

**Individualized Supervised Practice Pathway (ISPP)  
of the Didactic Program in Dietetics  
University of California, Berkeley**

**Department of Nutritional Sciences and Toxicology  
College of Natural Resources**

**Participant Handbook**

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## Program Description, Mission, and Goals

The dietetics program at the University of California, Berkeley, prepares students for a career as a Registered Dietitian Nutritionist (RDN)\*, graduate school and employment. RDN's translate the science of nutrition into practical applications for individuals and groups in various settings including clinical, food service, and the community. The program's integration of diverse faculty, courses, and research experiences provides students with a strong foundation in the biological and chemical sciences and a pre-professional focus emphasizing the application of nutrition through dietetics practice. The dietetics program offers a Didactic Program in Dietetics with an Individualized Supervised Practice Pathway.

The mission of the dietetics program at the University of California, Berkeley, is to prepare graduates with the knowledge and skills to actively contribute to the nutritional sciences and dietetics fields through practice, research, leadership and policy. The didactic program in dietetics aims to prepare students for supervised practice leading to eligibility for the Commission on Dietetic Registration credentialing exam to become registered dietitian nutritionists. The supervised practice pathway aims to prepare interns to become entry-level registered dietitian nutritionists with a professional and inquiring attitude.

The program mission is congruent with the missions of the University, the College of Natural Resources, the Department of Nutritional Sciences and Toxicology, and the Scope of Practice for Registered Dietitians.

The program's goals and objectives reflect the program mission. The two program goals include:

1. Graduates will apply their knowledge and skills through supervised practice, graduate school or employment in nutrition and dietetics or health related fields.
2. Graduates will have a personal commitment to a high standard of professional behavior.

The twenty-two program objectives can be found in Appendix A. Upon request, outcome data measuring achievement of program objectives are available to students, prospective students, and the public.

An Individualized Supervised Practice Pathway is available to participants that hold a baccalaureate degree and a verification statement from an ACEND-accredited DPD program. The UCB DPD has its own handbook outlining the curriculum and policies, which can be found on the dietetics program website at: <https://nature.berkeley.edu/advising/majors/nutritional-sciences-dietetics>.

\*In March of 2013 the Academy of Nutrition and Dietetics and the Commission on Dietetic Registration approved the optional use of the credential "Registered Dietitian Nutritionist" (RDN) by Registered Dietitians. The RDN is optional and equivalent to the RD credential. This document will refer to the dietitian as an RDN.

## History and Organizational Structure

The University of California at Berkeley (UCB) is a land grant university created in 1868 when the governor signed the Organic Act merging the existing College of California and the Agricultural, Mining and Mechanical Arts College to form “a complete university”. In 1873 the university moved from Oakland to its present location in Berkeley, CA. The enrollment at the time was 171 students. Enrollment as of February 2012 is approximately 26,000 undergraduate students and 10,000 graduate students.

The first Professor of Nutrition was appointed in 1865 in the College of Agriculture, now known as the College of Natural Resources (CNR). Undergraduate and graduate nutrition programs were first offered by CNR in the Department of Household Science, which became the Department of Home Economics in 1938. Home Economics gave way to the Department of Nutritional Sciences in 1962. In 2000, to more closely reflect the breadth of teaching and research being done, another name change occurred and brought us to the current Department of Nutritional Sciences and Toxicology.

A program of study in dietetics and nutrition has been in place since about 1916. Various programs have been offered through the years, including a “hospital dietitian’s training course” (1934 UCB General Catalog) and a “curriculum in hospital dietetics” (1954). The latter was a post-baccalaureate program.

The presence of an Academy of Nutrition and Dietetics (formerly known as the American Dietetic Association) program is first mentioned in the 1966-67 UCB catalog. In 1971 UCB participated in a pilot study to develop a curriculum for Plan IV and since has offered an Accreditation Council for Education in Nutrition and Dietetics (formerly known as the Commission on Accreditation for Dietetics Education) approved undergraduate curriculum. In addition, Berkeley had a Coordinated Undergraduate Program in Dietetics from 1973-1992. The Didactic Program in Dietetics (DPD) that is offered today was approved in 1991. It was granted developmental accreditation in 2001 and full accreditation in July, 2002. The dietetic internship in the UCB School of Public Health closed in April, 2007, which left the only accredited dietetics program at UCB in the Department of Nutritional Sciences and Toxicology (NST).

In 2017, an Individualized Supervised Practice Pathway (ISPP) was established and accredited by ACEND. The supervised practice pathway is within the DPD and is for graduates that hold a verification statement. The ISPP has its own handbook of policies and procedures and is available to the public.

Three specializations are offered within the Department of Nutritional Sciences: 1) Nutritional Sciences, Dietetics, 2) Nutritional Sciences, Physiology & Metabolism and 3) Toxicology. Approximately 25 students graduate from the Dietetics specialization each year.

## Accreditation Status

The Didactic Program in Dietetics with the Individualized Supervised Practice Pathway at UC Berkeley is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 or (800) 877-1600 and <https://www.eatrightpro.org/acend>. This program meets the 2017 ACEND Accreditation Standards.

## Career Opportunities

A registered dietitian nutritionist is a health professional who assists people of any age to attain optimal nutrition status. Registered dietitian nutritionists are trained not only in foods and nutrition; but also in the areas of social sciences, education, business and management. This background prepares the Registered Dietitian Nutritionist to apply the science and art of human nutrition to individuals and groups from diverse cultures, with varying nutrition concerns and needs. There are many different specialties within the field of dietetics, and Registered Dietitian Nutritionists often pursue more than one. Some of the major areas include:

- **Business and Industry.** Registered Dietitian Nutritionists may be employed to work in a variety of fields including sales/promotion (marketing), worksite wellness programs, product development, and social media. For example, supermarkets hire Registered Dietitian Nutritionists to work in the areas of consumer education & food safety.
- **Clinical Dietetics.** As a member of a health care team, a clinical Registered Dietitian Nutritionist assesses nutritional needs, develops individual dietary plans, educates and counsels patients and works with the multidisciplinary team to improve patient health. Clinical Registered Dietitian Nutritionists may work in hospitals, nursing homes, or outpatient settings.
- **Community Dietetics.** As a member of the community health team, the community Registered Dietitian Nutritionist assesses nutritional needs of population groups. These Registered Dietitian Nutritionists plan and coordinate nutritional aspects of programs aimed at improving health and preventing disease in the community.
- **Education.** Registered Dietitian Nutritionists in this field plan, implement, and evaluate educational experiences for dietetic, medical, dental, nursing or other health students as well as nutrition classes for preschool and K-12 students. They are employed by universities, acute care facilities or community programs. Advanced preparation in nutrition and education is generally required.
- **Food Service Management.** As part of the management team these Registered Dietitian Nutritionists plan, organize, direct and evaluate food service systems. They are actively involved in budgeting, employee training, personnel management, recipe development, establishing and maintaining policies and standards, etc. They may work in schools, senior centers, healthcare facilities, hotels or restaurants.
- **Private Practice/Consultation.** For this field prior experience in dietetic practice in any one of the above areas is often necessary. These entrepreneurial Registered Dietitian Nutritionists are usually self-employed and provide advice on services in nutritional care, food service management or consumer education.
- **Research.** This field requires advanced preparation in research techniques and, often, an advanced degree. Typically, a research Registered Dietitian Nutritionist would work closely with the other investigators in planning and implementing projects that investigate nutrient needs, functions, interactions, etc. in humans or animals. Research activities may be incorporated in all areas of dietetics.

Dietetics is a rewarding profession with an encouraging future. Salaries range from about \$47,000-\$104,000 (Academy of Nutrition and Dietetics, Compensation & Benefits Survey, 2015). Salary varies by years in the field, years in position and position held. Employment opportunities nationwide are excellent. The current emphasis on nutrition and health, and preventative health, in this country enhances 'marketability' of the registered dietitian nutritionist and identifies the registered dietitian nutritionist as the only health professionals whose primary expertise is nutrition. For more information, consult the Academy of Nutrition and Dietetics website at [www.eatright.org](http://www.eatright.org).

## Requirements for Becoming a Credentialed Registered Dietitian Nutritionist

Requirements for becoming a credentialed registered dietitian nutritionist (RDN) include completion of: (1) the academic coursework in a didactic program in dietetics and (2) a minimum of 1200 hours in an ACEND-accredited supervised practice program. Upon satisfactory completion of these two steps, the participant is eligible to take the Commission on Dietetic Registration credentialing exam. Upon passage of this exam the RDN credential is earned. In some states, graduates also must obtain licensure to practice. Licensure is not required in the state of California.

ACEND-accredited supervised practice programs include Dietetic Internships (DI) and Individualized Supervised Practice Pathways (ISPP). There are approximately 250 ACEND-accredited supervised practice programs available, however, not all qualified students are guaranteed placement in a program. In the 2018 spring application period for dietetic internships, there was a 61% match or acceptance rate nationwide. Completion of the UCB DPD does not guarantee placement in a supervised practice program.

The program at UCB is an ACEND-accredited Didactic Program in Dietetics (DPD) with an ISPP. Individuals who successfully complete the DPD program at University of California, Berkeley, are eligible to apply to an ACEND-accredited supervised practice program. More information about the UCB DPD can be found in the DPD handbook located on the dietetics website:

<https://nature.berkeley.edu/advising/majors/nutritional-sciences-dietetics>.

Effective January 1, 2024, the Commission on Dietetic Registration will require a minimum of a master's degree, in addition to the accredited coursework and supervised practice, to be eligible to take the credentialing exam to become a registered dietitian nutritionist. More information about becoming an RDN and the RDN exam can be found at: <http://www.cdrnet.org/certifications/>

## ISPP Curriculum

The ISPP curriculum meets the knowledge requirements of the 2017 ACEND Accreditation Standards. Appendix B describes the Core Knowledge for the RDN competencies. Appendix C described for a table demonstrating how the rotations relate to the Core Knowledge for the RDN competencies (curriculum map).

The ISPP curriculum provides experience in the application of nutrition through supervised dietetic practice at various hospitals, food service institutions, long-term care, public health, and wellness facilities across the United States.

The ISPP is 10 months and will generally begin in August and end in May. If a facility is available, some participants may begin in March and end in December. The ISPP requires a minimum of 1,360 hours of supervised dietetic practice in a professional work setting or alternate practice experience and 40 hours of orientation, instruction or alternate practice experience within a ten-month period. The pathway begins with a one-week orientation session and then participants must complete the rotations within 10 months or no more than 150% of the normal curriculum time (15 months) for an additional fee and only if the facility is available for the extended duration. The ISPP is full-time.

## Rotations and Learning Activities

Participant rotation assignments will be approved by the DPD director according to participant's previous experience and academic background. Participants wishing to adjust their rotation schedule must submit an official letter of request to the ISPP director. They must include a plan detailing how they wish to complete their rotations, including beginning and ending times and hours of availability per week, month, or quarter. All requests must be approved by the program director.

**Patient Foodservice: 120 hours (3 weeks).** The Patient Food Service rotation focuses on foodservice within an inpatient setting. Interns focus on all aspects of producing and delivering nutrition to patients.

- Rotation activities include a menu planning project, taking meal orders, patient tray preparation, delivery and satisfaction analysis, food safety and quality audit, product cost analysis and a waste and sustainability report.

**Institutional Foodservice, Production and Management: 200 hours (5 weeks).** In the Institutional Food Service, Production, and Management Rotation, interns develop skills in marketing, procurement, storage, preparation, delivery, service, and management. Interns practice and operate equipment, conduct sanitation audits, apply HACCP guidelines, plan menus, assess customer service, and apply management skills.

- Interns complete an in-depth themed meal project and a quality improvement project quality.

**Medical Nutrition Therapy I: 320 hours (8 weeks).** This rotation focuses on practicing the nutrition care process with populations with less complex medical conditions impacted by diet including obesity, diabetes, hypertension, cardiovascular disease, neurological conditions, and gastrointestinal disorders.

- Larger assignments include 2 mini-case studies and a research review and presentation.

**Medical Nutrition Therapy II: 320 hours (8 weeks).** Practicing the nutrition care process with populations with more complicated conditions such as renal disease, multisystem organ failure, cancer, hepatic disease, critical care and trauma. Interns apply nutrition support. This rotation includes coverage in the Intensive Care Unit. This rotation may be split between multiple facilities.

- Larger assignments include a mini-case study and oral presentation, larger case study written report and presentation, a quality improvement project, an in-service to the multidisciplinary team and staff relief.

**Outpatient Care: 120 hours (3 weeks).** This rotation focuses on developing skills to provide nutrition services to the community at large through nutrition counseling and nutrition education. Interns spend 3 weeks in an outpatient medical facility.

- Major projects include: providing nutrition counseling. Teaching nutrition-focused classes, development of an education material, understanding billing and coding, and participation in policy and dietetics services.

**Community Nutrition Programs: 80 hours (2 weeks).** This rotation focuses on developing skills to provide nutrition services to the community at large through participation in community-based nutrition programs. Interns spend 2 weeks in a community nutrition program.

- Major projects include: program planning and implementation (needs assessment, intervention, evaluation, marketing) and applying the NCP to the pediatric population through community-based experiences and case studies.

**Elective: 80-120 hours (2-3 weeks).** This rotation allows interns to explore an area of interest.

**Concentrations: 120 hours (3 weeks)**

**Clinical Concentration.** Continue applying the Nutrition Care Process in a specialized area of clinical practice or in populations with complicated conditions. Develop physical exam skills that support identifying possible micronutrient deficiencies. Participation in medical rounds.

- Major projects include: utilization of the physical exam for malnutrition and micronutrient deficiencies and research review and presentation on a clinical practice area.

**Community Concentration:** Continue to understand community nutrition program by spending time in a selected program.

- Major projects include: an in-depth program planning report (needs assessment from a variety of databases/resources/groups, multi-faceted program planning, evidence-based solution, marketing, resource management, implementation and evaluation of outcomes) and advocate for nutrition services.

When participants are in their supervised practice rotations, they will always be regarded as students and in the process of learning, and will never be used as a replacement for an employee.

Appendix D: Suggested Schedule

Appendix E: Rotations, Learning Activities and Competencies



## Assessment of Prior Learning

Participants may receive credit for previous experience based on approval by the ISPP Coordinator. Credit hours will be awarded based on a submission explaining the scope of the work, job descriptions, length of experience, and a letter of recommendation by the immediate supervisor. All projects must have been completed within the last 2 years to be eligible for course substitution. Prior experience most often relates to work and teaching experience.

Area of Assessment	Requirement	Required Documentation
Facility	Training/job experience must have been received at a facility which meets the requirements as stated below: <ul style="list-style-type: none"> <li>• The facility must be accredited by the Joint Commission or the State, if applicable.</li> <li>• Any facility at which the participant would receive prior learning credit hours must have a qualified supervisor.</li> </ul>	
Minimum requirements of the supervisors	<ul style="list-style-type: none"> <li>• Supervisor must be Registered Dietitian or other qualified professional.</li> <li>• Supervisor must be able to document appropriate continuing education for the previous two years.</li> </ul>	<ul style="list-style-type: none"> <li>• Valid CDR registration</li> <li>• CV of supervisor documenting continuing professional education</li> </ul>
Length of experience	<ul style="list-style-type: none"> <li>• A minimum of six months employment, at least 20 hours per week, in the emphasis area of the rotation</li> </ul>	<ul style="list-style-type: none"> <li>• A letter of support from the supervisor verifying length of experience, type of position, performance evaluation, and recommending the participant as a candidate for the program.</li> </ul>
Competency and skills	<ul style="list-style-type: none"> <li>• Participants must demonstrate mastery of all the competency skills of the supervised practice curriculum for the specific rotation for which they are seeking prior learning credit; if any of the competency skills have not been met during employment, the prospective participant must arrange with the facility to complete those skills before credit can be granted</li> </ul>	<ul style="list-style-type: none"> <li>• Job description</li> <li>• A letter of support from the supervisor verifying length of experience, type of position and what competencies have been demonstrated, performance evaluation, and recommending the participant as a candidate for the program.</li> <li>• Work samples demonstrating competency and skills that can be kept in the participant's folder.</li> </ul>

## Preceptor and Facility Requirements, Recruitment and Training

### Minimum requirements of the preceptors include:

- All preceptors, outside of the Institutional Foodservice Management rotation, must be a Registered Dietitian or other qualified professional as determined by the DPD Director.
- Preceptor must be able to document how they maintain qualifications to be a preceptor (can include: continuing education, research, degree coursework, maintenance of professional certificates, described employer verification of competency, teaching, etc.) Preceptor must have adequate time to provide required supervision of the participant.
- Definition of a “primary preceptor” is that individual who will keep a file of the participants, who will affirm the hours of practice the participant completes, and who will maintain appropriate contact with the DPD Director and the participant.

### Minimum requirements of the sponsoring facilities include:

- All clinical facilities must be accredited by the Joint Commission or the state.
- All facilities must have a preceptor on site.
- Any facility at which the participant would complete 40 hours or more of practice experience must have a primary preceptor available on staff.
- Any facility at which the participant would complete 40 hours or more of practice experience, must have sufficient educational resources to support a participant’s educational needs such as computer or available space for participants to work on their assignments.
- Affiliation agreements must be in place for all rotations, regardless of length, unless the rotation occurs on the UCB campus with a UCB unit such as Cal Dining, Cal Athletics or Health Services.
- Acute care sites must provide experiences with obesity, diabetes, hypertension, cardiovascular, gastrointestinal disorders, experience with general and medical-surgical units, renal disease, multisystem organ failure, cancer, hepatic disease, critical care and with more complex interventions including nutrition support (Total Parenteral Nutrition & Enteral Nutrition).

### Recruiting preceptors and sponsored facilities:

- The DPD director/coordinator will identify preceptors and practice sites. Given the length of time required to sign affiliation agreements, participants will not be able to identify additional facilities. Affiliation agreements must be signed prior to acceptance into the program.

### Training preceptors:

- DPD director/coordinator will train “primary preceptors” and any other interested preceptors with the ISPP activity sheets and evaluations.

### Evaluation of sites and preceptors:

- Interns will track their experiences during the ISPP to make sure they are receiving adequate exposure and gain skills in the areas outlines above. The DPD director or ISPP coordinator will review these logs weekly and if the intern is missing experiences at 4-6 weeks then the intern and preceptor will be contacted to assure exposure will occur.
- Evaluation of sites and preceptors will occur via intern evaluations at the end of the rotation.

## **Affiliation Agreements**

A signed affiliation agreement is a required before a participant can begin a rotation. Given the lengthy process, all affiliation agreements must be signed prior to acceptance into the program. Affiliation agreements must be in place for all rotations, regardless of length, unless the rotation occurs on the UCB campus with a UCB unit such as Cal Dining, Cal Athletics or Health Services. The DPD Director will track contract expiration dates. A sample affiliation agreement is available upon request.

## **Completion and Issuance of a Verification Statement**

Upon successful completion of the ISPP, a continuing education/specialized professional (CESP) certificate program in dietetics supervised practice and verification of completion statement will be issued. A degree will not be granted.

The certificate language will state “College of Natural Resources, University of California, Berkeley, Certificate in Nutritional Sciences & Dietetics Supervised Practice” issued by College of Natural Resources. The letterhead of the college will be on the certificate but not the seal of the University of California, Berkeley. The certificate will be signed by the dean of the college; it will not bear the signatures of the chancellor or the president.

The DPD Director will issue a verification of completion statement. Signature on this form verifies that the individual has successfully completed the supervised practice dietetic requirements. Participants will be mailed 3 original copies of the verification of completion statement. The DPD Director will retain a copy of the verification statement for as long as the ISPP is in existence.

Successful completion of the ISPP includes:

- Satisfactorily complete 1,360 rotation hours
- Earn a 4 or higher on all ACEND ACEND-required Core Competences as evaluated by assignments, activities and ACEND performance evaluations
- Completion of 40-hours of instruction, role playing and case studies
- Completion within 10 months (if an uncontrollable circumstance shall arise, for an additional monthly fee and with facility approval, this could be extended to 15 months)
- Maintain professional and ethical standards as outlined in the Academy of Nutrition and Dietetics Code of Ethics

## **Admission: Selection Criterion**

The ISPP will accept qualified DPD graduates who were not matched to a DI program. The number of admitted participants depends upon established initial affiliation agreements with facilities that have the capacity to train participants. Participants will be accepted into either the clinical concentration or the community concentration.

Admitted participants will not be matriculating UCB students. The ISPP is a stand-alone certificate program offered through the Department of Nutritional Sciences & Toxicology and the College of Natural Resources.

### **Minimum eligibility.**

- Baccalaureate degree from an accredited University with an overall GPA of 3.0 or higher. The aim is to prioritize UCB graduates, however, other qualified applicants will be considered.
- Verification statement issued within 4 years from the application date. This may be waived with prior work experience, per the discretion of the DPD selection committee, or graduates with a doctoral degree in nutrition or related field without a verification statement (the applicant may need to complete DPD courses per discretion of the UCB DPD Director).
- Unmatched to a dietetic internship program unless the applicant holds a doctoral degree.
- Favorable letters of recommendation.
- Volunteer or work experience.
- Food Manager Certification- can be completed after acceptance but before the ISPP starts.
- Proof immunizations as described in the immunization section of this handbook.
- Clear criminal background and drug testing.
- TOEFL score of a minimum of 90 with a 22 or higher in reading and listening, 26 or higher in speaking and 24 or higher in writing.
- Evidence of health insurance.
- A.N.D. Student Member.
- Professional liability insurance

## Application Process

### Please submit the following:

- Processing fee: \$ 75 (applicants will be invoiced after the application is submitted)
- Case study (email the DPD director/coordinator for a copy before your apply)
- A cover letter that indicates to which concentration are you applying (clinical, community or either) and why you would be a good fit for the UCB ISPP (please note the UCB ISPP is 16 weeks of clinical with an option for an additional 3 weeks)
- DICAS application, which should include
  - Official transcripts from all university and/or colleges attended
  - Resume
  - Three letters of recommendation from academic faculty and/or work supervisors
  - A Personal Statement with the following information:
    - Why do you want to enter the dietetics profession?
    - Discuss experiences that have helped to prepare you for your career,
    - What are your short-term and long-term goals?
    - What are your strengths and weaknesses or areas needing improvement?
    - Any other relevant information that may be helpful in the evaluation of your application.
    - 1000 Word limit
- TOEFL score. All applicants from countries in which the official language is not English are required to submit official evidence of English language proficiency. This requirement applies to applicants from Bangladesh, Nepal, India, Pakistan, Latin America, the Middle East, Israel, the People’s Republic of China, Taiwan, Japan, Korea, Southeast Asia, most European countries, and non-English-speaking countries in Africa. TOEFL score of a minimum of 90 with a 22 or higher in reading and listening, 26 or higher in speaking and 24 or higher in writing.
- Original verification statement from an accredited dietetics program (not required for doctoral degree applicants). This must be submitted before the start of the program.
- Signature on Appendix J

**Interview.** Top candidates will be invited for an in-person or real-time interview.

**Acceptance.** Achievement of minimum eligibility does not guarantee acceptance into the program. If an applicant is not selected, their application may be held and considered for a fall admission and start date, pending available space. **Given the quick-turnaround after “match day”, applications will be considered as they are received.**

**Spring application and admission timeline.** Fall application and admission timeline will vary based on space in the program.

	2020	2021
Application will be accepted (interviews may occur before DI match day but notification of acceptance will not be given until after match day)	February 15	TBD-contact DPD Director
Final application deadline	April 10	TBD
Notification of acceptance	May 15	TBD
Deposit is due (\$1,000)	One week post acceptance	
Remaining program fees, drug screening, immunization records	June 15	
Last day for 50% fee reimbursement for withdrawals	July 1	
Start date	Mid-August	

## Admissions: Drug Testing, Immunizations and Background Checks

Continued admission into the ISPP is contingent upon receipt of program fees, clear criminal background check through UCPD, clear drug testing and proof of immunizations through titers.

**Drug screen requirements:** Please request a 10-panel drug test that can detect the use of cocaine, opiates, marijuana, barbiturates, benzodiazepines, phencyclidine, amphetamines, methaqualone, methadone and propoxyphene.

**Immunization requirements:** Please provide a copy of your immunization record in English. The record must be signed by a health care provider and include their office stamp or be a formatted report on official letterhead.

- \*TB: 2 skin tests, 1-3 weeks apart within the last 12 months or negative Quantiferon test within the previous 12 months
- \*Hepatitis B: positive titer
- \*Measles, Mumps, Rubella: negative titers or 2 MMR vaccinations one month apart
- \*Varicella (Chickenpox): negative titer or 2 doses of varicella 1-2 months apart
- \*Tdap (Tetanus/Diphtheria/Pertussis): adult dose within the last 10 years
- \*Flu vaccine: annual flu shots are required by most facilities.

The hepatitis B vaccination series is long and requires ample planning. Some facilities require titers for proof of immunity. Cost of titers are the responsibility of the participant. Please consider gathering immunization records and titers the winter before you apply.

**Background check:** This will be completed through UCPD and must be completed by mid-June.

## Program Fee Payment, Financial Aid & Reimbursements

Continued acceptance in the ISPP is contingent on receipt of program fees. A deposit of \$1,000 must be submitted within 1 week of acceptance to secure placement in the program. The remaining balance of fees must be received by June 15 or indicated date for fall admission. A payment plan can be arranged if requested within a week of admission.

No federal grants or aid are available at UCB. Scholarships may be available from corporations, community or civic groups, religious organizations, the Academy of Nutrition and Dietetics, and the California Academy of Nutrition and Dietetics. Scholarship eligibility criteria are usually published in the September issue of the A.N.D. Journal.

July 1 is the last day for 50% reimbursement should a participant decide to not enter the ISPP. There will be no program fee refund if the participant withdraws or is dismissed after this time.

Details regarding payment methods and program fees are available in Appendix I.

## Health & Wellness, Injuries

If medical emergencies are needed while at a rotation you will be transported to the closest emergency room, if necessary. With the participant's consent, please notify the ISPP director of any care given to the participant. Costs incurred shall be responsibility of the participant. The rotation site, nor the school, will be held responsible for injuries.

All participants are required to carry health insurance. If the participant needs insurance, they can purchase it through the UCB visiting scholar office. Health insurance through the university can range from \$63 a month to \$650 a month, depending on age and plan.

## Visiting Scholar Program, Participant Resources

Participants must join the UCB Visiting Scholar program. This program allows participants to join the campus health insurance, receive a Cal1Card which provides library access and other campus services, and a Berkeley email account. The cost of becoming a Visiting Scholar is \$750. Visiting scholars are required to have medical insurance for the duration of the appointment, either through UC Berkeley or another insurer.

## International Participants

International participants can choose to use their Optional Practical Training (OPT) allotment for the ISPP. More information is available at: <http://internationaloffice.berkeley.edu/students/training/f-1>

## Cost to Participants

Estimated Program Expenses include:

Expense	Estimated Cost
Application fee	\$75
Program fees	\$17,000
Program fees beyond 10 months	\$1,000/month
Lab coat, and non-skid shoes	Approx. \$100
Books, Access to Food Drug Interaction Books	Approx. \$100
Professional meeting attendance- required	Approx. \$75
Meals, transportation, housing	Varies
Student Professional Insurance	Approx. \$25
Health insurance	Varies
A.N.D. Student Membership	\$60
Local Dietetic Association Membership	\$10
Drug testing	Approx. \$50
Personal physical exam, immunizations	Approx. \$50
Computer, paper and printing costs	Varies
Visiting Scholar Program	\$750
Background check	\$100
Cal 1 card	\$25
Total	Approx. \$18,500

## Calendar, Holidays, Absences and Tardiness

### *Calendar*

The ISPP is full-time and participants are expected to be at their supervised practice site 40-hours a week. A one-week orientation will begin in August and rotations begin soon after. The ISPP will commence in May or June.

### *Holidays – subject to change given rotation sites*

Holidays are observed as follows: Thanksgiving day, Christmas and New Year's day, one-week between Christmas and New Year's, Martin Luther King Jr.'s Birthday, Cesar Chavez Holiday, Veteran's Day, Fourth of July, Labor Day, and Memorial Day. You are not expected to be present on these holidays, however, **holiday schedule and observances of the rotation site supersede these posted days. Please be sure to check with your preceptor for the facility's holiday schedules at the start of the program and before you plan your activities so that there are misunderstandings and conflicts.**

### *Illness/Emergency/Tardiness:*

Interns are expected to be on-time to their rotations. In the unlikely event that a participant will be late, the participant should call the rotation preceptor as a professional courtesy.

If a day must be missed for illness or special circumstances, both the preceptor and ISPP Program Coordinator must be contacted. Make-up of any missed work is the responsibility of the participant with approval from the preceptor. Please note that vacations are not an excusable absence.

If illness or other unusual circumstances causes a prolonged interruption within the program, the participant can continue the program the following year, if approved by the Program Coordinator. A letter explaining the reasons for this interruption must be given to the ISPP Program Coordinator. The date the participant plans to complete the program needs to be included in the letter and it not to exceed one year beyond the interruption. Only the rotations and objectives that were not completed must be satisfactorily completed and participants must pay for additional time needed to complete program (e.g. \$1,000 per month).

As written below in the section on program policies, three (3) or more unexcused absences during any rotation can result in dismissal from the program and three (3) or more unexcused tardies during any rotation can result in dismissal from the program.

## Travel

UCB and the ISPP not responsible or liable for accidents occurred in travel to and from assigned areas. Participants are responsible for their own transportation and car insurance. Participants are expected to have a reliable transportation during the period of ISPP participation. Also, the participants will be responsible for all travel expenses related to and from the campus for the face-to-face one week orientation.



## Participant Evaluation: Performance, Remediation and Hours/Activities

*Participant Performance.* Participants are evaluated on their professionalism and competency in completing activities and assignments. Participants will be evaluated by preceptors at the mid-point and end of each rotation. At mid-point participants must earn a 3 or higher (accurate most of the time) on their skill development and professionalism. **For each 3 earned at mid-point, a plan must be in place to help the participants achieve a final evaluation of a 4 (competent) or higher.** The participant must achieve a 4 or higher on all rotation required competencies to satisfy the completion of the rotation except for MNT I. For MNT I, a 3 or higher must be earned by the end of the rotation.

*Remediation.* If the preceptor's evaluation of the participant's performance is 3 or less at the end of the rotation, the participant will be placed on probation and must repeat the rotation. At this point the intern would meet with the DPD director to discuss their progress, plans for improvement and additional support/tutoring would be offered. During the repeat rotation, the intern will be evaluated weekly.

If failure to perform with a 4 or higher in the **repeated** rotation occurs, this would result in termination from the ISPP. Guidance would be given at this point for the participant to seek the DTR credential or an alternative career path.

*Tracking Supervised Practice Hours.* Time spent in professional work settings, simulations, working on case studies and role playing, along with required activities, and exposure to various populations and conditions, is monitored via participant weekly activity verification logs. The DPD will review these logs every 2 weeks and if the intern is missing experiences at mid-point then the intern and preceptor will be contacted to assure exposure will occur.

*Required Advising.* The participant must meet with the DPD director/coordinator every 2-3 weeks to discuss participant overall progress.

A sample evaluation form can be found in Appendix F.

## Access to File

Participants' written data are kept on file in the DPD Director's office for 5 years. All participants have their right of privacy to access their own data. Family members or others are not allowed to access the data without participant's discretion. The ISPP complies with all FERPA laws.

## Confidentiality

Participants must maintain strict confidentiality for all proprietary information, patients and clients in hospitals or community programs. Such confidential and proprietary information includes, without limitation, information regarding patients, hospital costs, treatment methods, research activities, and other financial and business matters which are not otherwise available to the public. Participants will be trained on HIPPA through UC Learning.

Failure to comply with this policy will result in immediate dismissal from the ISPP.

## Professional Behavior and Participant Conduct

The ISPP is a pre-professional pathway of the Academy of Nutrition & Dietetics. Participants should demonstrate attitudes consistent with an entry-level practitioner and the Academy of Nutrition and Dietetics Standards of Professional Performance (Appendix G), which includes professional behaviors, leadership, self-directed learning, high-quality work, advocacy and service to the profession and community. Participants are expected to conduct themselves in a professional manner and in accordance with the Code of Ethics of the Academy of Nutrition & Dietetics (Appendix H).

In addition to the Code of Ethics of the Academy of Nutrition & Dietetics, participants are expected to abide by the University Campus Code of Student Conduct: <http://sa.berkeley.edu/student-code-of-conduct>. The code refers to all forms of academic misconduct along with other forms of unauthorized conduct.

Participants are required to comply with any provided rules, regulations or policies for each rotation or facility. Failure to comply will result in immediate dismissal.

Participants are expected to present themselves in a professional manner; no exposed tattoos, discrete jewelry, including facial piercings, modest hair and clothing that covers shoulders, upper body, midriff and thighs. Closed-toed certified non-slip black shoes are required for the foodservice management rotations.

## Disciplinary Procedures & Dismissal

Participants not abiding by the Code of Ethics of the Academy of Nutrition & Dietetics will be addressed by the DPD Director and/or ISPP Coordinator and complaints will be reported to the Code of Ethics committee of the Academy of Nutrition & Dietetics and appropriate measures will be taken. <http://www.eatright.org/About/Content.aspx?id=8176>

The following are specific grounds for immediate dismissal:

- Failure to comply with the policies and requirements of the program (page 17) or affiliate facilities.
- Failure to comply with the Professional Code of Ethics as outlined by the Academy of Nutrition and Dietetics.
- Failure to comply by the University Campus Code of Student Conduct. [http://sa.berkeley.edu/student-code-of-conduct#CONDUCT\\_PROCEDURES](http://sa.berkeley.edu/student-code-of-conduct#CONDUCT_PROCEDURES)
- Failure to comply with the confidentiality policy.
- Insubordination.
- Unsatisfactory academic performance (unsatisfactory evaluations after being placed on probation).
- Any other reason determined by the DPD/ISPP Advisory Committee.

## Participant Complaints

Most participant complaints can be resolved on an informal basis by communication between the participant and the preceptor or program director. Participants who believe they are subject to unfair practices should first discuss their concern with the preceptor directly, then they should contact the DPD director, or if necessary, the chair of the Department on Nutritional Sciences & Toxicology. If the complaint relates to the performance of the ISPP/accreditation, the complaint can be discussed with the DPD director or the chair of the Department on Nutritional Sciences & Toxicology. Retaliation will not occur due to filing of a complaint.

If the complaint relates to accreditation status or the performance of the ISPP, and all other options with the DPD and University have been exhausted, then participants should contact the Accreditation Council for Education in Nutrition and Dietetics Education (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 or (800) 877-1600 and <https://www.eatrightpro.org/acend>.

## ISPP Policies

ISPP policies have been established to delineate the responsibility of each participant and are the criteria used to determine continuance in the program.

- Official BS degree transcripts demonstrating degree conferral and a verification statement (within five years of application) must be submitted to the DPD director before the start of the program. The non-doctorate degree participants will be dismissed from the program if they fail to comply with these important requirements. (Five year academic requirement may be waived for applicants with dietetic work experience under the discretion of the DPD Program Director).
- Participant must complete the program within 10 months. In special circumstances, ISPP requirements can be extended for an additional 5 months at the discretion of the DPD Director and/or ISPP Coordinator. There will be additional costs to extend the program.
- Participants will always be regarded as students and in the process of learning, and will never be used as a replacement for an employee.
- The participant must comply with the Academy of Nutrition and Dietetics' Code of Ethics.
- The participant must comply with the University Campus Code of Student Conduct.
- Three or more unexcused absences during any rotation can result in dismissal from the ISPP.
- Three or more unexcused tardies during any rotation can result in dismissal from the ISPP.
- All assignments must be satisfactorily completed by the specified date.
- The participant must meet with the DPD director as designated.
- The participant must have an active email address and phone throughout the ISPP. Reply emails must be sent within 24 hours, Monday-Friday.
- The final rotation assessment process includes a competent evaluation (4 or better) for the required competencies. If the preceptor's evaluation of the participant's performance is unsatisfactory in a rotation, the participant will be placed on probation and must repeat the rotation. Failure to a 4 or higher in the repeated rotation would result in termination from the ISPP.
- Participants will be provided with a signed Verification Statement after successful completion of internship rotations/assignments and other required projects.

## University Policies and Procedures

The University has established policies and procedures that will guide you through your certificate:

Policy	Link
Protection & privacy of participant information & access to personal file	<a href="http://registrar.berkeley.edu/ferpa.html">http://registrar.berkeley.edu/ferpa.html</a>
Health services	<a href="http://uhs.berkeley.edu/">http://uhs.berkeley.edu/</a>
Harassment & Nondiscrimination	<a href="http://ophd.berkeley.edu/">http://ophd.berkeley.edu/</a>
Insurance policies: health, events and activities, participant travel and renters.	<a href="http://riskservices.berkeley.edu/student">http://riskservices.berkeley.edu/student</a>

## Policies Related to Insurance

All participants must obtain and maintain medical insurance and student professional liability insurance. Proof of insurance must be provided by the orientation date. Health insurance can be purchased from the campus Visiting Scholar's Office.

**Professional Liability:** The University does not extend insurance to participants. Participants are required to obtain professional liability insurance in an amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) annual aggregate. The University of California, Berkeley, does not endorse any particular insurer. Thus the following information is intended solely to assist you in obtaining coverage and you may wish to seek an insurer other than the ones listed here:

Health Providers Service Organization

1-800-982-9491

<http://www.hpso.com/professional-liability-insurance/student-coverage-description.jsp>

Marsh US Consumer

1-800-503-9230

<http://www.proliability.com/professional-liability-insurance/students>

**Cost:** Approximately 35\$/year (Academy 20\$).

## **Policies Related to Information to the Participants and the Public**

Content related to admissions, fees and policies is available to the public via the CNR UCB ISPP website. The ISPP evaluation plan (Appendix I) and outcome data measuring achievement of program objectives are available to participants, prospective participants, and the public upon request.

## **ISPP Contact Information**

### **Director, Didactic Program in Dietetics**

Mikelle McCain, MPH, RD

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## Appendix A: Program Goals and Objectives

**Objectives are evaluated annually using an average of data from the previous three years.**

**Goal #1:** Graduates will apply their knowledge and skills through supervised practice, graduate school or employment in nutrition and dietetics or health related fields.

- PO-1. 80% or more of DPD graduates will rank their knowledge as “average” or higher upon graduation. *DPD graduates.*
- PO-2. 80% or more of DPD graduates will rank their preparedness for post baccalaureate supervised practice, graduate school, and/or job performance as “prepared” or higher 18-months after graduation. *DPD graduates.*
- PO-3. 80% or more of supervised practice directors will rank DPD graduates’ academic knowledge preparedness as “prepared” or higher. (DPD RE 3.3b4) *DPD graduates.*
- PO-4. At least 80% of program students will complete the program/degree requirements within three years (150% of program length time). (DPD RE 3.3b1) *DPD graduates.*
- PO-5. 50% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation. (DPD RE 3.3b21) *DPD graduates.*
- PO-6. Supervised practice program admissions:
  - a) 40% of program graduates are admitted to a supervised practice program within 12 months of graduation. (DPD RE 3.3b22) *DPD graduates.*
  - b) 60% of those applying to supervised practice programs within 12 months of graduation will be accepted. *DPD graduates*
- PO-7. 70% of DPD graduates who did not apply to or were accepted into supervised practice program within 12 months of graduation will have either a) been accepted to graduate school, b) taken the DTR exam or c) obtained employment in dietetics or a related field or sought and obtained employment outside of dietetics within 1 year of graduation. *DPD graduates.*
- PO-8. The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (DPD RE 3.3b3a) *DPD graduates.*
- PO-9. 80% or more of ISPP graduates will rank their preparedness for employment or graduate school as “average” or higher 12 months after program completion. *ISPP graduates.*
- PO-10. 80% or more of employers will rank ISPP graduate preparedness as “prepared” or higher. (DI RE 3.3b4) *ISPP graduates.*
- PO-11. At least 80% of program students complete the program requirements within 15 months (150% of the program length). (DI RE 3.3b1) *ISPP graduates.*
- PO-12. 80% of program graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (DI RE 3.3b3a) *ISPP graduates.*
- PO-13. The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (DI RE 3.3b3b) *ISPP graduates.*
- PO-14. Of graduates who seek employment, 75% are employed in nutrition and dietetics or related fields within 12 months of graduation. (DI RE 3.3b2) *ISPP graduates.*

**Goal #2:** Graduates will have a personal commitment to a high standard of professional behavior.

- PO-15. 85% of DPD graduates will indicate the DPD provided them opportunities to develop professional preparedness upon graduation. *DPD graduates.*
- PO-16. 85% or more of DPD graduates will indicate the DPD helped them to develop professional preparedness 18-months after graduation. *DPD graduates.*

- PO-17. 85% of Dietetic Internship Directors will indicate UCB graduates demonstrate professional behaviors. (DPD RE 3.3b4) *DPD graduates.*
- PO-18. 80% of DPD graduates will indicate they volunteered in the community outside of classroom projects or participated in professional organizations while at UC Berkeley. *DPD graduates.*
- PO-19. 80% of DPD graduates will indicate they participated in professional activities over their first 18-months after completing the program. *DPD graduates.*
- PO-20. 85% of ISPP graduates will indicate the ISPP helped them to develop professional preparedness by answering “agree or higher” when asked about questions related to professionalism. *ISPP graduates.*
- PO-21. 85% of employers will indicate UCB ISPP graduates demonstrate professional behaviors. *ISPP graduates.*
- PO-22. 80% of ISPP graduates will indicate they participated in professional activities over their first year after completing the program. *ISPP graduates.*

## Appendix B: Core Knowledge and Competencies (CRDN)

### **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 NDTRs 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 others.

### **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.
<b>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</b>
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.
<b>Title of Concentration Area 1: Clinical Concentration</b>
MNT 5.1: Performs the Nutrition Care Process and develops and delivers nutrition care plans for specialized or complex medical cases.
MNT 5.2: Includes the NFPE in nutritional status assessment to identify malnutrition and micronutrient deficiencies.
MNT 5.3: Investigates an area of advanced clinical practice.
<b>Title of Concentration Area 2: Community Concentration</b>
Community 5.4: Performs community-focused services for a selected population.
Community 5.5: Develop a comprehensive community-based program with a multi-faceted needs assessment, evidence-based intervention, budget and collection of outcome data.
Community 5.6: Participate in advocating for nutrition services and the profession

## Appendix C: Curriculum Map. ACEND Supervised Practice Core Knowledge for the Registered Dietitian Nutritionist and Occurrence of Competencies in Rotations

This table aligns rotations with the core knowledge requirements for the RDN, which can help the participant identify the competencies for each rotation. The core knowledge requirements can be found in Appendix B.

CRDN	Inst. Food-service	Patient Food-	MNT I	MNT II	Outpt-Community	Child/Adole-	Orienta-tion/class	Clinical Conc	Comm-unity Conc
1.1	X	X							X
1.2	X		X	X	X	X		X	X
1.3	X				X			X	X
1.4	X			X				X	X
1.5	X								X
1.6	X	X	X	X	X	X	X	X	X
2.1	X	X	X	X	X	X	X	X	X
2.2	X			X	X				X
2.3	X		X	X	X			X	X
2.4	X	X	X	X	X			X	
2.5		X	X	X				X	
2.6			X	X	X			X	
2.7	X	X		X				X	X
2.8	X	X							X
2.9							X		X
2.10	X	X	X	X	X		X	X	X
2.11		X	X	X	X			X	X
2.12	X	X	X	X	X		X	X	X
2.13							X		
2.14					X		X		X
2.15							X		
3.1			X	X	X			X	X
3.2			X	X	X			X	X
3.3	X	X	X	X	X			X	X
3.4	X	X		X				X	X
3.5					X	X			
3.6			X	X	X				X
3.7	X				X				X
3.8			X	X	X			X	X
3.9	X	X							
3.10	X	X	X	X				X	
4.1	X	X							
4.2	X	X							
4.3	X	X	X						
4.4	X	X	X	X	X			X	X
4.5	X	X							X





## Appendix E: Learning Activities, Rotation Descriptions (Requirement 5.3)

Number of Hours	Location/Rotation	Learning Activities
200	Institutional Foodservice Management-Hospital/ School District Administrative	<ul style="list-style-type: none"> <li>• Marketing, procurement, storage, inventory, preparation, delivery, service, and management that include retail operations. Participants practice the care and operation of equipment, sanitation audits, HACCP Guidelines, menu planning, customer service, human resources and management activities.</li> <li>• Rotation activities include practical hands-on experience as well as investigative research to prepare for in-depth management responsibilities.</li> <li>• Assignments include smaller projects (journals, summaries, etc.) along with two major projects and a related optional activity: 1)The Theme Meal Project 2)The Management Quality and Process/Performance Improvement Project with a paper and presentation 3) Optional-Abstract submission to the participant’s state Dietetic Association for presentation 4) Attend a catering event and work as part of the team.</li> </ul>
120	Patient Food Service Management & Production -Hospital/Long-term Care	<ul style="list-style-type: none"> <li>• This rotation focuses on food service within an inpatient setting for people who have medical needs related to their diets.</li> <li>• Menu planning, taking meal orders, tray preparation and delivery, patient promotions, marketing of menus, quality assurance and all aspects of producing and delivering nutrition to patients. Quality assurance.</li> <li>• Assignments include journals, summaries, quality audit, cost study on a standardized recipe, patient foodservice menu project, quality improvement project and develop and implement an in-service for foodservice workers.</li> </ul>
<b>Total Foodservice Management: 320 hours</b>		
160	MNT I, LTC or Hospital: Shadowing Cardiology Neurology General Medical/ Surgical GI & GI surgery	<ul style="list-style-type: none"> <li>• Implementing the Nutrition Care Process in populations with common medical conditions impacted by diet including Obesity, Diabetes, Hypertension, Cardiovascular, Gastrointestinal disorders, General Medical/Surgical patients.</li> <li>• The participant will interact with the other health care professionals/MD/PT/OT/RT/RN/Social worker, working with support staff and NDTR, providing appropriate nutritional care and dietary instruction to uncomplicated medical patients, and counseling techniques.</li> <li>• Must have experiences with at least 5 different ethnic groups by the end of the internship and this rotation provide opportunity for this interaction.</li> <li>• Assignments for MNT I include patient care logs, preparation &amp; presentation of mini-case studies, tracking of clinical quality assurance/analyzing risk</li> <li>• Takes place in hospital and LTC facilities.</li> </ul>

160	MNT I, Hospital	<ul style="list-style-type: none"> <li>• Same as above except these hours must take place in a hospital setting.</li> <li>• Implementing the Nutrition Care Process in populations with common medical conditions impacted by diet including Obesity, Diabetes, Hypertension, Cardiovascular, and Gastrointestinal disorders and General Medical and Surgical patients.</li> </ul>
160	MNT II, Hospital- General Medical/ Surgical Oncology Optional: Bone Marrow Transplant Behavioral health Transplant	<ul style="list-style-type: none"> <li>• Apply the Nutrition Care Process to populations with more complicated conditions impacted by diet such as hepatic disease, renal, MSOF, pulmonary, trauma, burns, oncology, complicated medical, and pre-postsurgical patients.</li> <li>• Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. Contact social service agencies to become aware of their nutrition-related benefits and services offered.</li> <li>• Must have experiences with at least 5 different ethnic groups by the end of the internship and this rotation provide opportunity for this interaction.</li> <li>• Assignments for MNT II include: major case study written report and presentation, patient care logs.</li> </ul>
40-80	MNT II- Renal inpatient/outpatient	<ul style="list-style-type: none"> <li>• At least 40 hours of MNT II will be dedicated to renal disease to obtain learning knowledge of basic kidney function, Pre-End Stage Renal Failure (ESRD), ESRD, hemodialysis, and Continuous Ambulatory Peritoneal Dialysis (CAPD)</li> </ul>
40-80	MNT II- Nutrition Support/ICU	<ul style="list-style-type: none"> <li>• At least 80 hours of MNT II will be dedicated to critical care and the Intensive Care Unit. Participants will interact with other members of health team, assess nutritional needs, recognizing critical lab values, determine enteral products, parenteral nutrition administration and develop and implementing transitional feeding plans. Work with OT/PT/ST/Pathology.</li> </ul>
80	MNT II- Staff Relief	<ul style="list-style-type: none"> <li>• Cover clinical care for 80 hours with a full-patient load and minimal supervision.</li> </ul>
Total Inpatient clinical: 640 hours		

120	<p>Outpatient Nutrition Care - Hospital clinic, outpatient clinic, doctor's office, community outreach program, university health services</p>	<ul style="list-style-type: none"> <li>• Developing skills to provide nutrition services to the community at large through a variety of activities, programs, and services including nutrition counseling, nutrition education and program planning. Provide effective education and counseling to facilitate behavior change.</li> <li>• Activities include: <ul style="list-style-type: none"> <li>○ Outpatient counseling: provide effective education and counseling to facilitate behavior change in populations with medical conditions impacted by diet that do not require hospitalization.</li> <li>○ Should interact with a variety of patients. Pregnancy/Lactation case (real or case study) will be assigned. Must have experiences with at least 5 different ethnic groups by the end of the internship and this rotation provide opportunities for this interaction.</li> <li>○ Use of education materials.</li> <li>○ Participate in the coding and billing of dietetics and nutrition services to obtain reimbursement for services from public insurers.</li> </ul> </li> <li>• Assignments include: <ul style="list-style-type: none"> <li>○ Journals, Conditions &amp; Populations Log, Conduct patient education and counseling sessions, mini-case studies</li> <li>○ Targeted Nutrition Education: implementation of nutrition-focused group education sessions. Teach existing classes and developed of a new lesson or activity. Develop marketing, implementation and resource-management skills.</li> <li>○ Review a policy affecting nutrition practice. Develop an in-service to present this to facility preceptors.</li> <li>○ Participants will <u>either</u> spend at least 1 week in a government- funded public health program (WIC, Head Start, Meals-On-Wheels, Cooperative Extension, SNAP-ED) to understand the interworking's of this operation or will conduct an assignment to gain this experience. Participants will evaluate government program guidelines and policies.</li> <li>○ Optional activities: health promotion activities including health fair participation and various wellness activities.</li> </ul> </li> </ul>
80	Community-based program.	<ul style="list-style-type: none"> <li>• Developing skills to provide nutrition services to the community at large through a variety of activities, programs, and services including nutrition education and program planning.</li> <li>• Provide effective education and counseling to facilitate behavior change.</li> <li>• The Program Planning activity is a project that includes rationale and/or assessment, design, development, promotion and marketing, delivery, and evaluation of effectiveness</li> </ul>

		<ul style="list-style-type: none"> <li>• Interacting with the pediatric population. .</li> <li>• Through patient interactions, case studies or teaching, participants will become familiar with nutrition-related issues that children and adolescents face in the school environment, such as peer pressure, academic performance, athletic achievement, drugs, and alcohol.</li> <li>• Typical location includes the Cal campus Early Childhood Education Program but other options include: elementary, middle, or high schools, after school programs, community centers or programs for school-aged children such as Boys and Girls Clubs, YMCA, YWCA, and religious organizations.</li> </ul>
Total Community & Outpatient: 200 hours		
120	Clinical Concentration- Complex medical conditions/ICU	<ul style="list-style-type: none"> <li>• An additional 160 hours practicing the nutrition care process with populations with more complicated conditions. Primarily developing nutrition support regimens.</li> <li>• Develop transitional feeding plans.</li> <li>• Must spend time in the Intensive Care unit.</li> <li>• Must include Nutrition Focused Physical Exam as part of the NCP.</li> <li>• Use of Indirect Calorimetry, if available.</li> <li>• Attend ICU Medical Rounds and Nutrition Support Rounds, if available.</li> <li>• Systematic literature search and presentation</li> <li>• Assignments: research and case study professional presentation to medical team or preceptors.</li> </ul>
120	Community Concentration	<ul style="list-style-type: none"> <li>• An additional 40 hours in outpatient MNT conducting one-on-one sessions and group classes.</li> <li>• 40 hours in program planning and evaluation. Community Nutrition Program planning: this is a continuation of the wellness program activity. The community nutrition needs assessment (variety of databases/resources/groups/ Systematic literature search) should drive: program planning, evidence-based solutions, implementation, marketing, resource management, implementation skills and evaluation of outcomes. This differs from the general outpatient community nutrition focus in that the intern will implement the intervention and evaluate the outcomes.</li> <li>• 80 hours in a government- funded public health program, if an affiliation agreement is signed.</li> <li>• 40 hours Staff Relief- Optional</li> <li>• Advocate for nutrition by visiting with a local government Representative.</li> <li>• Assignments: written report of the program and a corresponding presentation to preceptors.</li> </ul>
Total concentration hours: 120 hours		
40	Week of instruction	Attend a professional meeting during the program, develop a professional portfolio, become a UCB mentor, coding and billing worksheet, research analysis project.



80-120	Elective	Identify an area for further practice and exploration.
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Track: Rotation Area/Course	Column A	Column B				
	# of hours in Professional Work Setting	# of hours in Alternate Practice Experiences				
US Based		B1 Simulation	B2 Case Studies	B3 Role Playing	B4 Other	B5 Combined Hours for Alternate Practice Experiences
Clinical – MNT I	320					
Clinical – MNT II	320					
Foodservice – patient meals	120					
Foodservice -Institutional	200					
Outpatient Nutrition Care	120					
Community programs	65		10	5		15
Orientation			10	10	20	40
Concentration	120					
Elective	80					
<b>International</b>	<b>0</b>					
<b>TOTAL</b>	<b>1345</b>		<b>25</b>	<b>20</b>	<b>20</b>	<b>55</b>
<b>Sum of Hours for Each Category</b> (Program may insert additional rows.)	<b>Total Column A</b> must be ≥ 900 hours for CP, DI, ISPP	<b>Total Column B5</b> must be ≤ 300 hours for CP, DI, ISPP				

Total Planned Hours	
Sum of hours in professional work setting and alternate experiences (Total Sum of Columns A and B5 in Table 1)	1400
Total Hours <b>within</b> the US and its territories (must be at least 900 hours in professional work setting)	1400

**RDN Summary of Learning Activities (Required Element 5.3)**

<b>Populations</b>	<b>List a course or rotation in which the populations and/or cultures are covered</b>	<b>Learning Activity Example</b>
Infants	Community Nutrition Programs	Infant case study, observe infant classroom, develop lesson plan for infants, lifespan worksheet.
Children	Community Nutrition Programs	Children case study, observe toddler and preschool classroom, develop lesson plan for toddlers and preschool, lifespan worksheet
Adolescents	Cal Dining, Cal Athletics, Community Nutrition Programs	Lifespan worksheet, observe and participate in nutrition services for adolescent/early adult population: food demonstration, brief counseling, cooking course
Adults	MNT I & II, Clinical Concentration and Outpatient Care	Application of the NCP in the inpatient and outpatient setting. Case study presentation.
Pregnant & Lactating Females	Outpatient Care, Inpatient	If exposure to pregnant or lactating women is not available, a case study will be assigned.
Older Adults	MNT I & II, Clinical Concentration and Outpatient Community Rotation	Application of the NCP in the inpatient and outpatient setting.
Examples of other populations and diverse cultures		
Lower income	Outpatient Care Rotation	Application of the NCP in the outpatient setting or a simulation of a session with preceptor.
Ethnic groups	MNT I & II, Clinical Concentration and Outpatient Care Rotation	Application of the NCP in the inpatient and outpatient setting. Must have experiences with at least 3 different ethnic groups.

Conditions or Disease States	List a course or rotation in which the populations and/or cultures are covered	Learning Activity Example
Overweight & Obesity	Outpatient Care Rotation	Application of the NCP in the outpatient setting.
Endocrine Disorders	MNT I & II and Outpatient Care Rotations	Application of the NCP in the inpatient and outpatient setting.
Cancer	MNT I & II and Outpatient Care Rotations	Application of the NCP in the inpatient and outpatient setting.
Malnutrition	MNT I & II and Outpatient Care Rotations	Application of the NCP in the inpatient and outpatient setting. Review current malnutrition literature.
Cardiovascular Disease	MNT I & II and Outpatient Care Rotations	Application of the NCP in the inpatient and outpatient setting.
Gastrointestinal Disease	MNT I & II and Outpatient Care Rotations	Application of the NCP in the inpatient and outpatient setting.
Renal Disease	MNT II and Outpatient Care Rotations	Application of the NCP in the inpatient and outpatient setting.
Other		
Neurology	MNT I & II	Application of the NCP in the inpatient setting.
Optional: Bone Marrow Transplant Behavioral health Transplant	Clinical concentration	Application of the NCP in the inpatient setting.

## Appendix F: Evaluation and Assessment Activities

ACEND Competency Evaluation						
<b>Ratings Scale:</b> 5 – Exceeds expectations 4 – Competent. Meets all expectations. Demonstrates sound knowledge, confidence, and effective use of entry level skills; seeks assistance after investigating potential solutions. 3 – Applies major principles and concepts accurately most of the time, however requires support to consistently use principles and/or methodology accurately in all practice applications. 2 – Does not consistently demonstrate an understanding of major principles and concepts. Does demonstrate some correct practice methodology. 1 – Requires frequent support and directive cues. Needs direction to consistently identify principles						
Participant:		Preceptor:				
Rotation:		Date of Evaluation:				
Evaluation by (check one): Participant			Preceptor			
Evaluation cycle (check one): Mid-rotation:			End of rotation:			
<b>1. Scientific and Evidence Base of Practice: integration of scientific information and translation of research into practice.</b>					Circle the appropriate rating for EACH cell block.	
1.1	Select appropriate indicators of program quality and/or customer service and measure achievement of objectives	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.2	Apply evidence-based guidelines, systematic reviews and scientific literature.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.3	Justify programs, products, services and care using appropriate evidence or data	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.4	Evaluate emerging research for application in dietetics practice	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.5	Conduct research projects using appropriate research methods, ethical procedures and statistical analysis	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.6	Incorporate critical-thinking skills in overall practice.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.</b>						
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.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
2.2	Demonstrate professional writing skills in preparing professional communications.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

2.3	Demonstrate active participation, teamwork and contributions in group settings	1	2	3	4	5
2.4	Function as a member of interprofessional teams.	1	2	3	4	5
2.5	Assign patient care activities to NDTRs and/or support personnel as appropriate.	1	2	3	4	5
2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	1	2	3	4	5
2.7	Apply leadership skills to achieve desired outcomes.	1	2	3	4	5
2.8	Demonstrate negotiation skills.	1	2	3	4	5
2.9	Participate in professional and community organizations.	1	2	3	4	5
2.10	Demonstrate professional attributes in all areas of practice.	1	2	3	4	5
2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff.	1	2	3	4	5
2.12	Perform self-assessment and develop goals for self-improvement throughout the program.	1	2	3	4	5
2.13	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	1	2	3	4	5
2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics	1	2	3	4	5
2.15	Practice and/or role play mentoring and precepting others.	1	2	3	4	5
<b>3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations</b>						
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.	1	2	3	4	5
3.2	Conduct nutrition focused physical assessment.	1	2	3	4	5
3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.	1	2	3	4	5
3.4	Design, implement and evaluate presentations to a target audience.	1	2	3	4	5
3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.	1	2	3	4	5
3.6	Use effective education and counseling skills to facilitate behavior change.	1	2	3	4	5
3.7	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.	1	2	3	4	5

3.8	Deliver respectful, science-based answers to client questions concerning emerging trends.	1	2	3	4	5
3.9	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	1	2	3	4	5
3.10	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of	1	2	3	4	5
<b>4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations</b>						
4.1	Participate in management of human resources.	1	2	3	4	5
4.2	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.	1	2	3	4	5
4.3	Conduct clinical and customer service quality management activities.	1	2	3	4	5
4.4	Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.	1	2	3	4	5
4.5	Analyze quality, financial and productivity data for use in planning.	1	2	3	4	5
4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment	1	2	3	4	5
4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	1	2	3	4	5
4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	1	2	3	4	5
4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-	1	2	3	4	5
4.10	Analyze risk in nutrition and dietetics practice.	1	2	3	4	5
<b>5</b>	<b>Concentrations</b>					
MNT 5.1	Perform the Nutrition Care Process and develop and deliver nutrition care plans for complex medical cases in the intensive care setting.	1	2	3	4	5
MNT 5.2	Includes the NFPE in nutritional status assessment to identify malnutrition and micronutrient deficiencies.	1	2	3	4	5
MNT 5.3	Investigates an area of advanced clinical practice.	1	2	3	4	5
Comm- unity 5.4	Performs community-focused services for a selected population.	1	2	3	4	5
Comm- unity 5.5	Develop a comprehensive community-based program with a multi-faceted needs assessment, evidence-based intervention, budget and	1	2	3	4	5
Comm- unity 5.6	Participate in advocating for nutrition services and the profession.	1	2	3	4	5

## Appendix G: Summary of the Standards of Professional Performance

The Academy of Nutrition and Dietetics Standards of Professional Performance address behaviors related to the expected professional behavior of dietetic practitioners. By the time participants graduate from the UCB DPD program, they are expected to be ready to practice according to these standards.

### **Standard 1: Provision of Services.**

Registered dietitians (RDs) provide quality service based on customer expectations and needs.

### **Standard 2: Application of Research.**

RDs apply, participate in, or generate research to enhance practice.

### **Standard 3: Communication and Application of Knowledge.**

RDs effectively apply knowledge and communicate with others.

### **Standard 4: Utilization and Management of Resources.**

RDs use resources effectively and efficiently.

### **Standard 5: Quality in Practice.**

RDs systematically evaluate the quality of services and improve practice based on evaluation results.

### **Standard 6: Competency and Accountability.**

RDs engage in lifelong learning.

## Appendix H: Code of Ethics of the Academy of Nutrition and Dietetics

The Principles and Standards of the Code of Ethics of the Academy of Nutrition and Dietetics can be found at <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

Students are expected to abide by these principles while enrolled in the UCB ISPP. The Code of Ethics applies to all members of the Academy of Nutrition and Dietetics and all registered dietitians or dietetic technicians, registered, whether they are Academy members or not.

## Appendix I: Payment Information

Program and application fees will be invoiced to applicants and will contain payment options. A payment plan is available is requested within one-week of acceptance.

## Appendix J: Application Checklist and Signature Form

### University of California, Berkeley Nutritional Sciences & Toxicology Individualize Supervised Practice Pathway

Please initial the following and sign at the bottom of the page:

I am submitting the following with my application to the UCB ISPP:

\_\_\_\_\_ I am applying to the following concentration: Clinical \_\_\_\_\_ Community \_\_\_\_\_ Either/both \_\_\_\_\_

\_\_\_\_\_ My covers letter describes why I would be a good fit for the concentration for which I am applying.

\_\_\_\_\_ The following has been emailed to the ISPP director as one pdf:

1. DICAS application
2. Personal Statement which includes the following:
  - Why do you want to enter the dietetics profession?
  - Discuss experiences that have helped to prepare you for your career,
  - What are your short-term and long-term goals?
  - What are your strengths and weaknesses or areas needing improvement?
  - Any other relevant information that may be helpful in evaluation of your application.
  - 1000 Word limit, font 12, double space.
3. Verification of non-matched status (please print the D&D Digital screen)
4. Completed case study

\_\_\_\_\_ Letters of recommendation have be requested and will be emailed directly by letter writers

\_\_\_\_\_ Documentation of TOEFL score

Initial the following indicating your agreement:

\_\_\_\_\_ I agree to pay the \$ 75.00 application fee once invoiced from UC, Berkeley

\_\_\_\_\_ I understand official transcripts with posted degree and original DPD verification statement will be required at the start of the program

\_\_\_\_\_ I give permission for UCB to share my application, in totality, to possible preceptors for their evaluation and consideration of me as intern at their facility.

\_\_\_\_\_ I understand that I am fully responsible for professional liability and health insurance, transportation, living expenses, housing, and other fees.

\_\_\_\_\_ Should I be accepted into the UCB ISPP, I agree to follow all the policies and procedures of the ISPP and the University.

\_\_\_\_\_ I certified that the information I have provided in this application is true and accurate and recognize that any false or incorrect statements made herein will be grounds for my dismissal from the program.

I have read and agreed to abide to the policies and requirements included in this handbook. I have access to a copy of this Participant Handbook for future reference.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_