
PROCEDURES FOR SUBMITTING AN ADVANCED PRACTICE RESIDENCY (APR) PROGRAM APPLICATION

OVERVIEW

The ACEND Advanced Practice Residency Program (APR) Guidelines were established to foster the development of advanced practice residency programs for registered dietitian nutritionists.

To support these efforts, the Academy Foundation is providing grant funding for institutions wishing to establish an APR program or modify an existing program to comply with ACEND's APR Guidelines. Funding for these grants was made available by CDR. To apply to the Foundation for funding, Institutions are required to submit an application demonstrating the programs' adherence to the ACEND APR Guidelines first. The Foundation will only consider a grant application that meets the ACEND's APR Guidelines. Information on the criteria and restrictions to use the Academy Foundation fund for institutions and individuals are available on the Academy's Web site.

PROCEDURES

Timeframe: Allow 8-12 weeks for ACEND to process the application.

Steps:

- The sponsoring institution must submit two copies of the APR application and the non-refundable \$500.00 application fee payable to ACEND. Once the institution has demonstrated that the program meets ACEND APR Guidelines, the program will be listed on the ACEND Web page for one year. (**Note:** After the first year, the program will need to pay a \$250 annual fee to be listed on the Academy's Web site.)
- The APR application packet must contain the following:
 - APR application Part A: cover page with signatures of the institution and program officials. One form must be submitted with original signatures to ACEND; a copy of the form may be included in the second document.
 - APR application Part B: Documentation of fulfillment of the ACEND APR Guidelines. Note: while using Part B is optional, applications not using the form will need to address all the guidelines in the APR document.
- Format for the document must be as follows:
 - The application must be typed and include narrative and supporting documentation in an appendix.
 - All pages, including those in the appendix, must be numbered. Materials may be duplicated back-to-back.
 - The application should be stapled or inserted in a ring binder so that pages can be turned and read easily.
 - A digital copy of the application in PDF format that replicates the paper document should be included with the paper document or emailed to ACEND
 - Proof of transmittal is the responsibility of the sender. Copies of the APR application packet should be mailed to ACEND staff at Academy Headquarters:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
Academy of Nutrition and Dietetics
120 S. Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
acend@eatright.org

- Upon initial review, ACEND staff notifies the program if insufficient information is provided and the program has an opportunity to present additional information. If the application is terminated fees are not refunded.
- The program will be notified via letter when the APR program application is approved by ACEND. If ACEND doesn't approve the proposed APR program application, the letter will state the areas that do not meet the Guidelines so programs can determine the costs to necessary to address the areas that do not comply with the Guidelines.