

ACEND Accreditation Standards

For Nutrition and Dietetics Didactic Programs (DPD)

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

the accrediting agency for the

 **Academy of Nutrition
and Dietetics**

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Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

Phone: 312/899-0040 X 5400
Fax: 312/899-4817

Email: ACEND@eatright.org
URL: www.eatright.org/ACEND

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Standard 1: Program Characteristics and 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.

REQUIRED ELEMENTS:

- 1.1** The program must be housed in a college or university or offered in a consortium with a college or university. The college or university must be located in the U.S. or its territories and must be accredited in good standing by a U.S. institutional accrediting body for higher education recognized by the United States Department of Education (USDE) or by the Council for Higher Education Accreditation (CHEA). Colleges and universities that are not part of the U.S.-based educational system must be authorized under applicable law by the country's ministry of education or equivalent public entity to provide an educational program beyond secondary education (see Appendix B).
 - a. 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.
- 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.
- 1.3** The program must demonstrate that it has:
 - a. Support from the upper-level administration.
 - b. Adequate resources to accomplish its mission and goals and meet the needs of students. Resources must include:
 1. clerical or other staff
 2. technical support
financial support;
 3. learning resources
 4. physical facilities
 5. support services
 - c. Sufficient financial resources to support program needs:
 1. The program must provide a description of the mechanisms in place for participation in shared decision-making between the program director and the institution on 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.

2. Programs offered in a consortium must clearly define financial and other resource contributions of each member to the total program.
- d. Adequate technology and resources to support a distance-learning environment if any portion of the program is offered through distance education. ~~Programs offering an Individualized Supervised Practice Pathway (ISPP) must document the financial support and learning resources provided to the ISPP.~~
- e. ~~The program must demonstrate that administrative support~~ Adequate resources to support continued development and training for program faculty and staff.
- f. ~~Sufficient supervised practice sites available to provide the quality, quantity, and variety of expected experiences to prepare students for their roles and responsibilities as nutrition and dietetics professionals. (Not applicable to DPD)~~
- g. The program must ~~establish and~~ report its maximum enrollment to ensure quality, viability, and appropriate use of resources.

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

- a. If the program admits individuals with a baccalaureate degree or higher, the program must award at least a verification statement to individuals who complete program requirements.
- b. ~~If the program admits individuals with an associate degree verification statement, all the competencies of years 1 through 2 for the program are met.~~
 1. ~~Individuals with an Associate Program DT verification statement meet the corresponding DPD competencies and performance indicators.~~
 - c. ~~If the program admits individuals without an Associate Program verification statement, the program must ensure that competencies in years 1 through 2 must be met through prerequisites or within the program (Appendix A).~~
 - d. If the program awards a graduate degree, ~~the graduate degree must:~~
 1. ~~be in a major course of study in human nutrition, food and nutrition, dietetics, public health, food systems management, or equivalent.~~
 2. ~~meet all the designated academic competencies and performance indicators of the Coordinated Program (CP). the nutrition and dietetics specific knowledge must be achieved through prerequisite or graduate courses required for completion of the graduate degree~~

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.

- a. 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.
- b. The program director's responsibilities must include, but are not limited to:
 1. ~~Authority for oversight of the program, including when program management responsibilities are delegated to other faculty or individuals.~~

2. Provision or delegation of responsibilities to assure-ensure 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.~~
3. Development of policies and procedures for effectively managing all components of the program and ~~to ensure~~^{ensuring} fair, ~~equitable~~ and considerate treatment of prospective and enrolled students (such as program admission, retention and completion policies).
4. Decision-making authority over the financial resources to achieve the program's outcomes and to support the academic integrity and continued viability of the program.
5. Student recruitment, advisement, evaluation, and counseling. Student advisement must incorporate:
 - a. the Dietetics Application Process and the Traffic Rules for Applicants
 - b. all educational pathways to becoming an RDN
6. Maintenance of program accreditation, including:
 - a. timely submission of fees, reports, and requests for major program changes
 - b. maintenance of the program's student records, including student advising plans and verification statements
 - c. maintenance of complaints about the program received from students or others, including disposition of the complaint
 - d. on-going review of the program's curriculum to meet the accreditation standards
 - e. communication and coordination with program faculty, preceptors, and others involved with the program and its students
 - f. facilitation of processes for continuous program evaluation
 - g. timely submission of required documentation supporting the graduate's eligibility for a Commission on Dietetic Registration (CDR) credentialing exam
 - h. completion of an ACEND training on the accreditation standards within one year of hire and every five years, thereafter
- c. The program director must:
 1. have earned at least a master's degree or a doctoral degree if the program awards a graduate degree
 - a. existing program directors of graduate-level DPDs must meet this requirement by June 1, 2037
 2. be credentialed as a registered dietitian nutritionist by the Commission on Dietetic Registration, or for international programs only, the country's professional association or regulatory board for nutrition or dietetics, if applicable
 3. have a minimum of three years of 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
- d. 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 management functions provided by the director. There is a required minimum FTE allotment that must be devoted to program management based on maximum student enrollment (full- or part-time) per cohort:
 1. 25 students or less = 0.35 FTE or greater

2. 26 students or more = 0.5 FTE or greater

- e. If the program director delegates program management responsibilities to another individual (e.g., faculty or coordinator), the individual must:
 - 1. have earned at least a master's degree
 - 2. be credentialed as a registered dietitian nutritionist by the Commission on Dietetic Registration (CDR), or for international programs only, the country's professional association or regulatory board for nutrition or dietetics, if applicable
 - 3. have a minimum of one year of professional experience post credentialing

1.6 The program must establish its length and provide the rationale for the program's length ~~based on knowledge considering both didactic education and learning activities needed by that students must accomplish to demonstrate the required competencies~~ and mandates from the program's administration and state ~~regulation|legislation~~.

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 careers in nutrition and dietetics. 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.

REQUIRED ELEMENTS:

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

- a. The program mission. The program mission must be specific to the program, distinguishes ~~ds~~ it from other programs in the sponsoring organization, and be compatible with the mission statement or philosophy of the sponsoring organization.
- b. 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.
- c. The program objectives. The Program objectives must measure the full intent of the 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:
 - a. Program Completion: "At least 80% of students complete program requirements within ____ (150% of planned program length)".
 - b. Graduate Application, Admission, and Preparedness for RDN Programs: and, Acceptance into Supervised Practice:
 1. Application to RDN Programs: "At least ____ percent of program graduates apply for admission to a supervised practice program RDN program prior to or within 12 months of graduation".
 2. Admission to RDN Programs: "At least ____ percent of program graduates who apply to a supervised practice RDN program are admitted within 12 months of graduation".
 3. Satisfaction with Graduate Preparedness Performance: The program must develop an objective for evaluation of graduate's preparedness for RDN programs performance in supervised practice, graduate program or employment within 12 months of graduation.
- d. Qualitative and/or quantitative data needed to determine whether goals and objectives have been achieved.
- e. Groups from which data will be obtained; both internal and external stakeholders constituents must be represented (such as graduates, administrators, faculty, preceptors, employers, practitioners, nutrition and dietetics education program directors, faculty from other disciplines and advisory committees).
- f. Evaluation methods that will be used to collect the data.

- g. Individuals responsible for ensuring that data are collected.
- h. Timeline for collecting the necessary data.

2.2 The program must evaluate the achievement of its goals and objectives based on its program evaluation plan and provide evidence that:

- a. Program outcomes data are collected according to the program evaluation plan, summarized and analyzed by comparing actual achievements with objectives. ~~ISPP data, if applicable, are collected, summarized and analyzed separately.~~
- b. Data analysis is used to evaluate the extent to which goals and objectives are being achieved.
- c. The targets set for ACEND-required objectives are met.
~~Program changes have been made to improve outcomes for unmet objective(s).~~
- d. Programmatic planning and outcomes evaluation are integrated with institutional planning and assessment, as appropriate.

2.3 Results of the program evaluation process must be used to identify strengths and areas for improvement relative to components of the program (such as policies, procedures, curriculum, teaching methods, faculty, preceptors, resources). Short- and long-term strategies must be developed, and actions must be taken to maintain program strengths and address areas for improvement identified through the evaluation process.

- a. If program objectives are not met, program changes must be identified and actions taken to improve outcomes for unmet objective(s).

Standard 3: Curriculum and Learning Activities

The Core Knowledge Competencies must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program. Demonstration of competence must be integrated in the coursework and learning activities throughout the program. The program must continuously assess student attainment of required competencies.

REQUIRED ELEMENTS:

- 3.1** The program's curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.
- 3.1** The program must have a plan process for on-going assessment of competencies (Appendix A) student's attainment of core knowledge. The plan must identify:

 - a. summative assessment for each competency
 - b. methods used, as well as courses and learning activities in which assessment will occur
 - c. the process for tracking individual students' demonstration of core knowledge competencies
- 3.2** The Curriculum Map template must be developed that used to document:

 - a. each competency (see Appendix A)
 - b. each performance indicator (see Appendix A)
 - c. course(s) (including supervised practice, if applicable) in which summative assessment of competencies occurs and where performance indicators are covered Identifies didactic courses which occur in various settings or practice areas that students will complete to meet the required curriculum components and core knowledge.
 - d. how the curriculum:
 1. is sequentially and logically organized
 2. the progression of didactic courses progresses from introductory to more advanced learning activities
 3. builds on previous knowledge, skills, and experience to achieve the expected depth and breadth of knowledge of competence by completion of the program
- 3.3** The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum competencies components and core knowledge.

 - a. Syllabi for courses taught within the academic unit must include the relevant competencies, KRDNs that will be assessed in the course or rotation and the learning activities that facilitate achievement of the KRDNs.
 - b. Learning activities must prepare students for professional practice:

 1. Include patients/clients with various conditions, including, but not limited to, overweight and obesity; disordered eating; developmental, intellectual, behavioral health, neurological, and endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.
 2. Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures and across the life cycle, including infancy, childhood, adolescence, adulthood, pregnancy and lactation, and late adulthood.

~~Learning activities must address and build competency in diversity, equity and inclusion. The program must ensure that students have the skills to recognize biases in self and others and embrace the diversity of the human experience.~~

3. Meet learner needs and competencies to facilitate learning objectives. Learning activities The curriculum must incorporate a variety of educational approaches necessary for the delivery of curriculum content.
 - a. If any portion of the program is offered through distance education, the program must ensure assures regular and substantive interaction between students and faculty.

Standard 4: Student Learning Assessment and Curriculum Evaluation and Improvement

The program must continuously assess student achievement of required core knowledge. The program must collect and analyze aggregate data on student core knowledge competency attainment. The results of the assessment plane evaluation must be used to evaluate and improve the curriculum to enhance the quality of education provided.

REQUIRED ELEMENTS:

4.1 The program must have a plan for on-going assessment of student's attainment of core knowledge. The plan must identify summative assessment methods used, as well as courses and learning activities in which assessment will occur and the process for tracking individual students' demonstration of core knowledge.

4.21 Formal curriculum review must routinely occur. The program must collect and analyze aggregate data on how the curriculum supports student competence in preparation for professional practice. The results of the aggregate data must be used to evaluate and improve the curriculum to enhance the quality of education provided: The program must document that data on student core knowledge attainment are collected, summarized and analyzed for use in curricular review and improvement.

4.3 Formal curriculum review must routinely occur and:

- a. Use results of program evaluation and data on student core knowledge attainment to determine strengths and areas for improvement.
- b. Include input from students and other stakeholders-individuals as appropriate.
- c. Include assessment of comparability of educational experiences and consistency of learning outcomes competency achievement when different courses, delivery methods (such as distance education) are used to accomplish the same educational objectives.
- d. Result in Take actions to maintain or improve student learning.

Standard 5: Faculty and Preceptors

The program must have qualified faculty and preceptors in sufficient numbers 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, must show evidence of continuing competence appropriate to teaching responsibilities, through professional work experience, graduate education, continuing education, and research or other activities leading to professional growth and the advancement of their profession.

REQUIRED ELEMENTS:

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

5.2

- a. The requirements for program faculty (faculty within the academic unit) must include:
 1. At least one full-time faculty member, or equivalent, in addition to the program director, must hold the registered dietitian nutritionist credential.
 - a. The Nutrition Care Process component must be taught by an RDN.
 2. Program faculty, including the program director, must meet the sponsoring organization's institution'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.
 3. Program faculty, including the program director, must show evidence of continuing competence and ongoing professional development appropriate to their teaching responsibilities.
 4. Program faculty and instructors must be provided orientation to the program's mission, goals and objectives of the nutrition and dietetics program, the ACEND Standards and core knowledge requirements required competencies, and competency-based education.
 5. Program faculty must be trained in the use of distance education pedagogy and recommended practices.
Program faculty must be trained on strategies to recognize and monitor biases in self and others and reduce instances of microaggressions and discrimination.

- b. Formal evaluation of program faculty must routinely occur:

1. The program must have a process for the periodic review, including input from students, of the effectiveness of faculty.
2. Program faculty and instructors must receive feedback, and training as needed, based on program evaluation and input from students.

5.32 The program must provide evidence that qualified and appropriately credentialed preceptors are sufficient to ensure implementation of the program's curriculum and the achievement of the program goals and objectives. (Not applicable to DPD)

- a. The requirements for program preceptors must include: (Not applicable to DPD)

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 students and must be qualified to serve as educators and professional role models.
2. Orientation to the program's mission, goals and objectives of the nutrition and dietetics program, the ACEND Standards and required knowledge and competencies, and competency-based education.
Program preceptors must be trained on strategies to recognize and monitor biases in self and others and reduce instances of microaggressions and discrimination.

5.4 b. Formal evaluation of program faculty preceptors must routinely occur: (Not applicable to DPD)

1. The program must have a process for the periodic review, including input from students, of the effectiveness of faculty preceptors.
2. Program faculty and instructors preceptors must receive feedback, and training as needed, based on program evaluation and feedback from students.

Standard 6: Supervised Practice Sites (Not Applicable to DPD)

The program must have policies and procedures for securing sites to maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies. The policies and procedures must address the selection and periodic evaluation of the adequacy and appropriateness of facilities to ensure that sites are able to provide supervised practice learning experiences compatible with the competencies that students are expected to achieve. The program must ensure that students have secured geographically accessible rotations for timely completion of the program.

REQUIRED ELEMENTS:

6.1 Supervised practice site requirements. The program must have written policies and procedures (Not applicable to DPD):

- a. for site selection
- b. that outline the issuance and maintenance of written affiliation agreements, and the selection criteria, evaluation process and timeline for evaluation of the adequacy and appropriateness of supervised practice facilities.
 1. Agreements must delineate the rights and responsibilities of both the sponsoring organization and affiliating institutions, organizations and/or agencies.
 2. Agreements must be signed by individuals with appropriate institutionally-assigned authority in advance of placing students.
 3. Issuance of written affiliation agreements must be the responsibility of the program and not the student.
- c. that define a timeline for the periodic evaluation of the adequacy and appropriateness of supervised practice facilities

6.2 For programs where students identify their own supervised practice sites and/or preceptors, the program must (Not applicable to DPD):

- a. Ensure that all sites are secured before students begin their supervised practice component.
- b. Have written policies describing the process of securing sites when students are unable to locate a site(s) or preceptor(s) to ensure timely completion of the program.

Standard 7: Information to Prospective Students and the Public

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

REQUIRED ELEMENTS:

- 7.1 Program policies, procedures, practices, and materials related to student recruitment and admission must comply with state and federal laws and regulations. Recruitment and admission practices must be applied fairly and consistently. *Programs shall demonstrate by tangible action their commitment to enrolling a diverse student body.*
- 7.2 All program information to prospective students and the public must be current, accurate, and consistent and. *Each information source must* provide a reference to where complete program information can be found.
- 7.3 Information about the program must be readily available to prospective students and the public via a program website and must include at least the following:
 - a. Accreditation status, including the full name, address, phone number, and website of ACEND must appear 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. *Program contact information must also be provided.*
 - d. Information about the requirements and process to become a registered dietitian nutritionist (RDN), including education, *computer matching information, if applicable*, supervised practice, the CDR credentialing exam, 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 students, including: *tuition and fees, necessary books and supplies, transportation, typical charges for room and board or housing, and any other program-specific costs.*
 1. estimated total cost of tuition and institution fees (such as lab and technology fees)
 2. estimated required program-specific costs, including supplies and services (such as program course fees, drug testing, lab coats, and membership fees)
 3. a description of variable costs related to the program (such as books, transportation, housing, and other expenses)
 - f. Availability of financial aid and loan deferments (federal or private), scholarships, stipends, and other monetary support, if applicable.
 - g. Application and admission requirements, including information on the Dietetics Application Process and Traffic Rules.
 - h. Academic and program calendar or schedule.
 - i. Graduation and program completion requirements including:-
 1. requirements to earn the verification statement
 2. maximum time allowed to complete program requirements and/or receive a verification statement

- j. Guidance about distance education components, such as the expectations for required equipment, competence and skills related to technology, and other requirements, if applicable.
- k. If students 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 students secure geographically accessible sites for students before they begin their supervised practice component to ensure timely completion of the program. (Not applicable to DPD)
- l. A description of the criteria and policies and procedures used to evaluate and award credit for evaluating equivalency of prior learning and experiences, to the program competencies such as coursework and the types and sources from which credit will not be accepted.

Standard 8: Policies and Procedures for Enrolled Students

The program must have written policies and procedures that protect the rights of students and are consistent with current institutional practice.

REQUIRED ELEMENTS:

8.1 Programs must have policies and procedures for program operations including specific to nutrition and dietetics programs or refer to institutional policies. The policies must be provided to students in a single comprehensive document, such as in a program handbook or on a program website. Policies must include:

- a. Student Support Equitable Treatment: The program must establish policies to
 1. support for the variety of diverse needs of students from all backgrounds
 2. ensuring all students are treated with dignity and respect by program faculty and preceptors in an inclusive environment, and to ensure equitable treatment of students from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age.
 3. access to student support services, including health services, counseling, tutoring and testing, and financial aid resources
- b. Advisement
 1. advising students on all educational pathways to become an RDN, including the Dietetics Application Process, and the Traffic Rules for Applicants
- c. Student Performance Monitoring
 1. the process of assessment, including academic performance, academic integrity, and professionalism
 2. regular reports of performance and progress
 3. timely detection of concerns about academic performance, academic integrity, and professionalism
The program's system of monitoring student performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behavior and academic integrity of the student.
- d. Student Remediation and Retention
 1. the procedure for evaluating the need for remedial instruction and other support, if applicable, to promote student's success
 2. the process of remediation that includes an action plan to promote student's success Concerns about a student's/intern's performance in meeting program requirements are addressed promptly and adequately to facilitate student's/intern's progression in the program.
- e. Confidentiality
 1. protection of privacy of student information, including information used for identifying students in distance learning
 2. when using distance instruction and/or online testing strategies used to verify the identity of a student
- f. Requirements for Program Completion
 1. requirements to earn the verification statement

2. maximum amount of time allowed to complete program requirements and receive a verification statement must follow the sponsoring academic institution's policy or no less than five years
Graduation and/or program completion requirements, including for completing program requirements applicable at the time student enrolls
- g. Issuance of Verification Statement
 1. providing verification statements, including timing, delivery method, and number issued, if applicable to all students who complete program requirements requirements and procedures ensuring that all students completing requirements established by the program receive verification statements
- h. Supervised Practice (Not applicable to DPD)
 1. securing geographically accessible sites for students
 2. tracking individual student's supervised practice hours in professional work settings and in alternate practice activities such as simulation, case studies and role playing. Hours granted for prior learning, if given, also must be documented
 3. insurance requirements, including those for professional liability
 4. liability for safety in travel to or from assigned areas
 5. injury or illness while in a facility for supervised practice
 6. drug testing and criminal background checks, if required by the supervised practice facilities
 7. requirement that students doing supervised practice must not be used to replace employees
- i. Complaints
 1. the process for filing and handling complaints about the program from students and preceptors that and other individuals that includes recourse to an administrator other than the program director and prevents retaliation. The program must maintain a record of student complaints for a period of seven years, including the resolution of complaints.
 2. the process for submitting written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted
- j. Credit for Prior Education and Experience
 1. evaluating equivalency of prior learning and experience to the program competencies If the program grants credit or supervised practice hours for students' prior learning, it must define procedures for Otherwise, the program must indicate that it has no policy for assessing prior learning or competence.
- k. Disciplinary/termination procedures:-
- l. Additional Policies
 1. student access to their own student file
 2. program schedule, vacations, holidays and leaves of absence
 3. compensation practices When students are paid compensation as part of the program, policies must be in place to define the compensation practices
 4. withdrawal and refund of tuition and fees

8.2 The following policies and procedures specific to nutrition and dietetics programs must be provided to students in a single comprehensive document, such as in a program handbook or on a program website.

The program's system of monitoring student performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behavior and academic integrity of the student.

APPENDIX A
Competencies and Performance Indicators

APPENDIX B

Accreditation Supplement for International Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is engaged globally and is committed to ensuring quality education to foster a strong nutrition and dietetics profession worldwide.

Nutrition and dietetics programs accredited by ACEND and located outside the U.S. and its territories must meet all the ACEND Standards and Required Elements established for U.S.-based programs, except where otherwise specified within this Appendix.

Standard 1: Program Characteristics and Resources

Required Element 1.1

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

- a. If accreditation or a quality assurance process has been established by the country's professional association or regulatory board for nutrition or dietetics, the program must be recognized by this process before applying to ACEND for candidacy for accreditation and it must be housed in a college or university.
- b. International programs must be in operation and have enrolled students to apply for eligibility.
- c. If the native language of the sponsoring institution is not English, the institution must provide all program documents (application materials, published materials, course outlines, handbooks, etc.) to ACEND and its reviewers in English.

Required Elements 1.5c1 & c2

- c. The program director must:
 1. have earned a degree equivalent to at least a master's degree conferred by a U.S.-accredited college or university.
 2. be credentialed by the country's professional association or regulatory board for nutrition or dietetics, if such an association or board exists. Credential as a registered dietitian nutritionist by the Commission on Dietetic Registration is not required.

Required Element 1.6 – 1.6a & 1.6b are applicable only to programs that opt to include supervised practice hours

The program must establish its length and provide the rationale for the program's length, considering both didactic education and required supervised practice needed for students to demonstrate the required competencies and mandates from the program's institution and state regulation.

- a. The program must be planned so that students complete at least 700 hours of supervised practice experiences with a minimum of 500 hours in professional work settings; the remaining hours may be in alternate supervised experiences.
 1. Supervised practice hours must be conducted in a work setting in the country where the program is located or in the United States or its territories, possessions (including the District of Columbia, Guam, Puerto Rico and U.S. Virgin Islands), or military bases.
- b. The program must document the planned hours in professional work settings and in alternate supervised experiences.
 1. The program must include rotations in clinical, community, and foodservice settings.
 2. The clinical rotation must include experiences in settings with high-acuity patients, such as hospitals, long-term care facilities, and other outpatient clinics with high acuity to ensure exposure to a varying range of clinical conditions and levels of patient acuity.
 3. The majority of the professional work settings hours spent in the clinical rotation must be completed onsite.

Required Element 1.7

The program must submit a formal request to the ACEND board of directors if it believes that it cannot meet any required element within the standards or any competency or performance indicators for reasons related to the country's education system, health-care system, or cultural practices. For each required element, competency, or performance indicator that cannot be met, the request must include:

- a. The required element, competency, or performance indicator number and its description
- b. A detailed explanation of why the required element, competency, or performance indicator cannot be met
- c. A detailed recommendation for an equivalent required element, competency, or performance indicator to replace it, if applicable

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

Required Element 2.1c.1.b

“Graduate Application, Admission, and Preparedness for RDN Programs” objectives replaced with “Graduate Preparedness” objectives below:

- b. Graduate Preparedness:
 1. At least ____ percent of graduate survey respondents who report seeking employment are employed in nutrition and dietetics or related fields within 12 months of graduation
 2. The program must develop an objective for evaluation of graduate’s preparedness for graduate programs within 12 months of graduation.
- c. Graduate Performance on the Country’s Exam: c1 & c2 applicable only for programs that opt to include supervised practice hours and have a national exam
 1. “At least ____ percent of program graduates take the country’s exam for dietitian nutritionists within 12 months of program completion”.
 2. “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the country’s exam for dietitian nutritionists is at least 80%”.

Note: International programs are exempt from the requirement to use the exact wording of the objectives enclosed in quotation marks.

Standard 3: Curriculum and Learning Activities

Programs that opt to include supervised practice hours:

A select number of competencies and their performance indicators from the Coordinated Program (CP) curriculum are intended to be addressed during the supervised practice portion of the international DPD program. These competencies (CP 1.4, 2.1-2.4, 2.6, 2.7, 4.1, 4.3-4.5) must be assessed within the program curriculum. The program must include these competencies in their Competency Assessment Table to show ACEND how these competencies are being assessed (Note that the performance indicators do not need to be assessed and should not be included in the Competency Assessment Table. The performance indicators, however, must be covered and included in the Curriculum Map).

Standard 5: Faculty and Preceptors

Required Element 5.1a

Credential as a registered dietitian nutritionist by the Commission on Dietetic Registration is not required. The faculty member must be credentialed by the country’s professional association or regulatory board for nutrition or dietetics, if such an association or board exists.

Required Element 5.2 – is applicable for programs that opt to include supervised practice hours.

Standard 6: Supervised Practice Sites

Required Element 6.1 – is applicable for programs that opt to include supervised practice hours.

Standard 7: Information to Prospective Students and the Public

Required Element 7.2d

In addition to the information about the requirements and process to become a registered dietitian nutritionist (RDN), the program must also provide information about any requirements and process for credentialing/licensure/certification within the country, if applicable.

Required Element 7.2g

The program is not required to provide information on the Dietetics Application Process and Traffic Rules.

Standard 8: Policies and Procedures for Enrolled Students

Required Element 8.1b

The program is not required to provide information on the Dietetics Application Process and Traffic Rules for Applicants.

Required Element 8.1h – is applicable for programs that opt to include supervised practice hours.