

2019 - 2020

Dietetic Technician Student Handbook



Central Arizona College
Dietetic Technician Program
800-465-1016
nutrition@centralaz.edu
www.centralaz.edu/nutrition/DTAAS



Welcome to the Dietetic Technician Program!

The Dietetic Education Program at Central Arizona College offers the *Dietetic Technician Associate of Applied Science (AAS)* degree accredited by the Accreditation Council for Education in Nutrition and Dietetics ([ACEND](#)). Upon successful completion, students will be eligible to take the Registration Examination from the Commission on Dietetic Registration (CDR). A passing score is required to become a Nutrition and Dietetic Technician, Registered (NDTR).

The Dietetic Technician AAS degree emphasizing medical nutrition therapy, education and wellness, and food service management. It is designed to help students acquire the knowledge and skills to work in dietetics through didactic coursework and a minimum of 450 hours of supervised practical experience.

Sheri Steincamp MS, RDN, CDE
Program Director
Central Arizona College
Dietetic Technician Program
800-465-1016
nutrition@centralaz.edu

Equal Opportunity: Central Arizona College provides equal opportunity in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, sex, age, disability, national origin, military status or genetic test information.

DT Handbook

Table of Contents

1. Program Overview

- a. Who is a Dietetic Technician?
- b. Dietetic Technician Program Accreditation
- c. Central Arizona College Accreditation
- d. Mission, Goals and Objectives (2013 – 2018)
- e. Distance Program – Online Classes
- f. Formal Assessment of Student Learning
- g. Pass Rate
- h. Degree Transferability/Becoming an RDN
- i. Degree Requirements
- j. Full-Time and Part-Time Options

2. Applying for Admissions to the Dietetic Technician Program

Pre-requisites/ Application Packet/ Steps
Flow Chart

3. After Acceptance in the Dietetic Technician Program

- a. Notification of Acceptance to the Dietetic Technician Program
- b. Tuition and Fees
- c. Estimated Cost of DT Program
- d. Financial Aid
- e. Academic Calendar
- f. Textbooks

4. Internship Information

- a. The Purpose of the Internship
- b. Foundations of Dietetic Technician Internships (NTR 157)
- c. Dietetic Technician Internship: (NTR 296)
- d. Internship Projects – Directions/Rubric Evaluation

5. Professional Student/Intern Behavior Standards

- a. Academic Honesty
- b. Attitude, Professional Conduct, Code of Ethics & Process for Consideration of Ethical Issues
- c. Formal Assessment of Student Performance, Access to Remedial Instruction, Career Path Counseling
- d. Withdrawal/Removal from the Dietetic Technician Program
- e. Student Affiliate Membership in the Academy of Nutrition and Dietetics
- f. Mandatory Dietetics Meeting Requirement
- g. Professional Appearance
- h. Dress Code for Internship
- i. Personal Habits

- j. Confidentiality: HIPPA Mandates/Social Networking/Cell Phone Camera Policies
- k. Ethics of the Healthcare Team
- l. How to be a Professional Intern
- m. Injury or Illness while in a Facility for Internship
- n. Liability for Safety in Travel to or from Assigned Areas
- o. Criminal Background and Drug Testing
- p. Malpractice Insurance
- q. Room and Board
- r. Health Insurance
- s. Code of Ethics

6. Graduation Requirements

- a. Graduation Requirements
- b. Graduation and Exit Packet
- c. Verification Statement
- d. National Registration (NDTR Exam)
- e. Additional Credentials through National Examinations

7. Additional Resources – Online Links

1. Program Overview

a. Who is a Dietetic Technician?

Nutrition and Dietetic Technicians, Registered (NDTRs) work independently or in collaboration with Registered Dietitian Nutritionists (RDNs) in a variety of employment settings, including health care, business and industry, community, public health, foodservice and research. NDTRs are trained in food and nutrition and are an integral part of healthcare and foodservice management teams.

b. Dietetic Technician Program Accreditation

The Dietetic Technician Program at Central Arizona College has maintained accreditation by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) of the Academy of Nutrition and Dietetics since 1978. The Dietetic Technician Program is accredited through December 31, 2021.



Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
800-877-1600 or 312-899-0040 Extension 5400
<http://www.eatright.org/ACEND/>

c. Central Arizona College Accreditation

<https://centralaz.edu/about-cac/accreditation-and-assessment/accreditation/>



Central Arizona College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. For information about Central Arizona College's accreditation, you can contact the Higher Learning Commission of the North Central Association of Colleges and Schools at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 312-263-0456 or online at ncahlc.org. You may also contact Central Arizona College, 8470 North Overfield Road, Coolidge, AZ 85128 or call 520-494-5444. In addition, several CAC programs maintain external accreditations.

<http://www.hlcommission.org/>

d. **Mission, Goals and Objectives (2019 – 2020)**
Dietetic Technician Program (DTP) Pathway I

Dietetic Technician Program outcomes data are available on request.

DTP Mission The Dietetic Technician Program at Central Arizona College serves as a **TRUE** Learning community by empowering our students to succeed.

Teaching evidence-based nutrition education for pre-professional students.
Reaching students with a passion to help improve the health of others with nutrition.
Understanding the importance of high-quality nutrition education and professional engagement.
Empowering our students to succeed in becoming competent entry-level Nutrition and Dietetic Technicians, Registered.

DTP Goal #1 **Graduates of the Dietetic Technician Program will have demonstrated at entry-level all competencies required for their program of study as evidenced by timely program completion, passing the credentialing exam and obtaining employment.**

Objective 1 - At least 80% of program students complete program/degree requirements within 3 years (150% of the program length)

Objective 2 - Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation

Objective 3 - 50% of program graduates take the CDR credentialing exam for nutrition and dietetics technicians within 12 months of program completion

Objective 4 - The programs one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for nutrition and dietetics technicians is at least 70%.

Objective 5 - 90% of graduates who passed the CDR exam felt prepared as competent entry level NDTRs.

DTP Goal#2 **Graduates of the Dietetic Education Program will be professionally engaged in Nutrition, Food, Dietetics or Wellness.**

Objective 1 - At least 95% of employers will agree graduates are prepared for entry-level practice as a NDTR.

Objective 2 - At twelve-months at least 50% of the DTP graduates will be members of the Academy of Nutrition and Dietetics and/or other professional associations related to Nutrition, Food, Dietetics or Wellness.

Distance Program – Online Classes

All classes for the Dietetic Technician Program AAS degree are offered online, except the *Dietetic Technician Internship* which must be completed in an approved facility.

Online Learning

- CAC uses an online learning system (known as Blackboard) to deliver online classes.
- When you login to Blackboard there will be a Tab containing a training module called S.C.H.O.O.L. This training module will teach you “how to take a class online.” It is highly recommended that you spend time going through this module and the Tech Support Tab.

The following information can be accessed from the S.C.H.O.O.L. training module and Tech Support tabs.

- How to check your browser settings, *make sure the computer that you will be using for the online classes has the capability and proper settings so there are no surprises once you are “in class.”*
- How to log in to your CAC email account, all students are issued a CAC student email. This is the only email account you will use when corresponding with your instructors, staff and others at CAC.
- What services are available for online students
- Tutorials, etc.

e. Formal assessment of student learning throughout the didactic course work is evidenced by:

The successful completion of all course requirements at a minimum level of 70% (grade "C" or better based on standardized grading). Faculty assign grades based on their assessment of the student's knowledge of and demonstrated ability to apply the core principles and expected learning outcomes through course assignments. Faculty expect students to complete both in and out of class assignments, comprehensive exams, individual and group projects, and participation in course discussions. The core knowledge and competency requirements are guided by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the accrediting agency for the Dietetic Technician AAS degree.

The Dietetic Technician Program Outcomes Data and Student Learning Assessment Outcomes Data are available on request. Email: nutrition@centralaz.edu.

f. Pass Rate

ACEND - Summary of Candidate Testing - Dietetic Technician Program (Pathway 1) 3002A Central Arizona College (as of 4/10/2019)

Year of First Testing Attempt	First Attempt in Calendar Year			Repeat Administrations Within One Year		Testers Within One Year of First Attempt		
	Examines	Passed	Percent Passed	Admins	Passed	Examinees	Passed	Percent Passed
2016	21	16	76.19%	5	4	25	22	88.00%
2017	15	9	60.00%	4	1	21	18	85.71%
2018	10	7	70.00%	2	2	15	11	73.33%
Total	46	32	69.57%	11	8	61	51	83.61%

The 2019-2020 pass rate goal is: The first-time pass rate for DTP graduate taking the registration examination will be at least 75%.

Click on the link below for the *CAC Dietetic Technician Pass Rate Improvement Plan*.
[Pass Rate Improvement Plan](#)

g. **Degree Transferability/Becoming an RDN**

Refer to the “Frequently Asked Questions” below:

I would like to take the Dietetic Technician (DT) program first, but my goal is to become a Registered Dietitian Nutritionist (RDN). Would the DT program transfer to a university?

This program is not designed to be an RDN transfer program at this time. If that is your ultimate goal consult a university that offers an [ACEND](#) accredited RDN program.

Does the Central Arizona College DT AAS degree transfer to any other Bachelor programs?

Central Arizona College maintains Articulation Agreements with Arizona Colleges and Universities
<https://centralaz.edu/academics/advising/university-transfer/>

[Arizona State University Department of Nutrition, Bachelor of Applied Science in Food Service Management](#) accepts the full transfer of the Dietetic Technician AAS degree from Central Arizona College.

h. Degree Requirements

2019-2020- Dietetic Technician A.A.S. Degree (62 credits)

General Education Requirements: The general education requirements indicated below by an asterisk (*) must be completed before applying for admission to the Dietetic Technician Program. Students must have earned a grade of "C" or better. Completion of required Chemistry (CHM) course within last (5) five years. Application information to the Dietetic Technician program can be found in www.centralaz.edu/nutrition/DTAAS.

General Education for the Dietetic Technician AAS degree (see College Catalog for Prerequisites)		<i>Cr.</i>
Written Communications (3):	* ENG101 English Composition III (3) OR ENG121 Applied Technical Writing (3)	3
Mathematics (3):	* BUS101 (3) OR MAT118 Essential Math (4) or higher	3
Physical and Biological Sciences (8):	* BIO160 Intro to Human Anatomy and Physiology (4) OR BIO201 AND BIO202	4
	AND * CHM138 Chemistry for Allied Health (4) OR CHM130 (4), equivalent or higher	4
Computer Competency (3):	AGB124 OR CIS110 OR higher CIS transferable computer competency course	3
Oral Communications (3):	COM100 Fundamentals Communication (3) or higher	3
Arts and Humanities (3):	Select courses numbered 100 or above in the following areas: Art, Literature, Music, Philosophy, and Theatre.	3
Social and Behavioral Sciences (3):	Select courses numbered 100 or above in the following areas: Anthropology, Economics, Geography, History, Political Science, Psychology, or Sociology.	3
General Education Courses		26

Recommended Proficiencies:

High school diploma or GED

Other Requirements:

- Completion of CHM course requirements within 5 years of beginning the program required.
- Completion of course requirements after admissions to DT Program within 3 years.
- Students must meet all ACEND requirements. CAC recommends that students work or volunteer in a nutrition-related field which is desirable for obtaining a facility and Internship Preceptor.
- Students must earn a grade of "C" or better in all required courses for this A.A.S. degree.
- Students must earn a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale.
- Students must earn a minimum of 20 credits from CAC.

i. Full Time and Part Time Options

2019-2020 NTR Classes

Full-Time Option

Semester	Course # Sequence	Course Name	Cr	Pre-requisites
Fall	NTR163	Orientation to the Dietetic Technician Program	1	<i>Acceptance in to DTP (NTR129 Co-requisite will be waived for 2019-2020 academic year)</i>
	NTR150	Overview of Nutrition Professions	1	
	Elective	Select 1 credit from NTR or PAC or DAN courses	1	
	NTR200	Human Nutrition	3	<i>RDG100</i>
	NTR142	Applied Food Science	3	<i>RDG100</i>
	NTR223	Food Service Management	3	<i>RDG100</i>
Spring	NTR123	Nutrition Throughout Life Cycle	3	<i>NTR200 or NTR104</i>
	NTR219	Community Nutrition	3	<i>NTR200 or NTR104</i>
	NTR191	Nutrition Counseling Skill Development	3	<i>NTR200 or NTR104</i>
	NTR232a	Food and Culture	1	<i>RDG100</i>
	NTR201	Nutrition Literacy	1	<i>NTR200 or NTR104</i>
	NTR255	Nutrition Medical Terminology, Labs & Food Drug Interaction	1	<i>NTR200 or NTR104</i>
Summer or Fall	NTR222	Nutrition Assessment and Medical Nutrition Therapy	3	<i>NTR123</i>
Fall	NTR157	Foundations of Dietetic Internships	2	<i>Program Director or Instructor consent</i>
	NTR295	Dietetic Technician Professional Practice Internship (66 hours)	1	<i>Program Director or Instructor consent</i>
Spring	NTR296	Dietetic Technician Internship (384 hours)	6	<i>All Dietetic Technician A.A.S. degree requirements completed with a grade of "C" or better. Program Director or Instructor consent</i>
		DT AAS Degree (Pathway I) NTR credits	36	
		General Education Credits	26	
		Total Credits DTAAS Degree	62	

2019-2020 NTR Classes

Part-Time Option

Semester	Course # Sequence	Course Name	Cr	Pre-requisites
Fall	NTR163	Orientation to the Dietetic Technician Program	1	Acceptance in to DTP (NTR129 Co-requisite will be waived for 2019-2020 academic year)
	NTR150	Overview of Nutrition Professions	1	
	Elective	Select 1 credit from NTR or PAC or DAN courses	1	
	NTR200	Human Nutrition	3	RDG100
Spring	NTR142	Applied Food Science	3	RDG100
	NTR223	Food Service Management	3	RDG100
Summer	NTR123	Nutrition Throughout Life Cycle	3	NTR200 or NTR104
	NTR232a	Food and Culture	1	RDG100
	NTR201	Nutrition Literacy	1	NTR200 or NTR104
	NTR255	Nutrition Medical Terminology, Labs & Food Drug Interaction	1	NTR200 or NTR104
Fall	NTR191	Nutrition Counseling Skill Development	3	NTR200 or NTR104
	NTR222	Nutrition Assessment and Medical Nutrition Therapy	3	NTR123
Spring	NTR219	Community Nutrition	3	NTR200 or NTR104
	NTR157	Foundations of Dietetic Internships	2	Program Director or Instructor consent
	NTR295	Dietetic Technician Professional Practice Internship (66 hours)	1	Program Director or Instructor consent
Fall	NTR296	Dietetic Technician Internship (384 hours)	6	All Dietetic Technician A.A.S. degree requirements completed with a grade of "C" or better. Program Director or Instructor consent
		DT AAS Degree (Pathway I) NTR credits	36	
		General Education Credits	26	
		Total Credits DTAAS Degree	62	

2. Applying for Admissions to the Dietetic Technician Program (DTAAS degree)

The Dietetic Technician admission process is highly competitive. Enrollment is limited. Students must meet the admission requirements of the program and those required for admission to Central Arizona College. Application packets will be date stamped upon receipt. There will be a maximum of 25 students admitted to the DTP annually. In case of a tie, the tie breaker will be the earliest date that the application was received.

Pre-requisites:

- General education requirements (CHM, BIO, MAT, ENG) must be completed before applying for admission to the program. Students must have earned a grade of “C” or better. Completion of required Chemistry (CHM) course within last (5) five years.
- Read DT Program Handbook
- [Apply to Central Arizona College](#)

Application Dates/Deadline:

- Application Packets will be accepted by mail only from **February 1st through June 15th for entrance to the Fall semester**. Faxed or emailed applications will not be considered. Notification letters will be mailed on or before **July 6th**.
- All documents must be complete and typed. Incomplete application packets will not be considered. No documents will be returned.

DT Application Packet:

Step One - Application for Admission to DT Program

The Application Packet must include the following:

1. Completed ***Application for Admission - DTAAS Degree***.
2. **Letter of Intent** explaining your interest in the field of dietetics and why you want to become a Nutrition and Dietetic Technician, Registered.
3. **Two letters of Recommendation** (from a colleague, current or past employer, current or former instructor)
4. **Official Transcripts** to meet general education course work requirement.

The Official Transcripts from colleges/universities you attended must be received in the original sealed envelope (with secured seal from the college/university). The transcript will not be considered official if the seal (closure) of the envelope is broken when it is received.

Step Two - Mail Application Packet to:

Central Arizona College
Dietetic Education Program – DTP
8470 N. Overfield Rd
Coolidge, AZ 85128

Step Three - Admission Status

Upon receipt of the application packet, an email confirmation will be sent to you from nutrition@centralaz.edu. Successful applicants will be notified with acceptance letters. Students that were not accepted at this time will also receive notification letters.

Health Declaration

It is essential that dietetic technician students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students may be required to stand or sit for several hours at a time. Perform bending and lifting activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement these duties.

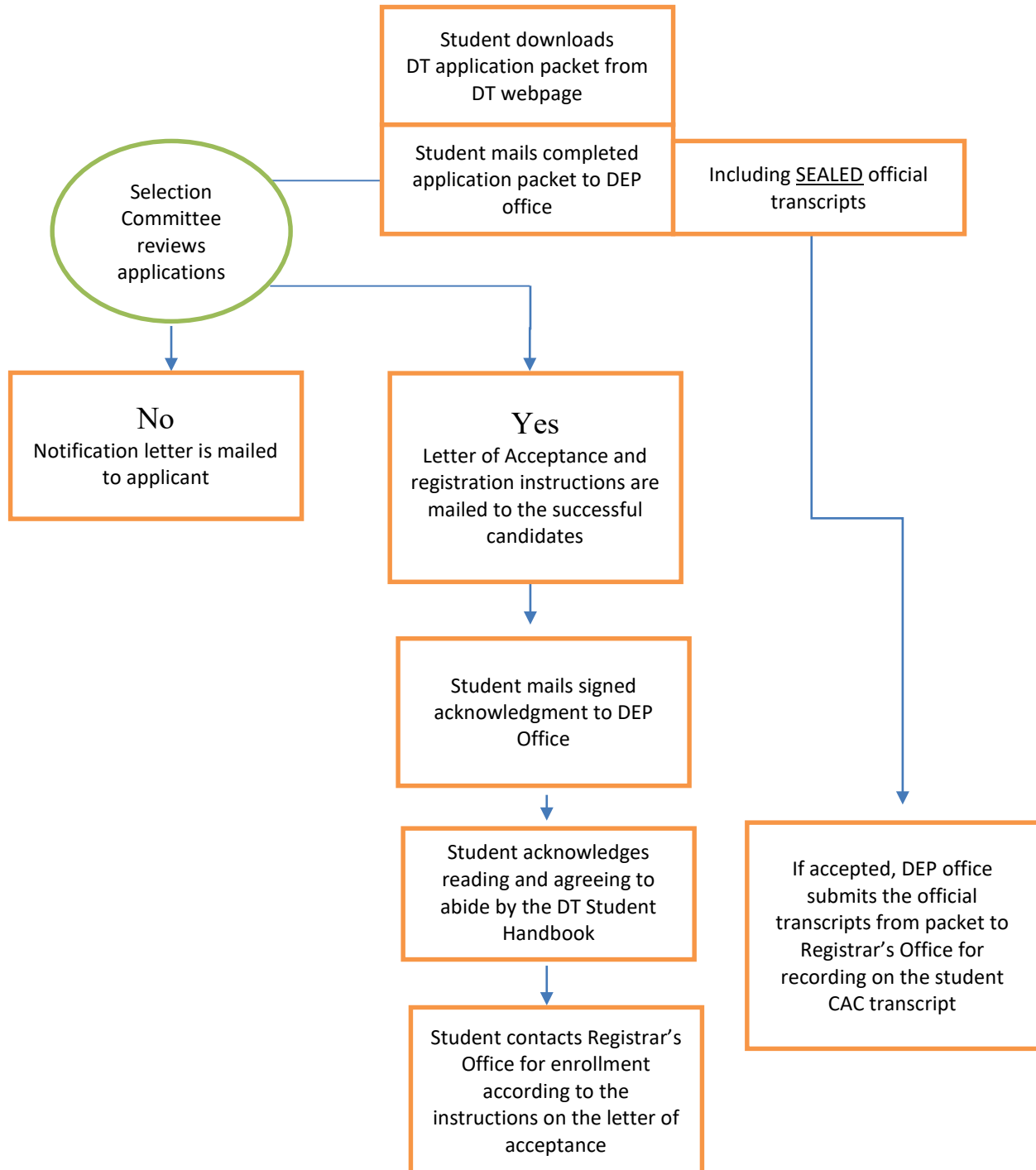
The clinical experience may place students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program.

Additional Requirements

Additional requirements are completed **after** admission to the DT Program. These include but are not limited to:

- The Dietetic Technician Program uses an independent contractor prior to internship placement, to manage several of the program requirements: Immunization/Drug Screening/TB Skin Test/Criminal Background Check.
- You must have health insurance to complete the internship.
- Other items may be required based on facility placement.

FLOW CHART – Application to the Dietetic Technician AAS Degree



1. After Acceptance in the Dietetic Technician Program (DTAAS degree)

- a. Notification of acceptance to the DT Program and commitment letters will be mailed on or before July 6th to the successful candidates. Candidates will have 10 days to sign and mail the commitment letter to:

CAC-Dietetic Technician Program
8470 N Overfield Rd.
Coolidge, AZ 85128

Upon return of the commitment letter from the new DT student, the CAC Registrar's Office will be notified that the student may enroll in the prescribed Fall classes.

- b. **Estimated Cost of DT Program – NTR courses only**

ESTIMATED COST of DT Program (based on 2019-2020 Tuition and Fees)	AZ Resident \$86.00/credit	Out of State Resident \$172.00/credit
Tuition NTR courses (36 credits)	\$3096	\$6192
Internship Fees (\$40.00/cr. x 7 credits)	\$280	\$280
Textbooks (NTR classes)	\$1200	\$1200
Malpractice Insurance	\$25	\$25
Background check, drug screening and immunizations. Additional physician fees are not included (which will vary by provider) Other fees may be required by internship facilities.	\$127	\$127
Uniform/Lab Coat and Shoes	varies	varies
Health and Other Requirement Costs	varies	varies
Transportation	varies	varies
Academy of Nutrition and Dietetics membership (Student Membership \$65.00 per year)	\$65	\$65
Conference Workshop fees (optional but recommended)	optional	optional
NDTR Examination post-graduation	\$120	\$120
ESTIMATED TOTAL	4898	7994

- c. **Tuition and Fees**

- Payment of tuition and fees are required at time of registration. (*Central Arizona College accepts Visa, Master Card, Discovery, American Express, Purchase Order, Checks, and Money Orders*).
- If you have any questions, please call Accounts Receivable at 520-494-5241.

- d. **Financial Aid** – Click on *Student Resources – Financial Aid*

- You may apply for financial aid online at www.fafsa.ed.gov - CAC School Code 007283
- If you need more information, please contact the Financial Aid office at 520-494-5425

e. **Academic Calendar**

http://www.centralaz.edu/Home/Academics/Academic_Calendar.htm

f. **Textbooks**

- Textbooks are required for most courses and may be ordered online at <https://centralaz.bncollege.com>
- Students may also contact the CAC Bookstore at 520-494-5440.
- A list of books for NTR classes are available on <http://www.centralaz.edu/nutrition>

4. Internship Information

Students are responsible for finding an Internship Preceptor and a facility (to be approved by CAC) to complete their internship in the United States.

a. The Purpose of the Internship

The purpose of the internship (supervised practice) is to provide students the opportunity to apply the knowledge they have learned throughout their course of study. The internship (supervised practice) is for educational purposes only and the intern/student is not to be used to replace employees. The Accreditation Council for Education in Nutrition and Dietetics (ACEND) requires completing an internship with a minimum of 450 hours of supervised practice; to ensure graduates will be competent entry-level Nutrition and Dietetic Technicians. ACEND is the *Academy of Nutrition and Dietetics* accrediting agency for education programs preparing students for careers as Registered Dietitian Nutritionists or Nutrition and Dietetic Technicians, Registered.

b. Foundations of Dietetic Technician Internships (NTR 157)

During the **Foundations of Dietetic Technician Internships (NTR 157)** class, students will work with the CAC Instructor to complete paperwork needed to secure a facility and Internship Preceptor. An Affiliation Agreement between CAC and the facility where the student wants to complete their internship; must be completed during this class. Students will also need to complete and pass: background check, drug screening, immunizations, 2-Step TB skin test and any other requirements deemed necessary by their facility. Students will not be able to begin the internship if all requirements of the facility and CAC are not completed.

c. Dietetic Technician Professional Practice Internship (NTR295)

(1 Internship = 66 Hours – Supervised Practicum)

Competencies required for the Dietetic Technician A.A.S. specifically in the areas of ethics, scope of practice, professional development, public policy legislation and communication.

d. Dietetic Technician Internship: (NTR 296)

During the **Dietetic Technician Internship: (NTR 296)** the Internship Preceptor supervises a minimum of 384 hours. The ACEND-required Dietetic Technician competencies are demonstrated as the intern completes projects supervised by the Internship Preceptor and CAC Internship Instructor. Competencies can be described as a common understanding of the essential skills and knowledge that are regarded as necessary to work as an entry-level Nutrition and Dietetic Technician, Registered. The intent is that the individual should have the level of competence expected of someone prepared to begin a career as a dietetic technician. This includes:

- Scientific and Evidence Base of Practice: general understanding of scientific information and research related to the nutrition and dietetic technician level of practice.
- Professional Practice Expectations: beliefs, values, attitudes and behaviors for the nutrition and dietetic technician.
- Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations at the nutrition and dietetic technician level of practice.
- Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations
- Support Knowledge: knowledge underlying the requirements specified above.

e. **Internship Projects – Directions/Rubric Evaluation**

Three projects requiring 384 hours of practice supervised by an Internship Preceptor must be completed in one semester (16 weeks). Your internship requires a lot of time to be successful with on-site internship hours and other class assignments. Interns will spend 24 hours per week (on average) at a facility over the 16-week semester. This does not include travel or homework time. Time management is critical to student success.

Click on the links below to view the three internship projects (Direction/Rubric Evaluation forms):

[Food Service and Management](#)

[Education and Training](#)

[Nutrition Care Process and Medical Nutrition Therapy](#)

The Internship Preceptor will provide guidance, mentoring and will be assessing the intern's competency level as they complete all of the projects. Both the Internship Instructor and the Internship Preceptor will evaluate the intern's projects and related assignments (refer to Direction/Rubrics). If any competency is not met within the hours initially devoted to that project, the intern must continue to work on that competency until he or she can demonstrate competency at a minimum of entry level. In some cases, this may result in an intern's devoting more hours to the supervised practice component of the internship. The projects associated with the competencies are specified as in the Directions/Rubric Evaluations forms.

It is mandatory that students join the Academy of Nutrition and Dietetics as a student member:

<https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>

Members of the Academy are automatically members of their state Dietetic Association. Each state has local chapters and it is *highly recommended* that you join your *local* chapter of the Academy. This allows students opportunities to network with dietetic professionals *before* the start of Foundations of Dietetic Technician Internships (NTR 157).

5. Professional Student/Intern Behavior Standards

As a student in the Dietetic Technician Program, you are responsible to conduct yourself in a professional manner in all classes and during the internship. Professionalism requires that you demand high standards of yourself, which are demonstrated by, but not limited to, the following:

a. **Academic Honesty**

Students are expected to display academic honesty at all times. Plagiarism and cheating may result in course failure, college suspension, and/or dismissal from the Dietetic Technician Program. Details can be found in the [CAC College Catalog](#) / [CAC Student Handbook](#) and individual course syllabi.

b. **Attitude, Professional Conduct, Code of Ethics & Process for Consideration of Ethical Issues**

A student's attitude and professional conduct are evaluated by the instructors, advisors, Internship Preceptors and DT Program Director throughout the program. Unprofessionalism and misconduct may result in withdrawal from the DT Program. Professional behaviors include having reasonable expectations/demands on the instructors and fellow students. Students must use clear, concise, grammatically correct emails allowing appropriate response time, following instructions and demonstrating respect at all times.

Instruction is given on the Academy of Nutrition and Dietetics' Code of Ethics. The importance of a positive attitude and exceptional work ethic cannot be emphasized enough. These are attributes that will assist students/ graduates in successful networking and finding employment within the field of nutrition and dietetics.

c. **Formal Assessment of Student Performance, Access to Remedial Instruction, Career Path Counseling**

Student performance will be evaluated throughout the didactic and internship portions of the DT Program. Student requiring tutoring or remedial instruction will be referred to the Central Arizona College Learning Center by the faculty or DTP Director for academic support. The CAC Learning Center offers a variety of tutoring including [online consultations](#). Students with minimal chances of success in the program will be counseled by the DTP Director into career paths that are appropriate to their ability.

d. **Withdrawal/Removal from the Dietetic Technician Program**

A student may be withdrawn or dismissed from the Dietetic Technician Program based on violating any of (but not limited to) the following:

- Plagiarism
- Cheating
- Failure to adequately schedule and attend appropriate number of hours to meet the requirements of the internship class
- Missing more than one semester of coursework
- Unprofessional appearance and/or conduct
- Failure to obtain and maintain all of the required Health & Safety Requirements
- Poor attitude and/or unethical behavior
- Violation of HIPAA

e. **Student Affiliate Membership in the Academy of Nutrition and Dietetics**

Students are eligible and encouraged to become a member of the Academy of Nutrition and Dietetics whose mission is to “Optimize the nation’s health through food and nutrition.” Membership is offered to students of accredited programs at a discounted rate. Additionally, students will be solicited for programmatic and curriculum improvements throughout the didactic, at DTP Advisory Committee Meetings and during the NTR296 Dietetic Technician Internship.

For more information, students may contact the Academy by calling 1-800-877-1600 ext. 5000, or at the www.eatright.org web site. Membership in the Academy of Nutrition and Dietetics includes state Dietetic Association membership.

f. **Mandatory Dietetics Meeting Requirement**

Students will be required to join, attend and participate in local dietetics meetings/workshops to increase their knowledge in certain areas of dietetics. Opportunities to network and make contacts in the profession will assist students with finding an Internship Preceptor.

Students are required to attend and participate in a minimum of one Academy. National, state or local dietetics event (conferences, workshops, or meetings). Documentation to verify attendance and a paper on the event must be submitted during the NTR 295 class. Costs of the meetings and workshops are also the responsibility of the student.

Professional Expectations During the Internship

g. **Professional Appearance**

During the internship, interns will be expected to dress in a neat and clean professional manner. Standards for dress may vary from facility to facility, and vary depending on the job responsibilities during a given day within the specific facility. Specific guidelines regarding proper dress will be discussed by the Internship Preceptor.

h. **Dress Code for Internship**

The following attire is required at all internship facilities:

- White, lab coat. The lab coat must be clean, wrinkle-free, and in good condition. The lab coat must not be adorned with insignia or labels.
- Name tag. All interns must wear the CAC DT Intern ID tag or facility issued ID.
- Hair restraints must be worn at all times in food preparation areas.
- Professional attire. For all interns this means:
 - Closed toe shoes or casual shoes with heels less than 2”. Duty shoes and sneakers are not permitted except when assigned to food service areas.
 - The following *are not permitted*: jeans, jean skirts, jean-style pants, and shorts, exposed midriffs, low cut tops, shorts, miniskirts, Capri pants, cropped pants and T-shirts.
 - Only one ring per hand is permitted.
 - Regularly professionally groomed hair. If hair is longer than shoulder length, it must be confined to prevent contamination.
 - Fingernails must be trimmed to a moderate length. Nail polish may not be permitted (per facility policy). Artificial nails are not permitted unless allowed by the facility.
 - Socks or hosiery must be worn.

- Tattoos must be covered at all times. To the extent possible, tattoos and multiple piercings must be hidden from view (unless a religious or cultural requirement can be verified). In most situations, clothing will be used to cover the tattoo. No tattoo will be allowed to be visible if it contains sexual, violent, or inappropriate words, gang affiliation, or pictures or suggestions of inappropriate conduct. Facial piercings and multiple ear piercings will need to be removed or covered per the guidelines of facility.
- Colognes and perfumes are not allowed.
- For men: Facial hair must be cleanly shaven. Beards and mustaches must be neatly trimmed and are subject to hair restraints as required by facility policies & procedures or health code regulations.
- Prohibited clothing which may be perceived as inappropriate by the CAC Internship Instructor or Internship Preceptor.
- Earrings must be modest in size, and limited to one pair.

Note: Additional dress regulations imposed by facility supersedes those of the Dietetic Technician Program. Exceptions to the dress code can only be made for documented disability, religious, or cultural reasons.

i. Personal Habits

Interns must abide by facility smoking policies during the internship this includes e-cigarettes. Chewing gum is *not permitted*. Eating is permitted only in designated areas. Alcohol and inappropriate drug use is *not permitted*. The use of cell phones during your internship at a facility is not allowed. Personal phone calls, texts or emails are permitted *only* in emergencies. The Internship Preceptor should be consulted prior to placing a personal call, text or email.

j. Confidentiality: HIPPA Mandates/Social Networking/Cell Phone Camera Policies

During the internship, the Dietetic Technician intern is trusted with information of a very personal nature. Confidentiality of information from medical records, employee records and financial records must be maintained. Respect and care for the client/patient must be evidenced in all contact. To comply with the Health Information Privacy Act (HIPAA) standards, information regarding any patient/client must not be divulged in any manner to anyone other than the Internship Preceptor, CAC Internship Instructor, or a designated member of the healthcare team. The intern may read only the chart(s) of patients assigned to him/her. However, the Internship Preceptor may permit the intern to read other patient information to enhance learning.

Interns are required to complete HIPAA training prior to internship placement. Confidentiality of the patient/client must be protected *at all times*. Failure to comply with HIPPA regulations during your internship could result in civil and/or criminal action including fines and imprisonment as well as dismissal from the Dietetic Technician Program. The intern must understand that the sharing of client information through a social networking site, with or without the use of names is *prohibited*. Any intern who posts information about a client is violating HIPPA privacy laws. The intern is *prohibited* from using a cell phone or camera to take pictures in the facility where they are completing an internship. Protected Health Information (PHI) includes any pictures or words or any description that may identify a patient/client.

k. Ethics of the Healthcare Team

The safety and well-being of the patient always come first. The responsibility of the healthcare team involves not only cooperation within the team, but also loyalty to the entire medical profession, loyalty to the hospital and loyalty to the patients. It is in extremely poor taste and ethically wrong, for an intern to criticize a dietitian, chef, nurse, instructor, physician or other healthcare professional. Discussion of hospital

professionals, or personal problems should *not* be done in front of patients or the public. This policy, however, does not infer that the hospital or healthcare team is beyond reproach. If an intern has a legitimate complaint, he/she should discuss it with the Internship Preceptor or CAC Internship Instructor.

l. How to be a Professional Intern

Address patients and hospital personnel as Miss, Ms., Mrs., or Mr., with last name, or other appropriate titles. Identify yourself with first and last name. Deviation of this policy will be permitted to conform to the policy of the individual facility.

In writing case studies, submitted to the CAC Internship Instructor, use only the initials of the patient, not the full name.

No intern will be allowed to function independently until he or she has demonstrated competence to the satisfaction of the Internship Preceptor or CAC Internship Instructor.

Interns must adhere to the Academy of Nutrition and Dietetics Code of Ethics, the Standards of Practice (SOP) in Nutrition Care and the Standards of Professional Performance (SOPP).

Universal Precautions Observed: Interns must leave the room when blood is being drawn from patients/clients. Using proper hand washing and station per facility policy. Do not enter rooms marked, "Isolation" unless you have permission from the Internship Preceptor. Follow facility rules concerning isolation procedures. These may include wearing a full mask and gown.

m. Injury or Illness while in a Facility for Internship

Interns who are ill, should not go to their internship facility. When an intern is ill, he/she should call their Internship Preceptor and/or the nutrition department of the facility to report that he/she will be absent. This call should be made to the Internship Preceptor as soon as possible. If an intern is injured while at a facility, the intern must follow the instructions of the facility for reporting an injury.

n. Liability for Safety in Travel to or from Assigned Areas

Transportation to and from the internship facilities is the responsibility of the intern. Owners of vehicles are responsible for travel liability for themselves and riders in their car. Interns using public transportation assume personal liability for their safety.

o. Criminal Background and Drug Testing

All interns enrolled in the Dietetic Technician Program at Central Arizona College are required to undergo a national-level criminal background check and drug testing in order to participate in the internship. Although Central Arizona College does not require a criminal background check or drug screening for admission into the college, there are placement requirements for internship facilities. These facilities frequently require a criminal background check and drug screening before the intern is placed at the facility. Based upon the results of the criminal background check and drug screening, the facility has the right to deny an intern admission to the facility.

Note: If a facility determines that the intern does not meet the established criteria based on the results of the criminal background check or drug testing, the intern may be unable to complete the Dietetic Technician AAS degree requirements and therefore will be unable to continue in the Dietetic Technician Program. It is important for the students to consider this before pursuing this degree program. Central Arizona College has no obligation to refund tuition or fees or to otherwise accommodate the student in the event that a student is ineligible to complete the degree requirements based on the results of a criminal background check or drug testing.

- p. **Malpractice Insurance**
Students will be charged a fee of \$25 (NTR 296 Dietetic Technician Internship) to cover malpractice insurance during the internship class.
- q. **Room and Board**
Interns are responsible to secure their own room and board during internship assignment.
- r. **Health Insurance**
Provide health insurance, if desired, because neither the facility nor college will provide the intern with health insurance. Interns are not employees of the facility or college and not eligible for Workers' Compensation Insurance and neither the facility nor college will provide such insurance during the internship.
- s. **Code of Ethics** - <http://www.eatright.org/codeofethics/>
The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Students are expected to follow the code of ethics at all times during their course of study.

6. Graduation Requirements

a. Graduation Requirements

Students successfully completing the program requirements for the DT program will have:

- Completed the itemized courses on the DT curriculum degree map.
- Earned a grade of “C” or better in all required courses for the DT AAS degree
- Earned a minimum of 20 credits from CAC
- Maintained a GPA of at least 2.0 on a 4.0 scale
- Applied for graduation
- Maximum time allowed for completion of program is 3 years for full-time and 4.5 years for part-time students. Time accrues from the date that the student formally begins the program.

b. Graduation and Exit Packet

The student must return selected documents from the Exit Packet (*provided during the internship*) to the Dietetic Education Program (DEP). About a week after the internship grade is recorded, the Graduation Office posts all conferred degrees. The DEP Director will then submit the graduate’s data electronically to the *Commission on Dietetic Registration* (CDR). Approximately two weeks after the graduate data is submitted to CDR, the graduate should receive information from CDR on how to make an appointment to take the NDTR exam.

c. Verification Statement

The Verification Statement is the method used by the *Accreditation Council for Education in Nutrition and Dietetics* (ACEND) to ensure that academic and supervised practice requirements have been met to be eligible to take the Registration Examination for Nutrition and Dietetic Technicians from the *Commission on Dietetic Registration* (CDR).

After the graduate’s name is submitted to CDR, the Dietetic Education Program Director will provide the Dietetic Technician graduate with the appropriate number of Verification Statements. It is the responsibility of the graduate to safeguard them until the time they are to be used in various application processes, e.g. employment applications or applying to an RDN program.

d. National Registration (NDTR Exam)

Upon successful completion of the DTAAS degree, graduates are eligible to take the national Registration Examination for Nutrition and Dietetic Technicians offered by the *Commission on Dietetic Registration* (www.cdrnet.org), the credentialing agency for the Academy of Nutrition and Dietetics.

e. Additional Credentials through National Examinations

Graduates may obtain additional credentials through national examinations.
[Certified Dietary Manager, Certified Food Protection Professional](#) - CDM, CFPP
[School Nutrition Specialist](#) – SNS

7. Additional Resources – Online Links

Academic Calendar
Academy of Nutrition and Dietetics
ACEND-Accreditation Council for Education in Nutrition and Dietetics
Apply for Admissions Online
Becoming a DT Registered
CAC Student Handbook
Catalog & Schedules
CDR-Registration Examination for DT
Certified Dietary Manager, Certified Food Protection Professional
Code of Ethics in Dietetics
Contact the Dietetic Education Program
DTP Nutrition Course Outlines
DT Employment Statistics
DTR Practice Exam CD ROM-Visual Veggies
Financial Aid
Grades and Transcripts
NTR157 Foundations of Dietetic Internship - Preview Part 1 of 2
NTR157 Foundations of Dietetic Internship - Preview Part 2 of 2
Online Learning
Registration Online Services – Register Online
Paying for College
Residency Guidelines
School Nutrition Specialist
Student Complaints
Study Guide for Registration Exam for DT
(TE) ACEND Accreditation Standards
Transcript Evaluation
Who is a DTR? Employment-Salaries