**Nutrition and Dietetics Technician Programs (DT)**

**ACEND 2022 Accreditation Standards

Eligibility Application Template for Programs Seeking ACEND Accreditation**

Version 2.1

Revised July 2023

Refer to the 2022 ACEND Standards when completing the Eligibility Application. The [2022 Standards](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards) are available on the ACEND website.

**ACEND Scope of Recognition**

The accreditation and pre-accreditation, within the United States, of Didactic and Coordinated Programs in Nutrition and Dietetics at both the undergraduate and graduate level, postbaccalaureate Nutrition and Dietetics Internships, and Nutrition and Dietetics Technician Programs at the associate degree level and for its accreditation of such programs offered via distance education.

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

**Nutrition and Dietetics Technician Programs (DT)**

**Eligibility Application for New Program for**

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

<Date Submitted>

Application for Accreditation Eligibility -- ACEND 2022 Accreditation Standards

**Nutrition and Dietetics Technician Programs (DT)**

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

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

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

|  |  |
| --- | --- |
| [ ]  Associate | [ ]  Certificate Program for individuals with a degree  |

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

Choose an item.

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

Choose an item.

##### **Student-identified supervised practice (SP):**

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

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

|  |
| --- |
|  |

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

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

##### **Enrollment:** Enter anticipated maximum number of students for which program is seeking accreditation.

|  |
| --- |
| Nutrition and Dietetics Technician Program Using the DT Accreditation Standards |
|  | 1st yearDT Students  | 2nd yearDT Students  | Students with a Degree who are only completing DT Requirements |
| Maximum Enrollment in DT courses |  |  |  |

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

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

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

##### ***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 | Business Address |
|  |  |
| Title |  |
|  |  |  |
| Telephone | E-mail |  |
|  |  |
| Signature |  |
|  |  |
|  |  |
| Name | Business Address |
|  |  |
| Title |  |
|  |  |  |
| Telephone | E-mail |  |
|  |  |
| Signature |  |
|  |  |
|  |  |
| Name | Business Address |
|  |  |
| Title |  |
|  |  |  |
| Telephone | E-mail |  |
|  |  |
| Signature |  |

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

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

***\*****This form must be submitted with the application packet documenting compliance with ACEND’s 2022 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.*

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 |  |  |
|  |  |  |
|  |  |  |

**Eligibility Application**

**ACEND 2022 Accreditation Standards
<Program Name Goes Here>**

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**Program Summary Information**

|  |  |
| --- | --- |
| **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 the college and/or university in which the program is housed, rationale for initiating program, program planning, such as needs assessment, individuals involved, degree granted, distance or onsite education, etc.). Describe where your program is in the curriculum approval process (including the institutional accreditation review processes).

*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 consortium 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 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. The program must be housed in a college or university located in the U.S. or its territories and accredited in good standing by a U.S. regional institutional accrediting body for higher education.

**Narrative:**

* 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
* [Consortium only] Copy of the formal written consortium agreement between the organizations involved

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 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.

**Narrative:**

* Describe the administrative structure of the institution/organization and where the program is housed.
* *[Consortium only]* Describe the program consortium and the relationship of each member to the program consortium (refer to organization chart).

*Your response goes here.*

**Appendix:**

* A copy of the organization chart that shows the location of the program within the institution and its relationship to other programs within the department
* [Consortium only] An organization chart showing the relationship of each member of the consortium to the total program, if different

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.

a. The program must demonstrate that administrative support and resources are adequate to support continued development and training for program faculty, preceptors and staff.

b. 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 a consortium must clearly define financial and other resource contributions of each member to the total program.

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

**Narrative:**

* Explain the adequacy of program resources (e.g., administrative, clerical, technical and IT support, financial, physical facilities, learning resources, support services) to meet the needs of all program options (including distance education, if applicable) and produce the desired outcomes.
* Describe the process used to determine budgetary needs that are tied to the short- and long-term strategies to achieve program mission and goals.
* Describe how the budget and resources are adequate to support program faculty, preceptors and staff for training on diversity, equity and inclusion, distance education and other professional development topics to produce desired outcomes for the program.
* State the maximum enrollment for which the program is seeking accreditation and discuss the adequacy of resources to support the enrollment. Explain how these enrollment numbers ensure quality, viability and appropriate use of resources of the program.
* *[Consortium Only]* Describe the formal agreement between organizations in the program consortium 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’s degree and a verification statement upon completing program requirements to individuals who enter program without a degree.

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

**Narrative:**

* Describe completion requirements for receipt of verification statement. Information should be provided separately for each option offered.
* 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. If a non-degree option is offered in addition to the degree option, completion requirements must be described.
* If the program is offering a degree that is not yet approved within the state/country 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/country, as applicable.

*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.

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. 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.

c. The program director must:

1. Have earned at least a master’s degree.

2. Be credentialed as a registered dietitian nutritionist or a nutrition and dietetics technician, registered by the Commission on Dietetic Registration.

3. Have a minimum of three years 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. The program director responsibilities must include, but are not limited to:

1. 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.

2. 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).

3. Student recruitment, advisement, evaluation and counseling.

4. 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, supervised practice hours 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 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, and

g. 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.
* *[Consortium Only]* Identify the individual who serves as the consortium program director.
* *[Consortium Only]* Identify the individual(s) other than the program director who serve as consortium coordinator(s).
* *[Consortium Only]* Describe the employment status of each coordinator with the member institutions.
* *[Consortium Only]* Describe the relationship of the coordinator(s) to the consortium program director.

*Your response goes here.*

**Appendix:**

* Program director’s current curriculum vitae or resume
* Formal position description for the program director that includes ACEND responsibilities and clearly specifies the amount of time allocated for program management (e.g., number of hours, percentage of time, and/or amount of course release time) OR Optional: Use “Program Director Position Description” Template
* Evidence of CDR registration status; such as photocopy of the program director’s CDR registration card or printout from CDR website verifying registration status
* *[Consortium Only]* A copy of curriculum vitae/resume for each coordinator other than the program director

Required Element 1.6

The program must establish its length and provide the rationale for the program length based on competencies and learning activities that students must accomplish, required hours of supervised practice, and mandates from the program’s administration and state legislation.

1. The program must be planned so that students complete at least 450 hours of supervised practice experiences with a minimum of 350 hours in professional work settings; a maximum of 100 hours can be in alternate supervised experiences such as simulation, case studies and role playing. The program must document the planned hours in professional work settings and in alternate supervised experiences. The majority of the professional work settings hours spent in the major rotations must be completed onsite.
2. At least 350 of the supervised practice hours must be conducted in a work setting in the United States or its territories, possessions (including the District of Columbia, Guam, Puerto Rico and U.S. Virgin Islands) or military bases.

**Narrative:**

* State the program length and number of supervised-practice hours including the number of hours in professional work settings versus alternate supervised experiences.
* Briefly describe the rationale for the program length (considering learning activities that students must accomplish, required hours of supervised practice (if applicable) 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 alternate supervised practice experiences and how they are equivalent to supervised practice, if applicable.
* Describe planned international experiences available for students, total supervised practice hours provided internationally, and country in which experiences will occur.

*Your response goes here.*

**Appendix:**

* Planned supervised practice hours (use template titled “Planned Supervised Practice Hours”) (Note the major rotations with an asterisk on the template).

**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 and Dietetics Technician, Registered. 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:

a. The program mission. The program mission must be specific to the program, distinguishes 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.

**Narrative:**

* Provide the mission statements for the institution, the college (if applicable) and department in which the program resides and the program itself.
* Analyze 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.

*Your response goes here.*

**Standard 3: Curriculum and Learning Activities**

The Core Knowledge and 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.

**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 3.2

A curriculum map must be developed that:

* + 1. Identifies didactic courses and supervised practice experiences, which occur in various settings or practice areas, that students will complete to meet the required curriculum components, core knowledge and competencies;

**Narrative:**

* Describe the program’s curriculum
* Discuss and provide examples of how the program didactic and/or supervised practice courses or rotations are organized, sequenced and integrated.

*Your response goes here.*

**Appendix:**

* A curriculum map of didactic and supervised practice experienced aligned with core competencies (use template titled “KNDT/CNDT Curriculum Map”)

**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 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 for international rotations, and those selected by students are qualified for their role in the program.
* If sufficient number of faculty and/or preceptors are not currently available, what is the program’s plan to obtain additional faculty and preceptors?

Anticipated Number of Faculty for the program:

|  |  |
| --- | --- |
| Full-Time |  |
| Part-Time |  |
| Adjunct  |  |

Anticipated Number of Preceptors for the program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Your response goes here.*

Required Element 5.2a

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

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

**Narrative:**

* Describe the sponsoring organization‘s criteria for faculty appointment and how the program ensures that faculty meet those criteria. Faculty are not required by ACEND to hold an RDN or NDTR credential, unless required for their position.

*Your response goes here.*

Required Element 5.3a

The requirements for program preceptors must include:

1. The education and experience needed to provide appropriate guidance for supervised 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.

**Narrative:**

* Describe how program ensures preceptors meet state licensure laws and federal requirements. Note: Preceptors are not required by ACEND to hold an RDN or NDTR credential, unless required for their position.

*Your response goes here.*

**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:

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 and dietetics technician, registered (NDTR), including education, 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.
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 practice 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 or supervised practice hours, 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 supervised practice sites and/or preceptors, to ensure timely completion of the program, if applicable.

*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 or provided to potential students until candidacy for accreditation is granted.

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

**Nutrition and Dietetics Technician Program (DT)**