

# **ISPP Program Brochure 2020-21**

## **(Individualized Supervised-Practice Pathway Program)**

### **California State University San Bernardino**

#### **1.The Program**

The CSUSB DPD program is currently is on probationary accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside, Plaza Suite 2190, Chicago, IL, 60606-6995, (telephone) 312-899-0040 X 5400, <http://www.eatrightPro.org/ACEND>.

#### **How does the probationary accreditation status affect you?**

Students currently enrolled in the program or enrolled when the program is on Probationary Accreditation will be considered graduates of an accredited program pending graduation. Therefore, the interns accepted into the ISPP Program will be able to complete their supervised-practice program and be eligible for CDR credentialing exam after successfully complete all the program requirements. The Program is submitting a progress report to ACEND Board to reconsider their decision to provide an accreditation. The Board will meet in June and we anticipate their final decision in July, 2020.

#### **What is ISPP?**

The Individualized Supervised-Practice Pathway (ISPP) Program at California State University San Bernardino (CSUSB) is accredited under the Didactic Program in Dietetics (DPD) as the Nutrition and Food Sciences Program in The Department of Health Science and Human Ecology. The ISPP Program is administered by the College of Extended and Global Education (CEGE) as a certificate program to obtain the Verification Statement (VS) for ISPP, which only accepts qualified DPD graduates, who were not matched to a Dietetic Internship (DI) program applied through DICAS and holds a VS from an accredited DPD. Applicants with a doctorate degree in Nutrition related study and completed the DPD courses without verification statement are eligible to apply for ISPP. Up to twenty-five (25) interns will be accepted each year and our program emphasis is Medical Nutrition Therapy (MNT).

The ISPP Program at CSUSB, similar to traditional dietetic internship program, requires completion of a minimum of 1,200 hours of supervised practice at various facilities including but not limited to hospitals, foodservice, long-term care, public health, and wellness across the USA. In addition, interns must also complete a week of on-campus orientation in August and are required to complete all the program rotations, pass both online program courses/modules exams, submit a portfolio, and successfully pass the exit exam before the Verification Statement for ISPP can be issued. This Verification Statement of ISPP allows graduates to take the Commission on Dietetic Registration (CDR) eligibility exam for RDN. Starting Fall 2020, CSUSB is converting to semester system. Note that starting January 1, 2024, a master degree is required to be eligible to take the CDR eligibility exam and to work as an entry level dietitian.

Interns must complete the program within 11-months period for full-time interns (August to June of each year) and 22 months for those in the part-time option. Under special circumstances, ISPP requirements can be extended for another quarter at the discretion of the ISPP Academic Coordinator/DPD director. Additional tuition will be charged for each quarter extended. All full-time interns must complete the program within 16 months and part-time interns within 33 months or no more than 150% of the normal completion period. Also, the ISPP program coordinator will develop intern's rotation schedule according to the intern's previous experiences and academic background and the site that are available to students.

Interns may receive credit for previous experience as determined by the ISPP Instructor and Academic Coordinator/DPD Director. Credit hours will be awarded based on information submitted by the intern, which include job descriptions, length of experience, and a letter of support by the immediate supervisor of that experience. The number of credit hours granted will be deducted from the number of hours listed in the Suggested Rotation Schedule. The schedule will also include the number of practicum hours necessary to complete that rotation.

## **2. Program Mission, Goals, and Objectives**

The mission of CSUSB's Nutrition and Food Sciences (NTFS) Program [to be renamed the Nutritional Science and Dietetics (NSCD) Program in Fall 2020] at CSUSB is to provide a high-quality education and cultural competencies to prepare students for supervised-practice leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a registered dietitian nutritionist (RDN). Through the accredited Didactic Program in Dietetics (DPD) and Individualized Supervised-Practice Pathway (ISPP) Program, graduates will be prepared academically and professionally to work in a variety of employment opportunities as an entry-level registered dietitian nutritionist, who will address the nutrition and health needs of individuals, families, schools, and communities.

Goal 1: The DPD program will prepare competent graduates capable of succeeding in an accredited supervised-practice program (dietetic internship or individualized supervised practice pathway). The DPD and ISPP Programs will prepare graduates capable of succeeding as entry-level practitioners as a registered dietitian nutritionist (RDN).

Objective 1.1a: At least 80% of program students will complete the program/degree requirements within 3 years (150% of program length) for full-time students and within 6 years (150% of program length) for part-time students. (DPD)

Objective 1.1b: At least 80% of program interns will complete the program/degree requirements within 16.5 months (150% of program length) for full-time and 33 months (150% of program length) for part-time interns. (ISPP)

Objective 1.2.a.a: At least 40% of program graduates apply for admission to a supervised-practice program prior to or within 12 months of graduation. (DPD)

Objective 1.2.a.b: At least 25% of program graduates are admitted to a supervised-practice program within 12 months of graduation. (DPD)

Objective 1.2.b: Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields, within 12 months of graduation. (ISPP)

Objective 1.3.a: At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionist within 12 months of program completion. (ISPP)

Objective 1.3.b: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (DPD and ISPP)

Objective 1.4.a: At least 90% of supervised-practice program directors, who respond to the program survey, will indicate that they were satisfied or very satisfied with the level of academic preparation of the DPD graduate(s) whom they supervised as interns. (DPD)

Objective 1.4.b.1: At least 90% of the employers of DPD graduates, who respond to the program survey, will rate these graduates as "competent" or "extremely competent" for their performance as dietetic professionals. (DPD)

Objectives 1.4.b.2: At least 90% of employers, who respond to the program survey, will rate ISPP graduates as having "adequate" or "extremely adequate" competency to work as an entry level dietitian nutritionist. (ISPP)

Objective 1.5.a: At least 80% of DPD graduates, who respond to the program survey, will self-rate that the program "prepared" or "well-prepared" them to be successful in a supervised-practice program, a related graduate program, and/or employment in a nutrition and dietetic related position. (DPD)

Objective 1.5.b: At least 80% of ISPP graduates, who respond to the program survey, will self-rate that the program "prepared" or "well-prepared" them to be successful in employment in a nutrition and dietetic related position. (ISPP)

Objective 1.6.a: At least 80% of DPD graduates, who respond to the program survey, will also rate the education at CSUSB to be "good" or "excellent." (DPD)

Objective 1.6.b: At least 80% of ISPP graduates, who respond to the program survey, will also rate the education at CSUSB to be "good" or "excellent." (ISPP)

Goal 2: The DPD/ISPP will prepare graduates competent in a variety of employment opportunities that will address the nutrition and health needs in multicultural communities.

Objectives 2.1: At least 90% of supervised-practice program directors, who respond to the program survey, will rate the DPD graduate(s) completing their program as "competent" or "extremely competent" in their ability of provide service to culturally diverse communities. (DPD)

Objective 2.2: At least 80% of DPD/ISPP graduates, who respond to the program survey, will self-rate themselves "competent" or "extremely competent" in their ability to work with clients of various ethnic/cultural backgrounds (DPD and ISPP)

Objective 2.3: At least 90% of employers, who respond to the program survey, will rate ISPP graduates as being "competent" or "extremely competent" to work with clients of various ethnic/cultural backgrounds. (DPD and ISPP)

### **3. Eligible Applicants**

- Graduate with a Bachelor degree and a DPD verification statement, who applied to supervised-practice/dietetic internship (DI) programs on DICAS and did not matched to an internship.
- Minimum overall and DPD GPA of 2.8.
- The DPD coursework and the bachelor degree must be completed by August 2020.
- Applicants with PhD degree in a nutrition-related program of study without the verification statement from a DPD may be eligible to apply – eligibility will be based on the decision of the DPD Director and ISPP Coordinator. If the doctorate degree is not in nutrition/dietetic-related program, the applicants will need to complete the DPD courses with a grade of B- or higher in the upper division courses before they can start the ISPP program.
- Applicants with foreign degrees and transcripts must have an official evaluation (i.e. WES, AACRAO, etc.) stating equivalency to the US. Degree. A copy of the evaluation and transcripts will need to be evaluated by DPD Director. Applicants must have a Verification Statement from a DPD unless they have a doctorate degree in nutrition related degree. Any deficient courses must be completed prior to starting the ISPP program.

#### **4. Admission Requirements**

Interns must meet and complete the following core requirements to be considered for admission into the CSUSB ISPP Program. Application and fee may be submitted to CEGE, please contact Andrew German at [agerman@csusb.edu](mailto:agerman@csusb.edu), telephone: 909-537-5976. The applicant should have DICAS forward the online application with resume, personal statement, scanned transcripts, three letters of recommendation, and other information. In order for DICAS to forward your application, you will need to pay additional \$20 if the application was submitted on February 15 of that year. If the DICAS application was submitted in a prior deadline, the cost will be \$40.

- CSUSB Application fee - \$ 75, check or money order (payable to CSUSB CEGE). If you wish to pay by credit card, please contact Mr. German at **909-537-5976**.
- Supplemental application form for CSUSB ISPP Program.
- Baccalaureate degree from an ACEND accredited DPD and completion of Didactic Program in Dietetics (DPD) courses with a minimum overall and DPD GPA of 2.8 on a scale of 4.0.
- Has or will receive a Verification Statement from an accredited dietetics program and was not matched to a dietetic internship (DI).
- Relevant work or volunteer experience within the dietetics profession.
- Three letters of recommendation on DICAS.
- Personal Statement with the following information included (you may update your personal statement on DICAS before forwarding it to our program or submit it as supplemental material):
  - Why do you want to enter the dietetics profession?
  - Why do you want to complete your ISPP at CSUSB? What can you bring to the program?
  - Discuss experiences that have helped to prepare you for your career.
  - What are your short-term and long-term goals (one, five, and ten years)?

- What are your strengths and weaknesses or areas that need improvement? Talk about your abilities to work independently, responsible, etc. What are you doing to improve those areas? Think of adjectives and descriptive words that others may use to describe you and your character.
- How has your volunteer or paid positions helped you professionally and personally to function as an RDN?
- Any other relevant information that may be helpful in evaluation of your application.
- 1000 Word limit, font 12, double space.

**Note:** some of the materials listed above are a part of the DICAS application and the on-line application, which must be forwarded to CSUSB ISPP. Therefore, applicants do not have to resubmit the transcript, personal statement, resume, letters of recommendations, verification statement or declaration for intent to graduate, etc. that are on DICAS. If you were unable to update the material on DICAS, send the updated information as a supplemental material to Mr. German. The original transcripts and DPD Verification Statements will need to be submitted after the interns are accepted and they must be received by August 15, 2019. However, if interns are completing summer school that may not end until August, please send the original transcript with degree posted by the end of August, 2020.

## 5. Application Review Process

Applications will be accepted after the match date from April 7 to 4:00 PM on May 4, 2020. Applications will be reviewed by the application committee using an applicant selection rubric and point system of 150 based on GPA, overall DICAS application packet, letters of recommendation, interview, etc. (Graduates of CSUSB will be given 25 points). **The program will accept the students as applications are received and notify the interns whether they are accepted or placed on wait list; so please submit the application as close to April 7th as possible.** For non-CSUSB graduates, an online interview may be scheduled to meet with the selection committee.

The interns will have 48 hours to accept the offer and they will be required to submit non-refundable \$500 deposit upon acceptance. Should a cancellation occur, an applicant on the wait list will be accepted. The remaining balance of \$9,200 and orientation fee of \$300 must be received by **4:00 PM July 6, 2020.** You may contact Mr. German for arrangements for fees before the due date.

Interns will be required to complete an on-line pre-test prior to the start of Orientation. An email instruction will be sent in July by the ISPP Coordinator, Dr. Sovyanhadi.

## 6. Intern's Chosen Site for Rotation

Distance interns must secure their own rotation sites and find their own preceptors. It is helpful to include in the application the rotation sites that are already secured by the applicant. Interns do not have to secure all their rotation sites prior to being accepted into the program. Note: extra credit points will be given to those applicants with sites already secured (please refer to the applicant selection rubric for details).

**Preceptors and rotation sites must meet the following criteria:**

**Minimum requirements of the preceptors:**

- Preceptors must be a registered dietitian/nutritionist (RDN) or other qualified professional with appropriate credential and experience depending on the site and the competencies to be met. Preceptors must have at least one-year experience in their job.
- Preceptors must be able to document appropriate continuing education for the previous two years.
- Preceptor must have adequate time to provide required supervision of the intern.
- Primary preceptor must be employed full-time in the facility.  
A “primary preceptor” is an individual who will keep a file of the interns, who will affirm the hours of supervised-practice that the intern completes, and who will maintain appropriate contact with the ISPP Academic Coordinator/DPD Director, instructor, and the intern.

**Minimum requirements of the sponsoring facilities:**

- The facility must be accredited by The Joint Commission (TJC), the state agency, or other relevant accrediting body.
- Any facility at which the intern would complete 40 hours or more of practice experience must have a preceptor available on staff.
- Any facility at which the intern would complete more than 40 hours or one week must have a signed Affiliation Agreement with CSUSB (this process takes time so let's work on that as soon as possible).
- Any facility at which the intern would complete more than 80 hours or two weeks must have completed Forms 2 and 3 (attached to the brochure)
- Any facility at which the intern would complete more than one-week rotation, must have sufficient educational resources to support an intern's educational needs such as computer or appropriate space for interns to work on their assignments.
- If a facility is unable to provide all the required CSUSB rotations/experiences, then the intern needs an alternate facility to provide the experiences required to meet the ACEND (Accreditation Council for Education in Nutrition and Dietetics) competencies.

**Choosing sponsored facilities:**

- Intern, DPD Director, and instructor can work together to obtain approval for the intern's chosen sites after admission to CSUSB ISPP Program. Note: some agreement takes a long time to get the necessary signatures, so please start the process of securing the agreement with the rotation site as soon as possible. Please contact Mr. German for an agreement template, who will also start the process of securing the signatures.
- Interns need to take the responsibility in designing their own rotations schedule with the approval of the prospective facilities by the DPD Director and/or ISPP instructor.
- Complete Forms 2 and 3 for each site and submitted to ISPP Coordinator for approval of the rotation sites.

**7. Suggested Rotation Schedule (dates will vary depending on the site and there may be breaks in between rotations; therefore, provide enough time to complete the program):**

<b>Track Tentative dates</b>	<b>Rotation</b>	<b>Hours</b>
August 10-September 11, 2020 (5 weeks)	Community	200
September 14 - December 18, 2020 (8 to 12 weeks)	Management (school district, long term care, hospital and/or others)	320
January 4 to April 2, 2021 (12 - 13 weeks)	MNT	480
April 5 to May 14, 2021 (5 weeks)	Electives	200
<b>Total</b>		<b>1,200</b>

The program’s MNT emphasis will provide interns with additional clinical experience before entering their professions. The MNT rotation sites can be a long-term care, an in-patient or out-patient setting, which could also be the site of a community rotation depending on the facility. You have 11-months to complete the ISPP rotations even though you may be able to complete them sooner. Since it may take some time to secure rotation sites, the program provides extra time to complete the hours and experience. Interns will be issued a VS-ISPP upon completion of all program requirements and submission of the portfolio. The paperwork for CDR eligibility exam will be submitted by the DPD Director. This will allow the intern to take the registration exam to become an RDN.

**8. Assessment of Prior Learning**

The program has established specific guidelines for interns regarding credit for prior learning, including program specific learning and experience.

**Assigning credit for prior learning:** When the requirements listed in the table are met, the intern may be granted credit equivalent to the number of hours required for that rotation as stated in the “Suggested Rotation Schedule.” The required documentation must be provided along with the application to the program. Credit will be assigned during the admissions process; therefore, applicant must provide documentation with the application be considered for prior experience credit when the ISPP application is submitted.

<b>Area of Assessment</b>	<b>Requirement (Program Specific Learning and Experiences)</b>	<b>Required Documentation</b>
Job Experience	Training/job experience must have been received at a facility which meets the requirements as stated below:	<ul style="list-style-type: none"> <li>• Job description of the experience completed.</li> <li>• Completed Facility</li> </ul>

	<ul style="list-style-type: none"> <li>• The facility must be accredited by TJC or the state agency</li> <li>• Any facility at which the intern would receive prior learning credit hours must have a qualified supervisor (see “Minimum requirements of the supervisors,” Form 3).</li> <li>• The facility must complete the Facility Form (Form 3).</li> </ul>	form (Form 3).
Minimum requirements of the supervisors	<ul style="list-style-type: none"> <li>• Supervisor must be a Registered Dietitian or other qualified professional with a minimum of one-year experience on the job.</li> <li>• Supervisor must be able to document appropriate continuing education for the previous two years.</li> <li>• The supervisor must complete Form 2.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Facility Staff form. (Form 2)</li> <li>• Valid CDR certification card</li> </ul>
Length of Experience	<ul style="list-style-type: none"> <li>• A minimum of six-months employment, at least 20 hours per week, in the emphasis area of the rotation.</li> <li>• Supervisor must submit a letter of support verifying the length of applicant’s experience at the facility, the applicant’s responsibilities, accomplishments, performance evaluation, and a recommendation for support of the applicant for prior learning experience and for admission into the CSUSB ISPP program.</li> </ul>	<ul style="list-style-type: none"> <li>• A letter of support from the supervisor.</li> </ul>
Competency Skills/Type of competency	<ul style="list-style-type: none"> <li>• Interns must demonstrate mastery of all the competency skills of the supervised practice curriculum for the specific rotation for which they are seeking prior learning credit.</li> <li>• If any of the competency skills have not been met during the experience, the prospective intern must arrange with the facility to complete those skills before credit can be granted.</li> </ul>	<ul style="list-style-type: none"> <li>• A letter of support from the supervisor.</li> <li>• Signed “Supervised Practice Curriculum/Competencies.”</li> </ul>

## 9. Orientation

Mandatory orientation for ISPP will be held on CSUSB campus from **the afternoon of Sunday, August 2 to 5 PM on Friday August 7, 2020**. All interns are required to stay on campus during that time period to allow them to bond and work together as a cohort. Details regarding lodging arrangements will be provided upon acceptance to the program. There is an additional \$300 fee for a double occupancy room, board, and on-campus parking during orientation. All meals will be included from lunch of August 2 to lunch on August 7. Interns will be responsible for all travel related



expenses to and from CSUSB campus. Interns are expected to be **on campus by noon on Sunday August 2, 2020.**

## 10. Policy for Issuing Supervised-Practice Verification Statement

- Satisfactorily completed 1,200 rotation hours (see Suggested Rotation Schedule)
- Met performance standards and received passing grades from all preceptors.
- Conducted themselves professionally and followed the guidelines provided in the intern handbook.
- Maintained professional and ethical standards as outlined in the Academy of Nutrition and Dietetics Code of Ethics.
- Successfully completed both online courses/modules.
- Passed the Exit Examination administered by the CSUSB ISPP Program.
- Submitted a portfolio with reports, evaluations, reflections, etc. to ISPP Program.
- Interns will be provided with six copies of original, signed verification statements after completion of all program requirements.

## 11. ESTIMATED EXPENSES

➤ Application fee (check, credit card, or money order)	\$ 75
➤ Tuition/fee	\$ 9,700
➤ On-campus orientation (room and board)	\$300
➤ Additional fee for bank insufficient fund	Varies
➤ Books/Supplies/RD exam review	Varies (\$50-\$500)
➤ Local dietetic association membership	\$ 10 - \$20 per year
➤ Housing	Varies
➤ Meals	Varies
➤ Transportation	Varies
➤ Reliable car and proof of insurance required	Varies
➤ Health Insurance, proof required	Varies
➤ Transportation/mileage	Varies
➤ Phone and internet services	Varies
➤ Exam fee for Registration (CDR)	\$ 200
➤ Immunizations and screening tests for TB, Hepatitis, etc.	varies
➤ Part-time interns: additional tuition for 2 <sup>nd</sup> year (up to a total of 22 months)	\$ 3,000
➤ Tuition after 11 months for full-time interns, per semester	\$ 1,500
➤ Tuition per semester after 22 months for part-time interns	\$ 1,500
➤ Registration and expenses for a local/state meeting	Varies
➤ Additional drug or background checks (as required by the site)	Varies

### Expenses covered by the ISPP program

- Lab Coat with intern's name
- CSUSB ID badge
- Malpractice/professional Liability Insurance (\$ 2 million per incident, up to \$ 5 million total)

- CastleBranch for submission of health information and background check (any additional drug or background checks required by the site will not be covered by ISPP Program and interns will have to pay for those fees)
- Student membership in Academy of Nutrition and Dietetics
  - (ISPP Program will pay for one-year membership directly to A.N.D., if the interns are already members, the program will pay for renewal the interns' membership the following year. It is very important that all interns be a member of AND)
- A.N.D. pin at graduation
- Review course for RDN registration exam, provided at the start of the program.

## **12. FINANCIAL INFORMATION**

Interns may apply for private loans for the ISPP certificate program. Private grants or scholarship, as well as low interest loans, may be available from corporations, community, civic groups, religious or professional organizations, the Academy of Nutrition and Dietetics, the California Dietetic Association, or other Foundations. These organizations set their own deadline for application so please go to their websites to obtain information and application. Scholarship eligibility criteria for the A.N.D. Foundation are usually published in the [A.N.D. Journal](#). You will need to apply for the AND scholarship. Go to the AND Foundation website for additional information: <https://eatrightfoundation.org>. The deadline to apply for Foundation Scholarship is April 20, 2020 at 11:50 PM (Central Time).

If a private loan is secured for payment of ISPP Program tuition, please inform ISPP Program Coordinator so the CSUSB Financial Aid Office can be informed of the loan.

If there is a need to make special accommodations for payment plan for the tuition/fees, please contact ISPP Coordinator, Andrew German.

## **13. CAREER PLANNING & PLACEMENT**

The Career Development Center at CSUSB offers a comprehensive program that assists students and alumni of all academic areas in attaining their career objectives. The primary goal of the Career Development Center is to provide opportunities to our interns and alumni through programs, which will enhance their professional competencies and increase their marketability. Check their website for services and information at <http://career.csusb.edu/>

- Employment counseling.
- Mini-workshops and individual counseling sessions on resume and cover-letter writing, career-services orientation and job-search strategies.
- Job-listing service, which provides current information about specific employment opportunities.
- Classroom visitations on employment trends, resume writing, job-hunting techniques, and career planning.
- Literature provided by on-campus recruiters including career opportunities, benefits, salaries, and annual reports.

- Video-tapes, brochures, and booklets on interviewing and resume writing.
- Computerized resume service.

#### **14. GRADUATION CEREMONY**

A post-baccalaureate certificate of completion will be presented at the CSUSB ISSP white lab coat pinning ceremony at the end of June. This is an optional activity and interns are encouraged to invite family, friends, and preceptors to celebrate this important event with them.

#### **15. NON-DISCRIMINATORY POLICY STATEMENT**

CSUSB is an Equal Opportunity institution, which does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or disabilities as consistent with section 702 of Title VII of the 1964 Civil Right Act. Acceptance of the interns is without prejudice. Discrimination is not allowed in the school's scholarship and loan programs, education process/policies, and administered programs.

**If you have any questions, please do not hesitate to contact the DPD Director, Dr. Chen-Maynard at [dchen@csusb.edu](mailto:dchen@csusb.edu). We look forward to receiving your application.**

**California State University San Bernardino (CSUSB)  
Individualized Supervised-Practice Pathway (ISPP) Program**

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3/18/2020

### **CSUSB Individualized Supervised Practice Applicants Selection Form**

Applicant: \_\_\_\_\_

Total Points: \_\_\_\_\_ out of 150 (for CSUSB graduates, out of 125 points)

Point distribution:

- \_\_\_\_\_ GPA (25 pts)
- >3.5 = 25 points
  - 3.4-3.0 =20 points
  - 2.9-2.8 =15 points
  - < 2.79 =0 points (disqualified)
- \_\_\_\_\_ Relevant work/volunteer experience. (10 points)
- less than 3 months (1 points)
  - less than 6 months (3 points)
  - less than 1 year (5 points)
  - 1-2 years (7 points)
  - more than 2 years (10 points)
- \_\_\_\_\_ Score on interview (25 points) (CSUSB graduates may not be interviewed)
- professional and completely answer the questions (20-25)
  - does not answer the questions professionally and missing information (10-19)
  - unprofessional manner and incomplete answers to the questions (up to 9)
- \_\_\_\_\_ Letter of recommendation comments (10 points)
- Addresses dietetic and related skills and knowledge positively (10 points)
  - Addresses general skills and knowledge positively (5 points)
- \_\_\_\_\_ Letter of application/personal statement (20 points)
- clear, organized, and no typos or grammatical errors (20 points)
  - cover goals, strengths, skills needing improvement, and expectations of program. (subtract 2 points for each missing item)
  - too short or longer than 1000 words, and/or typos or grammatical errors (subtract points to 0)
- \_\_\_\_\_ Honors, dietetic scholarships, and awards received (up to 10 points)
- \_\_\_\_\_ Graduate degree (10 points)
- \_\_\_\_\_ DTR or CDM certification (5 points). Please submit a copy of the CDR certification for DTR or AFNP certification for CDM
- \_\_\_\_\_ Active member of the Academy of Nutrition and Dietetics (5 points). Please submit a copy of your AND membership card.
- \_\_\_\_\_ CSUSB DPD student (25 points)
- \_\_\_\_\_ Secured rotation sites (up to 10 points) (2 points per site with forms 2 and 3 for each site).