



## Dietetics Supervised Practice Application Process Information to Applicants for the 2024-2025 Cycle

### Definitions

**DICAS:** Dietetics Inclusive Centralized Application Services. A web-based application service used by applicants to apply to multiple programs by completing a single online application. DICAS simplifies and streamlines the application process for applicants looking to apply to dietetics supervised practice programs.

**DPD:** Didactic Program in Dietetics (DPD graduates must complete a DI, CP, or GP to sit for the RDN exam).

The following ACEND accredited programs include supervised practice/experiential learning rotations and lead to the RDN credential upon successful completion:

**DI:** Dietetic Internship

**CP:** Coordinated Program

**GP:** Graduate Program (also referred to as the Future Education Model)

For more information, access the [ACEND Application Process webpage](#).

**The new dietetics application process follows the admission process of many universities as well as other health care fields.**

- Visit the [DICAS Platform](#) to search for dietetics programs (DI, CP, GP) of interest.
  - Note: For 2024-2025 cycle some Coordinated Programs (CP) and Graduate Programs (GP) may not be using DICAS. If the program you are interested in does not appear in DICAS, check the program's website for directions on how to apply or contact the program director.

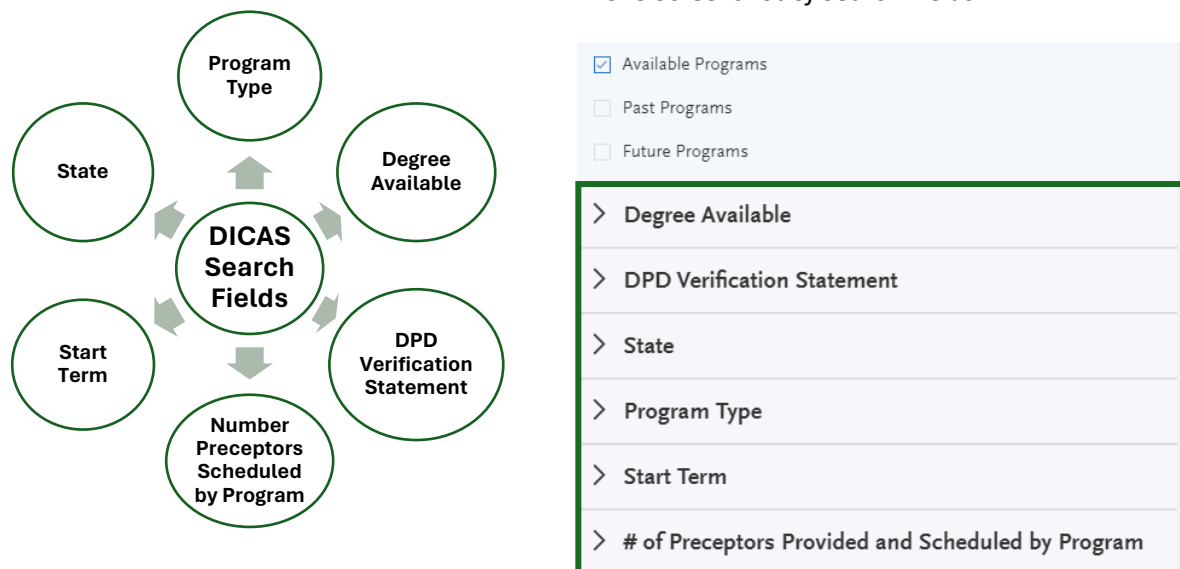
## Description of the process

DICAS opens on August 5, 2024. Applicants can access DICAS to search for their program. Notes:

- Not all programs will have their application ready by August 5.
- Programs may open their applications for Fall 2025 start date in Fall 2024 and/or in Spring 2025. Be sure to review each program's information page and website for detailed information.
- Applicants can search for programs using the 6 search fields (See screenshot below for the DICAS search filters).

### DICAS Search Filter

*DICAS Screenshot of Search Fields:*



### Application Deadlines

**Note each program's application deadline** and be sure to submit the application by the program's noted application due date.

- Programs will have different application deadlines.
- For some programs you may be asked to complete a separate application for the graduate portion of the program and pay a separate fee. Some of these fees may be waived. This information should be on the program's DICAS information page and/or on the program's website.
- Although the DICAS portal opens on August 5<sup>th</sup>, continue to check to see additional applications as programs may open their application after August 5<sup>th</sup>.

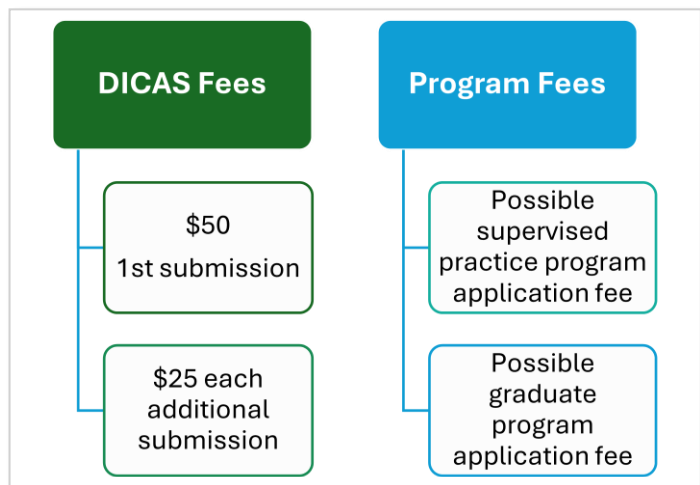
Check both boxes noted as “Available Programs” and “Future Programs” to see all possible applications available during this cycle.  
 “Past Programs” are no longer accepting applications during this cycle.

<input checked="" type="checkbox"/> Available Programs
<input type="checkbox"/> Past Programs
<input checked="" type="checkbox"/> Future Programs
> Degree Available
> DPD Verification Statement
> State
> Program Type
> Start Term
> # of Preceptors Provided and Scheduled by Program

### Application Fees

To submit your application in DICAS, you only need to submit one set of transcripts and can choose to request only one set of references.

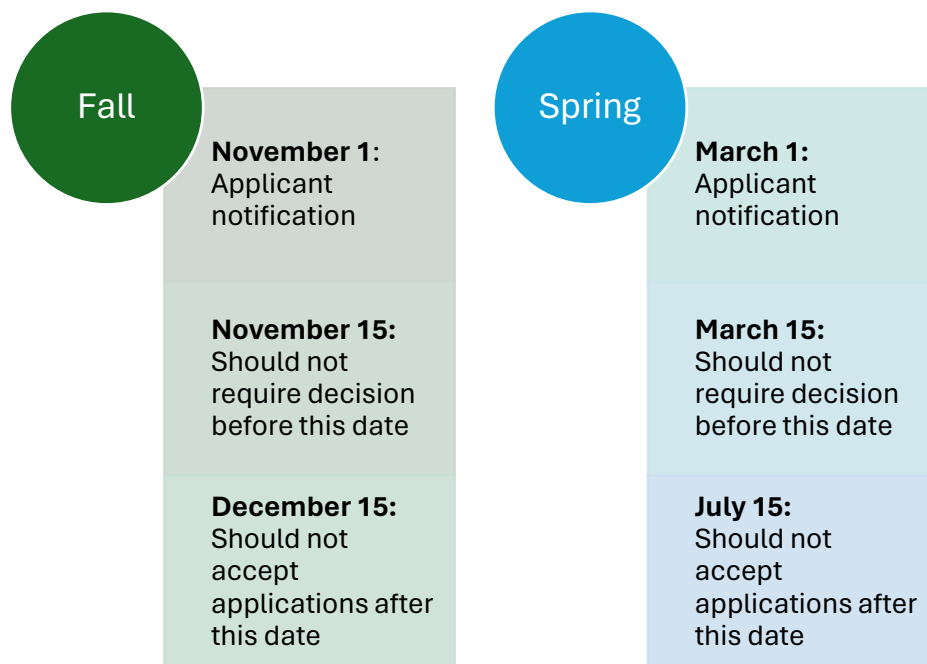
- DICAS charges a fee for submitting your application within the system.
- Programs may have their own additional application fees.
- Graduate school/program may also have its own application fee and may require additional transcripts.
- Program specific fee information should be listed on each program DICAS information page and/or on the program’s website.



### Application Process Notification and Decision Dates

Applicants’ notification dates can be any date during the cycle but the last date for notification are November 1 (Fall) and March 1 (Spring). All programs are expected to notify applicants of their admission decision by this date. Review the applicant code of conduct [posted here](#).

Programs should not require a response from the applicant before November 15 (Fall) or March 15 (Spring).



Notes:

- For 2024-2025 pilot cycle some Coordinated Programs and Graduate Programs may not be using DICAS. However, these programs should still be following the application process due dates.
- **IMPORTANT:** For applicants applying to programs within the same institution (e.g., DPD student applying to the DI within the same university), those programs do not have to follow the Application Process Due Dates.
  - If you are applying to a program within your current institution, be sure to contact the program in your institution to obtain their due dates.
  - You may decide to apply to a program within your institution/university and at the same time to programs outside your institution/university. Be sure to review each program's information page and/or website for detailed information for application due dates and other requirements.
- Applicants may be waitlisted and will/may be notified after these deadlines based on available positions.
- Fall application: Programs with openings after November 16<sup>th</sup> may reopen their application to accept new applications until December 15<sup>th</sup>, 2024. Programs with openings should not accept fall applications after this date. Check DICAS and/or the program's website for application opportunities.
- Spring application: Program with openings after March 16<sup>th</sup> may reopen their application to accept new applicants until July 15, 2025. Programs with openings should not accept fall applications after this date. Check DICAS and/or the program's website for application opportunities.

## Applicant Code of Conduct and Traffic Rules

As future dietitian nutritionist professional, it is expected that applicants follow the Academy of Nutrition and Dietetics' [Code of Ethics for RDNs and NDTRs](#). ACEND also developed the Applicant Code of Conduct and Traffic Rules that are specific to the application process and are [posted here](#). All applicants must follow these traffic rules, even when applying to programs not using DICAS.

Once you decide to accept your program of choice, you MUST email the programs that offered you acceptance to inform them of your decision.

- Some programs may require you to pay a deposit to reserve your spot.

In the event of a change in circumstances that necessitate you backing out from the program where you accepted the offer, you MUST notify this program of your decision to withdraw your previous acceptance before you accept the new program. In these instances, anticipate that any deposit you paid may not be reimbursed.



## **Dietetics Application Process 2024-2025**

### **Q&A for Applicants**

#### **1. Where do I find program information?**

Program information may be found within DICAS on the Program Information Page and by accessing the program's website. Access the [Accredited Program Directory](#) for available programs.

#### **2. Am I able to apply to programs in DICAS and also to programs not using DICAS?**

Yes. In 2024-2025 application cycle, some coordinated programs (CP) and graduate programs (GP) may not be using DICAS. You may apply to any programs that you wish to attend.

#### **3. Do I need to send official transcripts/letters of recommendation/references to every program to which I apply?**

If you are using DICAS, you only need to upload one set of transcripts for all the programs you select within DICAS. Note however, some graduate schools may require an additional set of transcripts. If you apply to programs that are not using DICAS, you may need to order another set of transcripts for each of these programs. This also applies to your letters of recommendations/references.

#### **4. Can I accept a program's offer earlier than the decision dates (November 15<sup>th</sup>/March 15<sup>th</sup>)?**

Yes. In consideration of your fellow waitlisted applicants and the institution that extended you the offer as soon as you make your decision to accept a program's offer you should inform the program of your decision.

#### **5. What should I do if I receive multiple admission offers?**

If you receive multiple offers from different programs, it is important to notify the programs you do not plan to attend as soon as possible. Please consider your peers that may be on the waitlist and how your timeliness may affect their options. An example email template is provided for you below.

**Sample Email Template:**

Dear [Faculty Name]:

Thank you very much for offering me a position in the [Program Name] at the [Program/University Name]. I appreciate the opportunity you provided me; however, after careful consideration, I have decided not to accept the offer.

I want to express my gratitude for your consideration. Thank you once again for the opportunity.

Best regards,  
[Your Name]

**6. What happens if I am waitlisted?**

If you are waitlisted, you will need to wait until accepted applicants reject the offer, at which time the program may reach out to you to fill their open positions. Applicants will not be required to select their program of choice until after the notification date of November 15 (Fall) or March 15 (Spring). You should be hearing from programs on or before the deadline notification date set by the program.

**7. What should I do if it is past November 15 (Fall) and I have not received an offer from any programs?**

If you are not waitlisted and have not received any offers of admission after November 15, access DICAS and/or the program's website to learn of any programs that have reopened their applications. Fall open enrollment begins November 16 and programs that do not fill their spots will be opening their applications with new application submission deadlines. Applications are due by December 15<sup>th</sup> at the latest. It is recommended you contact the program director to express your interest, and you may need to submit an application to that program. See program websites for details.

**8. What should I do if it is past March 15 (Spring) and I have not received an offer from any programs?**

If you are not waitlisted and have not received any offers of admission after March 15, access DICAS and/or the program's website to learn of any programs that have reopened their applications. Spring open enrollment begins March 16; programs that do not fill their spots will be opening their applications with new application submission deadlines. Applications are due by July 15<sup>th</sup> at the latest. It is recommended you contact the program director to express your interest. You may need to submit an application to that program. See program websites for details.

**9. I have been denied admission to my program of choice, can I contact that program?**

Programs are not required to provide details about decisions or offer suggestions to improve your application. If you were not accepted into a program, you may consult admission staff or faculty to learn how you may correct deficiencies in the application or academic performance; however, you must remain respectful of decisions made by those involved in the admission process.

**10. What should I do if I need to change my previous acceptance/decision?**

In consideration of your fellow applicants and program directors, you should only accept an offer from the program that you plan on attending. However, we understand that uncontrollable events happen that may lead to change of plans. In the event of a change in circumstances that necessitate you backing out from the program where you accepted the offer, you **MUST** notify this program of your decision to withdraw your acceptance within 24 hours of accepting the offer at the new program. In these instances, anticipate that any deposit you paid may not be reimbursed. You may not be enrolled in more than one program at any time.