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

**Accreditation Council
for Education in
Nutrition and Dietetics**

the accrediting agency for the
 Academy of Nutrition
and Dietetics

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, funded by the Commission on Dietetic Registration, is providing grant funding for institutions wishing to start an APR program or modify an existing program to comply with ACEND's APR Guidelines. To apply to the Foundation for funding, an institution is required to submit an application demonstrating the program's adherence to the ACEND APR Guidelines first. The Foundation will only consider a grant application that meets the ACEND APR Guidelines. Information on the criteria and restrictions to use the Academy Foundation fund for institutions and individuals is available on the Academy's website: <https://www.eatrightfoundation.org/apply-for-funding/awards>.

PROCEDURES

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

Steps:

- The sponsoring institution must submit the APR application and the non-refundable \$1600.00 application fee payable to ACEND. Once the institution has demonstrated that the program meets ACEND's 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 \$300 annual fee to be listed on the Academy's website.)
- The APR application must contain the following:
 - APR application Part A: Cover page with signatures of the institution and program officials.
 - APR application Part B: Documentation of fulfillment of the ACEND APR Guidelines.
- To submit the Advanced Practice Residency Application email one (1) searchable PDF document formatted using the Adobe bookmark feature to ACENDREPORTS@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. ACEND will notify the program via an emailed decision letter when the APR program application is approved.
- If ACEND does not approve the proposed APR program application, the letter will state the areas that do not meet the Guidelines. Application fee for resubmission is \$1600.