**APPLICATION for Prior ASSESSED Learning (PAL)**

PAL application may be submitted before or after admission into the KADDI Program. PAL applications will not be accepted 30 days after admission to the program.

The applicant must submit the following by email to KADDI@consultingdietitians.com. Incomplete applications may not be evaluated.

1. Job title and employer, dates of service, detailed description of activities completed (see page 4 below).
2. Job description or letter from supervisor of each job or volunteer experience stating that you did the things you listed in the PAL application (see page 4 below).
3. For each of the areas listed below, please write 1-2 sentences on what you have done that fulfills the activities. If able, include examples of projects completed (menus, recipe developed, client education material, group class outline with learning objectives, theme meal or catered event flyer or pictures, etc.) that demonstrate accomplishment of SEL competencies.
4. Schedule a meeting with the KADDI program director to discuss the application.
5. Provide any additional materials requested by the KADDI program direcotr or PAL committee.
6. If applicants have a whole rotation waived, they will be required to pass a rotation quiz with a score of 85% or higher.

Applicants may earn prior assessed learning credits for the following related categories, activities, and Competencies for Registered Dietitian Nutritionists (CRDN):

**PRE-ORIENTATION**

* Involvement with coding and billing for nutrition services – 4.9
* Ethics and CDR (will be waived for Nutrition and Dietetic Technician Registered (NDTR) who submit activities for continuing education to the Commission for Dietetic Registration – 2.1
* Nutrition services management activities you have done – 1.3, 2.7, 2.8, 4.1
* Involvement in public policy for nutrition advocacy – 2.13
* Renal education & poster – 3.9, 4.4
* Assignments that will not be waived for pre-orientation include the following: Required Training, EHR Go Case Studies (1.2, 1.5, 3.1, 4.4) and enteral & parenteral nutrition practice (1.5, 3.1)

**FOOD SERVICE**

* Training sessions prepared and led (e.g., employee in-service) – 1.1, 2.3, 2.7, 2.10, 2.11, 3.8, 4.2
* Menus written (must be at least one week in length) – 2.1, 3.11, 3.13, 3.14
* Recipes developed (standardized, tested, evaluated) – 1.1, 1.4
* Special events planned (e.g., themed events that included menu, production plan, costing, etc.) – 1.1, 1.3, 2.3, 2.7, 2.10 2.11, 3.7, 3.11, 3.13, 4.1, 4.2, 4.3, 4.5, 4.7, 4.8
* Safety, sanitation, or quality audits (describe when and where) – 4.2, 4.3

**COMMUNITY**

* Community needs assessment – 1.3, 1.4, 2.7, 2.9
* New curriculum development and group teaching (include learning objectives and description of how outcomes were evaluated; does not include classes taught using existing curriculum) – 2.3, 2.7, 2.11, 3.7, 3.8, 3.11, 3.12, 3.13
* Educational handouts or other materials developed (does not include those developed by agencies and used) – 3.9
* Summary of nutrition counseling delivered (tell when, where, for what) with strategy used (e.g., trans theoretical model, motivational interviewing, etc.) – 3.2, 3.10, 3.12

**BUSINESS & ENTREPRENEURSHIP**

* Business plan you have written – B&E 1
* Link to website you developed – B&E 2
* Examples of social media posts you made (Facebook, Instagram, Twitter, etc.) – B&E 3

**CLINICAL**

* KADDI will not grant PAL credit for clinical activities (medical nutrition therapy)

The ISPP Coordinator will evaluate PAL requests and provide feedback within three weeks of receipt. The internship awards PAL credit in lieu of assignments in the curriculum. Generally, up to 300 of the 1000 hours (30%) supervised practice hours may be granted as PAL. However, individuals who have attained state licensure as a dietitian or nutritionist by taking and passing the Commission for Dietetic Registration’s (CDR) RDN exam within the past five years may be granted up to 600 hours PAL credit. If applicable, the applicant must provide evidence that they took and passed the CDR exam administered by Pearson Vue (e.g., a copy of the results showing the passing score).

The decision of the ISPP Coordinator about PAL credit is final. Applicants may submit the PAL application prior to acceptance. The program will review it, decide how many (if any) hours can be granted as PAL. Then the applicant can use that information when planning the rotation calendar. There is no reduction in tuition if PAL hours are awarded.

**Prior Assessed Learning (PAL) for Graduate Coursework**

Beginning January 1, 2023, all students completing assignments in a graduate level or higher degree program may submit their assignment(s) if they meet the same competencies in comparison to the KADDI internship assignments. Submit coursework to be evaluated by the ISPP Coordinator to receive credit to meet the competencies for that assignment. If your assignment does not meet the competencies, you will not be awarded PAL for that assignment. No more than 50% of assignments may be submitted for PAL per each rotation. Supervised practice hours will not be awarded for assignments from a graduate level course used to replace an internship assignment.

Please provide the following information. It will be used to determine what ACEND Competencies (CRDNs) you have completed through prior work and life experience. Please be as thorough as possible so an appropriate assessment can be made.

## Part I: Description of previous experience

* Each line has a job code number. List one job experience per line.
* List the specific job title, volunteer position, practicum experience, and job task individually in space provided.
* The number corresponding with each job will be listed in column A in the following tables.

## Part II: Required documentation

Column A - Enter the job code number for the experience being provided as evidence of the competency.

Column B - Describe experience: This is your opportunity to describe the experiences from which your learning is derived.

Column C - Describe what was learned: Use this column to document the learning that occurred, not just a list of what you did.

You may use the same examples for the competencies (CRDN) when appropriate; however, you may find that the information in Column C is not the same between rotations. Your discussion in Column C will include not only what you have learned (for example, "I have learned to use PowerPoint.") but also your deeper understanding of the knowledge (for example, "One must measure if a presentation was effective and what the audience has learned." or "Teamwork and strong communication skills are a priority in today's healthcare environment."). It is not expected that you complete information for each competency, if you do not have prior experience for the competency. Your supervised practice rotations will provide experiences to meet those competencies for which you have no prior experience.

|  |  |
| --- | --- |
| **Name:** | **Date:**  |

**Part I: Description of previous experience**

Identify your different work and life experiences which provide you with advanced knowledge and skills. Add lines as needed.

|  |  |  |
| --- | --- | --- |
| **Job Code** |  |  |
|  |  |
| **Job Code** | **Title and Description of Job** | **Dates** | **Approximate Total # of Hours** | **Supervisor** | **Email of Supervisor** |
| *EXAMPLE* | *Research Coordinator* | *10/31/15 to 10/31/17* | *900* | *Jane Jones PhD* | *Jane.Jones@abc.org* |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
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| 11. |  |  |  |  |  |
| 12. |  |  |  |  |  |

Add additional rows as needed

**ACEND Competency Requirements for Entry-Level Dietitians (2022 Standards)**

Upon completion of the supervised practice component of dietitian education, each graduate’s capabilities will include the following core competencies.

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency**Review the skills and activities listed below and then describe, in the following columns, the experiences or education that have provided you with the described competency. | **A: Job Code**Use the corresponding numbers from the previous list. | **B: What I Did**Describe work/life or professional/continuing education experiences *(excluding college coursework used to complete degree and/or DPD verification)* | **C: What I Learned**Describe what was learned. Describe how professional growth was achieved.*or “How I grew professionally from this* *experience…”* |

**1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.**

**Upon completion of the DI, graduates are able to:**

| **Competency** | **Job Code** | **What I Did** | **What I Learned** |
| --- | --- | --- | --- |
| **CRDN 1.1** Select indicators of program quality and/or customer service and measure achievement of objectives. (Guidance: Outcomes could include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical, settings, etc.) |  |  |  |
| **CRDN 1.2** Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice. (such as the AND Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites)  |  |  |  |
| **CRDN 1.3** Justify programs, products, services and care using appropriate evidence or data. |  |  |  |
| **CRDN 1.4** Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.  |  |  |  |
| **CRDN 1.5** Incorporate critical-thinking skills in overall practice. |  |  |  |

**2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice. Upon completion of the DI, graduates are able to:**

| **Competency** | **Job Code** | **What I Did** | **What I Learned** |
| --- | --- | --- | --- |
| **CRDN 2.1** Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics. |  |  |  |
| **CRDN 2.2** Demonstrate professional writing skills in preparing professional communications.  |  |  |  |
| **CRDN 2.3** Demonstrate active participation, teamwork and contributions in group settings. |  |  |  |
| **CRDN 2.4** Function as a member of inter-professional teams.  |  |  |  |
| **CRDN 2.5** Work collaboratively with NDTRs and/or support personnel in other disciplines. |  |  |  |
| **CRDN 2.6** Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. |  |  |  |
| **CRDN 2.7** Apply change management strategies to achieve desired outcomes. |  |  |  |
| **CRDN 2.8** Demonstrate negotiation skills. |  |  |  |
| **CRDN 2.9** Actively contribute to nutrition and dietetics professional and community organizations. |  |  |  |
| **CRDN 2.10** Demonstrate professional attributes in all areas of practice.  |  |  |  |
| **CRDN 2.11** Show cultural humility in interactions with colleagues, staff, clients, patients, and the public. |  |  |  |
| **CRDN 2.12** Implement culturally sensitive strategies to address cultural biases and differences. |  |  |  |
| **CRDN 2.13** Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.  |  |  |  |

**3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations**

| **Competency** | **Job Code** | **What I Did** | **What I Learned** |
| --- | --- | --- | --- |
| **CRDN 3.1** Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.**Assess** the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.**Diagnose** nutrition problems and create problem, etiology, signs and symptoms (PES) statements.**Plan and implement** nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.**Monitor and evaluate** problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis.**Complete documentation** that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting. |  |  |  |
| **CRDN 3.2** Conduct nutrition focused physical exams. |  |  |  |
| **CRDN 3.3** Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation). |  |  |  |
| **CRDN 3.4** Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan. |  |  |  |
| **CRDN 3.5** Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes. |  |  |  |
| **CRDN 3.6** Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed. |  |  |  |
| **CRDN 3.7** Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media. |  |  |  |
| **CRDN 3.8** Design, implement and evaluate presentations to a target audience. |  |  |  |
| **CRDN 3.9** Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. |  |  |  |
| **CRDN 3.10** Use effective education and counseling skills to facilitate behavior change. |  |  |  |
| **CRDN 3.11** Develop and deliver products, programs, and services that promote consumer health, wellness, and lifestyle management.  |  |  |  |
| **CRDN 3.12** Deliver respectful, science-based answers to client questions concerning emerging trends.  |  |  |  |
| **CRDN 3.13** Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.  |  |  |  |
| **CRDN 3.14** Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups, and individuals.  |  |  |  |

**4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.**

| **Competency** | **Job Code** | **What I Did** | **What I Learned** |
| --- | --- | --- | --- |
| **CRDN 4.1** Participate in management functions of human resources (such as training and scheduling). |  |  |  |
| **CRDN 4.2** Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food. |  |  |  |
| **CRDN 4.3** Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects). |  |  |  |
| **CRDN 4.4** Apply current information technologies to develop, manage and disseminate nutrition information and data. |  |  |  |
| **CRDN 4.5** Analyze quality, financial or productivity data for use in planning. |  |  |  |
| **CRDN 4.6** Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. |  |  |  |
| **CRDN 4.7** Conduct feasibility studies for products, programs or services with consideration of costs and benefits.  |  |  |  |
| **CRDN 4.8** Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies. |  |  |  |
| **CRDN 4.9** Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems. |  |  |  |
| **CRDN 4.10** Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness). |  |  |  |

**5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**

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| --- | --- | --- | --- |
| **Competency** | **Job Code** | **What I Did** | **What I Learned** |
| **CRDN 5.1** Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement. |  |  |  |
| **CRDN 5.2** Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals. |  |  |  |
| **CRDN 5.3** Prepare a plan for professional development according to Commission on Dietetic Registration guidelines |  |  |  |
| **CRDN 5.4** Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion). |  |  |  |
| **CRDN 5.5** Demonstrate the ability to resolve conflict. |  |  |  |
| **CRDN 5.6** Promote team involvement and recognize the skills of each member. |  |  |  |
| **CRDN 5.7** Mentor others.  |  |  |  |
| **CRDN 5.8** Identify and articulate the value of precepting |  |  |  |
| **Business Plan/ B&E 1** Develop a business plan  |  |  |  |
| **Business Website/ B&E 2**Develop a website page. Attach link. |  |  |  |
| **Social Media/ B&E 3**Attach Examples: Instagram, FB, etc. Minimum of 3.  |  |  |  |