autonomy
- Non-Maleficence
- Beneficence
- Justice

STEP 3

APPLY THE ACADEMY/CDR CODE TO THE ISSUE AND YOUR ETHICAL DECISION-MAKING

There are four principles of the current Academy/CDR Code of Ethics:

- Competence and professional development in practice
- Integrity in personal and organizational behaviors and practices
- Professionalism
- Social responsibility for local, regional, national, global nutrition and well-being

STEP 4

SELECT THE BEST ALTERNATIVE AND JUSTIFY YOUR DECISION

Identify possible alternatives to resolve the dilemma, considering:

- Cultural influences affecting your decision-making process
- How alternative solutions track with your values and your institution's values
- Your confidence in and ability to defend the ultimate decision?
- Whether the decision aligns with the Academy/CDR Code of Ethics and/or the SOPs/SOPPs
- How the decision might affect others and whether they will support it
- Make a final decision

STEP 5

DEVELOP STRATEGIES TO SUCCESSFULLY IMPLEMENT THE CHOSEN DECISION

Strategies to successfully implement the chosen resolution

- Seek additional knowledge to clarify or contextualize the situation as needed
- Implement chosen resolution

STEP 6

EVALUATE THE OUTCOMES AND HOW TO PREVENT A SIMILAR OCCURRENCE

- Monitor outcomes, ensuring intended outcome(s) are achieved
- What are the strategies to prevent a similar issue in the future?

References

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

*Adapted from Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015; 115 (1): 119-121.

INDIVIDUAL -VS- ORGANIZATIONAL ETHICS

What if my ethics complaint concerns an organization or group, not an individual?

The Code of Ethics for the Nutrition and Dietetics Profession pertains to individual practitioners, not organizations. The Academy is an individual professional membership organization. Thus, the Academy cannot accept ethics complaints that pertain to organizations. If you have an organizational ethics issue:

- Reach out to the governing body or Board of Directors, if your concern involves a for-profit or non-profit organization,
- Consider contacting the American Hospital Association (AHA), if your concern relates to a hospital or healthcare system,
- The America's Health Insurance Plans (AHIP) may be able to assist, if your complaint involves a health insurer,
- Consider contacting the professional organization that represents that profession or their state department of professional regulation, if your concern relates to a non-CDR credentialed nutrition and dietetics practitioner that is not an Academy member.

How Do I Know if it is Really an Ethics Issue?

In the Ethics Committee's experience, many of the matters brought to them are not ethics matters. Instead, the matters presented are business disputes, employment disputes, or legal matters. What is...



AN ETHICAL ISSUE?

The violation of established rules or standards governing the conduct of a person or the members of a profession. An ethical issue is specific to one of the four principles and 32 standards of the Code.



A LEGAL ISSUE?

Many state and federal laws apply to our profession. If a state or federal law has been violated, the issue could result in action by the Ethics Committee. However, not every violation of the law is a breach of the Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession.



A BUSINESS ISSUE?

An issue may be a business issue, but not an ethical issue, if it arises from a business dispute or breach of a contractual obligation, or a failure to provide products or services of an expected quality. Examples include billing or contract disputes, scheduling problems or other dissatisfaction with services provided. You should not attempt to use the Code to resolve business disputes between practitioners, other health care providers or consumers.



AN EMPLOYMENT ISSUE?

Employment issues can be addressed by an employer's policy or policies or can be resolved in the workplace via the appropriate structure to provide oversight (i.e., Human Resources) or through federal and state laws that protect employees. An employment issue may not be an ethical issue, such as a disagreement with a supervisor or other employee about how to conduct business. Additional examples of an employment issue include: disagreement about time or hours worked; misleading statements to supervisors, co-workers, customers, or vendors; and misusing an employer's assets.

The focus of the code is:



EDUCATION



REMIEDIATION



SELF-REGULATION

The purpose of the code is not policing practitioners.

eat right. Academy of Nutrition and Dietetics

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Statement of Equal Opportunity

Admission to Andrews University and the Dietetic Internship is granted irrespective of race, color, national or ethnic origin, sex, weight, height, marital status or handicap. The University is authorized under federal law to enroll nonimmigrant alien students. These students, however, must meet the admission requirements of the Dietetic Internship. Admission to the Dietetic Internship does not guarantee admission to the MPH in Nutrition and Wellness or to any other program, department or school within the University.

Transfer privileges are not available to dietetic interns. An intern who is admitted to the Dietetic Internship must meet all competencies between August 2019 – May 2020 and at the assigned facility. Interns may elect to repeat the Dietetic Internship at the discretion of the Internship faculty and the Program Director. In the event the intern is approved to repeat the Dietetic Internship, the intern would then pay the required amount and register for an additional Dietetic Internship experience at the original facility or at another of the University's selected facilities.

Professional Membership and Activities

Interns are encouraged to apply for membership in the Academy of Nutrition and Dietetics which automatically confers membership in the respective state dietetic associations.

Cost of the Program

Graduate Certificate of Nutrition and Dietetics

The student will register for the program in the summer prior to the start of the DI. Interns will register for FDNT 595-001 (6 credits, Fall) and FDNT 596-001 (6 credits, Spring) for a total of 12 graduate credits. The 12 graduate credits can be applied towards the MS in Nutrition & Wellness.

Tuition and Institutional Fees

Item	Deadline	Cost
Application Fee	February 15	\$50.00
Confirmation Fee	June 1	\$400.00 non-refundable*
Professional Fee	August 8	\$395/semester x2 = \$790.00
Distance Fee	August 8	\$135/semester x2 = \$270.00
Tuition	August 8	\$4,977/semester x2 = \$9,954.00
Course Fee	August 8	\$300.00
Total for the year		\$11,464 *Amount will be applied to Spring tuition fee

Costs are also listed at https://bulletin.andrews.edu/content.php?catoid=17&navoid=3653#chhs_charges

Additional Costs to the Graduate Certificate (Dietetic Internship)

Items	Cost
DICAS Application	\$45 First time \$20 Each Additional
Housing (Variable based on site location)	\$6,000-\$12,000/year or higher
AU Orientation (Variable based on where you are coming from, lodging, and food choices)	\$165-\$700
Medical Insurance	\$1,200/year
Background checks and immunizations	\$200-\$300
Laptop and Internet connection	\$700-\$1000
Books and supplies (Variable based on books on hand from undergrad)	\$200-\$700
Lab Coat	\$30-\$40
Total Cost	\$8,540-\$15,985 or higher

Note: Fees are subject to change annually.

Financial Aid

Scholarships may be available through state dietetic associations and/or the Academy of Nutrition and Dietetics. It may be possible for interns to obtain loan deferment for student loans while enrolled in the program. The program Director will work with interns to provide necessary documentation.

Financial aid is available for interns who are registered as students in the Graduate Certificate of Nutrition and Dietetics.

Policies and Procedures

Please see the following link for a full list of the policies and procedures regarding the dietetic internship:
<https://www.andrews.edu/shp/publichealth/programs/internship/policies-and-procedures.html>

Accreditation Status

The Nutrition and Dietetics Internship Program at Andrews University 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 2000

Chicago, IL 60606-6995

Phone: (312) 899-5400

Test Taking Procedure

For rotation and section tests, interns should take them at their assigned facility or at a location approved by the DI director.

During the test interns are allowed a calculator and pen/pencil with scratch paper for calculations.

Interns are NOT allowed to access the internet or use their phone during the test. Notes and textbooks are also not allowed.

If the intern is caught cheating they may be put on probation or suspended at the discretion of the DI director and Site Coordinator.

Policy for Zoom Chats

Once a month during the internship (September to April) each student is required to log onto Zoom (which is free and can be downloaded [here](#)). Instructions for use can be found on the next page of this handbook) for a 30 minute group chat. This chat session will be divided into 2 sessions – one from 7:00pm-7:30pm EST (for interns in **Florida, Georgia, and Oklahoma**), and one from 7:35pm-8:05pm EST (for interns in **Ohio, Michigan, Chicago, and Indiana**) on the first Tuesday of each month. Valuable information is discussed during this time. Also, the progress of the interns is monitored. All interns are expected to actively participate in the chat session in a meaningful way. It is required of all interns to participate in at least 6 monthly chats (there will be 7 total). Just being logged on does not qualify as actively participating. Logging on to Zoom more than 10 minutes late will be considered an absence. Unexcused absences from the Zoom monthly meeting will jeopardize the successful completion of the internship.

Bi-Weekly Reports Policy

Every two weeks of the internship a Bi-Weekly Report is to be completed by the intern uploaded to learning hub on the following Monday.

1. All competencies met during the two-week period are to be listed.
2. Activities are to be described in the appropriate section.
3. Interns are encouraged to share their candid comments regarding the competencies and the activities that they have participated in, and any concerns they may have regarding the Internship.
4. Interns must turn in at least 16 reports to successfully complete the Internship.
5. The FILE name of the weekly report should be saved as "Bi-Weekly Report #_Last Name, First Initial"

BI-WEEKLY REPORT # _____

Name: _____

Date: _____

Facility: _____

Supervisor: _____

Supervised Practice Hours Completed: _____

OBJECTIVES MET THIS period (List the competency# directly from your Internship Program curriculum for each rotation you were involved with):

1. Rotation:

2. Rotation:

DESCRIBE THE ACTUAL ACTIVITIES PARTICIPATED IN THIS WEEK (and link to CRDNs):

COMMENTS (Challenges and Successes of the week):

The intern is expected to turn in at least 16 Bi-weekly reports. Please send them on Monday to the Internship Program Director and the Admin Assistant. The Verification Statement will only be given to those that submit their reports.

List of Required Items for the Dietetic Internship

1. Escott-Stump (2015), Nutrition and Diagnosis-Related Care, 8th edition (or newest edition)
2. Krause's Food and the Nutrition Care Process (2017), 14th edition, or similar MNT book
3. Academy of Nutrition and Dietetics Pocket Guide to Nutrition Assessment, 3rd edition
4. Nutrition Care Process Terminology Resource (Strongly encouraged. Some sites require)
 - Physical Book: Abridged Nutrition Care Process Terminology (NCPT) Reference Manual: Standardized Terminology for the Nutrition Care Process \$84.99 or
 - ebook: electronic Nutrition Care Process Terminology (eNCPT) \$50.00
5. A medical dictionary
6. Calculator
7. Pens
8. Pencils
9. Notebook
10. Lab coat as specified by Medical Facility
11. Laptop

Andrews University

Department of Public Health, Nutrition & Wellness

Dietetic Internship Program Calendar

Dietetic Internship Orientation (Andrews University Campus)	August 13-15
Entry Exam <i>(Make-up Entry Exam, August 17 at 3:00 pm EST)</i>	August 13 (10:15 am)
Begin Dietetic Internship (usually foodservice rotation)	August 26
Labor Day Holiday (1 day)	September 2 (8 hours)
Zoom Meeting (7p-7:30p or 7:40p-8:10p)	1 st Tuesday of every month
Study Day	October 4 (8 hours)
Online Food Service Exam** <i>(Make-up Food Service Exam, Oct. 23 at 8:30 am)</i>	October 7 (8:30 am)
Food Service Rotation Ends	October 11
Community Rotation (WIC, School Lunch, Elective)	October 14-25
Evaluation Reports	<i>Due as scheduled. Submit as completed See Checklist.</i>
Begin Clinical Rotation	October 28
Study Day	November 8 (8 hours)
Online Community Exam** <i>(Make-up Community Exam, Dec 2 at 8:30 am)</i>	November 11 (8:30 am)
Thanksgiving Vacation* (3 days)	November 27-29
Registration/Payment Due for 2nd Semester	December 6
Christmas Vacation* (8 days)	December 23 - January 1
Spring Vacation* (4 days)	March 16-19
Study Day	March 20 (8 hours)
Online Clinical Exam** <i>(Make-up Exam Clinical Exam, April 6 at 8:30 am)</i>	March 23 (8:30 am)
Study Day	April 20 (8 hours)
Online Comprehensive Test (rest of the day off)	April 21 (8:30 am)
Final Reports/Remaining Evaluations Due	April 24
Last Day of Internship	April 24

* Provides for a total of 16 vacation days. The finish date should be extended accordingly if sick days are or extenuating circumstances occur (e.g., family death) during the program. ** Each exam needs to be passed with a score of 80%. One make-up exam is scheduled.

***Evaluations and rubrics should be completed and turned in within TWO WEEKS of completing the relevant rotation/project. Late work may be grounds for probation at the discretion of the site coordinator/DI director.

**Andrews University Dietetic Internship
 2019-2020 SUMMARY OF SUPERVISED PRACTICE**

Experience/Rotation	Practice Hours	Total Hours	Total Hours Example 1	Total Hours Example 2
Orientation at Andrews University		(24)	(24)	(24)
Community Nutrition (1 month)		156	156	156
*WIC	40			
School Lunch Program	20			
Community Wellness	80			
Community Elective	16			
*Food Service Administration (7 weeks)		264	264	264
Food Production	80			
Cafeteria/Catering/Nutrition Accounting	40			
Leadership/Management & Human Resources	144			
Clinical Dietetics (21 weeks)		800 (with flexibility for clinical elective)	800 Breakdown example 1	800 Breakdown example 2 (same as past years)
General Clinical: Diet History, Medical Records, Assessment, Counseling	40		40	40
*Medical/Surgical	80		80	80
*Cardiac	80		80	80
*Diabetes/Weight Management	80		80	80
*Oncology	40 (was 64)		40	40
Performance Improvement	8		8	8
*Nutrition Support	80		80	80
Outpatient Clinic	24		24	24
Nutrition Education/Medical Library/Research	16		16	16
Social Service/PT/OT/Speech Pathology	8		8	8
Staff Relief	152		152	152
Clinical Elective (up to 5 options based on preceptor availability) LTC Renal OB/Pediatrics Other (Nutrition Support, oncology, etc)	192		192 (below is an example how the hours could be broken down) LTC: 40 Renal: 40 OB/Peds: 32 Additional nutrition support: 40 Eating disorders or bariatrics: 40	192 LTC: 40 Renal: 40 Clinical elective: 32 OB/Peds: 56 Additional oncology: 24 (same breakdown as past years)
Total		1220	1220	1220
*Pre/post test required for these rotations				
Rev 8/2019 Rev				

Dietetic Internship

Competencies

The DI provides experiences in three main areas of Dietetics – Community Nutrition, Food Service Management, and Clinical Nutrition. As 65% of our program is in the Clinical area; our program concentration is Medical Nutrition Therapy (MNT).

The Competencies for the MNT Concentration are as follows:

1. Participate actively in nutrition support or medical rounds.
2. Design a transitional feeding plan for a patient on a ventilator or on nutrition support in a critical care unit.
3. Design a menu with modified diets, including vegetarian options.
4. Design a one day individualized meal plan with vegetarian alternatives.

An important aspect of the Andrews University Dietetic Internship is a focus on vegetarian eating patterns, disease prevention and treatment. Some projects which contribute to the interns learning in this specialized area include:

1. During food service, interns write a menu including vegetarian options
2. A written individualized meal plan for a diabetes or weight management patient including vegetarian options
3. A meal plan for a renal patient including vegetarian options
4. A section on implications of vegetarian lifestyle is required in case studies and research project
5. Interns each write and present a research topic, which includes implications of vegetarian lifestyles, if applicable
6. Review a topic on vegetarianism (interns' choice) and write a blog post on it to be shared with fellow interns, and brief synopsis to be presented in ZOOM meeting
7. Review AND Position Statement on Vegetarian Diets and write a summary of what your learned.
8. Pre & Post test on Vegetarian Nutrition

2017 Core Competencies for the RD/RDN*

Upon completion of the program, graduates are able to:

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.	
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2	Apply evidence-based guidelines, systematic reviews and scientific literature.
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4	Evaluate emerging research for application in nutrition and dietetics practice
CRDN 1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6	Incorporate critical-thinking skills in overall practice.
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian level of practice.	
CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4	Function as a member of interprofessional teams.
CRDN 2.5	Assign patient care activities to NDIRs and/or support personnel as appropriate.
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7	Apply leadership skills to achieve desired outcomes.
CRDN 2.8	Demonstrate negotiation skills.
CRDN 2.9	Participate in professional and community organizations.
CRDN 2.10	Demonstrate professional attributes in all areas of practice.
CRDN 2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
CRDN 2.12	Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15	Practice and/or role play mentoring and precepting other.

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

CRDN 3.1	Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2	Conduct nutrition focused physical assessment.
CRDN 3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4	Design, implement and evaluate presentations to a target audience.
CRDN 3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.
CRDN 3.6	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8	Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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.

CRDN 4.1	Participate in management of human resources.
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3	Conduct clinical and customer service quality management activities.
CRDN 4.4	Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10	Analyze risk in nutrition and dietetics practice.

Andrews University Dietetics Internship Program

Checklist for 2019-2020

The following original forms must be sent to the DI program Director or uploaded on learning hub before you are considered as having finished the DI program. Refer to pages 18 and 157 for where to find these forms.

- Bi-Weekly Reports (a **minimum** of 16 are required)
- Case Studies (1 major, 1 minor)
- Research Project
- At least 3 pictures of you working in the three types of rotations (one picture from each): Food Service, Community, and Clinical
- DPD Verification Statement and Official Transcripts with the conferred degree and date (must be sent **before** the DI begins)
- Intern Self-Assessment Food Service Rotation
- Intern Self-Evaluation Clinical Rotation
- Evaluation of School Lunch/Head Start Program
- Evaluation of the Community and Wellness Program
- Evaluation of WIC Program
- Evaluations (by Preceptor) for **all** rotations (1 Midway Food Service, 9 Clinical Rotation)
- Rubrics; 17 required including Written Case Study x2, Oral Presentation (1 food service, 2 clinical), Performance Improvement (1 food service, 1 clinical), Nutrition Care Process (1 midway, 1 staff relief), Diet Counselling, Theme Meal, Menu, Diet Education (1 midway, 1 staff relief), Public Policy, Research Presentation, and the Portfolio rubric
 - The above forms are to be sent as completed throughout the internship
- Intern Evaluation of Medical Facility
- Intern Evaluation of Program Administration
- Intern Evaluation of Site Coordinator
- Final Evaluation of Intern by Site Coordinator
- Copy of Academy Membership Card (optional)
 - The above forms are to be sent at the end of April, or the final week of the internship

Evaluations may be sent electronically. Rubrics and projects may be uploaded to learning hub or mailed to:

Sherri Isaak, MS, RD, CDE, BC-ADM

Department of Public Health, Nutrition & Wellness, 8475 University Blvd, Berrien Springs, MI 49104-0210.

Assessment of intern learning and reports of performance and progress are completed via rotation evaluations. All evaluation links are available on the DI associated Learning Hub page. Online Submission is available for evaluations.

Graduation and/or DI Program Completion Requirement Policy

Program graduates are expected to complete:

- A. The 1220 supervised practice hours within 8 months (or 150% of the program time, 13 months, in approved cases)
- B. Satisfactorily complete all rotations and achieve entry level competence per evaluations
- C. Pass the 4 online section and comprehensive tests at 80% or higher in order to prepare for the RD exam. In the event an intern fails to pass an online test with 80% or above, they will be required to take formal review at the end of the DI and pass a mock CDR exam before the DI Director will submit their name as a candidate to take the RD exam
- D. Pass individual rotation pre and post tests
- E. Complete all required CDR forms
- F. Fully pay all financial obligations to the DI program and University

It is expected that the program requirements will be completed within the allotted 8 month internship period, or in approved cases, 150% of that time; 13 months. This period begins at the start of orientation. Failure to complete the program requirements within 13 months will lead to termination from the program unless an alternative plan is agreed upon between the intern and the DI Director.

Interns who successfully complete the DI program will be issued a verification statement by the program Director. This form confirms completion of the supervised practice requirements of the program and provides the intern with eligibility to write the registration examination administered by the Commission on Dietetic Registration; the RDN exam.

Verification Statement Policy

It is the policy of Andrews University and the Dietetic Internship to issue verification statements to all interns who have:

1. Successfully completed the 1220 documented hours of supervised practice
2. Completed all required assignments and evaluations
3. Completed all online and the comprehensive exams with a score of 80% or higher, or, completed a formal review and passed the CDR mock exam
4. Returned any and all borrowed resources and turned in original copies of all rotation documents in a completed portfolio

Once all of the above requirements have been met the DI Director will send 5 original and signed copies of the Verification Statement to the intern's permanent address within 3 weeks of the intern meeting all requirements. Original signed copies of the Verification Statement also remain on file at AU indefinitely.

Part B

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RD Exam

RDNE and RDE Misuse

STUDENT COPY

RETAIN this form for your records and future reference.

RDNE and RDE Misuse:

Over the years, CDR has stated that RDNE and RDE are not credentials and should not be used. This information is located on the CDR website. Students completing their supervised practice program must sign a RDNE and RDE Misuse form for their program director regarding these fabricated credentials. In addition, each student is provided with a copy of the misuse document to retain in their file. Anyone can file a complaint with CDR on an individual using RDNE, RDE, RDN Eligible, RD Eligible, Registered Dietitian Nutritionist Eligible, Registered Dietitian Eligible, RDN or RD if they are not registered as an RDN or RD with CDR. *This would include 'rdn' or 'rd' in their e-mail address prior to passing the exam for dietitians.*

RDNE and RDE are the acronyms and RDN Eligible, RD Eligible, Registered Dietitian Nutritionist Eligible or Registered Dietitian Eligible are the same only spelled out.

Please Note: Do not use RDNE, RDE, RDN Eligible, RD Eligible, Registered Dietitian Nutritionist Eligible, Registered Dietitian Eligible, 'rdn' or 'rd' in your e-mail.

We refer you to the CDR Web Site, www.cdrnet.org, to become familiar with terminology for registration eligible candidates. When the home page opens up, click on the gold "RDN, RD, NDTR, and DTR Credentials" button on the left hand side of the screen, then click on "Registered Dietitian Nutritionist (RDN) or Registered Dietitian (RD)" and then click on Registration Eligibility General Information. The CDR website direct link is: <http://www.cdrnet.org/certifications/registration-eligibility-general-information-rde>

What does the term *registration eligible* mean?

The term *registration eligible* is used by the Commission on Dietetic Registration to identify individuals who have met the didactic and supervised practice requirements to write the registration examination. The Commission will verify upon request that an individual has met registration eligibility requirements and the eligibility date. The terms *RDNE* and *RDE* are not professional designations/credentials. The commission has noted with concern an increase in the use of the terms *RDNE* and *RDE* to designate registration eligibility. Both employers and the public find the use of the term confusing.

Does the Commission recognize the professional designations *RDNE* or *RDE*?

No. These terms are not professional designations/credentials.

Should you be using the term *RDNE* or *RDE*, please discontinue use and replace it with “registration eligible.” Individuals who use the terms *RDNE* or *RDE* are frequently reported to CDR regarding their misuse, and must be told to discontinue its use via a “cease and desist” order.

Updated 7/17

Source: <https://www.cdrnet.org/>

RDNE and RDE Misuse

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MUST BE COMPLETED IN BLUE INK

By signing this form, you attest that you have read and understand CDR's policies regarding the Misuse of *RDNE* and *RDE* and its variations.

SIGNATURE OF GRADUATE

DATE

FULL NAME OF GRADUATE

EMAIL ADDRESS

Links to other CDR forms

Transcript/Degree Release form: <https://www.cdrnet.org/program-director/grad-info>

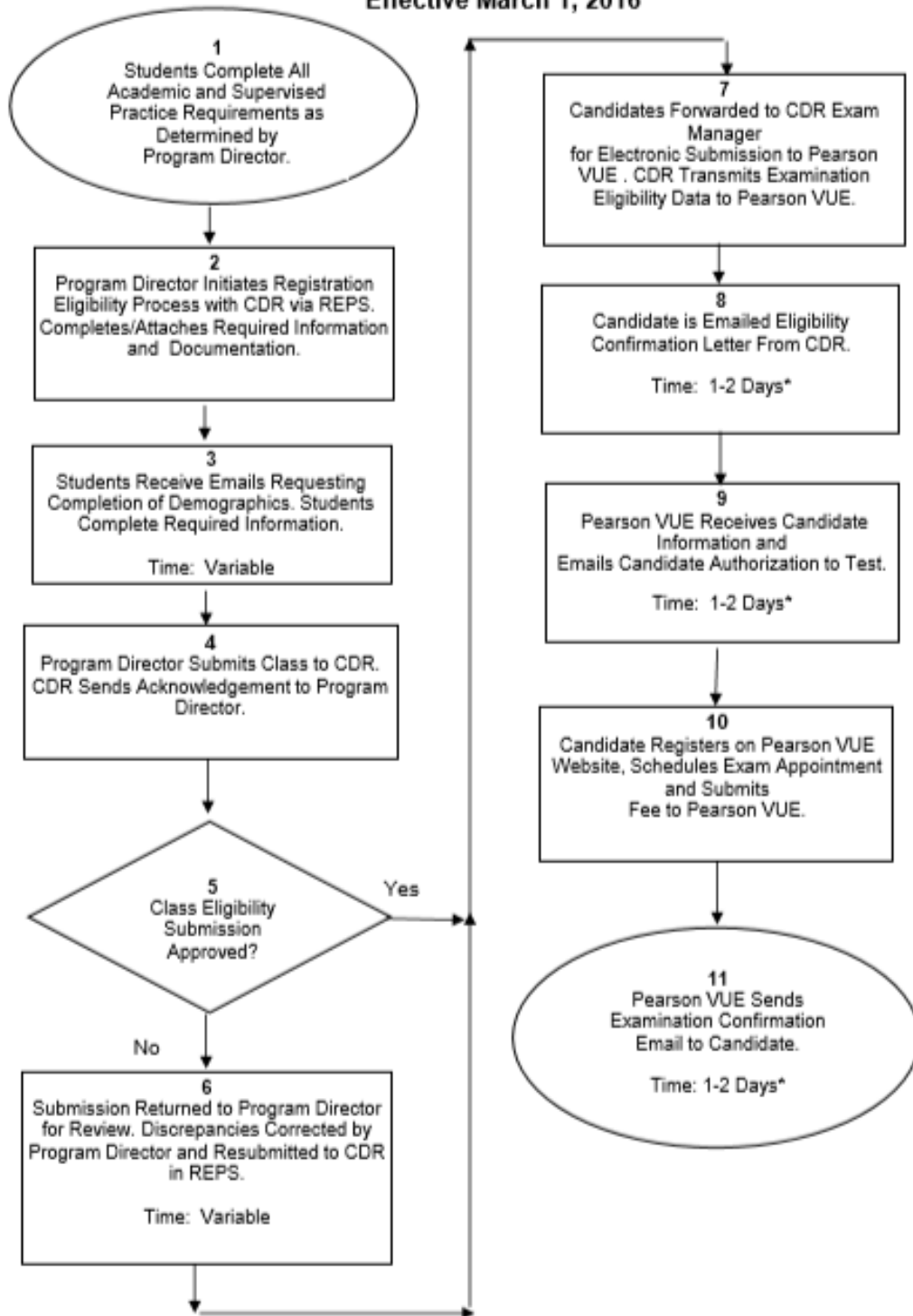
Registration Eligibility form: <https://www.cdrnet.org/program-director/grad-info>

Name Change/Address form: <https://www.cdrnet.org/program-director/student-instructions-old section 3>

Please print and fill out as instructed; return to DI Director.

Source: <https://www.cdrnet.org/>

Flow Chart: Registration Eligibility Application Processing
 Effective March 1, 2016



Flowchart source: www.cdrnet.org/

RDN Exam Review Resources

Courses (to be taken after completion of the Dietetic Internship)

- *Breeding and Associates Education Resources*
*3 day course offered through the United States. Online materials available for purchase as well. Price varies according to package choice. ~\$499.99.
<http://www.rdexam.us>
- *Inman's Review Course for the ADA Registration Examination*
The New England Center for Nutrition and Education, Inc.
*3 day course offered throughout the United States
You can also purchase a CD review to be listened to at home with accompanying written review and practice questions. \$385.00.
www.inmanassoc.com
- *Academy of Nutrition and Dietetics eatrightPREP for the RDN Exam course*
Online review offered by eatright. \$199.99/3 month subscription.
<https://www.eatrightprep.org/rdn-exam>
- *Visual Veggies*
209.99 + S/H for flash drive. Price varies depending on package chosen, digital is cheaper.
<https://visualveggies.com/>

Prices checked 7/17/18. Prices are subject to change. Please check linked site(s) for current pricing.

*In-person review course option. If you choose an in-person review course, you MUST attend it to be considered as having completed a review course. If you miss your in-person review course, you will be required to schedule another or purchase an online review at your own expenses

Student Instructions — Timelines and Procedures for Registration Eligibility

Within the last two weeks of your supervised practice program, or DPD for graduates taking the Registration Examination for Dietetic Technicians under Pathway III, your program director will provide you with forms (paper and online) that are to be completed and returned to them so they can initiate the eligibility application process with CDR.

Student Exit Packet:

1. Verification Statements - You will receive a minimum of five original Verification Statements (VS) upon completion of your program. These original VS forms are for you to provide, upon request, to prospective employers, the licensure board and to the Academy of Nutrition and Dietetics for membership.
2. Complete the [RDNE and RDE](#) or [NDTRE and DTRE Misuse form](#) and return the signed and dated document to your program director.
3. Retain the [Name/Address Change Form](#) for your records and future use. If your name changes after you are submitted for eligibility and before you test, you MUST send your Name/Address Change Form to CDR to ensure Pearson VUE receives your current information. If the name on your valid, government-issued photo ID does not match Pearson VUE's system, you will be turned away from the testing center and lose your examination fee.
4. You may be required by your program director to sign a [Transcript Degree/Confirmation Release Form](#) so that they may have access to your transcripts. Your program director must have your original degree transcripts before they are able to submit your name for registration eligibility.
5. You will be given information regarding CDR's Study Guide for the Registration Examination for Dietitians or Dietetic Technicians. These study guides can be purchased from the Academy's website [here](#).

Registration Eligibility Processing System

Your Program Director will be submitting your name for eligibility to CDR through the Registration Eligibility Processing System (REPS). Once your Program Director has verified that you have completed all of the academic and supervised practice requirements for eligibility, they will submit your information to CDR via REPS. You will then receive an email requesting that you complete the online form for additional demographic information. It is imperative that you follow the instructions in this email and complete the required profile information as soon as possible. Until you have completed this step, you will NOT be processed for registration eligibility, nor will you be able to schedule your examination.

Please pay close attention to the following when completing your demographic information:

- If the first or last name your Program Director has submitted for you is incorrect, please contact your Program Director directly to have them correct this information. While you are able to edit your middle name/initial in REPS, the first and last name fields are locked. The name entered into REPS must match your valid, government-issued, photo identification exactly in order for you to be allowed entrance to take your exam at a Pearson VUE testing center.
- If the email address your Program Director has entered into REPS for you is not your primary email address, please correct this field. If CDR does not have a current, permanent email address for you, you will not receive essential eligibility and registration emails.

Timeline/Procedures

The normal process time, from start to finish, can be from one to two weeks, or less without any issues. When the application submission to CDR has been approved, you will receive an email confirming your registration eligibility from CDR in approximately 3-5 business days. CDR then forwards your information to Pearson VUE for further processing. Normally, candidates receive their Authorization to Test email from Pearson VUE within 48 hours of receiving their eligibility confirmation from CDR.

Candidates will receive an Authorization to Test email from Pearson VUE, which will expire one year from the date of issuance, which includes a link to the [Handbook for Candidates](#) and information on setting up an account on Pearson VUE's website. Candidates will have one year to schedule their test appointment, pay and sit for the exam. The candidate should have their credit card on-hand when they log in to schedule their exam, as the system will shut down after 15 minutes if there is no activity. Upon completion, the candidate will receive a Scheduling Confirmation Email. To avoid any issues, please confirm receipt of this email. Failure to receive this email may mean that there has been a problem scheduling your examination. If you do not receive this email, please call Pearson VUE.

Candidates will not be able to make any changes to their name and/or address on the CDR/Pearson VUE Web Portal. Any personal information changes need to be made by completing and submitting the Name/Address Change Form. Upon receipt, CDR will update the candidate's record and notify Pearson VUE. Remember, the candidate's name on Pearson VUE's scheduling system profile and their valid, government-issued photo identification must match in order for them to be admitted to the Pearson VUE Test Center for their examination.

If the candidate does not schedule their examination within their initial year of authorization, they will need to contact CDR for reauthorization. Upon completion of this process CDR forwards the candidate's name to Pearson VUE, who will send out another Authorization to Test email. The candidate will then have another year of authorization. If a candidate does not pass the examination, there is a 45-day wait period between testing; therefore, the candidate can retest on the 46th day from the previous exam date. This 45 days includes weekends. All other policies specify Business Days, Monday through Friday. Should you encounter any difficulties receiving your Authorization to Test email, scheduling your test or at the test center, contact Pearson VUE at 888-

874-7651 for assistance.

If you do not receive a Score Report at the completion of the exam, please contact Pearson VUE to request a copy. For candidates passing the exam, on the bottom of your Score Report it states that you will receive your first CDR correspondence regarding credential maintenance in approximately two to three weeks by email. CDR receives the candidate test information (pass or fail) from Pearson VUE approximately three to five business days following the day of the exam. CDR processes this information in the database and then sends an email to the candidates acknowledging they passed the exam. Within 24 – 48 hours of the first email, the new RD, RDN, DTR or NDTR receives a second email with information regarding the \$60 Registration Maintenance Fee Notice. Some systems may send these emails into your Spam/Junk folder. If you don't see the second email after 48 hours of your first email you should check your Spam. The maintenance fee can be paid by mail, online or by phone. Once the fee is posted to the new registrant's record, their registration card is system generated and mailed within ten business days.

Once you are in CDR's database you can pay the fee online at www.cdrnet.org. On the home page, you will see a Fee Payment option at the bottom of the yellow Login box. You will then see that you owe a \$60 Registration Maintenance Fee and begin the payment process.

If you are a member of the Academy, your membership number and password would be the same as your CDR registration number and password. You can monitor your status on the [CDR website](#) by selecting the [Online Credential Verification Search](#). Once you are in our database you will be able to go all the way through the Search process and print your RD, RDN, DTR or NDTR Verification. If your verification does not appear in this system, please try again in another couple of days. This system was developed to assist the credentialed dietitian, dietetic technician, employers and licensure boards that require verification prior to the registration card being issued. Please share this information with your employer.

Inquiries regarding the CDR registration eligibility process should be directed to Rebecca Beavers at 312-899-4781, or rbeavers@eatright.org or Peggy Anderson at 312-899-4764, or panderson@eatright.org.

Source: <https://www.cdrnet.org/>

**Commission on Dietetic Registration (CDR)
 Entry-level Registration Examinations for Dietitians and Dietetic Technicians
 Frequently Asked Questions**

Examination Format and Development Information

1. What is the difference between computer based testing (CBT) and computer adaptive testing (CAT)?

Computer based testing (CBT) is an umbrella term used to describe several types of examinations administered by computer. These tests may range from conventional multiple-choice tests administered on a personal computer to virtual reality simulations.

Computer adaptive testing (CAT) is a specific type of computer based testing. An adaptive test is commonly shorter than a traditional paper-and-pencil test. CAT also results in more measurement efficiency as it administers questions that provide the most information about the examinee's competence.

2. How often will the computerized examinations be administered?

The examinations will be administered year round at over two hundred fifty (250) Pearson VUE test centers nationwide. Test sites are typically open Monday through Friday, with some centers also open on Saturdays.

3. Where will the computerized examinations be administered?

CDR's testing agency, Pearson VUE, has over two hundred fifty (250) approved examination test centers nationwide, conveniently located in professional office spaces. Candidates will receive the most updated test center listing at the time of test registration. Center locations are subject to change.

4. How often does the examination content outline (test specifications) change?

The content outline changes following the review and analysis of the Dietetics Practice Audit. The last Audit was conducted in 2015. The current content outline took effect January 1, 2017.

2017-2021 Dietitians			Dietetic Technicians	
Domain I	Principles of Dietetics	25%	Nutrition Science and Care for Individuals and Groups	44%
Domain II	Nutrition Care for Individuals and Groups	40%	Food Science and Food Service	24%
Domain III	Management of Food and Nutrition Programs and Services	21%	Management of Food and Nutrition Services	32%
Domain IV	Foodservice Systems	14%		

5. How many questions will be on the Registration Examination for Dietitians?

The multiple-choice examination will be variable length. Each examinee will be given, and must receive, a minimum of one hundred and twenty-five questions: one hundred (100) scored questions and twenty-five (25) pretest questions in order for the examination to be scored. The maximum number of questions possible is one hundred and forty-five (145): one hundred and twenty (120) scored questions, and twenty-five (25) un-scored pretest questions. If less than 125 items are answered when the 2 ½ hour testing period has ended, the candidate will receive a failed score of 2, indicating inconclusive.

6. How many questions will be on the Registration Examination for Dietetic Technicians?

The multiple-choice examination will be variable length. Each examinee will be given, and must receive, a minimum of one hundred and ten (110) questions; eighty (80) scored questions and thirty (30) pretest questions in order for the examination to be scored. The maximum number of questions possible is one hundred and thirty (130); one hundred scored questions and thirty (30) un-scored pretest questions.

Examination Authorization and Fee Payment

7. How long after candidates complete registration eligibility requirements (academic and supervised practice) will it take to be authorized to test?

The entire process, from the time the Commission on Dietetic Registration receives the program director candidate eligibility information to the time the candidate receives the Pearson VUE examination application email, is 3 to 4 weeks.

8. How much is the examination application fee?

The examination application fee for dietitians is \$200 and \$120 for dietetic technicians.

9. Will the online examination application, sent with the link for the Handbook for Candidates by Pearson VUE, expire?

The examination application expires one year after it is issued by Pearson VUE. (Refer to page 1 of the *Handbook for Candidates*.) If the examination application process and examination are not completed within this one-year time period, the examinee must contact the Commission on Dietetic Registration to request reauthorization and a new application.

10. Does the authorization to take the examination expire?

Yes. The CDR authorization to test expires after the test is taken or one (1) year after receipt of the examination application email, whichever occurs first. This means that examinees have 365 days from receipt of the application email from Pearson VUE to register, pay, schedule and complete the examination. If examinees take the test and are unsuccessful, they must contact CDR in order to re-establish eligibility to take the test again. It is important to note that some employers and licensure boards may establish shorter limits on the testing authorization period.

Examination Experience

11. How much time will examinees have to complete the examination?

Examination testing appointments are three (3) hours; two and one-half (2 ½) hours to take the examination, twenty (20) minutes to complete an introductory tutorial, and ten (10) minutes to complete the post examination survey. The timer/clock will begin with question one of the examination. Examinees will have two and one-half (2 ½) hours to complete the examination once the timer/clock begins. The examinee will have the option to hide the clock during the examination. Examination candidates must respond to the minimum number of examination questions (125) in order for the exam to be scored. If the examinee does not respond to the minimum number of questions within the time allowed (two and one-half (2 ½) hours), the examination will shut down and the exam will be scored as a failure, since it was inconclusive. Please see the answer to Question 5 for more information.

12. Will examinees be given an opportunity to become familiar with the computer before beginning the test?

Yes. Examinees will be allowed to take a tutorial on the computer prior to beginning the actual examination. This tutorial will include detailed instructions on taking the computerized examination and provide an opportunity to respond to practice questions. In addition, prior to the exam appointment, there will be a practice test available at www.pearsonvue.com/CDR for candidates to download to experience the navigation of exams, and use of the online calculator.

13. Will a calculator be provided at the test center?

Yes. An online calculator is included in the exam and is the preferred calculator. A handheld test center simple calculator can be issued to the candidate, upon request. Examinees are not permitted to bring their own calculator. The calculator (either version) should be examined and tested prior to the beginning of the examination.

14. Will the test questions be in multiple-choice format?

Yes. Each question has four (4) answer options.

15. Will the test questions be numbered?

Yes. The examination questions will be numbered.

16. Will examinees be allowed to change question responses, skip questions, or review question responses?

No. Each question will require a response in order to continue the examination process. Once an examinee answers a question and continues to the next question, the examinee is not permitted to review or change previous examination questions/responses.

17. Why are there more pretest questions on the Registration Examination for Dietetic Technicians than the Registration Examination for Dietitians?

It is important that new questions be pre-tested for both examinations on a regular basis. The Registration Examination for Dietetic Technicians was only administered once per year until 1996, and coupled with a small examinee volume reduced the number of pretest questions administered each year. With computerized testing and year round administration, CDR has been able to pretest more questions and increase the bank of questions.

Examination Scheduling, and Test Center Issues and Protocols

18. How should I report scheduling problems?

If you experience difficulty during scheduling, please contact Pearson VUE's Candidate Service Center at 888-874-7651.

19. How should I report onsite testing problems?

If you experience technical difficulties during testing, please notify the test center personnel/ proctor immediately. Candidates are responsible for following the instructions for notifying the proctor of a testing problem.

Special Accommodations

20. Will the Commission continue to make special accommodations for examinees with disabilities?

Yes. Reasonable accommodations for candidates with disabilities, provided appropriate medical documentation is submitted with the request for special testing accommodations, will be made. Refer to the *Handbook for Candidates* section on testing with disabilities for specific documentation requirements. All evaluations will be done by Pearson VUE staff who are knowledgeable about the Americans with Disabilities Act.

Study Guides

21. Are there any other materials available to assist examinees in preparing to write the examination?

The Commission on Dietetic Registration publishes two study guides; Study Guide for the Registration Examination for Dietitians; and Study Guide for the Registration Examination for Dietetic Technicians. Both study guides include a comprehensive study outline, references and practice examination. A practice examination is provided in both hard copy and on-line computer versions. The online computer version has been designed to simulate the actual computerized examination. The Commission on Dietetic Registration (CDR) does not endorse any particular preparation program or offering. We encourage prospective credentialed practitioners to use a variety of resources that reflect their learning styles and needs. Purchasing a certification preparation product is NOT required and CDR does not guarantee that an individual will pass based on the purchase of a certification preparation product.

Score Reports: Candidates

22. When will examinees receive their score report?

Score reports will be distributed to examinees as they leave the test center.

23. What information will be included on the examinee score report?

The examinee score report will include the examinee's scaled score and the scaled score required to pass the examination. In addition, the score report will also document the candidate's scaled sub-scores.

	January 1, 2017 to December 31, 2021 Sub-Score Titles	Registration Examination for Dietitians	Registration Examination for Dietetic Technicians
I	Food and Nutrition Sciences	Domains I and II	Domains I
II	Food Service Systems/ Management	Domains III and IV	Domains II and III

24. Will the scaled score required to pass the examination change from the current minimum passing scaled score of twenty-five (25)?

The minimum scaled score required to pass the examination will remain twenty-five (25) on a scale of one (1) to fifty (50).

25. If the examinee decides to stop the examination before responding to the minimum number of questions required to make a pass/fail decision, will the examinee's score be reported as a "fail?"

No. If an examinee chooses to stop the examination before answering or not responding to the minimum number of questions required to make a pass/fail decision, the examination will not be scored. The examinee will receive a form documenting their decision to quit the examination. The examinee must contact the Commission on Dietetic Registration to be reauthorized to test. Candidates seeking reauthorization must contact the CDR by email (ebutler@eatright.org), by telephone (312-899-4859) or online at cdrnet.org to request an examination reauthorization. No refunds will be provided.

Score Reports: Academic Programs

26. Will dietetics education program directors receive institutional score reports?

Yes. Program directors will receive institutional reports in February and August of each year. The institutional score report will include scaled scores for program graduates, percentile ranks, national mean scores, institutional examinee mean scores, and scaled sub-scores. Examinee names will only be included if the examinee authorized release of scores with examinee name.

Examination Reauthorization

27. How soon can unsuccessful examinees retake the registration examination?

Examinees will be allowed to retest forty-five (45) days after taking the examination unsuccessfully. They must contact the Commission on Dietetic Registration to be reauthorized as examination-eligible and pay the current examination application fee.

28. Under what conditions must the examinee contact the Commission on Dietetic Registration to be reauthorized to test?

The examinee must contact the Commission to be reauthorized to test:

- when the examinee fails the examination,
- when the examinee's one-year authorization period ends,
- when the candidate fails to cancel the testing appointment within the specified timeline,
- when the candidate arrives late for the scheduled testing appointment, or
- when the candidate does not complete the examination during the testing appointment.

Candidates seeking reauthorization must contact the CDR by email (ebutler@eatright.org), by telephone (312-899-4859) or online at cdrnet.org to request an examination reauthorization.

29. How often may examinees take the registration examination?

Once an examinee establishes eligibility to take the examination there is no limit on the number of times an examinee may take the examination, provided the examinee waits the required forty-five (45) days between test dates. State licensure candidates must check with their state licensure board for any state specific requirements regarding retesting for licensure purposes only.

Source: <https://www.cdrnet.org/>

**Registered Dietitian Examination
Test Specifications
January 1, 2017 – December 31, 2021**

The Registration Examination for Dietitians is designed to evaluate a dietitian's ability to perform at the entry-level. The examination content domains and topics are outlined below.

I.	Principles of Dietetics	25%
	A. Food Science and Nutrient Composition of Foods	
	B. Nutrition and Supporting Sciences	
	C. Education, Communication and Technology	
	D. Research Applications	
II.	Nutrition Care for Individuals and Groups	40%
	A. Screening and Assessment	
	B. Diagnosis	
	C. Planning and Intervention	
	D. Monitoring and Evaluation	
III.	Management of Food and Nutrition Programs and Services	21%
	A. Functions of Management	
	B. Human Resources	
	C. Financial Management	
	D. Marketing and Public Relations	
	E. Quality Management and Improvement	
IV.	Foodservice Systems	14%
	A. Menu Development	
	B. Procurement, Production, Distribution, and Service	
	C. Sanitation and Safety	
	D. Equipment and Facility Planning	

Approved February 2016

The study outline for the Registration Examination for Dietitians is located at
<https://www.cdrnet.org/certifications/registration-examination-for-dietitians-study-outline--2017>