FAQ’s – Update 1/4/16

Coordinated Program in Dietetics (CPD) and Certificate of Supervised Practice in Dietetics (SPD) Application Process

University of Cincinnati

What’s the difference between a Coordinated Program in Dietetics, a Didactic Program in Dietetics, and a Dietetic Internship?

The University of Cincinnati’s Coordinated Program in Dietetics (CPD) is a program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). It contains both the didactic (coursework) and the supervised practice components. It is not a dietetic internship.

An ACEND accredited Dietetic Internship (DI) includes only the supervised practice component. Students who are accepted into an ACEND accredited DI must have completed an accredited Didactic Program in Dietetics (DPD) and will receive, or have already received, a DPD verification statement from their DPD Director.

The competencies and standards for the supervised practice portion of a CPD or DI are identical. The minimum number of hours that are required by ACEND for supervised practice experiences is 1200. The minimum number of supervised practice hours scheduled into UC’s CPD is 1224.

The three steps to becoming a Registered Dietitian Nutritionist (RDN) or Registered Dietitian (RD) are 1) successful completion of an accredited DPD, 2) successful completion of supervised practice whether in a DI or CPD, and successful completion of the RD exam. The student must also have earned, at minimum, a bachelor’s degree.

Application Tips:

- Deadline to apply is January 25 for the CPD or November 15 for the SPD
- On page 1, check the area for which you are applying (local, distance or either)
  - “Local”, or the Greater Cincinnati area, is defined as Northern Kentucky to the south, Clermont County to the east, southeast Indiana to the west and Middletown to the north
- Three recommenders are required: 2 faculty members and 1 person who can write about you through paid work experience
You need to complete and sign the waiver and give one to each of your recommenders. The recommender needs to return the waiver with pages 2 & 3 of the recommendation form.

If you want the person to give the recommendation back to you so that you can include it in your application packet, provide him with an envelope. Ask him to seal the recommendation in the envelope and then sign the envelope flap.

If the recommender prefers to email or fax his recommendation directly to the program director, make sure you let the CPD Director know this.

UC’s Nutritional Sciences faculty may give the recommendations directly to the CPD Director and not return the recommendation to you.

Ask your recommenders as far in advance as you can, even 2 months ahead. Make sure you ask if they feel that they can write a strong recommendation for you. If they say “no”, ask someone who can give you a strong recommendation.

- Job experience (self-explanatory)
- Job skills acquired during employment (You may use bullets here rather than full sentences)
- Volunteer activities (Length of time serving is important. If it was a one-time event, don’t list it. If you haven’t done volunteer work, just tell us. Some applicants have valid reasons for not performing a great deal of volunteer work.)
- Skills acquired during volunteer activities (Again, use bullets)
- Awards/Scholarships, Leadership, Membership
- Official transcript from every college attended (Get from UC after semester is over so that your fall grades are recorded)
- Current undergraduate program curriculum schedule - indicating what you have taken
- Download CP curriculum schedule (posted on website). Check off courses you’ve already taken and what courses remain. For those remaining courses indicate the semester and year when you plan to take them
- There are six questions to address (Go into detail as most of the admissions committee members do not know you. A two- or three-sentence response will not be sufficient. This is opportunity to tell us about yourself.
  - If a question has 5 bullet points, make sure to address them all.
  - Make sure to answer the time, energy and financial question honestly. Is there anything in which you are/will participating that may not permit you to fully commit?
  - Concentration rotations are pediatrics or long term care. Which do you prefer at this point? You can always change your mind later. If you honestly have no preference as of yet, that’s OK.
- Have someone look over your application for completeness, spelling, punctuation and grammar.
- Read through the signature page carefully. It is the page in red type.
• Keep 3.0 GPA
• Background check needs to be submitted
• Physicals, vaccinations – must pass this physical
• Site may ask you to do drug testing
• Proof of auto insurance

• Read through the list of competencies for the CPD.

CPD Admissions Committee for application review consists of:

• CPD Director – chair
• One retired professor from the Department of Nutritional Sciences
• One current instructor/professor from the Department of Nutritional Sciences
• An RD who was a former internship director
• An RD who serves as an adjunct instructor for UC and other local colleges and universities

Applicants will be notified by email regarding the outcome of their application by February 15 (CPD) and by the start of spring semester (SPD).

Place all application materials in a file folder or manila envelope. All applications are formatted in the exact same order before being given to the admissions committee, so please do not bother to place your application in a binder.

Questions:

How many applications do you usually get?

• We usually get about 40 applications for 20 positions. However the program is now accredited for up to 26 students per year. After the Admissions Committee has made its offers of acceptance to qualified applicants, any remaining positions are available for UC dietetics seniors who may apply to the Certificate of Supervised Practice in Dietetics by November 15th.

Do you prefer the CPD/SPD application typed or hand written?

• Typed

Transfer student transcript question: Do we include the AP courses on our transcript when calculating our overall GPA?

• Only include what is reflected in your overall GPA. If the AP course credit values are not included, and then you include the credit hours of the courses, you will decrease your overall GPA in your calculation. So you don’t want to do that.
For the transcripts to be considered official some have come in the mail sealed; can I unseal them or leave them sealed?

- If you need to look at them in order to calculate your overall GPA you may unseal it/them. If you went to only one University you should be able to leave the transcript as a sealed document.

For my transcript, do I have UC send it to you or with my application?

- It is preferable that you submit it with your application so that you know that all of the requested admissions materials are intact.

Can recommender mail my recommendation directly to you?

- Yes, just let the DPD Director know so she knows to look for it. You need to follow up with the CPD Director to make sure it has been received prior to the application deadline.

Can a recommender send me my recommendation in an e-mail and I print it off and get it to you?

- No, you are not permitted to look at the recommendation before it is reviewed. Remember that your signed waiver must accompany the recommendation.

If paying in-state tuition now does that change if we do a distance supervised practice?

- You will still be paying in-state tuition in CP if paying in-state now.

Do we need documentation of volunteer hours?

- No, the question is just asking the type of volunteerism in which you have participated.

By the time I start Supervised Practice I am not taking any other courses, correct?

- Yes, that is correct.

Does the recommendation have to be from a job or can it be from volunteer work?

- It needs to be from a paid position of employment. If you are unable to provide such a recommender, please contact the CPD Director well before the application due date.

You had mentioned for the pediatric concentration that a local hospital accepts 5 interns, how many do the other area hospital NICUs accept?

- That number may vary from year to year. Our supervised practice preceptors and affinitition sites are not contracted to provide service; these are unpaid preceptors who serve in the CPD as mentors to the upcoming group of dietetics professionals. The CPD has affiliation agreements with our sites, but preceptors are free to choose whether or not to participate with our CPD and SPD interns from year to year.
For distance supervised practice, where are some places people have gone?

- Dayton, OH
- Chardon, OH
- Columbus, OH
- Toledo, OH
- Findlay, OH
- Troy, OH
- Ft. Myers, FL
- Orlando, FL
- Charlotte, NC
- Tulsa, OK
- Rockford, IL
- Connersville, IN

Is there information somewhere that explains where you have connections to go for the distance?

- No. The CPD has affiliation agreements with our sites, but preceptors are free to choose whether or not to participate with our CPD and SPD interns from year to year. In addition, when CPD students are selected in February, they will not begin Supervised Practice Experience II for 16-18 months. It is not realistic to line up supervised practice rotations placements one and a half years in advance. Preceptors may change jobs, have children, retire, or have a family or personal issue that precludes them from accepting an intern at that point in time.

If we choose to do distance and need to get into a rotation site that has not been done before, can you explain how that would work?

- The student will need to do the leg work regarding contacts. For example if the student needs an acute care (hospital) rotation site, it expected that the student will contact hospitals in the area to obtain the contact information (name and phone number at minimum) of the clinical nutrition managers from the various hospitals. In addition the student should be able to tell the CPD Director whether that site has its own ACEND-accredited dietetic internship, as this will most likely eliminate the facility from becoming a potential site for UC’s CPD. That is only the first step in attempting to develop a new site.

Is Supervised Practice as intense as they say it is, 8am-5pm Monday through Friday?

- Yes. Some rotations will be 8am-5pm Monday through Friday and some will be 4 days per week instead of 5, but all will be a minimum of an 8 hour day, excluding lunch. There may be early start times and late off times, and an occasional weekend rotation.
The schedule depends on the site, the preceptor and their hours of work. Supervised Practice is unpaid work experience. It is not co-operative (co-op) education.

Do we have assignments on top of that?
- Yes. The two major assignments that you will present to an audience occur during the acute care rotation.
  - Case study – oral piece and written piece
  - Lunch and Learn – topic of interest to you or preceptor chooses topic
- In addition you will have projects and experiences in all of your rotations.

Once accepted into CPD, can we be eliminated or will we automatically be in?
- The following is language from the CPD/SPD application for admission:
  - I must earn no less than a B- in the following NUTR courses: Nutrition Care Planning, and Medical Nutrition Therapy I and II. Failure to do so will result in dismissal from the CP (and I will seek academic advising for transfer into the Dietetics or Food & Nutrition undergraduate program) or withdrawal of the conditional offer to complete the SPD;
  - I must maintain a minimum GPA of 3.0 for all subsequent semesters of study. If I do not maintain a 3.0 following the completion of the semester, I will be placed on program probation during the next semester. Upon calculating my combined GPA for the semester during which I did not earn a minimum 3.0 and the subsequent semester, I understand that I will be dismissed from the program if the combined GPA does not meet the minimum of a 3.0 average. Should the GPA fall below 3.0 in my last semester of didactic work, I understand that I will be dismissed from the program and I will seek academic advising for transfer into the Dietetics or Food & Nutrition undergraduate program.
- In year 2 of the CPD as a CPD or SPD intern, remediate, if required, is permitted only once among the three major concentrations of acute care, school food service management, and/or the concentration rotation.

In the CPD or the SPD, are we still eligible for financial aid?
- Yes.

Are there specific scholarships that apply for the CPD?
- No, but the Academy of Nutrition and Dietetics has specific scholarships for which you can apply if you are in the CPD.