Welcome to the ACEND Accreditation Webinar for Program Directors.
This webinar is designed to provide some information about ACEND Accreditation and the 2017 Standards to new program directors. ACEND has established the following performance objectives for the webinar: As a result of completing this webinar, you will be able to: Describe the principles of ACEND accreditation, State Program Director responsibilities and State the available resources on the ACEND Website.
ACEND stands for the Accreditation Council for Education in Nutrition and Dietetics. ACEND is the accrediting agency for the Academy of Nutrition and Dietetics.

ACEND accredits education programs preparing students for careers as Registered Dietitians Nutritionists or Nutrition and Dietetic Technicians, Registered.
ACEND is committed to ensuring the quality of dietetics education to advance the practice of the profession. Our accreditation decisions are made autonomously from other Academy units. As you can see in the next slide.
The Academy is a legally incorporated, not-for-profit corporation. It is a professional membership organization that provides products and services to its members and strives to empower members to be food and nutrition leaders. The Board of Directors oversees the strategic direction, budget, guidelines and policies of the Academy of Nutrition and Dietetics.

ACEND, although a part of the Academy not-for-profit corporation, is required by the US Department of Education to function autonomously from both the Academy and the Commission on Dietetic Registration or CDR. All decisions made about accreditation standards and accreditation status are made by the ACEND Board without interaction or influence by either the Academy or CDR.

CDR, too is part of the Academy not-for-profit corporation. CDR also functions autonomously from the Academy and ACEND in making credentialing decisions.
ACEND ensures quality in nutrition and dietetics education by establishing and maintaining accreditation standards that reflect current practice, conducting rigorous peer review, identifying and sharing best practices and encouraging innovation. Our focus on quality is important to protect students and the public by ensuring program quality.
What is Accreditation? Accreditation is an evidence-based, peer-review process for assuring and improving the quality of education and protecting the public.
We, as ACEND, are excited about accreditation and we hope that you are as well! We understand that a lot of work goes into earning and maintaining your accreditation, but your efforts will develop a culture of assessment and ongoing improvement for your program.
ACEND is reviewed by

ACEND is held accountable to federal regulations established by the United States Department of Education. USDE recognition is an important factor in how ACEND reviews and revises standards to meet USDE regulations and remain in compliance. Just like your program, ACEND has to submit a report and be reviewed by USDE on a periodic basis.
Accreditation is a collaborative process with several stakeholders involved. This includes educators, practitioners, employers, regulators, students and the public. Each stakeholder is important as they bring a unique perspective to this process.
The ACEND Board is the governing unit of ACEND which makes final accreditation decisions. As a decision making body of a federally-recognized accrediting agency, the board must include at least one educator, practitioner, public and administrative member.

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The standards are central to accreditation. They define minimum levels of quality. All accreditation decisions made by the Board must be based on the ACEND Standards. Standards are applied equally to all programs and are created by educators, regulators, practitioners, students and the general public. The Standards are revised on a routine basis generally every five years. Most recently the 2012 Standards were revised into the 2017 Standards which were implemented on June 1, 2017.
ACEND has 6 different sets of the 2017 standards. Standards for the Nutrition and Dietetics Coordinated Programs, or CP, the Nutrition and Dietetics Internship Programs or DI, the Nutrition and Dietetics Didactic Programs or DPD, the Nutrition and Dietetics Technician Programs or DT, the Nutrition and Dietetics Foreign Dietitian Education Programs or FDE and the Nutrition and Dietetics International Dietitian Education Programs or IDE. Graduates of IDE programs are eligible to take the CDR exam for RDNs because 900 hours of the 1200 hours of supervised practice must occur in the US or its territories. Since all supervised practice occurs in own country, graduates of FDE programs are not eligible to take CDR’s registration exam. However, new with the 2017 standards, FDE graduates are eligible to apply to US based Dietetic Internships.
There are 10 Standards within the 2017 Standards. Each of these 10 standards have a variety of required Elements within them. The titles of the 10 standards are listed on this slide.

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<th>Standard and Required Elements</th>
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<td>1: Program Characteristics and Resources</td>
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<td>2: Consortia</td>
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<td>3: Program Mission, Goals and Objectives</td>
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<td>10: Policies and Procedures</td>
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This slide shows how the standards are written in the standards document. You will see the Standard title is followed by the Required Elements which all programs need to demonstrate compliance in. So for example, Standard 3 is Program Mission, Goals and Objectives and within Standard 3, there are three required elements. Note that all of the required elements are written as ‘must’ statements so program must come into compliance with these Required Elements and Standards.
There is an additional document provided to programs called Guidance Information. This document is available on the ACEND website. The guidance information document is there to assist programs when they are writing a report for ACEND. This document provides all the Standards and Required Elements along with what is needed to be provided in the narrative of a self study as you can see here. ACEND has also broken down each section by program type. If something applies to all programs, as we are demonstrating here, it will state all programs.
In the next column of the document, ACEND notes what will need to be provided in the appendix and on-site for the review team and again this is noted for all programs.
As discussed earlier, if there is different narrative or appendices needed for a different program type, it will be indicated in the guidance document as noted here. On the left hand side there is narrative for all programs and then a separate narrative for those CP, DI, DT, FDE, IDE and ISPPs. On the right hand side, you can see the breakdown per program type for the appendix evidence.
This is a screen shot of the ACEND website where the 2017 standards, the self-study report templates and guidance materials are located.
This screen shot from the ACEND website includes the signature page templates and the standard-specific templates which are labeled for each Required Element. In the guidance information, we have also noted under the appendix section which required template is needed for each required element.
The program director responsibilities are listed under Standard 1, RE 1.5 of the standards document. The program director responsibilities must include but are not limited to:

- Provision or delegation of responsibilities to assure year-round coverage of director responsibilities
  - Absence of the director OR where the director’s full-time appointment does not cover all 12 months.
  - Program Directors can assign some responsibilities to other individuals; however, the director must ensure that all program director responsibilities are accomplished throughout the year.

The expectation is that someone is available to answer phone calls and emails from current and prospective students, ACEND and CDR during the summer months when a program director is on a nine-month contract for example. This could be the program director who is checking their calls and emails during the summer or someone, such as an assistant or coordinator, who is assigned to check these for the program director. Program Directors are able to assign some responsibilities to others. However, the director must ensure that all the responsibilities are accomplished throughout the year.
Program Director Responsibilities

- Development of policies and procedures for effectively managing all components of the program
- Student recruitment, advisement, evaluation and counseling

The program director responsibilities must include the development of policies and procedures for effectively managing all components of the program to ensure fair, equitable and considerate treatment of prospective and enrolled students, such as program admission, retention and completion policies. The program director’s responsibilities must also include student recruitment, advisement, evaluation and counseling of the students.
Additional program director responsibilities include maintaining program accreditation through timely submission of fees, reports and major program changes. Some of these fees and reports include annual fees, accreditation reports, annual reports, self-study reports and site visits. Your next program review and due date will always be stated in your letter from ACEND welcoming you as the program director.

ACEND is committed to assisting PDs so that you can successfully manage your program and maintain your accreditation. An ACEND staff person is assigned to your program and can be very helpful in navigating the accreditation process so please take advantage of her or him.
It is the responsibility of the program director to maintain student records including student advising plans and verification statements. Verification Statements are issued to all students who successfully complete the Program. A Verification Statement with an original signature must be retained indefinitely for each graduate in the Program’s permanent files. Either an electronic or paper copy is acceptable.

Because of the difficulty in determining the authenticity of an original signature signed with black ink, we ask that each Program Director sign the Verification Statements using an ink color other than black. If saving the Verification Statement electronically, be sure to scan it in color. Please do not post the Verification Statement on a Web site or provide blank copies to students.
It is the responsibility of the program director to maintain a record of formal complaints about the program received from students/interns or others. This includes the disposition of the complaints and the records of complaints for the past seven years. A formal complaint is a complaint that has been submitted by a student using the institution or program’s process. The complaint file must be available for inspection during the site visit. If the program does not have any record of formal complaints, the program should be able to verbalize where and how complaints will be filed.
Curriculum review is a critical responsibility of a program director. As program director you are expected to conduct ongoing formal review of the curriculum. It is recommended that you maintain minutes of meetings where the curriculum is evaluated and discussed. The results of your student learning outcomes assessment should be used to inform the curriculum review process. It is also important that you communicate with program faculty, preceptors and any other constituents involved with the program.
Be sure to locate the program evaluation plan and SLO plan that has been submitted with the last self-study report. As the program director, it is your responsibility to implement the plans to continuously improve the program. All programs are required to gather data according to the standards on program completion, graduate employment, graduate performance on the registration exam, employer satisfaction, Supervised Practice Program Director Satisfaction, or Graduate Application and Acceptance into Supervised Practice depending on the program type. Programs are also required to have their own program-specific objectives. Student Learning Outcome assessment requires collecting data from faculty and/or preceptors regarding achievement of knowledge requirements or competencies. Both of these plans must be reviewed at least annually. If you have specific questions, please refer to the Standards document for your specific program type or contact your ACEND staff manager.
As the program director, you must also submit the required documentation to support your graduates eligibility for the CDR credentialing exam.
It is the responsibility of the program director to guide students through the computer matching process. It is important to review the computer matching process guidelines noted on the ACEND website to understand your responsibilities as a program director and note important dates related to computer matching to guide and advise your students.

If you are a Dietetic Internship Director you must provide accurate information on your website so students are aware of your application and computer matching process. You must also assure a fair selection process of the applicants. You should not be communicating information about the ranking or selection status of applicants. All communication regarding results of the computer matching process must come from D&D Digital on the established notification dates during each cycle.
If you are a DPD Director, you must provide guidance and advisement to applicants participating in the computer matching process. You must complete a Declaration of Intent to Complete or Verification Statement form for each applicant and write references for applicants upon request. You should also encourage applicants to request other references well in advance of the application deadline dates.
For more computer matching information visit the ACEND website at this link or by going to the Program Director’s section on the ACEND website which we will review next.
Now, we will review the ACEND website which provides program directors with a variety of information to reference. Here is the ACEND main page of our Website. Each Section includes quick links that will take you directly to the information you are looking for.
The first section is about ACEND. Here you will find information about ACEND’s mission and vision, Board members, staff, ACEND Reviewers, Ad-Hoc Panel for Appeals, Advanced Practice Residency Programs and Enrollment Statistics.
Click on the Staff tab to identify who your ACEND Accreditation Manager will be.
Your Accreditation Manager is determined by state; however, these are subject to change depending on work distribution. If you have a site visit coming up, any communication from ACEND will indicate your accreditation manager’s name and contact information in the communication letter.
The next section of the ACEND website is the Accreditation Standards, Fees and Policies section. Here you will find the ACEND Standards, including the 2017 Standards and the Future Education Model Standards and the most up to date policy and procedure manual and fee schedule.
The next section lists the ACEND Accredited Programs. Here is where ACEND lists all of the ACEND accredited programs by program type. As a new program director, click on the program type of your own program to check that the information about your program is accurate. If you find any inaccuracies, please email ACEND@Eatright.org to update. To check your program’s information. First click on your program type.
Once you click on the program type, Search for your program by state and click GO
Verify that all of your program’s information is accurate on this page. Again, if it is not accurate, email ACEND to have it updated.
The next section is the Accreditation Process. Here you will find information about Accreditation including FAQs about Accreditation and information for Candidacy programs.
Next is the Public Notices and Announcements Section. Here you will find information on our Noteworthy Practices, how to file a compliant against a program, accreditation decisions, previous and current newsletters, monthly standards updates and information about the virtual town hall meetings.

ACEND® has begun to identify Noteworthy Nutrition and Dietetics Education Practices among ACEND®-accredited programs. ACEND® highlights one or more program(s) per quarter on the ACEND® website under the Noteworthy Practice section. ACEND® requests noteworthy practices related to Preceptor Recruitment and Recognition, Interprofessional Education, Curriculum and Program Improvement.

For more information, check out the public notices and announcements tab on our website.
Here is information for you, the program director. We have information about Individualized Supervised Practice Pathways or ISPPs, the Computer matching process, as discussed in previous slides and a variety of resources and FAQs.
Here is a screen shot of what the Program Director FAQs and the Resource list are.
Some resources we have available for program directors include an ACEND Orientation Handout. It is a 1 page handout about ACEND that program directors can use as part of their training for new faculty and preceptors. There is also information on the Interstate Distance Education Authorization Fact Sheet, and a handout on strategies to improve pass rate. Program Directors can also use the distance education and remote supervised practice checklists as a guide when preparing their self-study and for their site visit.
The last section on the ACEND website we will discuss is Training and Volunteer Opportunities. You can find more information about preceptors, including the Find-a-Preceptor Database, how to become an ACEND program reviewer and additional training resources, including information about the ACEND program director workshops and professional development opportunities. ACEND offers program director workshops throughout the year and it is highly recommended that program directors attend to learn more about the 2017 Standards and preparing for a site visit.
At the bottom of the ACEND website, you will find Quick Links to the Academy Foundation, CDR and information about membership to the Academy.
The United States Department of Education requires that ACEND evaluate substantive changes prior to implementation by programs. Programs who do not notify ACEND before implementing a substantive change will be placed on Administrative Notification. It is recommended that you check with ACEND staff if you are unsure if it’s a program change.
This is what the guidelines for requesting substantive change document looks like. It will list all the changes that programs area required to notify ACEND about by submitting a substantive change request.
Here are some of the types of program changes that will require a program to submit a substantive change request:

- Program Director Change
- Change in Program Mission
- Add Distance Education or Satellite Campus
- Add Remote or Student Identified Supervised-Practice Rotations
- Change or Add Degree Requirements
- Change in Program Length
  - Changes to Clock or Credit Hours
  - Changes to Supervised Practice Hours

See Substantive Program Change Guidelines
Substantive Program Changes

See Substantive Program Change Guidelines

- Changes to Program Enrollment
- Changes to Program Options or Start Dates
- Change in Concentration Area
- Add International Supervised Practice Rotation
- Changes in Administrative Structure
- Reorganization of Existing Programs
- Reorganization into a Consortium

Additional Changes include:
- Changes to Program Enrollment
- Changes to Program Options or Start Dates
- Change in Concentration Area
- Add International Supervised Practice Rotation
- Changes in Administrative Structure
- Reorganization of Existing Programs
- Reorganization into a Consortium
And lastly,
- Change to Inactive/Active Status
- Change in Legal Status, Ownership
- Voluntary Closing or Withdrawal from Accreditation
- Contracting with Non-Accredited Organizations
- Addition of the Individualized Supervised Practice Pathway (ISPP)

If you have any questions about these or other changes, please call your ACEND program manager.
If you are submitting a substantive change request, include a cover letter that briefly describes the request. A cover letter template can be found on our ACEND website.

Summarize the proposed changes, rationale and proposed date of implementation. And include a narrative and additional documentation demonstrating compliance with the specific accreditation standard(s) and required elements affected by the proposed changes.
We encourage all program directors to keep in touch with ACEND to ask questions and to have the most up-to-date information about accreditation. Your ACEND Accreditation Manager is a great resource to ask any questions you may have.

As the program director, you will need to complete the Annual report which is due in mid-December every year. The annual accreditation fee is due in early March. You will receive email communication regarding both to these items prior to their due dates.

ACEND will also send out monthly Updates newsletters as well as, blast emails with important topics and news from ACEND. ACEND hosts town hall meetings which all program directors are encouraged to attend. You can find more information about the town hall or any other ACEND related materials on the ACEND website which is www.Eatrightpro.org/ACEND
ACEND Policies change over time so be sure to read all notifications and emails from ACEND to keep up-to-date with the most current information.

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As a new program director, ACEND encourages you to attend a program director workshop. If you would like more information or to attend, visit the ACEND website for more information.

Contact ACEND with any questions via email at www.eatrightpro.org/acend or by phone at 1-800-877-1600 ext. 5400.

If you would like to obtain 1 CPEU credit for listening to this webinar. Please complete the quiz at: https://www.surveymonkey.com/r/NEWPD2017 and you will receive your CEU document at the completion of the quiz.
Thank you very much for listening to the ACEND New Program Director Webinar.