
Application for Accreditation as a Future Education Model Programs

Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the
 Academy of Nutrition and Dietetics

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)* should email FutureModel@eatright.org their intent to submit an application.
- Organizations complete the [Demonstration Program Application](#) 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.

Application Review Process:

- Applications will be reviewed by ACEND staff within approximately six weeks and staff will notify the program whether the application has been approved or not.
- 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 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 generally 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.

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.
- Demonstration program faculty and administrators, other than program director, are able to attend the CBE workshop if they choose.
- Programs develop curriculum and gain university, institutional and state approvals. Timelines for approvals vary by program. Consider discussing obtainment of these approvals with stakeholders when starting the application process. Refer to sample timelines for [candidacy](#) and [reorganization](#) programs when determining a planned start date. Eligibility applications have an expiration date of four (4) years from the approval date (date of approval noted within the decision letter). After four years, if the program has not taken next steps following approval of the eligibility application, the program will need to resubmit their FEM eligibility application to ACEND.
- After completion of the CBE training and development of curriculum:
 - According to the timeline posted on the [decision calendar](#) before the proposed starting date for the program, directors for programs categorized as reorganization will need to submit a report detailing compliance 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. The report must be approved by the ACEND Board before the program becomes an official demonstration program and is able to admit students.
 - Program directors for programs categorized as candidacy will need to complete a self-study report, 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.

Benefits of Being a Demonstration Program

- Training and Coaching
 - Access to competency-based education (CBE) support materials
 - Participation in online and in-person training on competency-based education, competency assessment planning and ways to meet the Future Education Model Standards
- National Recognition
 - Recognition as a leader in the implementation of the Future Education Model through showcasing of demonstrator program models and materials at FNCE®, NDEP and other regional and national meetings and in ACEND communications
 - Opportunity to promote your organization as a leader and early adaptor of the ACEND Future Education Model Standards and one of the first Future Education Model accredited programs
- Networking Opportunities
 - Membership in a network of educators who are exploring and sharing different ways in which the ACEND Future Education Model Standards are being implemented and evaluated
 - Participation in tele-networking and in-person meetings with other demonstration program directors to discuss challenges and successes and help shape revisions to the ACEND Future Education Model Standards and support materials
- Evaluation
 - Participation in the evaluation of the ACEND Future Education Model Standards
 - Access to collated data from demonstration programs to inform enhancements of your program to improve program and student outcomes
- Decreased cost
 - The following fees will be waived for demonstration programs: candidacy application fee, one year's annual accreditation fee and training sessions and materials.

Expectations of Demonstration Program Directors:

- Complete required CBE training
- Complete follow up (reorganization) or complete a self-study report (candidacy) within four years of eligibility approval (date of approval noted in decision letter)
- Provide the requested program information to ACEND (e.g., surveys, questionnaires, etc.)
- Assist ACEND in obtaining graduate and employer data

Demonstration Program Application Checklist:

Application Materials

- Completed Demonstration Program Application (use template provided) in searchable and bookmarked PDF file titled with program name, degree level and word "application"
- Appendix Material includes the following:
 - A copy of most recent letter or a website screenshot and active website link from the oversight agency website documenting the organization's accreditation status with the oversight agency(ies).
 - A copy of the organization chart that shows the location of the program within the organization and its relationship to other programs within the department. In a partnership, organization charts must clearly show the relationship of the program to other programs/services offered by each of the sponsoring organizations and the relationship among the sponsoring organizations
 - 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, amount of course release time) or use ACEND's program director's position description template
- Photocopy of the program director's CDR registration card
- A copy of the proposed program of study that shows planned courses and indicates in which courses integration of experiential learning experiences with didactic content will occur.
- ACEND's Mission, Goals and Objectives template
- List of faculty members within the academic unit, with their credentials and courses taught (use template provided)
- List of preceptors with credentials aligned with supervised experiential learning facility (use template provided)