CHECKLIST OF APPENDICES PROVIDED IN SELF-STUDY REPORT FOR A SITE VISIT

**2022 ACEND Accreditation Standards**

**Nutrition and Dietetics Internship Programs (DI)**

**Individualized Supervised Practice Pathway (ISPP)**

**Please refer to the Guidance Information document for additional details pertaining to the evidence to be provided in the appendices.**

**Note: If checking appendices provided for the ISPP (pathway) be sure to also reference the checklist for the program type with which the ISPP is associated.**

# Standard 1: Program Characteristics and Resources

[ ]  Copy of letter or a website screenshot and active website link documenting the organization’s status with the oversight agency

[ ] Copy of the organization chart that shows the location of the program within the institution and its relationship to other programs within the department

[ ] A copy from catalog or website listing the admission requirements ***(draft information for candidacy program)***

[ ] If graduate degree awarded, a copy from catalog or website listing the degree obtained and program completion requirements

 [ ]  ***N/A***

[ ]  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)

[ ]  Evidence of CDR registration status; such as photocopy of the program director’s CDR registration card or printout from CDR website verifying registration status

[ ] Completed template titled **Required Element 1.6 Planned Supervised Practice Hours** **(DI, ISPP)**

**RE 1.1: All Free-Standing DI Programs ONLY**

[ ] Documentation, such as a letter, certificate, permit or email from the state indicating the program is authorized to function as an educational institution or exempt, or proof of process. (implemented for Fall 2024 site visits)

**RE 1.1e (ACEND-accredited business entities only)**

[ ]  Documentation, such as a letter or business license from the state indicating that the business is legally organized and stating the date it was authorized to conduct business; a link to a website with the pertinent documentation is acceptable if the link is working and the required information is present. A website screenshot should be included.

[ ]  Letter, business license or statement on a state authorized website indicating the business is in good standing

[ ]  IRS Financial Statements for the past five years; Statement from a licensed public accountant stating that the most recent annual financial statements have been reviewed and that the business was found to have a positive net worth and no irregularities were noted or an annual Financial Statement audited by a licensed public accountant

[ ]  Evidence of an advisory board that reviews complaints about the program and provides guidance for growth or evidence of an assigned compliance officer who will review complaints about the program and provide other oversight as needed

**RE 1.7: For free-standing DI programs using ACEND accreditation as the accreditor of record to participate in Title IV programs, also provide:**

[ ]  Results of the institution’s (hospital, business, etc.) financial or compliance audits

[ ]  Copy of composite score

[ ]  Copy of default rate information and the default reduction plan, if applicable

**Consortium:**

[ ] A copy of formal agreements between the organizations involved

[ ]  An organization chart showing the relationship of each member of the consortium to the total program, if different from organization chart in **Required Element 1.2**

[ ] A copy of curriculum vita/resume for each coordinator other than the program director

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

[ ] Completed template titled **Required Element 2.1 and 2.2 Program Evaluation Plan (DI)**

######  [ ]  Final data column completed in template titled Required Element 2.1 and 2.2 Program Evaluation Plan for past program evaluation period

[ ]  ***N/A for candidacy program***

[ ] Examples of tools used to collect evaluation data such as, surveys, evaluations, etc.

[ ] Completed template titled **Required Element 2.3 Continuous Program Improvement Plan**

# Standard 3: Curriculum and Learning Activities

[ ] Course descriptions as published in the catalog if graduate degree is offered ***(draft course descriptions for candidacy programs)***

[ ]  Completed template titled **Required Element 3.2 CRDN Curriculum Map**

[ ]  Supervised practice rotation schedule(s) for all options showing how supervised practice experiences progress from introductory to demonstration of entry-level competence and demonstrate the program has adequate placement for its requested maximum enrollment

[ ] Completed template titled **Required Element 3.3 RDN Summary of Learning Activities**

[ ]  **All** supervised practice course syllabi or rotation descriptions showing learning activities with the associated competencies

**Standard 4: Student Learning Assessment and Curriculum Improvement**

[ ] Completed template titled **Required Element 4.1 RDN Core Competency Assessment Table**

[ ]  If previous assessment has occurred under the 2017 standards, a copy of SLO plan with data to provide evidence of ongoing assessment

[ ] Three examples of assessment tools such as exams, rotation evaluations, rubrics, projects, portfolios, etc. listed on the RDN Core Competency Assessment Table

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# Standard 5: Faculty and Preceptors

[ ] Completed template titled **Required Element 5.1 Faculty Roster**

[ ] Completed template titled **Required Element 5.1 6.1 Preceptor and Facility Roster** (Note: This template is also used to demonstrate compliance with Standard 6, RE 6.1) *(Programs applying for candidacy must provide a roster of preceptors they have secured at the time of self-study submission).*

[ ] Examples of orientation materials, such as handbook, orientation outline or checklist including orientation to mission, goals and objectives of the nutrition and dietetics program, ACEND Standards and required competencies (***draft examples for candidacy program)***

[ ]  Examples of training provided to program faculty, if applicable, on the use of distance education pedagogy and recommended practices (***draft examples for candidacy program)***

[ ] Examples of training agendas that demonstrate faculty and preceptors are trained on recognizing and monitoring biases in and other and how to reduce instances of microaggressions and discrimination (***draft examples for candidacy program)***

# Standard 6: Supervised Practice Sites

[ ] Completed template titled **Required Element 5.1 6.1 Preceptor and Facility Roster** (Note: This template is also used to demonstrate compliance with Standard 5, RE 5.1)

[ ] Sample affiliation agreements/templates delineating rights and responsibilities of all parties and the educational purpose of affiliation

[ ] Policies and procedures that outline: 1) the selection criteria, evaluation process and timeline for evaluation of adequacy and appropriateness of supervised practice sites, including distance sites, sites selected by students/interns and international sites; 2) the maintenance of written agreements with institutions, organizations and/or agencies where students/interns are placed for supervised practice

# Standard 7: Information to Prospective Students and the Public

[ ] Any printed materials, such as brochures or catalogs, that are used to publicize the program, if applicable **(*draft materials for candidacy program, if applicable)***

[ ] Completed template titled **Required Element 7.3 Information to Prospective Students and the Public Checklist**

######  [ ]  *Candidacy program* - 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 in Required Element 7.3.

# Standard 8: Policies and Procedures for Enrolled Students

[ ] Website link to or copy of program policies related to student performance monitoring, student retention, supervisedpractice and equitable treatment documentation (***draft materials for candidacy program)***

[ ] Program’s form used to track individual intern’s supervised practice hours

[ ] Completed template titled **Required Element 8.1 and 8.2 DI, ISPP Policy and Procedures Checklist**

[ ] Link to or copy of the program handbook (***draft materials for candidacy program***)

**Candidacy Program Only**

☐“Candidacy Program Teach Out Plan” included