**Nutrition and Dietetics Internship Programs (DI)**

**ACEND 2022 Accreditation Standards****Eligibility Application for Programs Seeking ACEND Accreditation**

Revised April 2024

Refer to the 2022 ACEND Standards when completing the Eligibility Application. The [2022 Standards](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards) are available on the ACEND website.

ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND is recognized by the U.S. Department of Education as a Title IV gatekeeper for ACEND accredited free-standing Dietetic Internship programs located in hospitals, county boards of health, other health facilities, and school systems.

The ACEND accredited free-standing dietetic internship program and its governing organization/institution may use ACEND accreditation to establish eligibility to participate in Title IV programs of the Higher Education Act as amended.

**ACEND Scope of Recognition**

The accreditation and pre-accreditation, within the United States, of Didactic and Coordinated Programs in Nutrition and Dietetics at both the undergraduate and graduate level, postbaccalaureate Nutrition and Dietetics Internships, and Nutrition and Dietetics Technician Programs at the associate degree level and for its accreditation of such programs offered via distance education.

**<Name of your program goes here>**

**Nutrition and Dietetics Internship Programs (DI)**

**Eligibility Application for New Program**

**The Accreditation Council for Education in Nutrition and Dietetics (ACEND®)**

<Date Submitted>

Application for Accreditation Eligibility -- ACEND 2022 Accreditation Standards

**Dietetic Internship (DI)**

|  |  |
| --- | --- |
| **Date:** | Click or tap to enter a date. |
| **Program name:** |  |
| **Sponsoring institution:** |  |
| **City:** |  | **State:** |  |

##### **Program Length** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### **Degree granted — (check all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Master’s Required | [ ]  Master’s Optional | [ ]  Some Graduate Credit | [ ]  Verification Statement Only |

**Distance Education — select a percentage in dropdown if any of the program is offered via distance education.**

Choose an item.

**Distance Education — select the location in dropdown of the distance education offered. If none, leave blank.**

##### Choose an item.

##### **Intern-identified supervised practice (SP):**

|  |
| --- |
| [ ]  Intern is required to find their own SP sites for ≥10% of total SP hours |

##### **Other Program Options — (indicate below):**

|  |  |
| --- | --- |
| [ ]  Other |  |

##### **Enrollment Date — (check all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Fall | [ ]  Winter | [ ]  Spring | [ ]  Summer  |

##### **Enrollment:** Enter anticipated maximum number of interns for which program is seeking accreditation.

|  |
| --- |
| Dietetic Internship Using the DI Accreditation Standards  |
|  | 1st Year Graduate Degree Students  | 2nd YearGraduate Degree Students | Verification Statement Only Interns |
| Maximum Enrollment |  |  |  |

##### ***Signatures must be present and may be presented as an electronic signature or scanned.***

##### **Program Director:**

|  |  |
| --- | --- |
|  |  |
| Name | Business Address |
|  |  |
| Title |  |
|  |  |
| CDR Registration Number |  |
|  |  |
| Signature | E-mail Address |
|  |  |
| Telephone | Fax Number | Website Address |

*The program is aware of and agrees to abide by the accreditation standards and policies and procedures established and published for accreditation by the Accreditation Council for Education in Nutrition and Dietetics. The institution agrees to provide the administrative, technical and financial support and the learning resources, physical facilities and support services necessary to support the development of the nutrition and dietetics education program and student achievement during the candidacy for accreditation period.*

##### ***Signatures must be present and may be presented as an electronic signature or scanned.***

**Administrators:** Provide names(s), credentials, title(s), and signature(s) of Administrator(s) to whom program director is responsible.

|  |  |
| --- | --- |
|  |  |
| Name | Business Address |
|  |  |
| Title |  |
|  |  |  |
| Telephone | E-mail |  |
|  |  |
| Signature |  |
|  |  |
|  |  |
| Name | Business Address |
|  |  |
| Title |  |
|  |  |  |
| Telephone | E-mail |  |
|  |  |
| Signature |  |
|  |  |
|  |  |
| Name | Business Address |
|  |  |
| Title |  |
|  |  |  |
| Telephone | E-mail |  |
|  |  |
| Signature |  |

##### **Chief Executive Officer:\*\***

|  |  |
| --- | --- |
|  |  |
| Name | Business Address |
|  |  |
| Title |  |
|  |  |  |
| Telephone | E-mail |  |
|  |  |
| Signature |  |

***\*****This form must be submitted with the application packet documenting compliance with ACEND’s 2022 Accreditation Standards.*

***\*\*****The Accreditation Council for Education in Nutrition and Dietetics will not process an application without the signature of the sponsoring institution's CEO or designated officer.*

If you used a consultant to prepare your self-study report, please describe the nature of the services provided and include the name and contact information of the consultant. Indicate “N/A” if not applicable:

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Consultant Name |  | Business Address |
|  |  |  |
| Title |  |  |
|  |  |  |  |
| Telephone | E-mail |  |  |
|  |  |  |
|  |  |  |

**Eligibility Application**

**ACEND 2022 Accreditation Standards
<Program Name Goes Here>**

 **TABLE OF CONTENTS**

CONTENTS Page

Program Summary Information x

**Standards**

Program Characteristics and Resources (Standard 1- Required Elements 1.1-1.7) x

Program Missions, Goals, Objectives, and Program Evaluation and Improvement

(Standard 2 - Required Elements 2.1.a-b) X

Curriculum and Learning Activities (Standard 3 – Required Elements 3.2.a) X

Faculty and Preceptors (Standard 5 – Required Element 5.1, 5.2.a and 5.3.b) X

Information to Prospective Students and the Public (Standard 7 – Required Element 7.3) X

**Appendix**

 X

 X

**Program Summary Information**

.

|  |  |
| --- | --- |
| **Program Name:** |  |
| **Sponsoring Organization:** |  |
| **Sponsor’s Accreditor or Recognition Body** |  |

**Executive Summary of the Program**

Briefly (in one page or less) provide an overview of your program (including the college and/or university in which the program is housed, rationale for initiating program, program planning, such as needs assessment, individuals involved, degree granted, distance or onsite education, etc.). Describe where your program is in the curriculum approval process (including the institutional accreditation review processes).

*Your response goes here.*

**Standard 1: Program Characteristics & Resources**

All programs applying for accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) must meet requirements including quality-assurance or oversight by other agencies, organizational structure, financial stability, sufficient resources, the awarding of degrees and/or verification statements, program length and program management.

**Directions:** Ensure that each Required Element is addressed below according to the Guidance Information, which may include specific narrative and appendices using ACEND-required templates.

Required Element 1.1

The program must be offered by a college or university, health care facility, federal or state agency, or as a consortium with a college or university, health care facility, federal or state agency.

1. A consortium is defined as two or more independent institutions working together under a formal written agreement to sponsor a single program. The consortium must consider itself a single education program.
2. Colleges and universities must be located in the U.S. or its territories and accredited in good standing by a U.S. institutional accrediting body for higher education recognized by the United States Department of Education (USDE).
3. Hospitals must be accredited by The Joint Commission (TJC), Det Norske Veritas (DNV), Healthcare Facilities Accreditation Program (HFAP) or other approved national accreditation organization or state agency.
4. Facilities for individuals with developmental disabilities must be accredited by the Council on Quality and Leadership in Support for People with Disabilities or by TJC, DNV, HFAP or other approved national accreditation organization.
5. Other health-care-related facilities must be licensed by an agency of the state in which it is located or accredited by TJC, DNV, HFAP or other approved national accreditation organization.
6. Existing ACEND-accredited business entities or publicly- or privately-held corporations without oversight by one of the regulatory bodies listed above must meet all the requirements below:
	1. Be legally organized and authorized to conduct business by the appropriate state agency for a minimum of five years.
	2. Be in compliance with all local, state and federal laws and regulations.
	3. Provide statements covering the past five years from a licensed public accountant that indicate a review of the company's financial statements shows no irregularities and a positive net worth.
	4. Have an entity external to the program that provides oversight for the program’s operations.

**Note:** The ACEND Board placed a moratorium on accepting eligibility applications from proposed dietetic internships that are housed in business entities or publicly- or privately-held corporations without oversight by a regulatory body effective April 7, 2020.

**Narrative:**

* Explain how the organization is in compliance with this required element. Describe the impact, if any, of the current status of the program, if the organization/institution is out of compliance with their oversight agency. (Note: Applications for Candidacy will not be accepted if an accrediting or licensing body has taken action to place on probation, deny, suspend, revoke, withdraw or terminate the institution’s accreditation.)
* State the U.S. accrediting or licensing body or organization providing oversight.
* *[Consortium only]* Describe the formal agreement between organizations in the program consortium including financial and other resource contributions of each member.

*Your response goes here.*

**Appendix:**

* A copy of most recent letter or a website screenshot and active website link from the oversight agency website documenting the organization’s status with the oversight agency.
* **For Free-Standing DI Programs ONLY:** Documentation, such as a letter, certificate, permit or email from the state indicating the program is authorized to function as an educational institution or exempt.
* [Consortium only] Copy of the formal written consortium agreement between the organizations involved.

Required Element 1.2

The program must be integrated within the administrative structure of the sponsoring organization, show this structure, such as in an organizational chart, and indicate where the program will be housed. In a consortium, an organizational chart must clearly show the relationship of each member of the consortium to the program and where the program will be housed.

**Narrative:**

* Describe the administrative structure of the institution/organization and where the program is housed.
* *[Consortium only]* Describe the program consortium and the relationship of each member to the program consortium (refer to organization chart).

*Your response goes here.*

**Appendix:**

* 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
* [Consortium only] An organization chart showing the relationship of each member of the consortium to the total program, if different

Required Element 1.3

The program must demonstrate that it has the administrative, clerical or other staff, technical and financial support and the learning resources, physical facilities and support services needed to accomplish its mission and goals. If any portion of the program is offered through distance education, the program must demonstrate that technology and resources are adequate to support a distance-learning environment.

* 1. The program must demonstrate that administrative support and resources are adequate to support continued development and training for program faculty, preceptors and staff.
1. The program must provide a description of the budgeting process for the program that demonstrates financial resources are sufficient to produce the desired short- and long-term program goals and intern outcomes.
2. Programs offered in a consortium must clearly define financial and other resource contributions of each member to the total program.
3. The program must report its maximum enrollment to ensure quality, viability and appropriate use of resources.

**Narrative:**

* Explain the adequacy of program resources (e.g., administrative, clerical, technical and IT support, financial, physical facilities, learning resources, support services) to meet the needs of all program options (including distance education, if applicable) and produce the desired outcomes.
* Describe the process used to determine budgetary needs that are tied to the short- and long-term strategies to achieve program mission and goals.
* Describe how the budget and resources are adequate to support program faculty, preceptors and staff for training on diversity, equity and inclusion, distance education and other professional development topics to produce desired outcomes for the program.
* State the maximum enrollment for which the program is seeking accreditation and discuss the adequacy of resources to support the enrollment. Explain how these enrollment numbers ensure quality, viability and appropriate use of resources of the program.
* *[Consortium Only]* Describe the formal agreement between organizations in the program consortium including financial and other resource contributions of each member.

*Your response goes here.*

Required Element 1.4

The internship must:

* 1. Be a post baccalaureate degree program that:
		1. Admits only individuals who have a verification statement from a Didactic Program in Dietetics (DPD) or Foreign Dietitian Education program (FDE) and have earned at least a master’s degree granted by a U.S. accredited or Foreign Dietitian Education program (FDE) and have earned at least a master’s degree granted by a U.S. accredited college/university or foreign equivalent,

and/or

* + 1. Admits only individuals with a DPD or FDE verification statement and has a process to ensure interns complete a graduate degree by the end of the program.
1. Award a verification statement to individuals who have earned a graduate degree and completed program requirements.

**Narrative:**

* Describe completion requirements for receipt of verification statement. Information should be provided separately for each option offered.
* Describe how program assures that those admitted to the program have completed an ACEND accredited DPD or FDE program and hold at least a bachelor’s degree granted by a U.S. accredited college/university or foreign equivalent.
* If program offers a graduate degree, state the degree received upon completion of the program and describe completion requirements for receipt of the degree. If a non-degree option is offered in addition to the degree option, completion requirements must be described. Note: The master’s degree must be in a major course of study in human nutrition, foods and nutrition, dietetics, public health, food systems management, or an equivalent course of study (including MBA, MEd and other relevant degrees).
* If the program is offering a degree that is not yet approved within the state/country and/or institution, the program must describe where the program is in the process in gaining approvals for granting a degree and the status of the approval process within the institution and the state/country, as applicable.

*Your response goes here.*

**Appendix:**

* A draft of catalog or website text listing admission requirements
* If a graduate degree awarded, a copy from catalog or website listing the degree obtained and program completion requirements.

Required Element 1.5

The program must have one designated program director who has primary responsibility for the program and communication with ACEND. The program director must have the authority, responsibility and sufficient time allocated to manage the program, and provide effective leadership for the program, the program faculty, and the interns. The program director may have other responsibilities that do not compromise the ability to manage the program. Responsibilities and time allocation for program management are reflected in a formal position description for the program director and approved by an administrator or external entity.

1. For programs offered in a consortium:
	1. One individual must serve as the consortium program director and have primary responsibility for the program and communications with ACEND.
	2. Each member organization in the consortium must designate a coordinator (who may be the program director) for the program within that organization who is employed by the organization.
2. Institutional policies related to workload are applied to the program in a manner that recognizes and supports the academic and practice aspects of the nutrition and dietetics program, including allocating time and/or reducing teaching load for administrative functions provided by the director.
3. The program director must:
	1. Have earned at least a master’s degree.
	2. Be credentialed as a registered dietitian nutritionist by the Commission on Dietetic Registration.
	3. Have a minimum of three years professional experience post credentialing.
	4. Be a full-time employee of the sponsoring institution as defined by the institution, or a full-time employee of another organization that has been contracted by the sponsoring institution.
	5. Not direct another ACEND-accredited nutrition and dietetics education program.
4. The program director responsibilities must include, but are not limited to:
	1. Provision or delegation of responsibilities to assure year-round coverage of director responsibilities in the absence of the director or in cases where the director’s full-time appointment does not cover all 12 months. In programs where the program director assigns some responsibilities to other individuals, the director must ensure that all program director responsibilities are accomplished throughout the year.
	2. Development of policies and procedures for effectively managing all components of the program and to ensure fair, equitable and considerate treatment of prospective and enrolled interns (such as program admission, retention and completion policies).
	3. Intern recruitment, advisement, evaluation and counseling.
	4. Maintenance of program accreditation, including:
		1. Timely submission of fees, reports and requests for major program changes;
		2. Maintenance of the program’s intern records, including intern advising plans, supervised practice hours and verification statements;
		3. Maintenance of complaints about the program received from interns or others, including disposition of the complaint;
		4. On-going review of program’s curriculum to meet the accreditation standards;
		5. Communication and coordination with program faculty, preceptors and others involved with the program and its interns;
		6. Facilitation of processes for continuous program evaluation, and
		7. Timely submission of required documentation supporting the graduate's eligibility for a Commission on Dietetic Registration (CDR) credentialing exam.

**Narrative:**

* Describe how institutional policies related to faculty roles and workload are applied to the program in a manner that recognizes and supports the academic and practice aspects of the nutrition and dietetics program, including allocating time and/or reducing teaching load for administrative functions provided by the director.
* State time allocation for program management.
* Describe the program director’s credentials and how the director meets the ACEND requirements for the program director position.
* Describe the authority and responsibility the director has to manage the program and how the program director’s listed responsibilities are achieved.
* If the program director position is not a 12-month appointment discuss year-round coverage of the program when the program director is not available. This does not refer to short-term vacations or absences.
* *[Consortium Only]* Identify the individual who serves as the consortium program director.
* *[Consortium Only]* Identify the individual(s) other than the program director who serve as consortium coordinator(s).
* *[Consortium Only]* Describe the employment status of each coordinator with the member institutions.
* *[Consortium Only]* Describe the relationship of the coordinator(s) to the consortium program director.

*Your response goes here.*

**Appendix:**

* Program director’s current curriculum vitae or résumé
* 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, and/or amount of course release time) OR Optional: Use [Program Director Position Description Template](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards)
* Evidence of CDR registration status; such as photocopy of the program director’s CDR registration card or printout from CDR website verifying registration status
* *[Consortium Only]* A copy of curriculum vita/resume for each coordinator other than the program director

Required Element 1.6

The program must establish its length and provide the rationale for the program length based on competencies and learning activities that interns must accomplish, required hours of supervised practice, and mandates from the program’s administration and state legislation.

a. The program must be planned so that interns complete at least 1000 hours of supervised practice experiences with a minimum of 700 hours in professional work settings; a maximum of 300 hours can be in alternate supervised experiences such as simulation, case studies and role playing. The program must document the planned hours in professional work settings and in alternate supervised experiences. The majority of the professional work settings hours spent in the major rotations must be completed onsite.

b. At least 700 of the supervised practice hours must be conducted in a work setting in the United States or its territories, possessions (including the District of Columbia, Guam, Puerto Rico and U.S. Virgin Islands) or military bases.

**Narrative:**

* State the program length and number of supervised-practice hours including the number of hours in professional work settings versus alternative supervised experiences.
* Briefly describe the rationale for the program length (considering learning activities that interns must accomplish, required hours of supervised practice (if applicable) and mandates from the program’s administration or state legislation).
* State the major rotations and describe how the program ensures the majority of the rotation hours (>50%) are completed onsite (in-person).Note: Clinical rotations must be indicated as a major rotation with >50% of hours completed onsite (in-person).
* Describe alternate supervised practice experiences and how they are equivalent to supervised practice, if applicable.
* Describe planned international experiences available for interns, total supervised practice hours provided internationally, and country in which experiences will occur.

*Your response goes here.*

**Appendix:**

* Planned supervised practice hours (use template titled “[Planned Supervised Practice Hours](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards)”) (Note the major rotations with an asterisk on the template).

Required Element 1.7

A free-standing program certified by the U.S. Department of Education (USDE) for eligibility for Title IV student financial aid, which is not included in the Title IV (student aid) eligibility of a sponsoring college or university, must document compliance with Title IV responsibilities, including audits, program reviews, monitoring default rates, and other requirements. If the program’s default rate exceeds the federal threshold (25 percent over a three-year period or 40 percent in one year), the program must provide a default reduction plan, as specified by USDE.

**Narrative (Free-standing DI program only):**

* Does the free-standing Dietetics Internship program plan to apply for eligibility to participate in Federal Student Assistance (Title IV) funding programs using ACEND as its accreditor of record if candidacy accreditation is granted? (Check Yes or No below)

[ ] Yes

[ ] No

**Standard 2: Program Mission, Goals, Objectives, and Program Evaluation and Improvement**

The program must have a clearly formulated and publicly stated mission with supporting goals and objectives by which it intends to prepare interns for practice as a Registered Dietitian Nutritionist. The program must have a program evaluation plan to continuously evaluate the achievement of its mission, goals and objectives use the plan to collect data, improve the program based on findings and update the plan accordingly.

**Directions:** Ensure that each Required Element is addressed below according to the Guidance Information, which may include specific narrative and appendices using ACEND-required templates.

Required Element 2.1

A program evaluation plan must be documented, reviewed annually, updated as needed with changes noted and must include the following components:

1. The program mission. The program mission must be specific to the program, distinguishes it from other programs in the sponsoring organization and be compatible with the mission statement or philosophy of the sponsoring organization.
2. The program goals. The program must have at least two goals focused on program outcomes for graduates that are consistent with the program’s mission.

**Note:** Provide program goals that are well constructed (i.e. are specific, measurable, attainable, realistic, time related) and generally stated in terms of the impact of the program on graduates and their contributions to the nutrition and dietetics profession. The goals must use the term “graduates” and must not use the terms “students” or “interns”. Avoid having student learning objectives or management plans (i.e., action plans for running the program on a day-to-day basis) as program goals. A program can have more than two goals.

**Narrative:**

* Provide the mission statements for the institution, the college (if applicable) and department in which the program resides and the program, itself.
* Analyze the compatibility of the program’s mission statement with the institution, college (if applicable) and department missions.
* State your program goals.
* Discuss how the goals support the program’s mission.

*Your response goes here.*

**Standard 3: Curriculum and Learning Activities**

The Core Competencies must be the basis on which the program curriculum and learning activities are built must be identified, all within the context of the mission and goals of the program.

**Directions:** Ensure that each Required Element is addressed below according to the Guidance Information, which may include specific narrative and appendices using ACEND-required templates.

Required Element 3.2a

A curriculum map must be developed that:

* + 1. Identifies supervised practice experiences, which occur in various settings or practice areas that interns will complete to meet the core competencies.

**Narrative:**

* Describe the program’s curriculum.
* Discuss and provide examples of how the program’s didactic and/or supervised practice courses or rotations are organized, sequenced and integrated.
* Discuss and provide examples of how the curriculum builds on previous knowledge and experience to progress from introductory to more advanced learning activities.

*Your response goes here.*

**Appendix:**

* A curriculum map of supervised practice experiences aligned with core competencies (use template titled “[CRDN Curriculum Map](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards)”)

**Standard 5: Faculty and Preceptors**

The program must have a sufficient number of qualified faculty and preceptors to provide the depth and breadth of learning activities required in the curriculum and exposure to the diversity of practice. Program faculty, including the program director and preceptors, must show evidence of continued competency appropriate to teaching responsibilities, through professional work experience, graduate education, continuing education, and research or other activities leading to professional growth in the advancement of their profession.

**Directions:** Ensure that each Required Element is addressed below according to the Guidance Information, which may include specific narrative and appendices using ACEND-required templates.

Required Element 5.1

The program must provide evidence that qualified and appropriately credentialed faculty and preceptors are sufficient to ensure implementation of the program’s curriculum and the achievement of the program goals and objectives.

**Narrative:**

* Discuss the adequacy of qualified and credentialed faculty and preceptors to ensure implementation of the program’s curriculum and achievement of the program goals and objectives.
* Describe the process used to ensure the faculty and preceptors, including those for international rotations, and those selected by interns are qualified for their role in the program.
* If sufficient number of faculty and/or preceptors are not currently available, what is the program’s plan to obtain additional faculty and preceptors?

Anticipated Number of Faculty for the program (if applicable):

|  |  |
| --- | --- |
| Full-Time |  |
| Part-Time |  |
| Adjunct  |  |

Anticipated Number of Preceptors for the program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Your response goes here.*

Required Element 5.2a

The requirements for program faculty (faculty within the academic unit) must include:

1. Program faculty, including the program director, must meet the sponsoring organization‘s criteria for appointment and have sufficient education in a field related to the subject in which they teach or must meet the institution’s policy for education and/or equivalent experience.

**Narrative:**

* Describe the sponsoring organization‘s criteria for faculty appointment and how the program ensures that faculty meet those criteria. Faculty are not required by ACEND to hold an RDN or NDTR credentials, unless required for their position.

*Your response goes here.*

Required Element 5.3a

The requirements for program preceptors must include:

1. The education and experience needed to provide appropriate guidance for supervised practice experiences. Preceptors must be licensed, as appropriate, to meet state and federal regulations, or credentialed, as needed, in the area in which they are supervising interns and must be qualified to serve as educators and professional role models.

**Narrative:**

* Describe how program ensures preceptors meet state licensure laws and federal requirements. Preceptors are not required by ACEND to hold an RDN or NDTR credentials, unless required for their position.

*Your response goes here.*

**Standard 7: Information to Prospective Students and the Public**

The program must provide clear, consistent and accurate information about all program requirements to prospective interns and the public at large.

**Directions:** Ensure that each Required Element is addressed below according to the Guidance Information, which may include specific narrative and appendices using ACEND-required templates.

Required Element 7.3

Information about the program must be readily available to prospective interns and the public via a website and must include at least the following:

a. Accreditation status, including the full name, address, phone number and website of ACEND on the program’s website homepage.

b. Description of the program, including program’s mission, goals and objectives.

c. A statement that program outcomes data are available upon request.

d. Information about the requirements and process to become a registered dietitian nutritionist (RDN), including education, supervised practice, the CDR credentialing exam, computer matching information, if applicable, state licensure/certification, states for which the program meets State requirements for licensure/certification, and how the program fits into the process.

e. Estimated cost to interns, including tuition and fees, necessary books and supplies, transportation, typical charges for room and board or housing, and any other program-specific costs.

f. Application and admission requirements including computer matching information.

g. Academic and program calendar or schedule.

h. Graduation and program completion requirements.

i. Availability of financial aid and loan deferments (federal or private), scholarships, stipends and other monetary support, if applicable.

j. Guidance about distance education components, such as technology requirements, if applicable.

k. If interns are required to locate their own supervised practice sites and/or preceptors, requirements for this must be described, including the program’s role and responsibility to assist interns to ensure timely completion of the program.

l. A description of the criteria and policies and procedures used to evaluate and award credit for prior learning experiences, such as coursework or supervised practice hours, and the types and sources from which credit will not be accepted.

**Narrative:**

* Describe the program’s role and responsibility to assist interns in identifying supervised practice sites and/or preceptors, to ensure timely completion of the program, if applicable.
* *[Candidacy programs only]* Provide draft website information and describe where complete program information will be found if granted accreditation.

*Your response goes here.*

**Appendix:**

* 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 above in Required Element 7.3. No information about the program can be published on a website until candidacy for accreditation is granted.

**APPENDICES
<Name of your program goes here>**

**Nutrition and Dietetics Internship Program (DI)**