What comes after the N&D program, and how to get there

V. Fischer, Fa 2025

Dietetic Inclusive Centralized Application Services (DICAS)

All applications for programs that include supervised practice ("DI") will go through DICAS, except for the QC DI or MS-DI early application.

One application to all programs you choose.

Graduate program-only applications will remain separate.

Pathways for you to the RDN credential



GP programs combine DPD, DI and graduate degree.

Some only combine DI and graduate degree. Know if you need the DPD or not.



CP programs combine DI and undergraduate or graduate degree.
You only need DI and araduate degree.

(There are fine differences in learning assessment to GP programs. You are already used to being assessed for every KRDN.)



Pick a graduate program of interest.
MPH, MBA, MA, MS Nutrition or psychology etc.



There are MS-DI programs. Once you have a graduate degree: many self-standing DI programs can take you.
If you have part of a graduate degree, check

how many credits can

transfer in.

DICAS Application Process Required for all Supervised Practice Programs: Dls, CPs, GPs

Application due dates individual by program; may be in or outside of DICAS

OFall Due Dates – note the program start date

ONovember 2: Applicant notification due date (last day)

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OSpring Due Dates

OMarch 1: Applicant notification due date (last day)

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How to choose a graduate program

- O What are you interested in?
- O Availability & cost
- O Note that with your DPD completed, the graduate degree can be in anything
 - O Private practice: business skills?
 - O Clinical practice: maybe even a DCN?
 - O Public health / community: MPH?
- O Check the curriculum for the focus YOU are interested in.
- O Check the teaching mode online (synch/asynch?) vs. in-person, daytime? Nighttime?
- O Check the resources made available to students
- O Check the reputation of the program. Job placement rate?
- O Can you speak with alumnae?
 - O (not just read select comments somewhere where you don't know who curated the collection)

How to choose a graduate program, details 1: availability and cost

- O When do they start?
- O When is application deadline? Rolling application (i.e. no deadline)?
- O How much <u>total</u> cost, i.e. including tuition, fees, textbook, and as applicable, your cost of living?
 - O Do they offer stipends? For you?
- O How long? (18 months, 24 months, longer?)
 - O Note quality: less than 24 months or more than 6 out of 30 credits for DI/supervised experiential learning points to low quality, see later



Curriculum

- O What do you want to get out of the graduate degree?
 - O Make your \$\$\$ count for you!
- O Take a look at the courses required and the electives:
 - O Do the course titles (& descriptions) coincide with your interests?
- O Things to consider
 - O What responsibilities can you imagine now to take on? Examples:
 - O Managing procedures, processes, people
 - O Measuring outputs
 - O Developing HR skills
 - O Developing programs (usually includes finding funding)
 - Measuring outputs
 - O Grant writing skills
 - O "I just want to help individuals eat to best support their health."
 - O Clinical skills
 - O Measuring outcomes
- O How many credits?
 - O 30 are minimum required by USDE
 - O How many of the credits are covered by the DI, if combined? (shouldn't be more than 20% = 6 credits!!!)

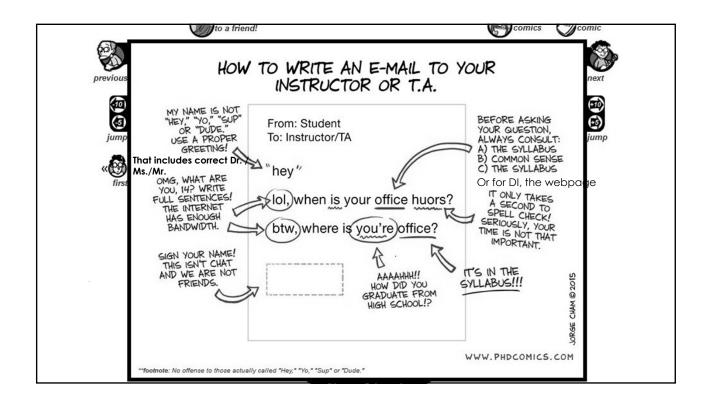
- O Measuring outputs or outcomes: Which course(s) include this skill set?
- O Developing HR skills: included at all?
- O Grant writing skills: included? To what degree?
- O Clinical skills: specializations included?
- O (these are just examples)

Resources, reputation, and success rate

- O What resources are you provided with?
 - O Rotation sites if MS-DI
 - O Advisement persons and time: how easy is it to get support? (ask alumnae)
 - O Library: are your favorite textbooks available online?
 - O $\,$ Are you getting "extras": software, hardware, supplies like lab coat, tools of the trade
 - O How much is that worth in $\$ Add into cost evaluation
- O Reputation: look for official evaluations of schools
 - O Search "best graduate programs in..." or "best MPH programs" etc.
 - O Check the evaluation criteria
 - O Beware of "featured programs": they are paid advertisements....
- O Success rate (program has this data. Check website, ask if it's not there):
 - O Graduation rate
 - O Job placement rate

Create a Good Impression

- O Every time you communicate with a DI director or their staff you are making an impression, you are being interviewed
 - O Be polite
 - O READ all the instructions and the webpage before you communicate
 - O Write professionally
 - O Dress professionally
 - O Turn on your camera if virtual. Absolutely NO excuses!!!
 - O Bring your resume/business card
 - O Thank them
 - O Verbally
 - OIn writing (get their contact information or find on their webpage)



Types of Dietetic Internships

- O Hospital Based
 - O Ex., New York- Presbyterian, Northwell
 - O Benefits
 - O They provide the learning sites
 - O Strong clinical in acute care
 - O One-on-one access to program director in person
 - O May not offer college credits towards Master's degree
 - O Should be affiliated with graduate programs
- O Free standing other than hospital-based
 - O E.g. NutraCo, Pennsylvania Dept of Health WIC Dietetic Internship
 - O Take a close look at the rotations and rotation sites

O College Based

- O Ex., Queens College, Hunter College, and Long Island University-Post, Stony Brook University
 - O Benefits
 - O They provide the learning sites
 - O Will earn some graduate school college
 - O One-on-one access to program director in person
 - Will usually earn credits toward a Master's degree
 - O Most already have a MS program associated if desired
- O Information about the QC DI -> QC Dietetic Internship

Types of Dietetic Internships

- O Food Service Management Companies often with substantial clinical jobs
 - O Ex., Aramark, Sodexo, Morrison
 - **O**Benefits
 - OThey provide the learning sites
 - Olf positions are available they will hire you after you complete the internship. May pay for your graduate school if you work for them.
 - OSeminar with DI Director may be distance learning

Types of Dietetic Internships: Distance

O Distance Learning Programs

- O You must find the supervised practice sites and the preceptor who will supervise your learning experiences. May need to find the preceptors prior to applying to the internship.
- O Ex., Wellness Workdays, Priority Nutrition Care, NutraCo.....
- O To find preceptors:
 - O When volunteering develop relationships with the RDs who may be your contact for finding preceptors.
 - O https://prerd.org/ site may help you
 - O Call hospital, nursing homes, clinics. Ask if they have an RD on staff.
 - O Explain to the RD that you are in the midst of applying to distance dietetic internship programs which require students to locate their own preceptors, ask if they accept dietetic interns.
 - O Offer to send your updated resume and references.
 - O Ilse LinkedIn
 - O Search "Find a Preceptor" on eatrightpro.org (must be a member of the Academy of Nutrition and Dietetics)
 - O All Access Internship Facebook group
 - O Ask other DI applicants, current dietetic interns, friends, neighbors, relatives...

Costs of Dietetic Internships

- O Will cost you ~\$8500 and up
- O (plus graduate degree costs)

Types of Dietetic Internships: Armed forces

- O Army
- O http://www.baylor.edu/graduate/nutrition/
 - O Tuition free master's degree plus internship program
 - O Salary plus benefits equivalent to ~\$60,000/year
 - O Program completed in 24 months and must remain on active duty for an additional 4 years (note that there is something before the MPN as well)
 - O Application is due December 1st for the following year's August start date; does not participate in DICAS but does use DnD computer matching
 - O Minimum 3.0 GPA in Nutrition and Dietetics coursework required to apply, GRE and age requirement, must be U.S. citizen
 - O Recruiter: healthcare.goarmy.com 1800 USA-ARMY

To Find Information about Dietetic Internship Programs

- O https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory
 - O General information about all DI's but detailed information of others
 - O Contact Information
 - O Costs
 - O Minimum GPA required to apply, Average GPA of current interns
 - O Area of emphasis, official or not
 - O Offer P/T
 - O Weeks in each rotation
 - O Number of students who applied in the previous 2 years
 - O Number of students they accept
 - O How they prioritize ranking; science GPA, Dietetics GPA, letters of reference, personal statement, volunteer/work experience...
- O DICAS has search functions

How to Find Out More About Dietetic Internships

- O Attend a Dietetic Internship Fair
 - O A group of internship directors from an area will gather in one site or online
 - O see email from N&D program announcements
- O Attend Open Houses
 - O A list was sent by N&D program announcements
 - O Individual internships will set a date and post it on their website and possibly on the above link when they will be available for you to tour their facility in-person or virtually, and ask questions
- O If you have a good reason to not be able to attend one of the above ask for an individual meeting with the DI director
 - O This is NOT a good way to be remembered by a DI Director

Dietetic Internships (DI) Supervised Practice Programs (SPP)

Overseen by the:

Accreditation Council for Education in Nutrition and Dietetics (ACEND) a division of the Academy of Nutrition and Dietetics

Content

OUnderstanding DICAS

ODietetic Inclusive Centralized Application Services

OInternship basics

OHow to find information on Dietetic Internship programs

OAnd MS programs associated with them

O Deciding which Dietetic Internship to apply to

DICAS Application Process Required for all Supervised Practice Programs: Dls, CPs, GPs

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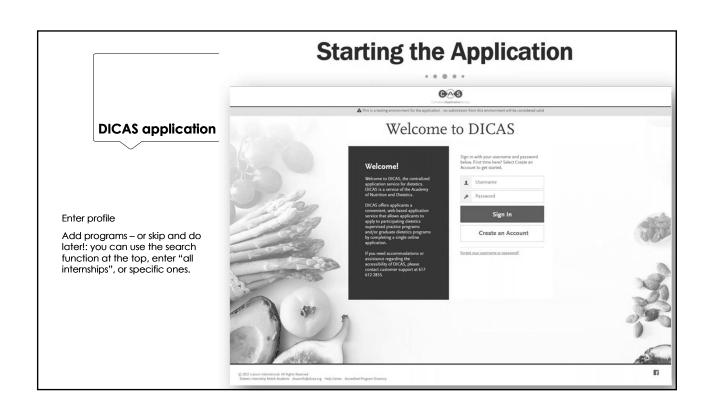
OMarch 15: Applicant decision due date (last day)

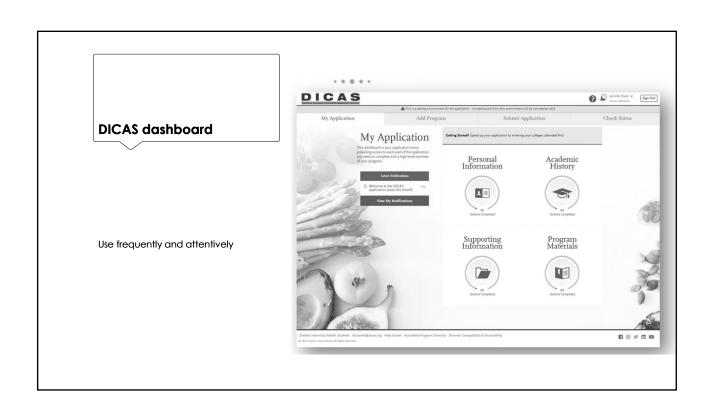
Dietetic Inclusive (Centralized Application	Services (DICAS)

https://dicas.cas.myliaison.com/applicant-ux/#/login

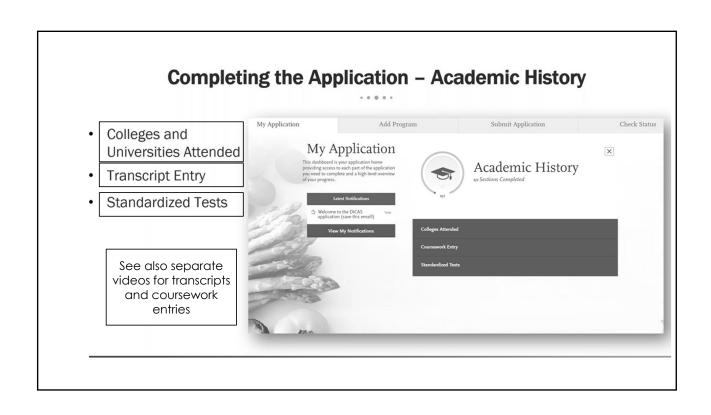
DICAS overview

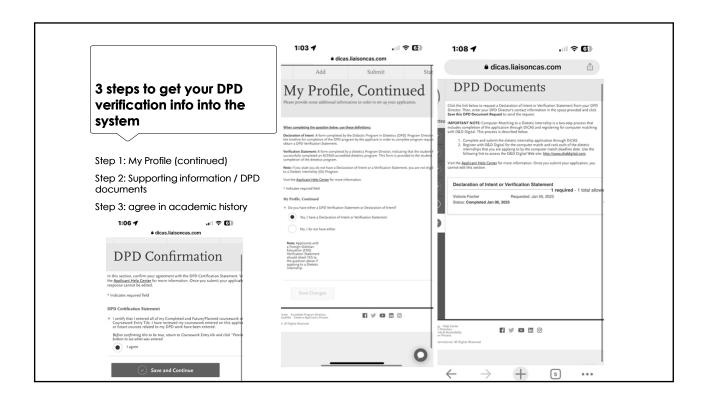
- O DICAS opens on August 5, for the Academic year, and closes July 31.
- O Start here with your application:
- O https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students for information
- O https://dicas.cas.myliaison.com/applicant-ux/#/login to get started
- O https://vimeo.com/752082325/0893b172b9 for an introductory video

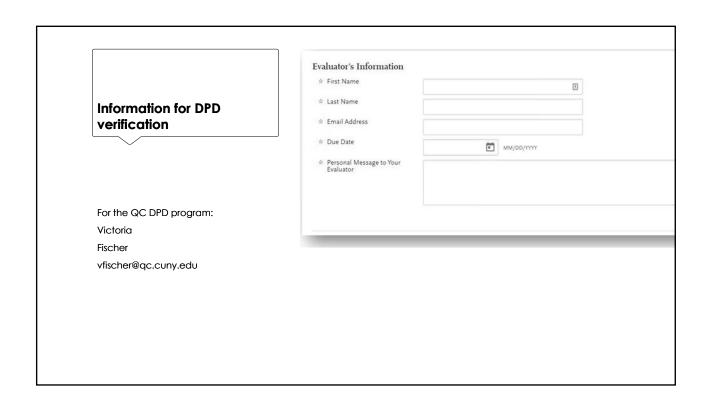


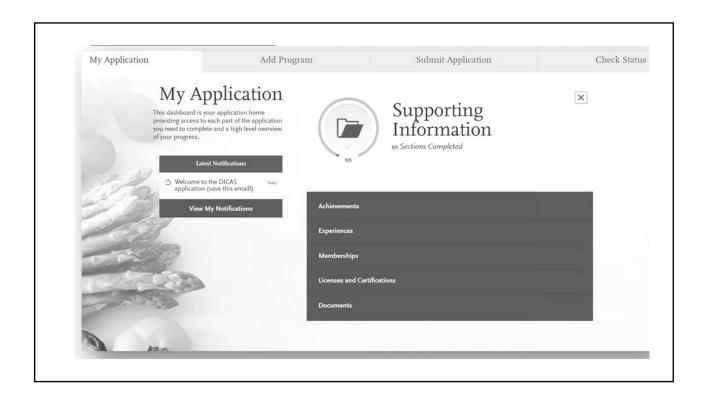


Completing the Application – Personal Information Biographic Information Contact Information Citizenship Information Race & Ethnicity DPD Information Other Information



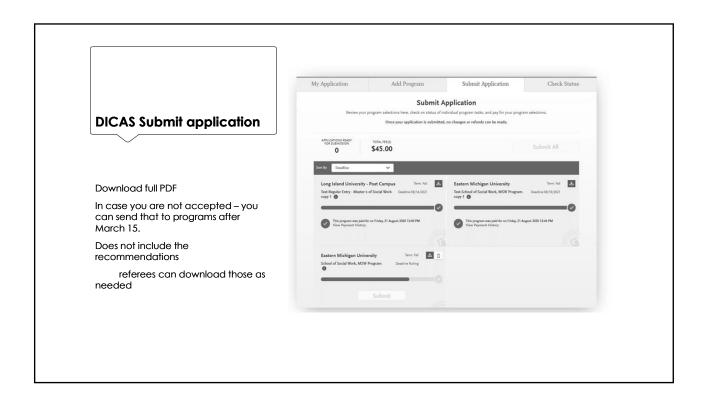






Program material – 4th part

- O Every program you apply to defines additional requirements
- O READ CAREFULLY
- O Supply all materials requested
- O ASK if unclear AFTER READING everything on their website
 - O Questions asked more than once will appear on their website



As you go along DICAS

- O Check status
 - O To see what has been completed by others: recommendations and transcripts
- O Check the dashboard
 - O To make sure you're not forgetting anything

Basics

- O To start your Dietetic Internship Centralized Application System (DICAS) https://portal.dicas.org/
 - O Applicant Portal
 - O Help section
 - O Video overview
 - O Instructions for each area of the application
 - O Can contact DICAS to ask questions: (617) 612-2855

	Opens	Application Due by	Notification by	Your acceptance or decline due by
Spring Application	August 5	Individual by program	March 1	March 15
Fall Application	August 5	Individual by program	November 1	November 15

Information Required

Applicant Information

- Contact Information; Name, address, phone number, email address
- Personal Information; Citizenship status, Visa status, Veteran?, Language spoken ...
- Background Information; Disciplinary actions, civil suits against you, probation or suspension

Educational Information

- DPD Course list (download from QC Nutrition & Dietetics webpage)
- Colleges Attended
- Course Work
- Tests; GRE and/or TOEFL if required by the DI program

DPD Program

Contact Information

Information Required



Personal Statement







Program Designation



Honors and/or extracurricular activities after beginning college

Honors and Awards Sports and Extracurricular Activities Certifications Work and Volunteer Experience (next slide for more detail)

Awards, Experiences, Volunteer Activities Resume Reference Application Certification (Signature/ Date)

Volunteer Hours; Information Required

- O Employer:
- O Position:
- O Supervisor's Name (1st and Last)
 - O Supervisor's Title, Phone #, Email
- O Start and End Date (Month and Year)
 - O Number of Weeks
 - O Hours per Week
 - O Total Hours at Experience

Fees

- O DICAS Application Fee
 - O \$50 for first application, \$25 for each additional application but may change
- O Internship Program Fee
 - OEach program must be sent a check directly to them. See their website for fee and who to write the check to.

Application Checklist

- O Completed Application on DICAS and include
 - O Personal Statement and other required areas
 - O Letters of Reference
 - O Minimum of 3
 - O Resume
 - O Declaration of Intent/Verification Statement
 - O Transcripts mailed to DICAS
- O Pay fees to DICAS, DI Program

Personal Statement (FNES 300)

Required Questions that must be addressed:

- O Why do you want to enter the dietetics profession?
- O Discuss experiences that have helped prepare you for your career. For example:
 - O Nutrition Volunteer Experience provide specific examples; what you did and what skills you learned
 - O Employment History show how your work skills relate to skills necessary for the nutrition profession
 - O Club Officer address how you used leadership and communication skills to enhance the club goals (this can include position in clubs other than the dietetics club)
- O What are your short-term and long-term goals?
 - O Provide specific goals, personalized to you and what you see as your possible career path. You are not obligated to stay with this once you complete your internship.
 - O Do not write "I would like to get into an internship and become and RDN once I am done with the internship". Everyone applying wants to do this.
- O What are your strengths and weaknesses or areas needing improvement?
- O What other information do you consider important for the selection decision?
 - O Consider aligning to the program's mission statement and/or specific rotations that align with your goals

8000 characters, ~1000 Word limit

Compose the statement in Word - check for spelling and grammar, then and cut & paste. Do this for every draft.

You can should write and title a different personal statement for each program you apply to.

References

- O A minimum of 3
 - O Faculty, Employers or Volunteer Supervisor
 - O You must formally ask the person, **preferably in person**
 - O If you do not have prior approval from the reference letter writer they can press deny on DICAS and you no longer have a recommender
 - O Some DI Directors may request an additional reference
 - O DICAS can upload up to 4
- O Email sent to reference person to fill in table (next slide) and write a paragraph about you
- O Student notified when complete
- O Your letters of recommendation **DO NOT** need to be complete in order for you to submit your application.
- O For reference letter requests to Dr. Fischer you must have taken a course with her, and earned a minimum of an A-.
- O Your resume helps the recommender write a more meaningful letter of recommendation.

Letters of References

- An assessment of your academic/professional strengths and weakness qualities will be evaluated from the check list shown to the right
- Written information about your strengths, weakness, area of improvement will also need be included

QUALITIES	Outstanding	More than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate
Application of						
Knowledge						
Nutrition Content						
Medical Nutrition						
Therapy						
Food Service					0	
Management						
Analytical Skills/						
Problem Solving						
Conceptual Skills					0	
Communication Skills						
Oral						
Written					0	
Interpersonal Skills						
Peers/Co-Workers						
Teachers/Supervisors						0
Leadership Potential		0	0	0		
Initiative/Motivation						
Punctuality						
Adaptability						
Reaction to Stress						
Perseverance						
Creativity						
Organizational Skills		0	0	0		
Works Independently			0	0		
Responsibility/Maturity		0				
Overall Potential as a Dietitian				0		

O All OFFICIAL transcripts are to be sent to DICAS

Request from all college(s) early in the process

- O Not required but suggested you provide **Transcript Request Form**, available through DICAS, to each college when requesting transcripts. If your current name is different from the name listed on your transcript, you MUST include both your current and former name on the Transcript Request Form.
- O QC transcripts sent by the registrar office are electronic via Parchment. Transcript orders are generally fulfilled within 7-10 business days to arrive at the destination from the day you receive an email stating the request was completed.
- O Pending issues that must be addressed BEFORE requesting the transcript are any holds on your account, check the box to include attachment but forget to add it the order will be cancelled after 30 days after all, if any, pending issues have been resolved.
- O For Spring application request that your QC transcript includes the fall grades
- O This is the address your transcripts must be sent to.
 - O DICAS Transcript Department PO Box 9118 Watertown, Massachusetts 02472
- O Customer service number 1-847-716-3005

Transcripts

O If you are a second bachelor's degree student with an international transcript check with the DI directors of the programs you are applying to if they require a copy of your international transcript or an official evaluation from an agency approved by ACEND.

O DICAS will

- O Verify transcripts for authenticity
- O DICAS will scan them into your DICAS account so Dietetic Internship directors can view them. It takes up to 10 business days from when DICAS receives the transcript to include them in your DICAS account.
- O Some students are requesting 2 transcripts be sent; one without their grades for their lass semester of enrollment at QC, and 1 with their last semester or enrollment
- Internship Directors can use the DICAS transcript for all their purposes.
 - Some don't know that. That tells you something about them: Look for other signs of stress, then consider your options.

Entering Coursework

- Under Education Information must list colleges attended
- Under Coursework
 - Student lists all courses taken (not Didactic Program in Dietetics (DPD) courses only) in the order of the semester attended from each college where DPD courses were completed
- Use the DPD Course List posted on the QC Nutrition and Diefetics webpage and your OFFICIAL transcripts as a guide for entering the courses
 - Nutrition and Dietetics Webpage
- O Indicate courses as Science or Professional
 - Science Courses- Chemistry and Biology
 - Professional Courses- FNES and Psychology
- O Enter the grade shown on your transcript
 - O For Spring 20 grades use the DICAS option "COVID-19" if you chose a CR grade for a class that might have usually been offered only A-F
- O For DPD courses not taken at Queens College you must use the advisement sheet developed when you first declared your major. Contact me if you need a copy.
- Enter courses transferred in under the institution where you originally took the course, exactly as they appear on the
 original school's transcript.
- O Special classification: As long as you have letter grades, your courses from Queens College do NOT get a special qualification.
- O DICAS will calculate GPA

Declaration of Intent and Verification Statement

- O Applicant will request either:
 - Declaration of Intent
 - O For students who have not yet earned their Bachelor's degree and/or completed all DPD requirements.
 - O For students enrolled in courses applying to the Fall (Sept 25) or Spring (Feb 15) deadline
 - O Verification statement
 - O For students who have received their Verification Statement which requires completion of a Bachelor's degree and all N&D coursework.
- O Nutrition and Dietetics Director completes online
- O It is sent back to the student. Student then approves with electronic signature.
- O If needs editing, students to send back to Director who corrects and then sends it back to student for electronic signature.
- Verification Statements are emailed to students 8-12 weeks after they graduate to the email address you have on CUNYfirst. Make sure it is up to date.
 - O The reason for the delay is the degree audit process. When you can see your degree on your transcript, we can request that transcript and proceed.

Supplemental Portion of Application

- O Student is responsible to determine if a particular DI requires additional material and what they require
- O You must scan all supplemental material into one electronic file, i.e., pdf
- O You can upload one file. Whatever needs to be submitted as supplemental, must be in that one file.

Internships that start in August each year

- O Individual program application deadlines
- O August 5 DICAS site opens
- O Individual program application deadlines
- By March 1, or November 1, notified if accepted or not to a program; individual notifications
- O By March 15, or November 15, you must accept or decline every single offer separately
- O After March 15 to July 31 Open enrollment for programs with openings
- O Dietetic Internships start ~end of August

DICAS Records

- O Applicants <u>accepted</u> to a program files will be temporarily archived.
- O Applicants not accepted to a program will be saved
 - O For letters of recommendation, when you re-open your file you can request letters of recommendation be kept or deleted.
 - O Declaration of Intents are not kept.
 - O Applicants can update information when DICAS reopens.

Open Enrollment

O Apply to Open Enrollment

- O After the notification date if a DI has not filled all their slots they will accept applications within 3-5 days after the acceptance notification date (March 15 / November 15)
- O Applicants should have a DPD verification statement or be within an academic semester of earning their verification statement.
- O Applicants do NOT have to participate in the first round to be eligible to apply to DI programs in the open enrollment phase. Open enrollment applicants could be individuals who did not participate in' first round' the match.

Alternative Plans

 If you did not apply or were not accepted you are asked to meet with me to receive your Verification Statement

Dietetic Technician, Registered (NDTR) Credential Exam

- O Dietetic Technician Registered (NDTR) Exam
 - O Request submission for the DTR exam via email to N&D Director after you have received your Verification Statements (8-12 weeks after you graduate)
 - O Provide your email address and
 - O Legal name shown on your driver's license or passport which will need to be presented when you take the exam. If it does not match, even just an initial, you will be turned away and forfeit your fee for the exam.
- O NDTR Study Guides
 - O Registration Examination for Dietetic Technicians, latest Ed.
 - O Eatrightprep for the NDTR exam
 - O $\frac{https://www.eatrightstore.org/product-type/exam-prep-guides/eatrightprep-for-the-ndtrexam}{exam}$
 - O Study Buddy review manual
 - O CD-rom with 2 practice exams, 100 questions each. $\underline{www.dtrstudybuddy.com}$.

Alternative Plans

- O Apply to Graduate School
- O Obtain a Certification

OServSafe

OCertified Dietary Manager (CDM)

Ocbdmonline.org/

OCertified Lactation Specialist

OIBLCE.org

Alternative Plans

- O Find a Job within Dietetics
 - O Job Search Sites
 - O NYRDJOBS@gmail.com
 - O Send an e-mail to request to join; introduce yourself (i.e., your nutrition or career goal)
 - O Check in 2-4 weeks, if you haven't received any emails resend
 - O http://www.nutritionjobs.com
 - O www.monster.com
 - O https://www.usajobs.gov/
 - O https://www.linkedin.com

Employment Opportunities

- O Clinical
 - O Nursing Homes, Hospitals, Assisted Living Facilities
 - O Food Service Supervisor/Manager
 - O Hospitals, Nursing Homes, School Food and Nutrition Programs
 - O Foodservice Contract Companies (i.e., Aramark, Sodexo, Morrison)
- O Research
 - O Research Assistant or Coordinator
 - O Universities and U.S. Department of Agriculture
- O Community
 - O Women Infant Children -WIC
 - O Fitness Centers, Home Health Services
- O Writing on nutrition for publications, websites and blogs

NY State Certification in Dietetics Nutrition (CDN) http://www.op.nysed.gov/prof/diet/

- O Need 800 hours of supervised practice hours signed off by an employer or volunteer supervisor, who is an RD or CDN, stating you are able to:
 - O "Assess nutrition needs and food
 - O Plan for and direct the provision of food appropriate for physical and dietary needs
 - O Provide nutrition counseling, such as advice on dietary changes
 - O Plan menus and direct the preparation of food to meet dietary needs"
- O No graduate degree requirement current
- O Must pass RD exam by NYSED request, so it does <u>not</u> provide you with a credential other than CDN
 - O Make sure you pick the RD exam, not the CNS exam!
- O Insurances accept the CDN credential for reimbursement purposes