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

**Advanced Practice Doctorate (APD) ACEND Accreditation Standards**

**Advanced Practice Doctorate (APD) in Nutrition and Dietetics**

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

# 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)***

[ ] A copy from catalog or website listing the degree obtained and program completion requirements.

[ ]  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.

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

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

######  [ ]  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 (APD).**

# Standard 3: Curriculum and Learning Activities

[ ] Course descriptions as published in the catalog ***(draft course descriptions for candidacy programs).***

[ ]  Completed template titled **Required Element 3.1 Curriculum Map**

[ ]  **All** course syllabi showing learning activities with the associated competencies (Note: If advance practice residency descriptions are not included in the course syllabi, this must be provided in addition to the course syllabi).

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

[ ] Completed template titled **Required Element 4.1 Competency Assessment Table (APD).**

[ ] Three examples of assessment tools such as exams, advanced practice residency evaluations, rubrics, projects, portfolios, etc. listed on the Competency Assessment Table.

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

[ ] Completed template titled **Required Element 5.1 Faculty Roster (APD).**

[ ] Completed template titled **Required Element 5.1 Residency Mentor Roster (APD)** (Note: This template is also used to demonstrate compliance with Standard 6, RE 6.1) *(Not applicable to programs applying for candidacy).*

[ ] 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 residency mentors 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: Advanced Practice Residency Sites

[ ] Completed template titled **Required Element 5.1 Residencey Mentor Roster (APD)** (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 advanced practice residency sites, including distance sites, sites selected by students and international sites; 2) the maintenance of written agreements with institutions, organizations and/or agencies where students are placed for advanced practice residency.

# 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 (APD)**

######  [ ]  *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, advanced practice residency, and equitable treatment documentation (***draft materials for candidacy program).***

[ ] Program’s form used to track individual student’s advanced practice residency hours.

[ ] Completed template titled **Required Element 8.1 and 8.2 Policy and Procedures Checklist (APD).**

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