Refer to the Future Education Model ACEND Standards and Guidance Information when completing the self-study report template. 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-v2022) are available on the ACEND website and include the following:

**Self-Study Report (SSR) Template**

**Associate Program (AP) in Nutrition and Dietetics**

**ACEND® Future Education Model Accreditation Standards**

* Future Education Model Accreditation Standards and required elements
* Description of the narrative needed to support achievement of each standard and required element
* Required appendix evidence to demonstrate achievement of each standard and required element
* Required onsite evidence to demonstrate achievement of each standard and required element
* Other important accreditation information, such as a Glossary of Terms
* Competencies and Performance Indicators

**Directions for submission:**

**Programs must submit three (3) searchable PDF files formatted using the Adobe bookmark feature (for more information about bookmarking a PDF document:** [**https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html**](https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html)**):**

**PDF #1: The program self-study report narrative for the ACEND Accreditation Standards under which you are seeking accreditation (see** [**https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates-v2022**](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates-v2022)**), and**

**PDF #2: All appendix evidence identified in the Guidance Information for the ACEND Accreditation Standards under which you are seeking accreditation (see** [**https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates-v2022**](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates-v2022)**), as well as any additional materials the program wishes to include to support the narrative.**

**PDF #3: All syllabi for the courses taught within the academic unit and/or all experiential learning descriptions; place in chronological order as they are offered in the curriculum.**

**Each Required Element and appendix document within the PDFs must be labeled, (for example, “Required Element 1.2” or “Appendix A”) and the text narrative provided for the Required Element should reference the appendix evidence by this labeling.**

**Please refer to your site visit letter for instructions on submitting these documents.**

**Overall Qualities of an Exemplary Self-Study Report**

* *Participation and/or Knowledge of the Self-Study Report*- Students, faculty, preceptors and staff are conversant in the major themes of the report and how the program intends to address any discrepancies.
* *Completeness and Transparency of the Self-Study Report*- All narratives and supporting documentation are thorough, clear and concise. The content appears thoughtful and honest. Interviews match the self-study report findings.
* *Relevance of Supporting Documentation*- Supporting documentation of activities is informative and used judiciously.
* *Evidence of Continuous Quality Improvement*- The program presents thoughtful, viable plans to not only address areas of deficiency, but also to **further advance the quality of the program** beyond the requirements of the Standards.
* *Organization of the Self-Study Report*- All sections of the report are complete and organized or hyper-linked to facilitate finding information, e.g., pages are numbered and sections are labeled. PDF file appropriately bookmarked.

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

**Associate Program- in Nutrition and Dietetics**

**Comprehensive Self-Study Report**

for

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

<Date Submitted>

Application for Accreditation Cover Pages – ACEND Future Education Model Standards

**Associate 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:** |  |
| **Substantive program changes included in report:** | [ ]  **No |** [ ]  **Yes** | **List change:** |  |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Associate |  | Other, Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

##### **Distance Didactic Education — select item in dropdown if 50% or more of AP required courses (not general education) offered via distance**

Choose an item.

##### **Remote Supervised Experiential Learning—select item in dropdown if ≥10% of the required number of SEL hours at a remote site (defined as ≥ 100 miles from sponsoring organization)**

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 |  |

**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.

|  |  |  |
| --- | --- | --- |
|  | 1st Year Associate Degree Students | 2nd Year Associate Degree Students  |
| Maximum Enrollment |  |  |
| Current 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 | Educational Institution 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.*

**For Partnerships Only**

**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 |  |
|  |  |

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

|  |
| --- |
|  |

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

**Self-Study Report on the ACEND Future Education Model Accreditation Standards
<Program Name Goes Here>**

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4. Competency Assessment and Curriculum Improvement x
5. Faculty and Preceptors x
6. Supervised Experiential Learning Sites x
7. Information to Prospective Students and the Public x
8. Policies and Procedures for Enrolled Students x

**Program Summary Information**

**Directions**: The summary information on the following pages is used by the review team and the ACEND board for conducting your program’s review. This information must be consistent with the detailed information in the self-study report, so be as accurate as possible. Please note that ACEND reserves the right to request additional information while conducting its review of the program.

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

**Executive Summary of the Program**

Briefly (in one page or less) provide an overview of your program (including short history, options, degree granted, distance or onsite education, etc.) and **any changes** over the last seven years that have impacted the program.For programs applying for candidacy, describe where your program is in the curriculum approval process (including the institutional accreditation review processes).

*Your response goes here.*

**Summary of the Self-Study Process**

Explain how the self-study process took place, briefly describing who was involved (administrators, faculty, preceptors, students, graduates, employers, practitioners, other program directors, faculty/staff from other disciplines, etc.) and what they did.

*Your response goes here.*

**Standard 1: Program Characteristics & Resources**

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

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

Required Element 1.1

The program must be 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.*

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 associate 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.*

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.
* 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 an associate degree and verification statement upon completing program requirements to individuals who enter the program without a degree.

a. If the program admits individuals with an associate 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.
* 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.

*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 master’s degree or equivalent and have a minimum of five years professional experience post credentialing.
	2. Be credentialed as a registered dietitian nutritionist or a nutrition and dietetics technician, registered 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.*

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 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).
* 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.*

**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 Nutrition Health Associate. The program must have a program evaluation plan to continuously evaluate the achievement of its mission, goals and objectives, use the plan to collect data, improve the program based on findings and update the plan accordingly.

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

Required Element 2.1

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

1. The program mission. The program mission must be specific to the program, distinguishes it from other programs in the sponsoring organization(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. Employer Satisfaction: The program must develop an objective for employer satisfaction with graduate’s preparation for entry-level practice.
7. Qualitative and/or quantitative data needed to determine whether goals and objectives have been achieved.
8. 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).
9. Evaluation methods that will be used to collect the data.
10. Individuals responsible for ensuring that data are collected.
11. 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.

*Your response goes here.*

Required Element 2.2

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

* + 1. Program outcomes data are collected according to the program evaluation plan, summarized and analyzed by comparing achievements with objectives.
		2. Data analysis is used to evaluate the extent to which goals and objectives are being achieved.
		3. The targets set for ACEND-required objectives are met.
		4. Program changes have been made to improve outcomes for unmet objective(s).
		5. Programmatic planning and outcomes evaluation are integrated with institutional planning and assessment, as appropriate.

**Narrative:**

* 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]*
* Discuss changes, if any, that have been made in the plan since the last accreditation review. *[Not applicable to programs applying for candidacy]*
* Analyze degree of achievement of program goals and objectives, including trends observed in the data. *[Not applicable to programs applying for candidacy]*
* Discuss factors impacting achievement of program goals and objectives. *[Not applicable to programs applying for candidacy]*
* Describe how programmatic planning and outcomes evaluation are documented and as appropriate, integrated with institutional planning and assessment.
* *[Partnership only]* If the program is a partnership, describe the role of each institution in the program evaluation process.

*Your response goes here.*

Required Element 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.

**Narrative:**

* Briefly summarize information presented in the Continuous Program Improvement Plan and discuss how it links with the outcomes presented in the Program Evaluation Plan. *[Programs applying for candidacy must discuss how the improvement plan will link to the Program Evaluation Plan.]*

*Your response goes here.*

**Standard 3: Curriculum and Learning Activities**

The 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 supervised experiential learning activities throughout the program.

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

Required Element 3.1

The Curriculum Map template program’s curriculum must be used to document:

* + 1. Each competency (see Appendix A).
		2. Performance indicators (see Appendix A) for each competency on which summative assessment occurs in the curriculum.
		3. Course(s) (including supervised experiential learning) in which summative assessment of performance indicators will occur.
		4. How the curriculum:
			1. is sequentially and logically organized,
			2. progresses from introductory to more advanced learning experiences and builds on previous knowledge, skills and experience to achieve the expected depth and breadth of competence by completion of the program.

**Narrative:**

* Describe the program’s curriculum.
* Discuss and provide examples of how the program’s didactic and/or supervised experiential learning courses or experiences are organized, sequenced and integrated.
* Discuss and provide examples of how the curriculum builds on previous knowledge and experience to progress from introductory to more advanced learning activities.
* Discuss and provide examples of how the curriculum facilitates student achievement of the knowledge requirements and expected depth and breadth of competency.
* Describe how students demonstrate entry-level competence.
* Describe the culminating experiences.

*Your response goes here.*

Required Element 3.2

The program’s curriculum must provide learning activities to attain the breadth and depth of the required curriculum competencies. Syllabi for courses (including those with supervised experiential learning) taught within the academic unit must include the relevant competencies.

1. Learning activities must prepare students for professional practice with individuals with various health conditions in home and community settings.
2. Learning activities must prepare students to work with various populations of diverse cultures, genders and across the life cycle.
3. 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 adapt to, understand and embrace the diversity of the human experience.
4. Learning activities must incorporate a variety of educational approaches necessary for delivery of curriculum content to meet learner needs and to facilitate learner needs and competencies.
5. If any portion of the program is offered through distance education, the program assures regular and substantive interaction between students and faculty.

**Narrative:**

* Provide examples of the educational approaches that are used to meet learner needs and facilitate learning objectives.
* Discuss how students are informed of where the competencies are met and performance indicators are covered, such as in a list or in the student handbook.
* Describe how the program assures regular and substantive interaction between students and faculty occur in distance courses, if applicable.

*Your response goes here.*

**Standard 4: Competency Assessment and Curriculum Improvement**

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

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

Required Element 4.1

The program must have a plan for assessment of competencies (Appendix A). The plan must identify summative assessment methods used, as well as courses and/or supervised experiential learning activities in which assessment will occur and the process for tracking students’ demonstration of performance indicators/competencies.

**Narrative:**

* Describe the program’s plan (process) for assessment of students’ achievement of competencies and discuss updates made to the plan, if any.
* Analyze the strengths and limitations of the assessment process since the last accreditation review. *[Not applicable to programs applying for candidacy]*
* Describe the process for tracking individual students’ demonstration of competencies.

*Your response goes here.*

Required Element 4.2

The program must document that data on student competency achievement are collected, summarized and analyzed for use in curricular review and improvement.

**Narrative:**

* Describe how data on achievement of competency achievement were collected and analyzed for use in curricular improvement. *[Programs applying for candidacy must describe how the process will occur.]*
* Analyze the extent to which students achieved the competencies since the last accreditation review. *[Not applicable to programs applying for candidacy.]*

*Your response goes here.*

Required Element 4.3

Formal curriculum review must routinely occur and:

1. Use results of program evaluation and competency assessment to determine strengths and areas for improvement.
2. Include input from students and other stakeholders as appropriate.
3. Include assessment of comparability of educational experiences and consistency of competency achievement when different courses, delivery methods (such as distance education), or supervised experiential learning sites are used to accomplish the same educational objectives.
4. Result in actions to maintain or improve student learning.

**Narrative:**

* Describe the curriculum review process including timeframe and how input from students is incorporated. *[Programs applying for* c*andidacy must describe how the curriculum review process will occur.]*
* State curriculum strengths and areas for improvement and discuss how results of program evaluation and competency assessment were used to determine strengths and limitations. *[Not applicable to programs applying for candidacy.]*
* Discuss how comparability of educational experiences and consistency of learning outcomes are assessed and maintained. *[Programs applying for candidacy must describe plans to ensure comparability of educational experiences and consistency of learning outcomes.]*
* Discuss how the program ensures comparability of educational experiences and consistency of learning outcomes for distance education students, if applicable.
* Provide examples of how the curriculum review process has resulted in actions to maintain or improve student learning. *[Not applicable to programs applying for candidacy.]*
* *[Candidacy Programs]* Describe how the curriculum review process will occur and plans to ensure comparability of educational experiences and consistency of student learning.

*Your response goes here.*

**Standard 5: Faculty and Preceptors**

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

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

Required Element 5.1

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

**Narrative:**

* Discuss the adequacy of qualified and credentialed faculty and preceptors to ensure implementation of the program’s curriculum and achievement of the program goals and objectives.
* Describe the process used to ensure the faculty and preceptors, including those used for international experiences, and those selected by students are qualified for their role in the program.

*Your response goes here.*

Required Element 5.2

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.
2. Program faculty, including the program director, must show evidence of continuing competence and ongoing professional development appropriate to their teaching responsibilities.
3. Program faculty and instructors must be provided orientation to the mission, goals and objectives of the nutrition and dietetics program, the ACEND Standards and required competencies. Program faculty must be trained in the use of distance education pedagogy and recommended practices.
4. Program faculty must be trained on strategies to recognize and monitor biases in self and others and reduce instances of microaggressions and discrimination.

**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.
* Describe the process used to ensure faculty’s continued competence appropriate to the teaching responsibilities.
* Describe the orientation, including the process and timeline, for new program faculty members, and instructors to mission, goals, objectives and ACEND’s accreditation standards and competencies.
* Provide a description and timeline for ongoing training of current faculty members and instructors.
* Provide a description of how faculty and instructors are trained on the use of distance education pedagogy and recommended practices.
* Discuss how and when training on strategies to recognize biases in self and others has been conducted for all faculty members and instructors within the academic unit and how that training addresses strategies to reduce instances of microaggressions and discrimination.

*Your response goes here.*

Required Element 5.3

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.
2. Orientation to the mission, goals and objectives of the nutrition and dietetics program, the ACEND Standards and required competencies.
3. Program preceptors must be trained on strategies to recognize and monitor biases in self and others and reduce instances of microaggressions and discrimination.

**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.
* Describe the orientation, including the process and timeline, for new preceptors to mission, goals, objectives and ACEND’s accreditation standards and required knowledge and competencies.
* Discuss how and when training on strategies to recognize biases in self and others has been conducted for all preceptors and how that training addresses strategies to reduce instances of microaggressions and discrimination.

*Your response goes here.*

Required Element 5.4

 Formal evaluation of program faculty and preceptors must routinely occur:

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

 **Narrative:**

* Describe the process used by the institution and/or the program for periodic review of faculty and preceptors, including opportunities for student input.
* Discuss how faculty members, instructors and preceptors receive feedback from evaluations and input from students.
* Describe how program, preceptor and student evaluations have influenced ongoing training provided to faculty members, instructors and preceptors.

*Your response goes here.*

**Standard 6: Supervised Expereintial Learning Sites**

The program must have policies and procedures to maintain written agreements with institutions, organizations and/or agencies providing supervised experiential learning 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 experiential learning compatible with the competencies that students are expected to achieve.

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

Required Element 6.1

Supervised experiential learning site requirements:

1. The institution/organization must establish policies 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 experiential learning facilities.
2. Agreements must delineate the rights and responsibilities of both the sponsoring organization and affiliating institutions, organizations and/or agencies.
3. Agreements must be signed by individuals with appropriate institutionally-assigned authority in advance of placing students.

**Narrative:**

* Summarize the selection criteria, evaluation process and timeline for evaluation of adequacy and appropriateness of supervised experiential learning sites including distance sites or sites chosen by students.
* If affiliation agreements are not available for any supervised experiential learning facility, please explain why (such as a site being part of the program’s organization).
* If international experiences are provided, describe the selection criteria and evaluation process for those sites. If the international experiences are optional, and include competencies that students must attain, describe how those learning activities are comparable to those completed by the students who opt out of the international experiences.

*Your response goes here.*

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

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

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

Required Element 7.1

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. Program shall demonstrate by tangible action their commitment to enrolling a diverse student body.

**Narrative:**

* Discuss how program policies, procedures, practices, and materials related to student recruitment and admission comply with state and federal laws and regulations.
* Describe the tangible actions, such as documented conversations in meeting minutes, changes to admission requirements, policies or other verifiable activities, the program is taking that demonstrate their commitment to enrolling a diverse student body.

*Your response goes here.*

Required Element 7.2

All information to prospective students and the public must be current, accurate and consistent. Each information source must provide a reference to where complete program information can be found.

**Narrative:**

* Describe where complete program information can be found (i.e., website, brochure, handbook, etc.) and how program materials are updated to ensure accuracy and consistency.
* If the program’s handbook contains the information for prospective students and the public, a statement on the program’s website must state what required information can be found in the handbook and direct the viewer to the handbook.

*Your response goes here.*

Required Element 7.3

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

1. Accreditation status, including the full name, address, phone number, and website of ACEND on the program’s website homepage.
2. Description of the program, including program’s mission, goals and objectives.
3. A statement that program outcomes data are available upon request.
4. Information about the requirements and process to become a nutrition health associate, including education, supervised experiential learning, and how the program fits into the process.
5. 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.
6. Application and admission requirements.
7. Academic and program calendar or schedule.
8. Graduation and program completion requirements.
9. Availability of financial aid and loan deferments (federal or private), scholarships, stipends and other monetary support, if applicable.
10. Guidance about distance education components, such as technology requirements, if applicable.
11. If students are required to locate their own supervised experiential learning sites and/or preceptors, requirements for this must be described, including the program’s role and responsibility to assist students to ensure timely completion of the program.
12. A description of the criteria and policies and procedures used to evaluate and award credit for prior learning experiences, such as coursework, supervised experiential learning hours or direct assessment, and the types and sources from which credit will not be accepted.

**Narrative:**

* Describe the program’s role and responsibility to assist students in identifying experiential learning sites and/or preceptors, to ensure timely completion of the program, if applicable.
* *[Candidacy programs only]* Describe where complete program information will be found if granted accreditation.

*Your response goes here.*

**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.

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

Required Element 8.1

Programs are required to have policies and procedures for program operations including:

1. Student Performance Monitoring: 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.
2. Student Remediation and Retention: Concerns about a student’s performance in meeting program requirements are addressed promptly and adequately to facilitate student’s progression in the program.
3. Supervised Experiential Learning Documentation: The program must establish procedures for tracking individual student’s supervised experiential learning 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.
4. Equitable Treatment: The program must establish policies to support the diverse needs of students, foster an inclusive environment, and ensure equitable treatment by program faculty and preceptors of students from all backgrounds including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status and age.

**Narrative:**

* Describe the program’s system of monitoring student performance and how it provides for the early detection of academic difficulty and takes into consideration professional and ethical behavior and academic integrity of the student.
* Discuss how and when students with minimal chances of success in the program are counseled into career paths that are appropriate to their ability.
* Describe the program’s procedures for tracking individual student’s supervised experiential learning hours in professional work settings, simulation, case studies and role playing.
* Describe program policies that address the diverse needs of students and ensure equitable treatment by program faculty and preceptors of students from all backgrounds.

*Your response goes here.*

Required Element 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.

1. Insurance requirements, including those for professional liability.
2. Liability for safety in travel to or from assigned areas.
3. Injury or illness while in a facility for supervised experiential learning.
4. Drug testing and criminal background checks, if required by the supervised experiential learning facilities.
5. Requirement that students doing supervised experiential learning must not be used to replace employees.
6. When students are paid compensation as part of the program, policies must be in place to define the compensation practices.
7. The process for filing and handling complaints about the program from students and preceptors 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.
8. Process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted.
9. If the program grants credit, supervised experiential learning hours or direct assessment for students’ prior learning, it must define procedures for evaluating equivalence of prior education or experience. Otherwise, the program must indicate that it has no policy for assessing prior learning or competence.
10. Process for assessment of student learning and regular reports of performance and progress.
11. Program retention and remediation procedures; students must have access to remedial instruction ,such as tutorial support.
12. Disciplinary/termination procedures.
13. Graduation and/or program completion requirements, including maximum amount of time allowed for completing program requirements applicable at the time student enrolls.
14. Verification statement requirements and procedures ensuring that all students completing requirements established by the program receive verification statements.
15. Programs using distance instruction and/or online testing must employ strategies to verify the identity of a student.
16. Withdrawal and refund of tuition and fees.
17. Program schedule, vacations, holidays and leaves of absence.
18. Protection of privacy of student information, including information used for identifying students in distance learning.
19. Student access to their own student file.
20. Access to student support services, including health services, counseling, tutoring and testing and financial aid resources.

**Narrative:**

* Describe how and when written policies and procedures are provided to students enrolled in the program.
* State whether any complaints have been filed against the program during the past seven years that have gone above the level of the program director for resolution. *[Not applicable to programs applying for candidacy.]*
* Explain any additional details about implementation of policies that are not described in the policies.
* If the program offers an international experience, information should describe policies and procedures specific to this experience.

*Your response goes here.*