**Graduate Program (GP) in Nutrition and Dietetics**

***ACEND Future Education Model Accreditation Standards*Demonstration Program Application Information**

***(Note: the first three information pages can be deleted on the actual application)***

**Application Process:**

* Organizations interested in sponsoring a nutrition and dietetics program that would be accredited under the *ACEND Future Education Model Accreditation Standards for Graduate Programs (GP) in Nutrition and Dietetics* should email FutureModel@eatright.org their intent to submit an application.
* Organizations complete the [Demonstration Program Application](https://www.eatrightpro.org/acend/accreditation-process/application-for-future-education-model) that is available online on the ACEND website. The application should include one electronic file with the completed application form followed by the appendix materials. The file should be in PDF format that is searchable and bookmarked. The name of the institution should be in the file’s title.
* Application materials should be submitted electronically to FutureModel@eatright.org
* No application fee is required.
* Contact ACEND at 1-800-877-1600 ext. 5400 or ACEND@eatright.org for guidance and answers to questions.

**Tips for Completing This Document:**

* Executive Summary should include the following:
	+ A rationale
	+ Discussion of administrative commitment
	+ An overview of the proposed curriculum
	+ Discussion of integration of Supervised Experiential Learning (SEL) throughout the curriculum
	+ How it will differ from current ACEND programs, if applicable
	+ Timeline for starting the program and whether it is proposed as a candidacy or reorganization
	+ Proposed date when the program will accept its first class
	+ Will the program be phasing out any ACEND-accredited program(s)?
	+ Timeline between phase out and ramping the FEM program, if applicable
* Standard 1, Program Characteristics and Resources
	+ Organization Chart (RE 1.2): Clearly identify the FEM program by name on the organizational chart. The organizational chart should reflect the future and include the FEM program. The organization chart should show relationships to other programs.
	+ Maximum enrollment (RE 1.3): Discuss availability of resources to justify the proposed enrollment numbers. The final maximum enrollment for which the program intends to be accredited should match the maximum enrollment on the cover page.
	+ Program Director Job Description (RE 1.5): Be sure to provide time allocation for program management. **TIP:** Use the optional ACEND-developed job description template.
	+ Program Length (RE 1.6): Provide a program of study table with SEL experiences to show integration
* Standard 2, Program Mission, Goals and Objectives
	+ Make sure mission and goals are unique to the program and different from existing programs
* Standard 5, Faculty and Preceptors
	+ Provide a list of faculty in the department with credentials (use faculty roster template)
	+ Provide a list of available preceptors with credentials (use preceptor roster template)
		- Note: candidacy programs may not have many faculty or preceptors. Provide list of those available, if any, and be sure to discuss a plan for recruitment
* General Tips:
	+ Go through all documentation and ensure all 2022 terminology is removed: internship, interns, supervised practice
	+ Make sure SEL is integrated throughout the curriculum
	+ At this stage work with one track for the program. **Tip:** Best is a full-time track
	+ Do not discuss prior learning assessment at this stage

**Application Review Process:**

* Applications will be reviewed by an ACEND staff, who will make recommendations to the ACEND Board for the demonstration programs.
* ACEND is seeking a representative sample of programs in terms of geographic location, program size and proposed program structure for the demonstration programs.
* Program applications will be designated by the staff as either “Reorganization” or “Candidacy” and will follow ACEND policies and procedures for that designation. Programs on a reduced accreditation term may be considered for reorganization.
* Reorganization:
	+ Sponsoring organization(s) has an existing ACEND-accredited program(s), offers supervised practice and has a degree level program at the degree level proposed for the future education model. These organizations can be reorganizing one or more of their currently accredited programs into a proposed future education model program or keeping their current accredited program(s) and creating a new program that incorporates same/similar courses/experiences as the currently accredited program(s).
	+ In a partnership, both organizations must have an ACEND-accredited program.

For example:

* + - A proposed Future Model Graduate Nutrition and Dietetics Degree program may be a reorganization of an existing dietetic internship (DI) program and a master’s program;
		- A proposed Future Model Graduate Nutrition and Dietetics Degree program may be a reorganization of a graduate level coordinated program (CP);
		- A proposed Future Model Graduate Nutrition and Dietetics Degree program may be a partnership between an existing, free-standing dietetic internship (DI) program and a university with a didactic program in dietetics (DPD) and a master’s program
	+ These programs can begin admitting students after their follow-up report that includes Standard 1, Required Elements 1.1, 1.4 and 1.6; Standard 3; Standard 4, Required Element 4.1; Standard 7, Required Element 7.3; and Standard 8, Required Elements 8.1 and 8.2 and a teach-out-plan, if applicable, has been approved. The follow-up report must be submitted starting the first class of students. A self-study report and comprehensive site visit will not occur until after two classes have graduated but no longer than four years after accreditation is awarded unless the program’s current accreditation term ends within the next four years, then the site visit will be scheduled to align with the current term.
	+ Candidacy:
	+ Sponsoring organization(s) does not have an ACEND-accredited program and is proposing a new program.
	+ Sponsoring organization(s) has an existing ACEND-accredited program(s) that is at a different degree level than the proposed future education model program and/or does not currently offer supervised practice.
	+ Sponsoring organization(s) has an existing ACEND-accredited program(s) that is at the same degree level as the proposed future education model program but does not currently offer supervised practice.
		- Note: Supervised experiential learning at the DPD level does not meet the supervised practice requirement (i.e., does not have experience with ACEND core competencies).

For example:

* + - A proposed Future Model Graduate Nutrition and Dietetics Degree program located in an organization with an existing dietetic internship (DI) program but no graduate level program;
		- A proposed Future Model Graduate Nutrition and Dietetics Degree program located in an organization with a bachelor’s level coordinated program (CP) but no graduate level program;
		- A proposed Future Model Graduate Nutrition and Dietetics Degree program that is a partnership between a hospital without an ACEND-accredited program and a university, regardless of the type of ACEND-accredited programs housed at the university.
	+ These programs will be required to submit a self-study report, have a comprehensive site visit and be admitted to candidacy before the first class of students can be admitted.
* ACEND requires that a program director be identified in the FEM graduate program eligibility application who meets the requirements stated in the ACEND FEM Accreditation Standards Required Element 1.5 of having the RD credential, a doctoral degree and 3 years’ experience post credentialing or 5 years’ experience post credentialing with a master’s degree. If the program is in candidacy and does not have a program director who meets all the ACEND requirements, the program may still submit an application. If this is the case, plans for hiring the full-time director who meets all the requirements, including directing only one accredited program, should be explained in the eligibility application.  ACEND expects that at the time the self-study report is submitted three months prior to the site visit, the program will document that they have a full-time program director, who meets all of the requirements, in place.
* Program applications will be reviewed by the ACEND Board, who will issue decision letters regarding acceptance of the application.

**After Initial Acceptance of the Application:**

* Program directors will be required to complete trainings. The dates and format for these trainings will be provided in the decision letter. The first training will be a one-hour introduction to competency-based education (CBE) and the second training will be a workshop on CBE provided by ACEND consultant and CBE expert Leanne Worsfold.
* After completion of the training:
	+ Program directors for programs categorized as reorganization will need to submit a report detailing their compliance, according to the timeline posted on the [decision calendar](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/decision-calendars) before the proposed starting date for the program, with Standard 1, Required Elements 1.1, 1.4 and 1.6; Standard 3; Standard 4, Required Element 4.1; Standard 7, Required Element 7.3; and Standard 8, Required Elements 8.1 and 8.2 and program phase-out plans, if applicable, and have it approved by the ACEND Board before becoming an official demonstration program and being able to admit students.
	+ Program directors for programs categorized as candidacy will need to complete a self-study, which will address compliance with all standards in the *Future Education Model Accreditation Standards*, host a comprehensive site visit, and be granted candidacy for accreditation as a demonstration program by the ACEND Board before admitting students.
* The following fees will be waived for demonstration programs: candidacy application fee and annual accreditation fee.

Refer to the *ACEND Future Education Model Accreditation Standards for Graduate Programs in Nutrition and Dietetics* when completing the Demonstration Program Application. The [Future Education Model Standards, Templates and Guidance Information](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates) are available on the ACEND website and include the following: Also on the website are a webinar providing information about the *Future Education Model Accreditation Standards* and a webinar to assist with the application completion.

**Graduate Program (GP) in Nutrition and Dietetics**

***ACEND® Future Education Model Accreditation Standards*Demonstration Program Application**

Revised February 2024

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

**Graduate Program in Nutrition and Dietetics**

**Demonstration Program Application for**

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

<Date Submitted>

Demonstration Program Application – ACEND Future Education Model Standards

**Graduate Program in Nutrition and Dietetics**

|  |  |
| --- | --- |
| **Date:** | Click or tap to enter a date. |
| **Program name:** |  |
| **Educational Institution:** |  |
| **City:** |  | **State:** |  |
| **Partnering Institution, if applicable:** |  |  |  |
| **City:** |  | **State:** |  |

|  |  |
| --- | --- |
| **Program length:** |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Master’s |  | Other, Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

##### **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.

##### **Student-identified supervised experiential learning (SEL):**

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

##### **Other Program Options — (check all that apply):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Part-time |  | Other Option |  |

##### **Accelerated Degree Options – select item to indicate whether the program offers graduate credit during undergraduate years**

Choose an item.

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

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

**Enrollment**: Enter maximum number of students for which program is seeking accreditation and current enrollment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 3rd Year Baccalaureate Students | 4th Year Baccalaureate Students  | 1st Year Graduate Degree Students  | 2nd YearGraduate Degree Students | 3rd Year Graduate Degree Students |
| Maximum Enrollment |  |  |  |  |  |

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

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

*The program director 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 program director agrees to attend required training, submit requested data and work with ACEND to collect outcomes data from graduates and employers.*

|  |  |
| --- | --- |
|  |  |
| Name & Credentials | 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 organization 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.*

##### ***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 & Credentials | Business Address |
|  |  |
| Title |  |
|  |  |
| Telephone | E-mail |  |
|  |  |  |
| Signature |  |
|  |  |

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

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

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

***\*****This form must be submitted with the application documenting compliance with ACEND’s Future Education Model Accreditation Standards.*

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

**If the program is offered as a partnership, provide names, credentials, titles and signatures for a program coordinator, administrator and the chief executive officer of the partner organization, who did not sign above.** Copy signature blocks and add signatures for additional administrators and/or partners, if applicable.

**Program Coordinator:**

|  |  |
| --- | --- |
|  |  |
| Name & Credentials | Business Address |
| Title |
| Signature | E-mail Address |
| Telephone | Fax Number | Website Address |

|  |  |
| --- | --- |
| **Administrator:** |  |
| Name & Credentials | Business Address |
|  |  |
| Title |  |
|  |  |
| Telephone | E-mail |  |
|  |  |  |
| Signature |  |
|  |  |

|  |  |
| --- | --- |
| **Chief Executive Officer:** |  |
| Name & Credentials | Business Address |
|  |  |
| Title |  |
|  |  |
| Telephone | E-mail |  |
|  |  |  |
| Signature |  |
|  |  |

**Demonstration Program Application**

**ACEND Future Education Model Accreditation Standards
<Program Name Goes Here>**

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**Appendix** X

**Executive Summary**

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

**Executive Summary of the Proposed Future Education Model Graduate Program (GP) in Nutrition and Dietetics** Briefly (in one to two pages) provide an overview of the proposed future education model graduate program (GP) in nutrition and dietetics.

* Describe the rationale for submitting an application for your GP. Include the commitment to becoming a demonstration program accredited under the *Future Education Model Accreditation Standards for Graduate Programs in Nutrition and Dietetics* and the understanding of the differences in the *Future Education Model and 2022 Accreditation Standards*.
* Provide an overview of the proposed curriculum for the proposed GP program including a description of how integration of experiential learning experiences with didactic content will occur throughout the program.
* If you currently have one or more ACEND-accredited programs, discuss how the proposed GP program will differ from the current program(s).
* Describe the proposed timeline for starting your demonstration program. In addition, provide details of your plans, including proposed date of when the GP program will accept the first class of students and whether you are phasing out or reorganizing an existing ACEND-accredited program while implementing a Future Education Model program.

*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 according to the information listed below under each Required Element. This includes narrative and appendices.

Required Element 1.1

The program must be housed in a college or university or offered in a partnership with a college or university. The college or university 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).

1. A partnership is defined as two or more independent institutions, one of which is an accredited college or university, working together under a formal written agreement to sponsor a single program. The partnership must consider itself a single education program.

**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 name of the U.S. institutional accrediting body and the institution’s current accreditation status.
* *[Partnership only]* Describe the formal agreement between organizations in the program partnership 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(ies).
* If a partnership, letters of support from each sponsoring organization.

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 partnership, organizational charts must clearly show the relationship of the graduate degree program to other programs/services offered by the sponsoring organizations and the relationship among the sponsoring organizations.

**Narrative:**

* Describe the administrative structure of the institution/organization and where the program is housed.
* *[Partnership only]* Describe the program partnership and the relationship of each member to the program partnership (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 (entire structure to the “top” of the organization, e.g., up to the university president or hospital CEO) and its relationship to other programs within the department
	+ *[Partnership only]*An organization chart showing the relationship of each member of the partnership to the program.

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.
2. 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 student outcomes.

1. Programs offered in partnerships must document the responsibilities of and resources provided by each partnership organization to the total program.

c. 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.
* *[Partnership Only]* Describe the formal agreement between organizations in the program partnership including financial and other resource contributions of each member.

*Your response goes here.*

Required Element 1.4

The program must award at least a master’s degree and verification statement upon completing program requirements to individuals who enter the program with a baccalaureate degree or less.

a. If the program admits individuals with a master’s degree or higher, the program must award at least a verification statement to individuals who complete program requirements.

**Narrative:**

* Describe completion requirements for receipt of verification statement. Information should be provided separately for each option offered.
* If the program is offering a degree that is not yet approved within the state 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, as applicable.
* State the degree received upon completion of the program and describe completion requirements for receipt of degree. Information should be provided separately for each option offered. 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).

*Your response goes here.*

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 students. 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.

1. For programs offered in a partnership:

1. One individual must serve as the partnership program director and have primary responsibility for the program and communications with ACEND.

1. Each member organization in the partnership 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 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.
3. The program director must:
	1. Have earned a doctoral degree or equivalent and have a minimum of three years professional experience post credentialing OR have earned a master’s degree or equivalent and have a minimum of five years professional experience post credentialing.
	2. Be credentialed as a registered dietitian nutritionist by the Commission on Dietetic Registration.
4. Be a full-time employee of the sponsoring institution (or one or more of the sponsoring partnership institutions), 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.
6. The program director responsibilities must include, but are not limited to:
7. 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.
8. 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 students (such as program admission, retention and completion policies).
9. Student recruitment, advisement, evaluation and counseling.
10. Maintenance of program accreditation, including:
11. Timely submission of fees, reports and requests for major program changes;
12. Maintenance of the program’s student records, including student advising plans, supervised experiential learning hours and verification statements;
13. Maintenance of complaints about the program received from students or others, including disposition of the complaint;
14. On-going review of program’s curriculum to meet the accreditation standards;
15. Communication and coordination with program faculty, preceptors and others involved with the program and its students;
16. Facilitation of processes for continuous program evaluation, and
17. 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.
* *[Partnership Only]* Identify the individual who serves as the partnership program director.
* *[Partnership Only]* Identify the individual(s) other than the program director who serve as partnership coordinator(s).
* *[Partnership Only]* Describe the employment status of each coordinator with the member institutions.
* *[Partnership Only]* Describe the relationship of the coordinator(s) to the partnership program director.

*Your response goes here.*

**Appendix:**

* 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)
* Optional: Use [Program Director Position Description Template](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates)
* Evidence of CDR registration status, such as photocopy of the program director’s CDR registration card or printout from CDR website verifying registration status
* *[Partnership 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’s length after taking into consideration didactic learning and required supervised experiential learning needed by students to demonstrate the required competencies and mandates from the program’s administration and state legislation. Programs must include both the didactic and supervised experiential learning components integrated into a single program.

* + 1. The program must be planned so that students complete at least 1000 supervised experiential learning hours. The program must document the planned hours in professional work settings and in alternate experiences. The majority of the professional work settings hours spent in the major rotations must be completed onsite.

**Narrative:**

* State the program length and number of experiential learning hours.
* Describe how the didactic and supervised experiential learning will be integrated throughout the program.
* Briefly describe the rationale for the program length (considering learning activities that students must accomplish, required hours of supervised experiential learning 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). Clinical rotations must be indicated as a major rotation with >50% of hours completed onsite (in-person).
* Describe planned international experiences available for students, total supervised experiential learning hours provided internationally, and country in which experiences will occur, if applicable.
* *[Partnership Only]* Describe the coursework and supervised experiential learning activities provided by each partner organization.

 *Your response goes here.*

**Appendix:**

* A copy of the proposed GP program of study that shows planned courses and indicates in which courses integration of experiential learning experiences with didactic content will occur.
* Programs may wish to include the proposed [Supervised Experiential Learning Hours Template](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates) to indicate how preliminary plans for SEL will be integrated in the program.

**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 students 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 according to the information listed below under each Required Element. This includes narrative and appendices.

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(s) and be compatible with the mission statement or philosophy of the sponsoring organization(s).
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.
3. The program objectives. The program objectives must measure the full intent of the mission and goals and are used to evaluate achievement of each program goal.
	1. The program must align the following ACEND-required objectives with their program goals and demonstrate that the program is operating in the interest of students and the public. The program must set reasonable target measures when the targets are not specified. Required objectives must be evaluated annually using an average of data from the previous three years:
4. Program Completion: “At least 80% of students complete program requirements within \_\_\_\_ (150% of planned program length)”.
5. Graduate Employment: “Of graduates who seek employment, at least \_\_\_ percent are employed in nutrition and dietetics or related fields within 12 months of graduation”.
6. Graduate Performance on Registration Exam:
7. “At least \_\_\_ percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion”.
8. “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%”.
9. Employer Satisfaction: The program must develop an objective for employer satisfaction with graduate’s preparation for entry-level practice.
10. Qualitative and/or quantitative data needed to determine whether goals and objectives have been achieved.
11. Groups from which data will be obtained; both internal and external stakeholders must be represented (such as graduates, administrators, faculty, preceptors, employers, practitioners, nutrition and dietetics education program directors, faculty from other disciplines and advisory committees).
12. Evaluation methods that will be used to collect the data.
13. Individuals responsible for ensuring that data are collected.
14. Timeline for collecting the necessary data.

**Narrative:**

* Provide the mission statements for the institution, the college and/or department in which the program resides and the program itself.
* Explain how the mission supports the program’s intent to prepare students for nutrition and dietetics practice and careers.
* Discuss the compatibility of the program’s mission statement with the sponsoring organization.
* State your program goals.
* Discuss how the goals support the program’s mission.
* Provide ACEND-required program objectives, aligning them to the appropriate program goal.
* Provide additional objectives that measure the full intent of the program’s mission and goals, if applicable.
* Describe how objectives with target measures set by the program demonstrate that the program is operating in the interest of students and the public.
* Describe the process for the annual review of the program evaluation plan and the stakeholders involved in the review. *[Programs applying for candidacy describe how process will occur].*

*Your response goes here.*

**Appendix:**

* Most recently reviewed Program Evaluation Plan listing entries for the history of annual review, program mission, goals and objectives, the data to be collected for all program goals and objectives, groups from which data will be collected, methods used to collect data, individuals responsible for data collection and the timeline for data collection (use template titled “[Program Evaluation Plan](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates)”)

**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 according to the information listed below under each Required Element. This includes narrative and appendices.

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 used for international experiences, and those selected by students are qualified for their role in the program. *[Programs applying for candidacy must describe the plans for adequate preceptors for the planned enrolled students]*.

*Your response goes here.*

**Appendix:**

* List of faculty members within the academic unit, with their credentials and courses taught (use the template titled “[Faculty Roster](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates)”)
* List of preceptors with credentials aligned with supervised experiential learning facility and course/rotation (use the template titled “[Preceptor and Facility Roster](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates)”).

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 credential, 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 experiential learning. Preceptors must be licensed, as appropriate, to meet state and federal regulations, or credentialed, as needed, in the area in which they are supervising students 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. Note: Preceptors are not required by ACEND to hold an RDN or NDTR credential, unless required for their position.

*Your response goes here.*

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

**Future Education Model Graduate Program (GP) in Nutrition and Dietetics**

**Demonstration Program Application**