DICAS
Dietetics Inclusive Centralized Application Service

DICAS Configuration and Usage Tips for 2025-2026

As programs use the platform, we encourage you to view these tips and see how much the new platform has to offer programs and applicants! Please use the [DICAS and WebAdMIT](#) help pages for more detailed information and instructions.

A few key points about DICAS:

- [DICAS](#) is designed to be able to **work for all types of ACEND-accredited supervised practice/experiential learning programs to support the evolution in program types**. Using an application portal that works for both Didactic Program in Dietetics (DPD) graduates and applicants without a DPD background requires specific design in the portal such as:
  - Requiring applicants to input all courses to ensure pre-requisites can be visible to program directors.
  - Not all applicants are required to label courses by DPD professional and science as not all applicants have those courses.

- **Anyone may create an account and designate programs without cost.** Charging a fee before applying creates barriers for use.
  - All individuals creating an account in DICAS who are using it to learn the platform or teach students are strongly encouraged to include the word **"TEST" in their username**.
  - Test users may select a "Test Applicant" status for accounts.

General Information

Indicate whether you are intending to apply through DICAS or logging in to view the DICAS application for advisory purpos

Your response does not hide any information on the application and is only for application review purposes.

* Indicate which applicant type applies to you:
  - ✓ DICAS applicant (now or future)
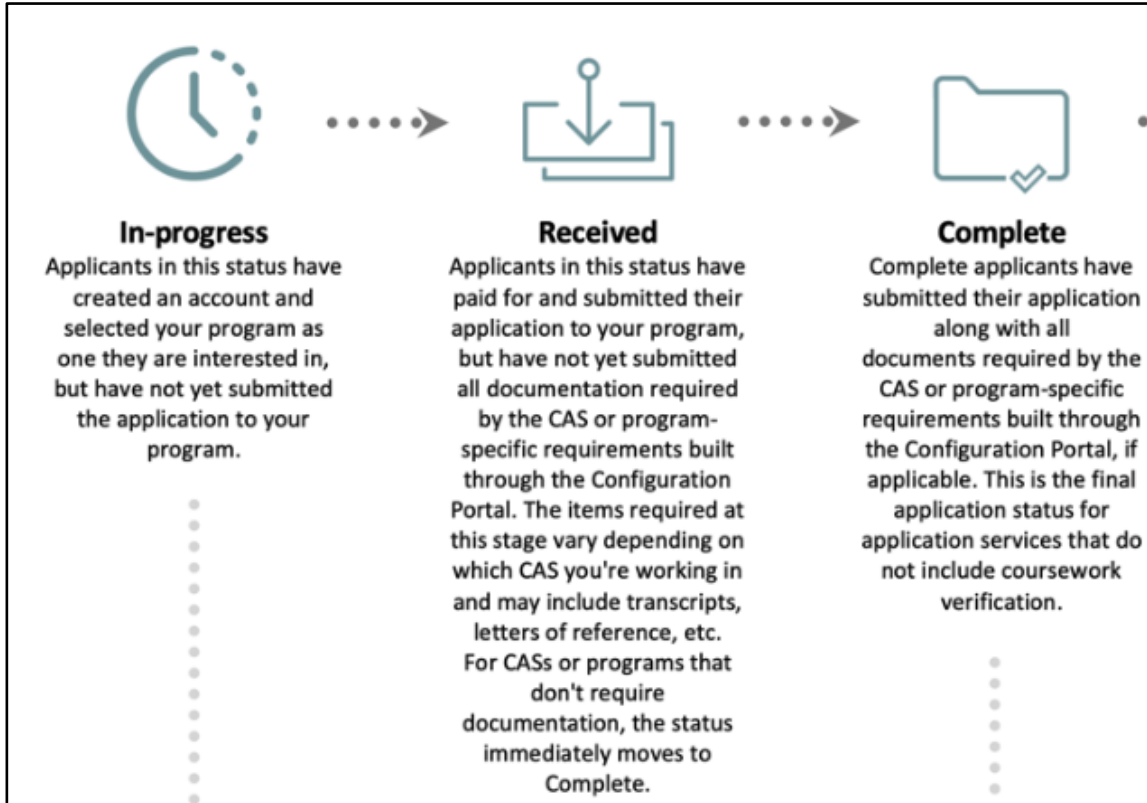 - Test Account (Faculty/Director/Advisor/Other)

- Chat Bot does exist for applicants. "**Cassie**" is accessible on the bottom right of the page after log in.

- There are **four Quadrants (Qs)** within the applicant platform:
  - Q1= Personal Information
  - Q2= Academic History
  - Q3= Supporting Information; this includes DPD documents
  - Q4= Program Materials (Specific Program-Required Materials)

KEY DATES FOR ALL SUPERVISED PRACTICE PROGRAMS
KEY DATES
ALL SUPERVISED PRACTICE PROGRAMS (All DIs, CPs, GPs)*
FALL Key Dates
1. **November 1, 2025:** Applicant notification due date (last date to notify applicant).
2. **November 15, 2025:** Applicant decision due date (last date for applicant to accept an offer).
3. **December 15, 2025:** Last day to extend offers for Fall applicants. After December 15, programs must adhere to the Spring Key Dates.
SPRING Key Dates
1. **March 1, 2026:** Applicant notification due date (last date to notify applicant).
2. **March 15, 2026:** Applicant decision due date (last date for applicant to accept an offer).

Note: Does not apply to students selected within the same institution (e.g., Sophomore CP student applying to a CP for their junior year; 3+2 or 4+1 programs) or those programs who have internal employee applicants (WIC employees).

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Applications status definitions:

In-progress
Applicants in this status have created an account and selected your program as one they are interested in, but have not yet submitted the application to your program.

Received
Applicants in this status have paid for and submitted their application to your program, but have not yet submitted all documentation required by the CAS or program-specific requirements built through the Configuration Portal. The items required at this stage vary depending on which CAS you're working in and may include transcripts, letters of reference, etc. For CASs or programs that don't require documentation, the status immediately moves to Complete.

Complete
Complete applicants have submitted their application along with all documents required by the CAS or program-specific requirements built through the Configuration Portal, if applicable. This is the final application status for application services that do not include coursework verification.

- **In-progress Applications**. Applicants who added a program but have not submitted. Applicants might have started applications to find out the requirements to apply, ones they plan to consider for another cycle, or they have changed their mind. There is no fee or risk to the applicant to keep programs "added" to their account, so it is highly probable that applicants will keep programs in their queue even if they are not applying in this cycle or ever. Instructions have been added at the top of the "Add Programs" page to explain how to remove programs. We cannot turn off viewing of in-progress applicants. Many program directors want to have access to this section to use to message applicants. See below.
- **Received Applications**. Applicants that have paid for and submitted their application to a program, but have not had all the required documentation added yet. These are likely transcripts, references or both still waiting to be processed. These items are often out of the control of the applicant, which is why they are able to submit their application without these materials. Received Applications can move into Complete status.
- **Complete Applications**. Applicants that have paid for and submitted their application to a program along with all documents required.

- **Program directors may use Application Statuses noted above to their benefit by**:
  - Emailing In-progress applicants different messages based on timing and needs– open house information, meeting or tour opportunities, FAQs, important dates, etc.
  - Bulk messaging the Received group to let applicants know you can see that their application, but it isn't complete yet.
  - Emailing Complete applicants that you have received their application, information about interview, etc.

- **Local Statuses in WebAdMIT** enable program directors to **create a workflow for applicant review**. Local statuses are specific to your organization and are not seen outside of your program.
  - Directors may add a "reviewed" local status and all reviewers can see and move them through that local status.
  - Users may choose to color code or use labels.
  - Learn more about using Local Statuses in WebAdMIT.

- Programs that want to know specifics about DPD status, graduate degree status or completion, or other specific applicant variables are encouraged to **create program customized questions in Q4**.
  - Conditional questions are a powerful function in this platform. Examples on how this could be used include changing questions based on an applicant's location, graduate standing, and varied application dues dates. For more information, visit the WebAdMIT Help Center.

- To sort your applicants based on the **status of their DPD**, create a list. Using the List Manager – Field Lists - Liaison (liaisonedu.com). To start:
  - Click "DICAS Questions: My Profile Continued"
  - Select "(DICAS) Are you enrolled in, in progress toward, or have you completed, a Didactic Program in Dietetics (DPD)?
  - Equals – Yes, I have either a Declaration of Intent or a Verification Statement
  - Submit
  - This will filter out all applicants who answered Yes to this question.
  - If needed, create a secondary list where the sort criteria Equals – No, I do not have either. This will filter out all applicants who answered No.

GPA Calculations

- GPA calculation functionality for applicants and reviewers includes DPD calculations if the candidate has those courses (Example 1). If the applicant does not have DPD courses, GPA will be seen as Example 2.
  - **Applicant GPA View Example 1:**

Year	Subject		School

Category	Credits	Quality Points	GPA
DPD Professional	33.00	111.70	3.38
DPD Science	19.00	51.70	2.72

  - **Applicant GPA View Example 2:**

Year	Subject		School

Category	Credits	Quality Points	GPA
Cumulative Undergraduate	44.00	142.00	3.23
Freshman	41.00	130.00	3.17
Graduate	0.00	0.00	0.00
Junior	0.00	0.00	0.00
Overall	44.00	142.00	3.23
Post-Baccalaureate	0.00	0.00	0.00
Senior	0.00	0.00	0.00
Sophomore	3.00	12.00	4.00

- **Program Director View in WebAdMIT:**

GPA Overview

By Year	**By Subject**	By School	By Local GPA	By Prerequisite GPA	Official WES GPAs

Subject	Total Credits	Total GPA	Total Quality Points
DPD Professional	33.00	3.38	111.70
DPD Science	19.00	2.72	51.70

These GPAs have been calculated by DICAS. Unverified coursework was not included.

Letters of Recommendation and Personal Statements

- **Are <u>not</u> part of the bulk application in Qs 1-3 so that programs may ask what they want** from applicants. Programs need to create these requests on their application, and they show in Q4 for the applicants.
    - Programs may specify anything they want the applicants to address in the personal statement.
    - Programs may choose to have questions instead of, or in addition to, a personal statement document upload.
    - Programs may specify how many letters of recommendation are needed.

- **Recommendation writers are given the opportunity** when submitting the applicant's first recommendation **to use the same one for all programs**.
    - It is acceptable to use the same letter of recommendation for all programs if the writer wants to do so. There is no need to submit different letters for the same applicant.

Transcripts

- **Official transcripts** are collected in Q2 - Academic History.
    - Official transcripts are required to be submitted to DICAS for every college/university that the applicants enter in Q2.
    - Applicants will never move into "Complete Status" if there is a transcript missing for a school entered, even if it was for just one class or high school dual enrollment courses.
- **Unofficial Transcripts** have been added for 2025-2026. Applicants can provide unofficial transcripts in Q3 as a document upload.
    - Programs may choose to **require** unofficial transcripts to initially review an applicant or at the end of the term if the application was due before a semester was completed.
    - Unofficial transcripts may be added by the applicant after the program specific due date and will then be visible to programs.
- **Paid Transcript Entry (PTE) is available for a fee**. The choice to use this service is made by the applicant.
    - PTE **does not begin until ALL transcripts have been received and the applicant has submitted to at least one program.**
    - PTE takes approximately two weeks to complete after all transcripts have been received.
    - **Applicants MUST review and finalize courses and grades after PTE**. This is when DPD courses, labs and lectures, and when repeat courses are identified by the applicant.
- Timely upload of transcripts: it takes approximately 7 to 10 business days from when transcripts are mailed to be uploaded into the platform. Electronic transcript timeline is vendor specific.
- Foreign degree applicants are not required to attach a foreign degree evaluation into DICAS to complete an application. If your program requires foreign degree evaluations or transcripts, you will need to specify that in your program-specific materials in Q4.

DPD Director Specific Information

- In "Letters by Liaison Portal", you can **Sort By: "Type" to distinguish between Recommendations and DPD documents.**
  - ○ Sort By:
  - ○ Type:

- The Declaration of Intent form requires the DPD Director to share the expected date of completion. Courses are not required from the DPD director as the applicant is submitting those**. See below for more DPD information.**

- **Recommendation writers are given the opportunity** when submitting the applicant's first recommendation **to use the same one for all programs**.
  - ○ It is acceptable to use the same letter of recommendation for all programs if the writer wants to do so. There is no need to submit different letters for the same applicant.

Applicant Specific Information

DPD question and documents.
The applicant question to identify DPD standing is the first question an applicant answers in the application.

An applicant **may change their answer under the "DPD Standing" tab under the drop-down menu from their name in the right-hand upper corner**. The answer to this question **may not be changed after the first application submission**.

Non-DPD applicants should answer "NO" to this question. They are eligible to use DICAS for any programs that do not require a DPD verification statement.

  - ○ The **DPD Course List Form** is submitted under Q3 Supporting Information: Documents. This DPD Course List document requirement does not show for non-DPD applicants.
  - ○ The **DPD Declaration of Intent or Verification Statement request** is completed under Q3 Supporting Information: DPD Documents. This request does not show for non-DPD applicants.

- Applicants **may always add additional information under Q3: Supporting Information** such as: Achievements, Experiences, Memberships, Licenses and Certificates, Documents.
  - ○ Applicants may update contact information under Q1: Personal Information.

- Applicants **may search for programs under "Add Program"**. Applicants are encouraged to use the "Filters" to find programs and should check both **Available Programs** and **Future Programs** as Future programs might be available in the current cycle but not yet open.
  - Additional Filters include Degree Available, DPD Verification Statement requirement, State, Program Type, Start Term and # of Preceptors Provided and Scheduled by Program.

Re-Applicant Specific Information

- Applicants that are using DICAS in a new cycle will be prompted on their first log-in to decide if they choose to copy the previous content.

- Some application materials will carry over, including official transcripts; however, the following documents **will not** and will need to be completed in the new cycle:
  - Uploaded Documents including all DPD required documents.
  - Custom Questions in the DICAS platform "Select the document required from your DPD Director: (Completed) DPD Verification Statement or (In Progress) Declaration of Intent
  - DPD Standing question.
  - Any program specific questions and required documents, as needed.
    - Personal Statement or Letters of Recommendation

- Applicants may always go to "**Check Status**" to determine Overall Status of Transcripts, DPD Documents, References and Program Application Status.
  - A PDF of the application may be downloaded in this part of the application.

Definitions

1. **DICAS** is short for **Dietetics Inclusive Centralized Application Service**. The DICAS platform was created to enable all ACEND-accredited dietetics supervised practice/experiential learning programs to utilize the application. Therefore, it is not specific to only applicants from Didactic Programs in Dietetics applying to Dietetic Internships.
2. **Liaison** is the company ACEND and NDEP contracted with to create and manage DICAS.
3. **WebAdMIT** is Liaison's Admissions Management System. WebAdMIT is partnered with DICAS for use by program directors to review applications. The WebAdMIT system is not specific to DICAS as it is used by hundreds of application services. This makes it very powerful but also more complex. DICAS cannot make changes to WebAdMIT.