General Guidance Document

Nutrition and Dietetics Supervised Practice Application Process

Pilot 2024-2025

Other Guidance Documents

Traffic Rules: This process is guided by the Code of Ethics and Traffic Rules for the Dietetics Application Process. The traffic rules represent the guidelines under which the nutrition and dietetics programs and their institutions agree to conduct the annual admissions process.

Applicant Handout, Q&A, and Traffic Rules: Information to Applicants Handout with a Q&A section is available to support applicants through the process. The traffic rules for applicants represent the guidelines applicants must follow when applying to nutrition and dietetics supervised practice programs.

Appendix: Refer to the Appendix for additional guidance on the application process.

KEY DATES

Programs Participating in DICAS
April 1: WebAdMIT opens for programs.
August 5: DICAS opens for applicants.

ALL SUPERVISED PRACTICE PROGRAMS (All DIs, CPs, GPs)*

FALL Due Dates
1. **November 1, 2024:** Applicant notification date (last date to notify applicant).
2. **November 15, 2024:** Applicant decision date (earliest date to require an applicant to accept an offer).
3. **December 15, 2024:** Last application due date for fall open enrollment.

SPRING Due Dates
4. **March 1, 2025:** Applicant notification date (last date to notify applicant).
5. **March 15, 2025:** Applicant decision date (earliest date to require an applicant to accept an offer).
6. **July 15, 2025:** Last application due date for spring open enrollment.

Note: Does not apply to students selected within the same institution (e.g., Sophomore CP student applying to a CP for their junior year; 3+2 or 4+1 programs; DPD-DI in same institution; WIC employees). Also does not apply to ISPP (Individualized Supervised Practice Pathway) PhD students.

Application Cyle Dates:

Program Configuring DICAS Application in WebAdMIT (Admission Management Platform for DICAS)

- **April 1, 2024**: WebAdMIT/DICAS opens for programs to begin configuration on their DICAS application.
- **July 15, 2024**: Submit your program DICAS application for review and approval by this date to ensure your program will be available for applicants to view on the Launch Date.
- **August 5, 2024: Launch Date** – DICAS opens for applicants to begin completing their application and applying to programs.
- **After August 5th**, programs may continue configuration on their DICAS application and submit anytime for review and approval. Please note, your program application will be live for applicants up to 14 days after submission for review and approval. To remain competitive and ensure applicants can apply to your program, it is recommended to submit for approval as early as possible.

Acceptance into Programs:
Dates highlighted in red must be followed by all supervised practice programs (DIs, CP, GPs)

Fall Due Dates

- **November 1, 2024:** Applicant notification date. Programs must notify applicants by this date.
- **November 15, 2024:** Applicant decision date. Applicants cannot be required to accept a program's offer prior to this date. Applicants may accept offers earlier per their preference.
- **November 16, 2024 and after**: Optional – if spots available, programs offer to waitlisted applicants to fill open spots.
    - Programs with available positions will reopen their DICAS application for interested applicants by changing their application due dates, allowing applicants to submit their application.
    - Applicants are able to identify programs that are open and accepting applications under the "add a program" tab using search feature for "Available Programs."
- **December 15, 2024:** Last application due date for fall open enrollment. Programs with openings should not accept fall applications after this date.

Spring Due Dates

- **March 1, 2025:** Applicant notification date. Programs must notify applicants by this date.
- **March 15, 2025:** Applicant decision date. Applicants cannot be required to accept a program's offer prior to this date. Applicants may accept offers earlier per their preference.
- **March 16, 2025 and after**: Optional – if spots available, programs offer to waitlisted applicants to fill open spots.
    - Programs with available positions will reopen their DICAS application for interested applicants by changing their application due dates, allowing applicants to submit their application.
    - Applicants are able to identify programs that are open and accepting applications under the "add a program" tab using search feature for "Available Programs."
- **July 15, 2025:** Last application due date for spring open enrollment. Programs with openings should not accept spring applications after this date.

[Application Cycle Closure Dates](#)

- **July 15, 2025: This is the last date applicants can:**
  - Create accounts
  - Reapply to programs
  - Order Professional Transcript Entry (PTE)
  - Request references or other documents
- **July 31, 2025:** DICAS closes to applicants. This is the last date applicants can make changes to an account already created.
  - Last day for applicants to approve PTE

APPENDIX

Guidance for Program Directors on Process

Pilot 2024-2025

- **Collaboration with Graduate Program, if needed (to do one time only):** DI program collaborates with graduate program.
    - To save applicants and programs resources and possible fees, collaborate with graduate program to check if they are willing to share the application through DICAS—graduate program faculty are allowed access to the applications as a reviewer.
        - Programs can add any additional required questions that the graduate school would want to know to ensure the graduate school is able to obtain the data they need with only one application (These questions can be added in Quadrant 4).
        - The program or the graduate school may decide to absorb the cost of the DICAS application.
    - If graduate program requires separate graduate school application to still be submitted, then the applicant will have to pay the cost of both applications (graduate program + DICAS)
        - Collaborate with the graduate program to see if coupon codes may be provided to save the cost of one of the two applications.

- **DICAS Configuration Workload Includes**:
    - For programs new to DICAS: Need to fully develop configuration of program application.
        - Create program information page.
        - The core application is Quadrants 1-3 which are built within DICAS and cannot change. These include Personal Information, Academic History, and Supporting Information [DPD course list form, DPD documents (declaration of intent or verification statement), experiences, achievements, memberships, licenses and verifications, CV/resume].
        - Build Quadrant 4, which is program specific. Can include request for letters of reference, personal statement and any additional questions and documents specific to the program.
    - For programs currently using DICAS: Copy and carry over the key configuration of the program information into the branding page in DICAS. Make any preferred edits to quadrant 4.
    - All programs have the ability to see their application in preview mode when configuring to see how the applicant will view their program details. Programs also have the ability to create a "test" application to see what their application looks like and what other programs have done and how they set up their application.

- **DICAS Application/WebAdMIT Features:**
    - Applicants are able a filter programs' characteristics—(application deadline, program type, state, degree, start term, DPD verification needed, and percent of supervised practice identified by program and match date)

- Programs are able to run reports on applications received and can filter applicants by GPA, state, and many other variables to help identify who you are interested to recruit and track them through the process.

- **Program Admission Process and Guidance:**
  - Setting the application due date: Program should determine the application due date (last date for applicants to submit their application) that works for them. Consider the time it would take to review applications, conduct interviews if applicable, and make an offer (or rejection) before the due date of November 1st (Fall) or March 1st (Spring).
  - Program director reviews applications submitted. This may be set up so only completed applications are seen by the program.
  - Programs can choose to review applications as they are submitted. Programs should communicate on their website if they plan to review applications before their due date, and if they plan make offers before either November 1st (Fall) or March 1st (Spring)
  - Program director goes through the interview process if they wish.

  Optional: For Programs who wish to conduct interviews with applicants:

  - WebAdMIT can assist with scheduling interviews:
    - WebAdMIT has interviewer scheduling to propose times to applicants and they select best times that work for them.
    - Once set up in WebAdMIT the applicant can only see times that the program director picks.
    - A link goes to the applicant for them to select the date. When the applicant selects a date the program director gets notified. The selected calendar slot then disappears for other applicants.
  - Program director can set up automatic email communications with applicants in WebAdMIT.
  - Access the WebAdMIT [Help Center here](#).

  Acceptance process and includes optional process for programs who wish to waitlist applicants:

  - Program director accepts applicants:
    1. Send message to those offered with requirement to accept offer on or after November 15 (Fall) or March 15 (Spring) – this is the notification date.
    2. If an accepted applicant declines the offer from a program, the program then can immediately offer the open spots to other applicants.
    3. Optional for waitlisted applicants: Send message to those on waitlist and inform them you will let them know no later than "(your notification date from 1 above)" if you have opening.
       a. By "(your notification date from 1 above)"contact waitlisted applicants to notify them of a program opening. Suggest provide timeframe for response (e.g., within 48 hours) or opening no longer guaranteed. If the program did not hear from the applicant, the program director can move to the next applicant on the waitlist.
    4. Send a message to those you are not accepting to the program.

5. If waitlist has been exhausted and you still have open spots, you may re-open your application to accept new applicants.
   a. Set a new date for when applications are due.
      ▪ Last date you may accept applications for fall open enrollment is December 15, 2024.
      ▪ Last date you may accept applications for spring open enrollment is July 15, 2025.

Training Available: https://www.eatrightpro.org/acend/program-directors/application-process-for-program-directors/dicas-training-page

- Liaison has a training plan on how to use the platform and configure application, with support from Liaison staff.
  ▪ Can be reviewed to update for current cycle and enhancements made after previous cycles
- Quick Start Guide: https://www.eatrightpro.org/-/media/files/eatrightpro/acend/program-directors/application-process-for-program-directors/dicas-program-configuration-quick-start-guide.pdf?rev=934c8db539574c9bb4f2ea5dc74fa7dd&hash=1E185030F4FB9501BD1A59F286938A95
- Cycle Transition Guide: https://www.eatrightpro.org/-/media/files/eatrightpro/acend/program-directors/application-process-for-program-directors/dicas-cycle-transition-tips-final.pdf?rev=41d39c93d3b14d94906d727a0da86597&hash=85F343D610FA7CD155357CE594F4B102
- Configuration and Usage Tips: https://www.eatrightpro.org/-/media/files/eatrightpro/acend/program-directors/application-process-for-program-directors/dicas-configuration-and-usage-tips-for-2023-2024-final.pdf?rev=369cca837df84b42a71a2d33bed91167&hash=99C55D3BB206B72D6C3258CF8DE01C8A

Note: For National CAS dates 2021-2022, 2022-2023 and 2023-2024 access the following link: https://help.liaisonedu.com/WebAdMIT_Help_Center/Documents_and_Reference_Guides/National_CAS_Schedules