

**CHECKLIST OF APPENDICES PROVIDED IN SELF-STUDY REPORT FOR A SITE VISIT
2017 ACEND Accreditation Standards**

Nutrition and Dietetics Internship Programs (DI)

Please refer to the Guidance Information document for additional details pertaining to the evidence to be provided in the appendices.

Standard 1: Program Characteristics and Resources

- Copy of letter or a website screenshot and active website link documenting the organization's status with the oversight agency

DI for RE 1.1.e: Business entity or publically- or privately-held corporations

- N/A***
 - Documentation, such as a letter or business license from the state indicating that the business is legally organized and stating the date it was authorized to conduct business; a link to a website with the pertinent documentation is acceptable if the link is working and the required information is present. A screenshot of the information should be included in the program's file.
 - Letter, business license or statement on a state authorized website indicating the business is in good standing
 - IRS Financial Statements for the past five years; Statement from a licensed public accountant stating that the most recent annual financial statements have been reviewed and that the business was found to have a positive net worth and no irregularities were noted or an annual Financial Statement audited by a licensed public accountant
- A copy of the organization chart that shows the location of the program within the institution and its relationship to other programs within the department
- A copy (***draft information for candidacy program***) from catalog or website listing the admission requirements
- If graduate credit and/or degree awarded, a copy from catalog or website listing the degree obtained and course requirements and prerequisites
 - N/A***
- Program director's current curriculum vitae or resume
- Formal position description for the program director that includes ACEND responsibilities and clearly specifies the amount of time allocated for program management (e.g. number of hours, percentage of time, amount of course release time)
- Photocopy of the program director's CDR registration card

- Completed template titled **Required Element 1.6 Planned Supervised Practice Hours**

DI for RE 1.7: eligibility for Title IV Student Aid

- N/A**
- Copy of default rate information and the default reduction plan, if applicable

Standard 2: Consortia

- Not applicable (N/A)**
- An active website link to published information about the consortium
- A copy of formal agreements between the organizations involved
- Position description of the consortium program director, if different from the position description in **Required Element 1.5**
- A copy of curriculum vita/resume for each coordinator
- An organization chart showing the relationship of each member of the consortium to the total program, if different from organization chart in **Required Element 1.2**

Standard 4: Program Evaluation and Improvement

- Completed template titled **Required Element 4.1 and 4.2 Program Evaluation Plan**
- Final column completed in template titled **Required Element 4.1 and 4.2 Program Evaluation Plan** for past program evaluation period
 - N/A for candidacy program**
- Examples of tools used to collect evaluation data such as, surveys, evaluations, etc.
- Completed template titled **Required Element 4.3 Continuous Program Improvement Plan**

Standard 5: Curriculum and Learning Activities

- Completed template titled **Required Element 5.1 and CRDN Curriculum Map**
- Supervised practice rotation schedule(s) for all tracks or pathways showing how supervised practice experiences progress from introductory to demonstration of entry-level competence

- Completed template titled **Required Element 5.3 RDN Summary of Learning Activities**
- Minimum of three supervised practice course syllabi or rotation descriptions showing learning activities with the associated competencies

Standard 6: Student Learning Outcomes Assessment and Curriculum Improvement

- Examples of assessment tools and rubrics
- Completed template titled **Required Element 6.1 and 6.2 CRDN Student Learning Outcomes Assessment Plan**
- Final column completed of the **CRDN Student Learning Outcomes Assessment Plan** since the last accreditation period
 - N/A for candidacy program*
- Results of student achievement of learning outcomes in different tracks/pathways, **if offered**
 - N/A*

Standard 7: Faculty and Preceptors

- Completed template titled **Required Element 7.1 Faculty Roster**
- Completed template titled **Required Element 7.1 Preceptor Roster**
- Examples of orientation materials, such as handbook, orientation outline or checklist including orientation to mission, goals, objectives and educational philosophy of the nutrition and dietetics program
 - draft examples for candidacy program*
- Examples of ongoing training agendas including training on the ACEND Standards and required knowledge and competencies
 - N/A for candidacy program*

Standard 8: Supervised Practice/Experiential Learning Sites

- List of all facilities in which students/interns are placed for supervised practice/experiential learning
- Sample affiliation agreements/templates delineating rights and responsibilities of all parties and the educational purpose of affiliation
- Policies and procedures that outline the selection criteria, evaluation process and timeline for evaluation of adequacy and appropriateness of supervised practice/experiential learning sites, including distance sites, sites selected by students/interns and international sites

- Policies and procedures for maintaining written agreements with institutions, organizations and/or agencies where students/interns are placed for supervised practice

Standard 9: Information to Prospective Students and the Public

- Any printed materials**, such as brochures or catalogs that are used to publicize the program, **if applicable**
 - N/A*
 - draft materials for candidacy program, if applicable*
- Completed template titled **Required Element 9.3 Information to Prospective Students and the Public Checklist**
 - Candidacy program** - Provide a draft copy, such as a Word document of the information that will be available on the program's website for the information listed in Required Element 9.3.

Standard 10: Policies and Procedures

- Website link to or copy of program policies related to admissions requirements, student performance monitoring, student retention, and supervised practice documentation
 - draft materials for candidacy program*
- Program's form used to track supervised practice hours
- Completed template titled **Required Element 10.1 and 10.2 Policy and Procedure Checklist**
- Link to or copy of the program handbook
 - draft materials for candidacy program*