Refer to the *ACEND Accreditation Standards for Advanced Practice Doctoral Education in Nutrition and Dietetics* when completing the Application. The [Advanced Practice Doctorate Standards, Templates and Guidance Information](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/advanced-practice-standards-for-doctoral-programs) are available on the ACEND website.

**Advanced Practice Doctorate (APD)**

***ACEND® Accreditation Standards* Eligibility Application**

June 2024

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

**Advanced Practice Doctorate**

**Eligibility Application for**

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

<Date Submitted>

Application for Accreditation Eligibility -- Accreditation Standards

**Advanced Practice Doctorate**

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

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

##### **Doctorate degree granted:**

|  |  |
| --- | --- |
| [ ]  PhD | [ ]  DCN [ ]  Another Professional Doctorate - Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

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

Choose an item.

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

Choose an item.

#####

##### **Student-Identified Advanced Practice Residency Sites:**

Do students identify their own advanced practice residency sites? Selecting “no” indicates that the program identifies all sites for all students.

|  |
| --- |
| [ ]  Yes [ ]  No |

##### **Other Program Options:**

|  |
| --- |
| [ ]  Program-Defined Focus Area, if applicable - Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |

##### **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.

|  |
| --- |
| Advanced Practice Doctorate Programs Using the APD Accreditation Standards |
| Maximum Enrollment |  |
| Current Enrollment |  |

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

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

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

*The program is aware of and agrees to abide by the accreditation standards and policies and procedures established
and published for accreditation by the Accreditation Council for Education in Nutrition and Dietetics.*

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

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

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

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

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

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

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

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

**Eligibility Application**

**ACEND Advanced Practice Doctorate Accreditation Standards
<Program Name Goes Here>**

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**Appendix** X

**Executive Summary**

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

**Executive Summary of the Proposed Advanced Practice Doctorate (APD) Program in Nutrition and Dietetics** Briefly (in one to two pages) provide an overview of the proposed APD program in nutrition and dietetics.

* Provide an overview of the proposed curriculum for the proposed APD program.
* If you currently have one or more ACEND-accredited programs, discuss how the proposed APD program will differ from the current program(s).
* Describe the proposed timeline for starting your APD program. In addition, provide details of your plans, including proposed date of when the APD program will accept the first class of students.

*Your response goes here.*

**Standard 1: Program Characteristics & Resources**

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

**Directions:** Ensure that each Required Element is addressed according to the information listed below under each Required Element. This includes narrative and appendices.

Required Element 1.1

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

**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.

*Your response goes here.*

**Appendix:**

* A copy of most recent letter or a website screenshot and active website link from the oversight agency website documenting the organization’s status with the oversight agency(ies).

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.

**Narrative:**

* Describe the administrative structure of the institution/organization and where the program is housed.

*Your response goes here.*

**Appendix:**

* A copy of the organization chart that shows the location of the program within the institution (entire structure to the “top” of the organization, e.g., up to the university president) and its relationship to other programs within the department.

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, research advisors, residency mentors, 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.

c. The program must report its maximum enrollment to ensure quality, viability, and appropriate use of resources.

**Narrative:**

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

*Your response goes here.*

Required Element 1.4

The program must award a doctoral degree upon completing program requirements.

a. Individuals entering the program must meet the following requirements:

1. hold the Registered Dietitian Nutritionist (RD/RDN) credential,

1. International students must hold a credential from their own country that is established and recognized by the country’s professional association or regulatory board for nutrition and dietetics,

and

2. have a bachelor’s degree with a minimum of four years of full-time post-credentialing work experience or equivalent or a master’s degree with a minimum of two years of full-time post-credentialing work experience or equivalent.

**Narrative:**

* Describe the program completion requirements. Information should be provided separately for each option offered.
* If the program is offering a degree that is not yet approved within the state and/or institution, the program must describe where the program is in the process in gaining approvals for granting a degree and the status of the approval process within the institution and the state, as applicable.
* State the degree received upon completion of the program and describe completion requirements for receipt of degree. Information should be provided separately for each option offered.

*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. 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.
	1. The program director must be assigned to the program on a twelve-months basis and at least 50% of the time devoted to program management in support of the program.
2. The program director must:
	1. Have earned a doctoral degree.
	2. Be credentialed as a registered dietitian nutritionist by the Commission on Dietetic Registration.
	3. Have a minimum of five years of full-time professional experience post-credentialing or equivalent.
3. Be a full-time employee of the sponsoring institution. Not direct another ACEND-accredited nutrition and dietetics education program.
4. The program director responsibilities must include, but are not limited to:
5. 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.
6. 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).
7. Student recruitment, advisement, evaluation, and counseling.
8. Maintenance of program accreditation, including:
9. Timely submission of fees, reports and requests for major program changes;
10. Maintenance of the program’s student records, including requirements for doctoral degree completion;
11. Maintenance of complaints about the program received from students or others, including disposition of the complaint;
12. On-going review of program’s curriculum to meet the accreditation standards;
13. Communication and coordination with program faculty, research advisors, residency mentors, and others involved with the program and its students; and
14. Facilitation of processes for continuous program evaluation.

**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.

*Your response goes here.*

**Appendix:**

* Program director’s current curriculum vitae or resume
* Formal position description for the program director that includes ACEND responsibilities and clearly specifies the amount of time allocated for program management (e.g., number of hours, percentage of time, amount of course release time)
* Optional: Use [Program Director Position Description Template](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/advanced-practice-standards-for-doctoral-programs)

* Evidence of CDR registration status, such as photocopy of the program director’s CDR registration card or printout from CDR website verifying registration status

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, research, and residency needed by students to demonstrate the required competencies and state and institutional mandates.

* + 1. The program must be planned so that students complete at least 300 hours of advanced practice residency experiences. The program must document the planned residency hours.

**Narrative:**

* State the program length and number of residency hours.
* Briefly describe the rationale for the program length (considering learning activities that students must accomplish, required residency hours, and mandates from the program’s administration or state legislation).
* Describe planned international experiences available for students, total residency hours provided internationally, and country in which experiences will occur, if applicable.

 *Your response goes here.*

**Appendix:**

* A copy of the proposed APD program of study that shows planned courses, research experiences, and residency hours that are included in the program.

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

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

**Directions:** Ensure that each Required Element is addressed according to the information listed below under each Required Element. This includes narrative and appendices.

Required Element 2.1

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

1. The program mission. The program mission must be specific to the post-credential, advanced practice doctoral program. The mission must be distinguished from other programs in the sponsoring organization and be compatible with the mission statement or philosophy of the sponsoring organization.
2. The program goals. The program must have at least two goals focused on program outcomes for graduates that are consistent with the program’s mission.
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: The program must establish an objective for program completion.
5. Research Project: The program must establish an objective that addresses the outcome of the research project.
6. Residency Experience: The program must establish an objective that addresses the outcome of the residency experience.
7. Program-specific objective: The program must establish one or more program-specific objectives.
8. Qualitative and/or quantitative data needed to determine whether goals and objectives have been achieved.
9. Groups from which data will be obtained; both internal and external relevant groups must be represented (such as graduates, administrators, faculty, research advisors, residency mentors, employers, practitioners, nutrition and dietetics education program directors, faculty from other disciplines, and advisory committees).
10. Evaluation methods that will be used to collect the data.
11. Individuals responsible for ensuring that data are collected.
12. 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 advanced nutrition and dietetics practice and careers.
* Discuss the compatibility of the program’s mission statement with the sponsoring organization.
* State your program goals.
* Discuss how the goals support the program’s mission.
* Provide ACEND-required program objectives, aligning them to the appropriate program goal.
* Provide additional objectives that measure the full intent of the program’s mission and goals, if applicable.
* Describe how objectives with target measures set by the program demonstrate that the program is operating in the interest of students and the public.
* Describe the process for the annual review of the program evaluation plan and the relevant groups involved in the review. *[Programs applying for candidacy describe how process will occur].*

*Your response goes here.*

**Appendix:**

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

**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, scholarship, research, and residency 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 must be used to document:

* + 1. Each competency.
		2. Performance indicators for each competency on which summative assessment occurs in the curriculum.

**Narrative:**

* Describe the program’s curriculum.
* Discuss and provide examples of how the program’s didactic and/or residency experiences are organized and sequenced.

*Your response goes here.*

**Appendix:**

* A curriculum map of the courses where the competencies and performance indicators are incorporated into the advanced didactic coursework, research, and advanced practice residence experiences (use template titled “[Curriculum Map](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/advanced-practice-standards-for-doctoral-programs)”)

**Standard 5: Faculty, Research Advisors, and Residency Mentors**

The program must have qualified faculty, research advisors, and residency mentors 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 in the advancement of their profession.

**Directions:** Ensure that each Required Element is addressed according to the information listed below under each Required Element. This includes narrative and appendices.

Required Element 5.1

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

a. At least two full-time members, or equivalent, of the program’s faculty, in addition to the program director, must hold a doctoral degree.

1. At least two full-time members, or equivalent, of the program’s faculty, in addition to the program director, must hold the registered dietitian nutritionist credential.

**Narrative:**

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

*Your response goes here.*

**Appendix:**

* List of faculty members and research advisors within the academic unit, with their credentials and courses taught (use the template titled “[Faculty Roster](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/advanced-practice-standards-for-doctoral-programs)”)

Required Element 5.2a

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

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

**Narrative:**

* Describe the sponsoring organization‘s criteria for faculty appointment and how the program ensures that faculty meet those criteria.

*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 7.3

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

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

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

c. Description of the program’s focus area, if applicable.

d. Statement that program outcomes data are available upon request.

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.

f. Application and admission requirements.

g. Academic and program calendar or schedule.

h. Graduation and program completion requirements.

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

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

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

l. A description of the criteria and policies and procedures used to evaluate and award credit for prior learning experiences, such as coursework, 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 residency sites and/or mentor, to ensure timely completion of the program, if applicable.
* Provide draft website information and describe where complete program information will be found if granted accreditation.

*Your response goes here.*

**Appendix:**

* Provide a draft copy, such as a Word document of the information that will be available on the program’s website for the information listed above in Required Element 7.3. No information about the program can be published on a website until candidacy for accreditation is granted.

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

**Advanced Practice Doctorate (APD)**

**Eligibility Application**