



KACAD
KEITH & ASSOCIATES
— **CENTRAL ARKANSAS** —
Dietetic Education Program

STUDENT HANDBOOK

Effective November 2022

Administrative Offices
115 W. 3rd Street Suite 802, Tulsa, OK 74103

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ACCREDITATION STATUS

Keith & Associates and the University of Central Arkansas have applied to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for accreditation as a future graduate demonstration program.

Accreditation Council for Education in Nutrition and Dietetics

Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

(312) 899-0040, ext. 5400

FAX: (312) 899-4817

E-mail: ACEND@eatright.org

Web: <https://www.eatrightpro.org/acend>

PROGRAM DESCRIPTION

Keith & Associates – Central Arkansas Dietetic Education Program (KACAD) is a partnership between the University of Central Arkansas and Keith & Associates. It is designed to allow qualified individuals to earn 36 credit hours and be awarded the Master of Science (MS) in Dietetics and Nutrition Therapy from the University of Central Arkansas (UCA) and complete 1036 supervised experiential learning (SEL) hours with Keith & Associates (K&A) to earn a verification statement and become registry-eligible with the Commission on Dietetic Registration (CDR) in 15 months.

Students are required to find their own sites and preceptors for 808 worksite SEL hours that occur throughout the program. The student must apply concurrently to graduate school at UCA and submit the proposed rotation schedule, preceptor, and facility information to Keith & Associates. The program coordinator at UCA will inform the program director at K&A which applicants have been approved for graduate school admission. The program director at K&A will screen and approve all preceptors and sites. The applications committee at K&A will decide which students to admit to the KACAD FG program. An affiliation agreement will be required for each facility, and the Keith & Associates legal department will execute the contracts on behalf of the student.

When UCA awards the Master of Dietetics and Nutrition Therapy degree and posts to the official student transcript by UCA, the KACAD program director will issue the verification statement and submit required documentation to the Commission on Dietetic Registration. These graduates will be eligible to sit for the national registry exam to become a Registered Dietitian Nutritionist.

PROGRAM OUTCOMES DATA POLICY

It is the policy of the Keith & Associates – Central Arkansas Dietetic Education Program to be as transparent as possible. The program's outcomes data including the number of applicants, number of students admitted, completion rate, Registered Dietitian Nutritionist exam pass rate is available upon request. Please email the program director at KACAD@consultingdietitians.com.

KEITH & ASSOCIATES MISSION



The mission of Keith & Associates is to maintain not only the highest possible standard of quality of patient care, but also the highest standard of professionalism and customer care to our facilities.

<https://consultingdietitians.com/>

KACAD PROGRAM MISSION, GOALS, AND OBJECTIVES

Table 1. Program mission, goals, and objectives	
PROGRAM MISSION: Prepare graduates for practice as Registered Dietitian Nutritionists who possess up-to-date knowledge and skills, and an entrepreneurial spirit.	
PROGRAM GOALS	PROGRAM OBJECTIVES
1. Prepare graduates to become competent entry-level dietitians.	1.1 At least 80% of program graduates complete program/degree requirements within 1.88 years* (150% of the program length).
	1.2 Of graduates who seek employment, 75% are employed in nutrition and dietetics or related fields within 12 months of graduation.
	1.3 Eighty percent of graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
	1.4 The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
	1.5 Seventy-five percent of employers will answer "agree" that they are satisfied with graduate's preparation for entry-level practice.
	1.6 At least 75% of graduates will answer "agree" that they were prepared for entry-level practice. (program-specific goal).
2. Graduates will possess up-to-date knowledge and skills and an entrepreneurial spirit.	2.1 On the one-year graduate survey, $\geq 20\%$ of respondents will answer agree that they have started a nutrition-related business or plan to in the next five years.

*150% program length is 22.5 months (1.88 years)

REQUIREMENTS AND PROCESS TO BECOME A REGISTERED DIETITIAN NUTRITIONIST

Information about the requirements and process to become a registered dietitian nutritionist may be found on the ACEND website at <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>. The KACAD pathway to RDN is the future education model (graduate).

APPLICATION AND ADMISSION REQUIREMENTS

Students must concurrently apply to the University of Central Arkansas and KACAD by December 15. Applicants will be notified of acceptance by January 15. The link to information about online learning at UCA is <https://uca.edu/online/welcome-to-uca-online/>

Admission Requirements

- Bachelor's degree in any subject with overall GPA 3.0/4.0
- May have verification statement from ACEND accredited didactic program in dietetics (DPD), or
- If no DPD verification statement, must complete prerequisite courses including:
 - One semester introductory or basic statistics
 - One semester general chemistry
 - One semester organic chemistry (preferably with biochemistry)
 - Two semesters of anatomy and physiology
 - One semester microbiology
 - One semester introductory nutrition course (minimum 3 units)
 - One semester community nutrition
 - One semester lifecycle nutrition
 - One semester nutrition and metabolism (macronutrients, vitamins, minerals)
 - Two semesters of medical nutrition therapy
 - One semester food science or food preparation
 - Two semesters of nutrition administration courses (e.g., food systems management, nutrition services management, quantity food production, purchasing, food economics) or complete the four core courses of the National Restaurant Association [Manage First](#)[®] credential (do not have to do the 800 hours practicum or earn credential)
 - [ServSafe](#)[®] [Manager](#) certification.
- Students who have not completed all prerequisite courses prior to submitting their application will still be considered for the program if no more than 3 prerequisite courses are outstanding prior to the application deadline, and the student can demonstrate proof of enrollment in the remaining prerequisite courses in their application.
 - Students with outstanding prerequisite courses must demonstrate that they have completed those courses with a B or better prior to the start of the program.
 - Students will be dropped from the program if prerequisite courses are not complete, or if a B or better was not earned prior to the start of the program.
 - Prerequisite courses completed more than 6 years prior to the application deadline may need to be retaken.

APPLICATION INSTRUCTIONS

KACAD

Apply to KACAD for SEL – DUE DECEMBER 15

Submit the following attached to one email message to KACAD@consultingdietitians.com

- Transcripts from all Colleges/Universities attended. Unofficial transcripts are accepted during the process, however after upon enrollment student must submit official transcripts
- Three recommendations (use KACAD form)
- Personal statement; please answer:
 - Why do you want to be a Registered Dietitian Nutritionist?
 - What academic and life experiences have prepared you for this program?
 - What are your short and long-term goals?
 - Why are you applying to this program, and how will it help you to reach your goals?

University of Central Arkansas

Apply to the University of Central Arkansas for admission as a graduate student – DUE JANUARY 15

- Program coordinator at UCA is Dr. Alicia Landry (alandry@UCA.edu)
 - Email: alandry@UCA.edu

International students must send copies of diplomas and official transcripts/mark sheets **from all universities attended**. All **non-U.S. transcripts** must be accompanied by a credential evaluation from [IEE](#), [Span Tran](#), [WES](#) or another NACES approved accredited [evaluation company](#). Third party evaluations must include: a) Course by Course evaluation, b) Grade Point Average (GPA) as compared with U.S. grading system, c) U.S. equivalent of degree, d) Copy of transcript(s), e) Accreditation of institution(s). Third party evaluations must include the transcript.

UCA Graduate School Application Process (<https://uca.edu/admissions/apply>) with these specifications:

- Master of Science in Dietetics and Nutrition Therapy
- Summer admission term
- Create an online account using a valid email address.
(If you are currently a UCA student, this account is different from your MyUCA account)
- Select the Graduate School Application option
- Complete the application
- Pay the \$45 non-refundable application fee.
- After paying the application fee, upload all the required documents (if applicable) on the applicant status page.
- Send official transcripts to the Graduate School (ucagradschool@uca.edu)

Both UCA and KACAD will notify students of acceptance by **February 1st**.

ACADEMIC PROGRAM CALENDAR AND SCHEDULE

Program length is 15 months over five academic semesters. Terms will be:

June Start	Credits	January Start	Credits
Summer 1	5	Spring 1	12
Fall	13	Summer	5
Spring	13	Fall	12
Summer 2	5	Spring 2	7

Access the academic calendar dates from the University of Central Arkansas website at <https://uca.edu/registrar/academic-calendar/>. KACAD observes the same holidays and vacation periods as the University of Central Arkansas. Students must concurrently enroll at both the University of Central Arkansas and KACAD. Attendance is mandatory at a four-day KACAD *Live on Tulsa Time* orientation held in Tulsa, Oklahoma during Summer I term. Rotations requiring external sites occur every term.

STUDENT IDENTIFIED SITES AND PRECEPTORS

Students must identify their own preceptors in the area in which they desire to do rotations. Facility and preceptor forms and a planned rotation calendar are due with the application to KACAD. The only exception is for the entrepreneurship practicum which is due 8 weeks prior to the start of the semester when students take NUTR 6314. Students who have already completed a graduate degree may structure rotations in any order since they will not be taking graduate credit work. The program director will screen and approve all preceptors and sites.

The Keith & Associates legal department will execute an affiliation agreement for each facility. Students do not do this themselves. The agreement must be in place before starting a rotation. Hours and shifts are scheduled based on preceptor availability. Students may be scheduled for SEL on early morning, evenings, or weekends.

COORDINATION OF ACADEMIC AND SUPERVISED EXPERIENTIAL LEARNING

Tables 1 and 2 show integration of graduate academic courses and student experiential learning (SEL).

Table 1: January Start Date

Term→	1st SPRING (12 credits)	SUMMER 10- week (5 credits)	Fall (12 credits)	2nd SPRING (7 credits)
UCA Course	NUTR 6313 Diet Therapy	NUTR 5324 Nutrition Assessment	<i>FACS 6335 Evidence-Based Research</i>	<i>FACS 6350 Statistics</i>
	NUTR 6335 Nutrition Counseling		<i>NUTR 6308 Trends in Nutrition</i>	<i>Core MS courses</i>
	NUTR 6314 Entrepreneurship in the Nutrition Profession		NUTR 5321 NS Administration	

Keith & Associates Central Arkansas Dietetic (KACAD) Program

K&A Practicum	NUTR 5V17 Community Practicum (1 credit)	NUTR 5V20 Business & Entrepreneurship Practicum (2 credit)	NUTR 5V15 Nutrition Services Practicum (3 credits)	NUTR 5V18 Clinical Skills II Practicum (4 credits)
	NUTR 5V18 Clinical Skills I Practicum (2 credits)			

Table 2: June Start Date

	1st SUMMER 10-week (5 credits)	FALL (13 credits)	SPRING (13 credits)	2nd SUMMER 10-week (5 credits)
UCA Course	NUTR 5324 Nutrition Assessment	<i>FACS 6335 Evidence-Based Research</i>	<i>FACS 6350 Statistics</i>	NUTR 6314 Entrepreneurship in Nutr Prof
		NUTR 5321 NS Administration	NUTR 6313 Diet Therapy	<i>Core MS courses</i>
		<i>NUTR 6308 Trends in Nutrition</i>	NUTR 6335 Nutrition Counseling	
K&A Practicum	NUTR 5V18 Clinical Skills I Practicum (2 credits)	NUTR 5V15 Nutrition Services Practicum (3 credits)	NUTR 5V18 Clinical Practicum (4 credits)	NUTR 5V20 Business & Entrepreneurship Practicum (2 credits)
		NUTR 5V17 Community Practicum (1 credit)	+	

COURSE DESCRIPTIONS

NUTR 5V15 NUTRITION SERVICES PRACTICUM (Variable credit: 1-6 credit hours.) Supervised experiential learning in the procurement, production, and distribution of nutrition services in health care facilities.

NUTR 5V17 COMMUNITY NUTRITION PRACTICUM (Variable credit hours: 1-6 credit hours.) Supervised experiential learning in community nutrition agencies.

NUTR 5V18 CLINICAL NUTRITION PRACTICUM (Variable credit hours: 1-6 credit hours.) Supervised experiential learning in the nutritional assessment, education, and counseling of hospitalized patients.

NUTR 5V30 ENTREPRENEURSHIP PRACTICUM (Variable credit hours: 1-6 credit hours.) Supervised experiential learning in leadership and management skills in a nutrition business setting. Prerequisite: Admission to KACAD ACEND accredited future graduate program.

NUTR 5324 NUTRITION ASSESSMENT An overview of nutrition assessment techniques including dietary, biochemical, anthropometrical, and clinical with emphasis on nutrition needs in disease states.

NUTR 6308 TRENDS IN NUTRITION Recent developments in nutrition with emphasis on interpretation of the findings and application in family food.

NUTR 6313 DIET THERAPY Nutrition management through diet of persons with altered clinical conditions, such as diseases and metabolic disturbances.

NUTR 6335 NUTRITION COUNSELING The focus of this course is on theories of learning, motivational interviewing strategies, nutrition counseling skills, and the development of client educational programs.

NUTR 6314 BUSINESS AND ENTREPRENEURSHIP IN THE NUTRITION PROFESSION The study and development of idea generation, opportunity recognition, value proposition, and management practices related to entrepreneurial ventures specific to the nutrition profession.

NUTR 5321 NUTRITION SERVICES ADMINISTRATION Food service operations relating to management principles, leadership development, methods of control, behavior change theory, and training of personnel.

FACS 6335 EVIDENCE-BASED RESEARCH IN NUTRITION A study of the use of systematically reviewed scientific evidence in making food and nutrition practice decisions.

FACS 6350 STATISTICAL METHODS IN FAMILY AND CONSUMER SCIENCES Students will develop knowledge of and skills in using statistical methods, matching statistical methods to research designs, using computer software to conduct appropriate statistical analyses, and interpreting and reporting findings.

Table 3. Summary of Program Credits

Academic Hours	
24	Didactic credits
12	Practicum credit s
36	TOTAL CREDITS TO GRADUATE (M.S. degree nutrition and diet therapy)

Keith & Associates Central Arkansas Dietetic (KACAD) Program

Credits	Course	WS SEL Hours ¹	Alt SEL Hours ²	Total SEL Hours	UCA Practicum Credits
3	Foodservice ¹	220 ¹	20 ²	240	3
	Orientation ²	0	20 ²	20	
3	Community ¹	128 ¹	0	128	1
	Clinical I Practicum ²	0	116 ²	116	2
4	Clinical II Practicum ¹	320 ¹	0	320	4
2	Entrepreneurship Practicum ¹	160 ¹	40 ²	200	2
		828 ¹	196 ²	1024	12

¹ Worksite preceptor needed

² KACAD faculty as preceptor

PRECEPTORS

It is the applicant's responsibility to locate supervised practice sites and preceptors in the geographic location in which they desire to do supervised practice. What is a preceptor? It is a person willing to mentor you through the practicum rotations who will monitor your progress and evaluate your performance using the curriculum and forms from the KACAD program. No immediate or extended family is allowed to be a preceptor due to conflict of interest. The preceptor for the Clinical II practicum must be a Registered Dietitian Nutritionist. RDN is preferred but not required for foodservice, community, and entrepreneurship practicums.

Preceptor responsibilities:

- Work with the student to schedule learning experiences
- Orient the student to the facility and rotation
- Mentor the student and provide daily supervised learning experiences (may delegate this task)
- Review the curriculum assignments as the student completes them and evaluate the student performance using the online forms (may delegate this task)
- Be familiar with and abide by KACAD dietetic program policies and procedures
- Act as the point of contact for the KACAD faculty and staff

SCREENING PRECEPTORS, FACILITIES AND EXECUTION OF AFFILIATION AGREEMENTS

It is the policy of KACAD that it must have a written affiliation agreement with any facility or preceptor providing experiences to a student that leads to the completion of KACAD program curriculum and the associated Accreditation Council for Education in Nutrition and Dietetics (ACEND) competencies. KACAD General Counsel, Ryan Keith, or his designee, will execute all agreements. To execute an agreement, a facility will need to meet the following selection criteria:

- Have a qualified individual present to supervise the student. Such individual must be a Registered Dietitian /Registered Dietitian Nutritionist (RD/RDN) to supervise the clinical rotation. An RDN/RD or certified public health professional is preferred for the community rotation
- For a foodservice rotation, the site must serve a minimum of sixty (60) meals per day
- A clinic site must schedule a minimum of twenty-five (25) clients per week

KACAD will screen facilities for required criteria within three (3) weeks of when the applicant submits the form to KACAD as a part of the evaluation process. The decision by the KACAD staff will be final. A handbook is provided for preceptors, and they are encouraged to take advantage of the free training available through the Commission on Dietetic Registration.

PRECEPTOR AND FACILITY PAYMENT POLICY

KACAD does not pay preceptors and our estimated cost to students does not include expenses for paying preceptors. Students should ask preceptors whether they intend to charge and consider any additional expense when applying to the program. Some sites (primarily hospitals) charge a fee for an intern to come to their facility. The intern will be responsible for any additional fees.

POLICY ABOUT REPLACING SITES AND ROTATIONS DURING THE PROGRAM

Although it is uncommon, a rotation can fall through after a student is admitted. This is usually because a site or preceptor can no longer serve as intended. The KACAD program director will help, but the student is responsible for finding a new rotation site and preceptor in a geographic location suitable to the student. This circumstance could lead to a delay in finishing the program, but the student will not be dismissed.

Tips for locating a preceptor!

Who do you know?

- Reach out to dietitians you know.
- Your DPD director, MNT or community nutrition professor may be able to share some names with you

Phone calls.

- Be independent and willing to cold-call!
- Call facilities near where you live or within commuting distance
- It is better to call than email. Emails get lost, ignored or easy

National Organization (AND) database

- AND has a database which allows practitioners to register to potentially become preceptors
<https://www.eatrightpro.org/find-a-preceptor/?state=ShowSearch>
- Must be an AND member to gain access to this feature. Students do receive a significant discount when enrolling for annual membership.

- The database allows a search to be made by zip code with an option to choose which specific practice areas.

Social Media

- Connect with Dietitians through Facebook RD groups
 - RD2RD
- Websites to help locate Rd's
 - https://www.healthprofs.com/us/nutritionists-dietitians?tr=Hdr_Brand
- Linked in
 - Connect with other RD's

Locating hospitals and long-term care centers

- CMS (Centers for Medicare & Medicaid Services) to access lists of hospitals, nursing homes, inpatient rehabilitation facilities and long-term care hospitals.
 - <https://data.medicare.gov/>
- Skilled Nursing Facilities locator by state or zip code
 - <https://www.skillednursingfacilities.org/directory/>

Private Practice Dietitians

- Look for private practice or consultant dietitians in your area. Keith & Associates, Inc. is a large consultant company servicing long term care centers, assisted living facilities, skilled nursing homes, rehab units, hospitals, DDSD (Developmentally Disable Services Division) clients, and private pay clients.
- Call facilities near where you live or within commuting distance
- It is better to call than email. Emails get lost, ignored or easy

Additional tips for locating preceptors specific to each rotation:

Clinical II

- Choose one or two sites; outpatient or dialysis is limited to 160 hours
- Try to schedule this rotation first. It is the most difficult to arrange
- Schedule six or more continuous weeks at one place
- Smaller regional hospitals are less likely to be saturated with dietetic interns than are larger metropolitan hospitals
- An intensive care unit is desirable but not required
- A skilled nursing or rehab facility works well to meet the requirements for a clinical rotation.

Foodservice

- Choose one site
- The location needs to serve a minimum of 60 meals per day
- Consider doing it at the same location as your clinical rotation since you are already familiar with that site
- Public or private schools work well. School districts often have a dietitian or food service manager who supervises the school breakfast and lunch program
- May also consider college foodservice, Head Start or even food banks where they provide meals-on-wheels
- Inform the preceptor KACAD has already developed a curriculum that has assignments designed to benefit both the student and facility. These include doing sanitation surveys, conducting in-service training, developing menus and recipes, and conducting a research activity aimed at increasing productivity or some other project of interest.

Community

- Choose one or two sites
- It is appropriate to use a school for a couple of weeks of nutrition education
- Other possibilities include public health departments, WIC, senior nutrition sites, SNAP education (often administered by Cooperative Extension), Head Start, grocery stores, YMCAs, cardiac rehab centers or with dietitians in private practice
- Do NOT use a gym with a personal fitness trainer unless that person is also a dietitian.

Entrepreneurship

- Choose one site
- Able to use any business of your interest
- Inform the preceptor KACAD has developed curriculum to benefit both the student and the facility. This includes writing a business plan for that business and developing a website & social media to benefit the business
- RDN in private practice, fitness trainer in private practice, attorney, restaurant owner, or small business owner.

Tips to prepare yourself when locating a preceptor:

- Call the clinical nutrition manager or only dietitian (if that is the case) and **ask for an appointment**. Tell the dietitian that you are or soon will be a dietetics graduate and that you are preparing to do your internship, so you are interviewing dietitians.
- Go into the appointment dressed modestly and professionally; be prepared. Take a resume and the KACAD facility and preceptor forms found on this website
- Ask your interviewer how he or she became a dietitian and where they did their supervised practice hours.
- If you have a compelling reason for doing an internship in their area, share it
- Please share with the RDN or other preceptor about the benefits that you can bring to their business. For example: CEU's for being a preceptor, in-service training that you will provide to the foodservice staff at the site, theme meal that you will put together to offer to the employees and/or clients at that site, or website development for a business
- Please let the dietitian or facility know that you are available to assist with additional tasks to enrich the experience. This may be finishing an educational handout that the RDN's need to use for CHF patients
- Convince the dietitian that you are a hard-working, self-starter and that you need to find a facility where you can volunteer to do your supervised practice hours to gain experience and education to become eligible to take the RD exam.
- Explain which parts of your supervised practice you would like to do at the facility.
- Be confident and ask for what you need! *Will they take you as an intern?* It is more difficult to tell you no in person than on the phone or by email
- If he or she is not the final decision maker, find out if there is someone else you should talk to or make a plan to get back in touch soon to find out the next steps.

Summary Sheet & Outline for Rotation Sites

Rotations	Requirements	Examples of Appropriate Sites
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Keith & Associates Central Arkansas Dietetic (KACAD) Program

Community	One or two sites	Public health, WIC, school nutrition, Head Start, wellness, grocery store, senior nutrition, YMCA
Foodservice	One site; must serve a minimum of 60 meals per day	Public school, hospital or acute care, long-term care, Head Start, Meals on Wheels
Clinical (preceptor must be a Registered Dietitian)	One or two sites Required conditions to cover: Overweight / obesity Endocrine disorders Cancer Malnutrition Cardiovascular disease Gastrointestinal conditions Renal diseases	Hospital, long-term acute care, skilled nursing or rehab, dialysis, diabetes center, cancer center, bariatric center, outpatient counseling
Entrepreneurship	Someone who can mentor you in how to 1) write a business plan, 2) develop a webpage, 3) use social media for marketing	RDN in private practice, attorney, accountant, small business owner

*Organizations where sites are located should have a website. This aids the program in screening.

CLINICAL II PRACTICUM:

- Choose one or two sites; outpatient or dialysis is limited to 160 hours
- Nutrition-focused physical examination and patient interview
- Clinical skills evaluation (1)
- Self-evaluation with SMART Goals
- Clinical skills evaluation (2)
- Clinical case study report
- Oral case study presentation

FOODSERVICE ROTATION ASSIGNMENTS: 240 hours – select one site

- Nutrition Services Management Case Study
- Employee training and in-service
- Recipe development and evaluation
- Safety and sanitation survey
- Meal quality assessment
- Theme event

COMMUNITY ROTATION ASSIGNMENTS: 128 hours – select one or two sites

- Client education material development
- Community needs assessment
- Program Development and Implementation
- Group teaching and curriculum development

BUSINESS AND ENTREPRENEURSHIP CONCENTRATION ASSIGNMENTS: 160 hours – one site

These assignments are done with a preceptor:

- Develop a business plan
- Develop a business webpage
- Practice using social media

GRADUATE DIDACTIC COURSE CREDIT TRANSFER

Applicants who wish to be considered for transfer of graduate academic credit done at institutions other than the University of Central Arkansas must contact the program coordinator [Dr. Alicia Landry](#) at UCA. Provide the course syllabus for evaluation.

SEL PRACTICUM CREDIT

KACAD does not award prior assessed learning credit for previous experiential learning.

DEGREE, PROGRAM COMPLETION, AND VERIFICATION STATEMENT

- Students must satisfactorily complete all requirements listed below to earn the Master of Science in Dietetics and Nutrition Therapy degree. Completion of a minimum of 1036 hours of supervised experiential learning including the KACAD assignments with ACEND competency-based learning requirements
- Completion of weekly summary sheet for rotations
- Completion of SEL assignment evaluations by preceptors
- Completion of student rotation evaluations
- Satisfactory completion of exit interview with the program director
- Verification that all equipment, manuals, kits, and promotional materials have been returned in proper condition and working order
- Attendance at all seminars, workshops, committee meetings, conferences as required by the program director
- Satisfactory completion of graduate coursework

KACAD will issue the verification statement when the student has:

- Completed a minimum of 1036 SEL hours with a minimum of 808 hours being in professional work settings
- Finished all assignments in the curriculum and submit preceptor evaluations (this must be done before the student leaves the rotation site)
- Met each ACEND required competency for Registered Dietitian Nutritionists one or more times
- Passed the KACAD final exam
- Have a zero financial balance
- Submitted an official transcript from the University of Central Arkansas with the degree (Master of Science in Dietetics and Nutrition Therapy) and date of award posted on it.

Within two weeks after the student meets program completion requirements including posting of the MS degree to the official UCA transcript, the program director issues the verification statement and submits the candidate's name and email to CDR's Registration Eligibility Processing System (REPS). The candidate receives an email from REPS to complete demographic information (address, phone, date of birth, mother's birth name). Then the program uploads a scan of required documents (transcript with graduate degree posted and verification statement) and submits to CDR. Information is usually processed quickly and within two weeks Pearson Vue notifies the candidate how they can schedule the RDN exam. Cost payable to Pearson Vue is \$200. If the candidate fails the exam, they must wait 45 days before attempting it again (\$200).

KACAD provides the following to graduates

- Verification Statement (six original digitally signed)
- Name/Address Change Form (CDR)
- Exam Preparation – RD
 - Most recent Registration Examination for Dietitians Handbook for Candidates
 - Most recent RDN Study Outline
 - Exam review materials written by the program and available on the website
- Certificate of Completion
- Gift when the graduate notifies the program director that they have passed the RDN exam

FINANCIAL AID, COMPENSATION AND LOAN DEFERMENTS POLICY

The University of Central Arkansas offers financial aid to students who are enrolled in graduate school. Students will receive the minimum number of credits needed to earn financial aid. Consequently, students are eligible to apply for financial aid and qualify for loan deferments every semester and during the summer. Students that are needing to apply for financial aid should inquire at the UCA Financial Aid Office.

Harrin Hall, Suite 200

Office Hours: 8:00am – 4:30pm Monday – Friday

Contact us by email at finaid@uca.edu or phone us at (501) 450-3140

For additional information, please visit the website at <https://uca.edu/financialaid/forms/student-forms/>

Keith & Associates does not participate in federal student financial assistance programs administered by the U.S. Department of Education.

After acceptance when the student returns the signed enrollment agreement and first tuition payment, KACAD will provide upon the student's request:

- Official letter with effective dates of enrollment, program accreditation and licensure status and a statement that the program provides the supervised practice experience required to earn the verification statement needed to take the Registration Exam for Registration Dietitian Nutritionists that is required prior to entry into the profession
- Upon written request, the program will complete loan deferment forms provided by the student or their lender

Keith & Associates Central Arkansas Dietetic (KACAD) Program

Any external financing (e.g., bank loans) for SEL tuition should be arranged prior to accepting the appointment. KACAD tuition and fees may be made in five payments and are due:

- \$895 upon acceptance into program (non-refundable)
- \$2,500 each semester of the program (June 30, September 15, February 15, June 30).
- A late fee of 10% will be assessed on all payments not posted 15 days past the due date

Payment methods:

- Credit cards are accepted, but a 3.5% fee is charged in addition to tuition payment.
- Send a check or money order to:
 - KACAD
 - 115 W. 3rd Street, STE 802
 - Tulsa, OK 74103
- Electronic transfer (no additional fees)
- All forms needed for payments are available at [Intern Login | KADDI | Tulsa, Ok \(wixsite.com\)](#)

VERIFYING STUDENT IDENTITY AND PROTECTING PRIVACY DURING DISTANCE EDUCATION

Keith & Associates follows U.S. Department of Education Guidance Issued on *Protecting Student Privacy While Using Online Educational Services*. KACAD will collect and maintain only the data necessary to fulfill its duties in executing affiliation agreements and meeting ACEND standards. The program will de-identify any data used for product development, research, marketing, or other purposes. We will not transfer de-identified data to any other party. In the event of a security or privacy incident including personally identifiable information, KACAD will immediately notify the student or graduate. The program takes precautions to ensure student privacy and positively identify students during distance learning and testing.

KACAD will require the following these methods to confirm student identity.

1. Two of the following documents with onboarding must be submitted (Form I-9):
 - Driver's license
 - ID card issued by federal, state, or local government agencies
 - School ID card with a photograph
 - Voter's registration card
 - US Military card
 - Native American tribal card
 - Social Security Card
 - Birth certificate
 - US Citizen ID Card
2. All students will be required to present a photo ID at check-in when arriving to orientation
3. On student video sessions with the clinical instructor, the video image will be compared to their photo ID kept on file

Online courses at [UCA Online](#) are offered through a Course Management System (Blackboard). Additionally, UCA Online courses utilize processes that verify the identity of a student enrolled in the online courses. These processes include the use of a secure login and password to access online courses.

PERFORMANCE MONITORING, LEARNING ASSESSMENT, REMEDIATION, PROBATION, GRADING SCALE

Grading Scales

During professional worksite rotations (foodservice, community, clinical II, entrepreneurship), students are required to submit a weekly performance summary. The student records supervised practice hours done at the site and lists assignments and evaluations completed. The preceptor assigns a performance score for the week. Preceptor and student review and sign the summary. The student is responsible for scanning the summary and submitting it to the program no later than Tuesday of the following week. KACAD staff records the level of performance score on a spreadsheet. If a student receives a score of “below expectations,” the student is to contact the program director. If weekly score fails to meet expectations for two consecutive weeks or more than twice in one rotation, the program director will contact the student and preceptor to provide intervention and/or remediation as needed. The program uses a nine-point evaluation scale for SEL.

- 1-3 below expectations
- 4-6 meets expectations
- 7-9 exceeds expectations

KACAD provides evaluation rubrics for all SEL activities. An example rubric is in the appendix. A grade distribution of points is given in each practicum manual.

Assignments often cover multiple competencies. It is possible for a student to receive a passing score on an assignment but fail to satisfactorily achieve a given performance indicator. The program completes a competency/performance indicator work sheet for each student and checks it prior to graduation to be sure all ACEND competencies have been met. Each rotation manual contains a syllabus with a grading scale.

In addition to weekly summary forms, curriculum assignment rubrics are to be completed by the preceptor. The student and preceptor review the evaluation, both sign and date at the bottom and the student scans the form and submits it to the program. Preceptors are encouraged to give students positive feedback about what they are doing well. In addition, preceptors are required to include comments in the event a student’s performance does not meet expectations.

Explanation of Grading Scales

9-Point Grading Scale for Student Experiential Learning and Corresponding Letter Grades

For a video (courtesy of Dr. Elaine Molaison at the University of Alabama) that explains competency-based assessment, click here:

<https://youtu.be/4Bdxbq0JKwQ>

*Example Calculation: grade equivalent of 88% for 50-point assignment

$$88\% = \frac{88}{100} \times \frac{X}{50} = \frac{4400}{100} = 44 \text{ points earned toward course grade}$$

Average Score Received on Rubric (all areas)	Equivalent Letter Grade	Equivalent Grade Percentage (%)	200-point assignment	100-point assignment	50-point assignment	25-point assignment
8.5-9.0	Exceeds Expectations	A+	98	98	49	24.5
8.0-8.499		A	95	95	47.5	23.8
7.5-7.999		A-	91	91	45.5	22.8
7.0-7.499		B+	88*	88*	44*	22*
6.5-6.999	Meets Expectations	B	85	85	42.5	21.25
6.0-6.499		B	83	83	41.5	20.8
5.5-5.999		B-	81	81	40.5	20.3
5.-5.499		C+	78	78	39	19.5
4.5-4.999		C	75	75	37.5	18.8
4.0-4.999		C-	73	73	36.5	18.25
3.5-3.999	Below Expectations	D+	65	65	32.5	16.25
3.0-3.499		D	60	60	30	15
2.0-2.999		F	50	50	25	12.5
1.0-1.999		F	40	40	20	10

UCA Grading Scale

The UCA Graduate School uses the traditional letter grade (A,B,C,D,F) system for which quality points are assigned (A=4; B=3; C=2; D=1; F=0). Students must maintain a 3.0 grade point average while in graduate school. If the GPA falls below 3.0 the student will be on probationary status. For more information about grading and probation, see section [3] in General Requirements for Graduate Study in the UCA [Graduate Bulletin](#).

Didactic and SEL Coordination

Upon admission the student signs a waiver giving the academic program coordinator at UCA and the KACAD program director to discuss their progress in academic courses and SEL rotations. The program director and UCA academic coordinator will communicate regularly on student progress. If students have received any

disciplinary action for academic or professional standards, this will be communicated as students are required to follow the disciplinary action outlined in both the KACAD and UCA student handbooks.

If a student is on probation, suspension, or expulsion from either UCA or on-site SEL activities; it will apply for both academic coursework and SEL activities.

Formative Assessments

The University of Central Arkansas Center for Excellence in Teaching and Academic Leadership (CETAL) provides a course building guide to instructors specifically for online courses. CETAL states that formative assessment *allows students the opportunity to practice their knowledge of the material through low-stakes assignments and quizzes. This allows the instructor the chance to monitor each student's learning and provide feedback to help them move in the right direction. It also gives the instructor the opportunity to gauge how well their instruction is working with the students.* Examples of formative assessments may include *low-stakes, short quiz with multiple attempts (auto-graded) to allow students the chance to answer questions about the content to see how they are understanding it thus far.*

To monitor student learning and provide ongoing feedback during SEL activities, KACAD requires students to complete and submit a weekly summary sheet to the program. In the weekly report, students receive ongoing feedback from the preceptor to help them identify strengths and weaknesses. Based on the feedback, the student and preceptor make a plan for the following week. The form helps preceptors and program faculty recognize where students are struggling and address problems immediately. KACAD maintains a spreadsheet with weekly scores. If a student is performing below expectations for two weeks in a row, the program faculty has a meeting via phone or video conference with the student, and with the preceptor if warranted.

If a student submits unsatisfactory work (3 or less on a 9-point scale) for SEL assignments provided by KACAD, the student must redo the assignment and resubmit to the clinical instructor. If further remediation is needed, the program director or another clinical instructor will meet with the student for individual tutoring sessions to improve his/ her competency in that area of practice. This has significantly improved the student evaluations when the students are on-site with their preceptor because their skills are of higher quality.

During the program, students are required to have a monthly video call with the KACAD program director when the student and director review the spreadsheet and discuss progress or need for remediation. The program maintains a spreadsheet and tracks all performance indicators and competencies met and SEL time.

Summative Assessments

CETAL defines summative assessments as *usually taking place at the end of the module/unit, that shows the mastery of the objectives from the students (for example, an end-of-unit term paper or exam).* Each UCA course contains mid-term and final exams, papers, or project reports.

KACAD requires that students complete an assignment report for each SEL activity and submit it to the preceptor and the program. When graded, they receive a copy of the completed evaluation rubric. The standard is to meet or exceed the performance indicators and competencies.

For students enrolled in UCA practicum courses, KACAD instructor will assign the final grade based on the syllabus for each practicum course. UCA faculty assign final grade based on the syllabus for didactic courses.

KACAD also requires that students pass a final SEL competency exam with a score of 70% or better to receive the verification statement.

The program director and the program coordinator will have an academic progress meeting at the end of each semester with each student enrolled in the program. Students failing to make adequate progress in the program will be counseled about other career fields open to them.

SUPERVISED EXPERIENTIAL LEARNING DOCUMENTATION

The student records hours for activities that occur in rotations on the weekly summary sheet. The preceptor reviews and approves hours done under their supervision. The preceptor completes evaluation rubrics for SEL assignments and reviews with the student. The student and preceptor sign the form and the student is responsible for scanning and emailing the forms to KACAD.

The program also maintains a competency check sheet based on the curriculum map for each student. The program records mean competency scores earned on each assignment evaluation rubric. These check sheets are used to verify that a student has met each competency with a passing score (≥ 4 on a 9-point scale) one or more times. The sheet is completed for each student prior to graduation. An example is given in the Appendix.

The weekly summary sheet is given on the next page.

Mid-Term and Final Rotation Evaluation



Dates: _____

Student Name: _____

Rotation Site: _____

EVALUATION CRITERIA	EXPECTATIONS								
	Exceeds			Meets			Below		
	Outstanding	Excellent	Very Good	Good	Above Average	Average	Below Average Below Avg	Weak	Very Weak
Professional and ethical behaviors									
1. <i>Observes HIPAA and facility guidelines, is punctual, appropriately dressed, and exhibits good time management</i>	A+	A	A-	B	B-	C	D	D-	F
2. <i>Communicates well, is appropriately assertive, exhibits confidence, and takes initiative</i>	A+	A	A-	B	B-	C	D	D-	F
3. <i>Exhibits integrity</i>	A+	A	A-	B	B-	C	D	D-	F
Carries out requirements of rotation tasks	A+	A	A-	B	B-	C	D	D-	F
<i>If student is below expectations in any area, please provide a comment below.</i>									

	Week 1 Hours	Week 2 Hours	Week 3 Hours	Week 4 Hours	Week 5 Hours	Week 6 Hours	Week 7 hours	Week 8 hours	Week 9 hours
<input type="checkbox"/> Foodservice									
<input type="checkbox"/> Community									
<input type="checkbox"/> Clinical 1 (KACAD only)									
<input type="checkbox"/> Clinical onsite (KADDI) or Clinical 2 (KACAD)									
<input type="checkbox"/> B&E									
<input type="checkbox"/> Other									

STUDENT	PRECEPTOR COMMENTS
Assignments and Evaluations completed:	Please comment if you have ANY concern at all or if student is not meeting expectations.
Student Comments:	
Plan/ Goals:	

Preceptor printed name _____

Preceptor signature _____

Date _____

Student signature _____

Date _____

The student is required to scan and submit to summaryweekly@gmail.com by Tuesday of the following week.

STUDENT RETENTION, DISCIPLINARY, TERMINATION PROCEDURES

The KACAD program is designed for completion in 15 months. The maximum time limit for completing the program is 30 months.

Failing SEL Performance

If a student fails an assignment, they will be given the opportunity to redo the work. This will then be resubmitted to the program to be evaluated. The student will be given the opportunity to meet with a clinical instructor to receive assistance on the assignment before re-submitting the work.

If a student has failing performance in a SEL practicum and is unable to show competency has been met, the program will remove them from the rotation site. A remediation plan including tutorial support will be implemented. After remediation, the student may repeat the rotation one time. It is the student's responsibility to locate the new site and preceptor which must be approved by the program director. If the practicum hours in which the student is enrolled is not completed satisfactorily prior to the end of the term, the student will receive a grade of X (incomplete) and in accordance with the UCA will have up to one year to satisfactorily complete the rotation and have the practicum grade changed from X in accordance with the UCA [Graduate Bulletin](#).

Grades and quality points are contained in section [3] of the [Graduate Bulletin](#). The bulletin states:

Grades of A, B, and C will allow students to receive graduate credit representing 4, 3, and 2 quality points, respectively. Grades below C are recorded and are considered in determining the quality-point ratio **but are not accepted toward completion of the graduate program**.

All grades, once reported, remain a matter of permanent record and are used in calculating the cumulative GPA. Any appeal or question concerning an assigned grade must be made within one calendar year from the time the grade was awarded.

Calculation of the graduate grade point average includes all residence course work attempted. No transfer credit grades are used to calculate the cumulative GPA.

GPA and Probation Policy. A graduate student is expected to maintain a cumulative graduate GPA and a program GPA of 3.00 or above. A student whose cumulative or program GPA is less than 3.00 is on academic probation. Probation serves to alert the student of potential academic problems.

A graduate student is limited as to the number of hours of coursework that can be completed while on probation. Students enrolled in a cohort program taking nine or more hours per semester have one additional semester of required hours to improve their GPA. All other graduate students are limited to taking nine additional hours of courses, all of which must be within the degree program.

After the completion of the maximum number of hours allowed with probationary status, one of two actions will occur.

1. If the graduate student's cumulative GPA and program GPA are 3.00 or greater, the student will automatically return to good standing and no longer be on probation.
2. If the graduate student's cumulative or program GPA is less than 3.00, the student will automatically be suspended from graduate study at UCA. The student may appeal the suspension by submitting a letter of appeal to the department chair affiliated with the program. The department chair will determine whether extending the probationary period is warranted. This decision will be based upon an improved GPA during the probationary period and the possibility of achieving the required 3.00 GPA during the extended probationary period. If the appeal is granted, the student will continue on probation for an additional semester (cohort students) or an additional six hours (all other graduate students). At the end of the extended probation period, either the student will have the GPA needed to return to good standing or the student will be suspended from graduate study at UCA.

The student's suspension following the initial or extended probationary period represents the student's first suspension. Following a student's first suspension, a student *may* be eligible to be readmitted for an additional probationary period.

Eligibility for a student whose suspension was based on their program's guidelines is determined by those same program guidelines. Therefore, program guidelines will determine the eligibility for a cohort student to return to their graduate program following their first suspension.

In other cases where the suspension was based on the Graduate School's guidelines, eligibility is based on the student's ability to raise their graduate GPA to a minimum of 3.0 during an additional probationary period of nine credit hours. If this is the case, the student may apply for readmission to the Graduate School 12 calendar months after receiving notice of their first suspension. The student must complete the Graduate School's Readmission After Probation form and obtain approval signatures from the Graduate Program Coordinator and the Department Chair prior to submission to the Graduate School for consideration. If approved, the student is expected to participate in academic success seminars offered by the Graduate School. In addition, the student must maintain a cumulative GPA of at least 3.0 in graduate courses taken after readmission as well as meet the GPA expectations necessary to graduate by the end of the probationary period. Failure to do so will result in dismissal from the Graduate School.

The University of Central Arkansas offers a variety of support services to improve academic coursework including, but not limited to:

- Library
 - Virtual and on-site access
- Online learning is supported by the Center for Excellence in Teaching and Academic Leadership (CETAL)
 - CETAL provides technical support and blackboard tutorials
- Communication tutoring is available virtually or on campus.
 - Available to undergraduate or graduate students
- Faculty members have their own office space to meet with students
- Academic and skill enhancement opportunities for graduate student include:
 - Academic and personal enhancement workshops
 - Peer mentoring
 - Opportunities to develop personally through leadership training
 - Academic, peer, and personal counseling
 - Wellness, cultural, and social activities
- Campus support services available if needed include:
 - Counseling center
 - Disability resource center
 - Student health services
 - Student support and resource center

If a student is dismissed from a rotation by a preceptor or is removed from a rotation by the program director, the student will receive an SEL academic concerns report. The document will be delivered by email will describe

- what has occurred
- why the student failed
- a remediation plan that must be completed prior to the student being allowed to attempt the rotation for a second and final time
- assignments that must be completed
- the approximate amount of time it is expected to take to complete the SEL rotation.

The student will receive a copy and must acknowledge receipt and agreement with the plan and return the signed copy to the program director. The student may be subject to extra KACAD SEL tuition charges because of the delayed program completion. Please see Extension of Program Policy.

If the student is still unable to pass the rotation, the program will dismiss the student. The student may appeal the decision to Ryan Keith, General Counsel at ryan@thekeithlawfirm.com or by calling 918-574-8500. Students who are dismissed or resign from the program will receive counseling about other career options such as testing for the NDTR credential that are available to them.

Students terminated from the SEL program may be able to continue in the graduate program at UCA; however, if a student is dismissed from the Graduate School at UCA they will also be dismissed from the KACAD FG program.

Professional and Ethical Concerns

In addition to academic issues, a student may also be disciplined or dismissed for exhibiting unacceptable ethical or professional behavior. Examples of such behavior include but are not limited to the following:

- Violations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Breaching patient or client confidentiality in any manner (spoken, paper, electronic records, social networking, and electronic media sites); students are never to discuss matters relating to clients or patients on social media
- Violations of the Academy of Nutrition & Dietetics Code of Ethics
- Lack of integrity and honesty (plagiarism, lying, misrepresenting, or not reporting any information related to time spent, care given, clinical errors, or acting outside the scope of the student's role in the program setting)
- Failure to demonstrate professional demeanor or concern for patient safety or community standards (use of offensive language and/or gestures, being under the influence of alcohol or drugs in a professional setting)
- Not meeting professional responsibilities (poor attendance, punctuality issues, distracting or insensitive behavior, poor personal hygiene, needing continual reminders, not responding to requests (written, verbal, email, or telephone correspondence)
- Exhibiting disruptive behavior (pushing, punching, throwing things, making inappropriate gestures, making threats, telling offensive jokes)
- Inappropriate relationships with patients and families, preceptors, or staff at facilities where students rotate (dating a patient or staff member at a facility, stalking, etc.)
- Lack of respect for cultural diversity (negative comments with racial, ethnic, age, sexual or gender overtones)
- Lack of effort toward self-improvement (not accepting responsibility for errors or lack of knowledge, resisting making suggested changes to improve learning)
- Failure to comply with program-related requirements (training, required immunizations, completing evaluations, etc.)
- Criminal activity while enrolled in the program.

A complaint about unacceptable ethical or professional behavior may be initiated by a preceptor, another student, the program director, KACAD staff or individuals external to the program. The program director will issue a disciplinary memo informing the student how they deviated from the policy, what they did wrong and what must be done to correct the problem. If the unethical or unprofessional behavior is egregious, it could result in the student's being immediately suspended or dismissed from the program for cause.

Keith & Associates Central Arkansas Dietetic (KACAD) Program

The student may request a hearing that will be held within three business days. If the student is dissatisfied with the program director response, they may appeal the decision to Ryan Keith, General Counsel, by emailing ryan@thekeithlawfirm.com or by calling 918-574-8500. Disciplinary memos are cumulative. If a student accumulates three or more disciplinary memos, he or she may be asked to resign or may be dismissed from the program.

The Keith & Associates Central Arkansas Dietetic (KACAD) Program has admission criteria that guide the program in choosing students who are likely to succeed. It is our intent that every student will graduate and pass the Registration Examination for Registered Dietitian Nutritionists offered by the Commission on Dietetic Registration. However, if a student cannot pass the academic coursework, assignments, or attain satisfactory weekly performance scores, even after remediation, he or she will be dismissed from the KACAD Program and directed into a career path more appropriate to their abilities.

Notice of a student's cancellation of the KACAD Program must be made in writing to the KACAD Program Director, 115 W. 3rd Street, Suite 802, Tulsa, OK 74103, or an additional fee of \$25.00 will be deducted from the student's refund. This refund policy applies regardless of the circumstances of the student's cancellation whether cancellation is made by the student or the KACAD Program.

A student who officially withdraws from the University may be entitled to a partial refund or adjustment of fees if the withdrawal is completed within the refund period approved for the term or part of term. <https://uca.edu/studentaccounts/refund/> Students receiving Title IV financial aid funds will have those funds adjusted according to the Federal Regulations governing these funds. Contact the Financial Aid office (450-3140) for information about the Title IV funds regulations.

INSURANCE REQUIREMENTS

The KACAD program carries professional liability insurance for the student. The student is required to carry and provide proof of **health and accident insurance**. If the student will be driving during the program, he or she is also required to carry auto insurance and have a valid driver's license. If facilities require additional insurance, the student will be charged.

ACCIDENTS, INJURY, AND ILLNESS

Facilities used for SEL may provide medical care in the case of an emergency. Students are required to always carry health insurance. Costs related to medical care are the responsibility of the student. Students are to immediately report any accident, regardless of how minor and regardless of whether injury was experienced, to both the respective preceptor and the program director. The student is to be familiar with the accident/injury policy of each facility/site so that appropriate procedures can be followed should an accident or injury occur. If the student becomes ill while at the site, he or she should contact the preceptor to let him or her know that the student is leaving. All missed hours must be made up later.

TRAVEL, SAFETY, LIABILITY AND HOUSING

It is the student's responsibility to provide transportation and assume the costs of travel. Students are liable for their own safety in traveling to and from assigned areas. It is a requirement that the student have a safe and reliable mode of transportation to ensure safe and timely arrival at the practice setting at the designated times. Students are responsible for furnishing their own housing. Students will have housing/meal expenses for four days when required to be in Tulsa for orientation.

DRUG TESTING, CRIMINAL BACKGROUND CHECKS, REQUIRED DOCUMENTATION

KACAD students must fulfill certain obligations required by the program. The enrollment form and information form on the following pages are sent immediately after matching. KACAD will complete a background and drug check for each student prior to start of rotations at professional work sites.

COMPENSATION POLICY

Students are not paid compensation by KACAD. If the facility has a policy to pay students a stipend, students must inform the director for approval.

In accordance with ACEND standards, **students doing supervised experiential learning at external sites must not be used to replace employees.** A student who believes they are being used to replace a regular employee must immediately contact the dietetic program director who will investigate the issue.

EQUAL OPPORTUNITY POLICY

The Keith & Associates Distance Dietetic Program is fully committed to the principle of providing equality of treatment and opportunity to all persons. We strive to create an environment that is appreciative and respectful of the diversity of students, preceptors, and the communities they serve. KACAD policy prohibits discrimination in educational services based on race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation, except where such a distinction is required by law.

PROTECTION OF PRIVACY OF INFORMATION POLICY

Students are afforded privacy relating to anything of a personal nature whether written or stated by faculty, staff, and preceptors. Students may access their own files at any time. KACAD personnel and UCA faculty associated with the program may also access student files.

ACCESS TO PERSONAL FILES POLICY

Students may have access to their own student file at any time. Make a request in writing by email to KACAD@consultingdietitians.com.

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

Students are required to join the Academy of Nutrition and Dietetics. Annual student membership fee is \$58 and will automatically confer membership in the state dietetic association where they reside. To promote local networking, students are also encouraged to join district dietetic associations (an additional fee may apply). There are no available student dietetic association groups for online students enrolled through the University of Central Arkansas.

Students are required to attend one or more professional meetings during the program. They are encouraged to attend the Academy of Nutrition and Dietetics annual Food and Nutrition Conference and Expo (FNCE) which is held in the fall of each year. A state conference or district meeting near their local area is also acceptable if they are unable to travel to FNCE. Students are also encouraged to attend a community meeting held sometime during the program. Examples include a city council meeting, a diabetes support group, an interprofessional education session or a Head Start parents meeting.

TECHNOLOGY POLICY AND REQUIREMENTS

KACAD expects graduates to be highly proficient in use of the computer. During the program, students will become skilled in using a password protected web-based computer system. All assignments will require use of the computer. Students are expected to clock in and out with a daily time log, complete assignments and upload them via an online portal. Each assignment has an online rubric, and the preceptor will evaluate student work using the portal. Students will also be completing surveys and self-evaluations. The program creates an account for each student with demographic data.

Required Equipment and Software

Students are responsible for having the following items:

- Email account (preferably with student name in it)
- Working laptop or computer
 - Google's Chrome OS is inadequate for program documents
- High speed Internet connection
- Access to webcam, microphone & speakers for videoconference meetings
- Printer
- Scanner
- Required software: Microsoft Office 2010 or later (Word, Excel, PowerPoint)

HAZARDOUS WEATHER POLICY

Since all UCA didactic courses take place online, closing due to hazardous weather will not be an issue. However, if a student is impacted by lack of power or Internet service, they should ask the instructor for an extension to turn in required assignments.

Students may be involved in patient care activities in hospitals and clinics at the time a weather closing occurs. Students are expected to mirror preceptors in attendance. If the facility is open and the student is assigned to be there, he or she is expected to report for duty and complete tasks as assigned. Under no condition should students abruptly leave clinical facilities as this may compromise the care of patients and leave a poor impression with the clinical staff of the facility. In the event the student cannot get to the site, he or she must do the following:

- Call the preceptor (do not email). On the first day at the site, you should ask for a number at which to call them.
- Call KACAD program to let them know you have called the preceptor and received approval to either be absent or come in late.
- Let KACAD know whether you want to take a personal day or what the plan will be to make up the hours if you will be late or have an approved absence.

If the clinical or community facility or school in which the student is working closes, the student must contact the program director immediately for instructions regarding alternate clinical education activities (going to a different site) or making up missed time. If the student fails to report to their location because of hazardous weather, the absence will not be excused. The student is required to contact the preceptor and the program director.

DRESS CODE

Professional clothing as defined by the preceptor is always required. Shoes must be closed toe. In food production and serving areas, students must wear hair restraints, non-slip shoes and minimal jewelry. If the preceptor does not consider the student's attire appropriate, the student should be sent home. The time must be made up at the convenience of the preceptor. During orientation, a PowerPoint presentation outlining expected dress with visual examples will be presented. The slides are available to applicants upon request – contact the program director at KACAD@consultingdietitians.com.

REASONABLE ACCOMMODATIONS ON THE BASIS OF DISABILITY

Individuals with documented Americans with Disabilities Act (ADA) physical, sensory, emotional, or medical impairments may be eligible for reasonable accommodations. Submit written documentation and specific request for accommodation to the program director.

COMPLAINTS (GRIEVANCE POLICY)

The KACAD Program is a partnership between the University of Central Arkansas and Keith & Associates. K&A has primary responsibility for supervised experiential learning and UCA has primary responsibility for delivering the academic coursework. Both partners are dedicated to resolving any complaints brought by students or preceptors.

If a student or a preceptor has a complaint regarding a required assignment, event, or staff member associated with supervised experiential learning, the student or preceptor may report the complaint to various people depending upon their comfort level regarding the complaint. If the student or preceptor feels comfortable taking the complaint to the KACAD Program Director, the director would handle the complaint. If the complaint is regarding the Program Director, and the student or preceptor does not feel comfortable disclosing the complaint to the Director, or the complaint was not satisfactorily resolved, they have recourse to appeal a complaint without retaliation. For complaints the unresolved by the program director, students should contact Ryan Keith, Keith & Associates General Counsel by emailing Ryan@thekeithlawfirm.com or by calling 918-574-8500.

If a student or preceptor has a complaint regarding a required UCA class, event, or staff member, the student or preceptor may report the complaint to various people depending upon their comfort level regarding the complaint. If comfortable, the first person to contact would be the academic program coordinator at UCA. However, if the student does not feel comfortable in disclosing the issue to the program coordinator, they should report the complaint to the Nutrition and Family Sciences department chair. If the student is not comfortable taking the grievance to any of the aforementioned individuals, the student may elect to resolve the matter with the Dean of the College of Health & Behavioral Sciences and/or Dean of Students. The next level after the dean is the Provost. If the student does not consider the grievance to have been satisfactorily resolved, he/she may submit in writing a full statement of his/her grievance with appropriate documentation (including statement of grievance, prior actions and recommendations, action the student is seeking, and other pertinent information). The procedure for filing academic grievance will be followed as outlined in the Student Academic Integrity and Appeals policy located at <http://uca.edu/registrar/adjustments-and-appeals-committee-web-form/>.

According to the UCA handbook located on the UCA website at [UCA Student Handbook — Division of Student Services](#), students will follow the UCA policies and procedures for academic performance. It is expected the student will seek to resolve the problem by conferring with the instructor involved. If the student is uncomfortable taking the grievance to the instructor, it is recommended the student take the grievance to the Department Chair of NFS. If the student is not comfortable taking the grievance to any of the aforementioned individuals, the student may elect to resolve the matter with the Dean of the College of Health & Behavioral Sciences and/or Dean of Students. The next level after the Dean is the Provost. If the student does not consider the grievance to have been satisfactorily resolved, he/ she may submit in writing a full statement of the grievance with appropriate documentation.

The policy for grade appeals at UCA is detailed in section [18] of the [UCA Graduate Bulletin – General Requirements for Graduate Study](#).

Students and preceptors will not be retaliated against for reporting a complaint. The Program and Department follow university policy in handling complaints against the Program or staff of the Program. If the student has an unresolved concern related to the Program, the ACEND staff can be contacted at acend@eatright.org; 312.899.0040, ext. 5400; 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995. ACEND only reviews

complaints related to program non-compliance with ACEND accreditation Standards. For example, ACEND would not be involved with issues related to grade disputes.

Both the Program and the University maintain a record of written student complaints for a period of seven years, including the resolution of complaints.

ACCESS TO SUPPORT SERVICES

KACAD does not provide access to support services such as counseling and testing, health services or financial aid for SEL rotations. These support services are available for academic coursework through our partner institution the University of Central Arkansas.

LEAVE OF ABSENCE POLICY

A student may submit a written request to KACAD for a leave of absence from SEL rotations for a medical, personal, or family emergency. This only applies to SEL practicums. When the need for leave has been established, the student (or designee if student is unable) is required to maintain weekly contact with the KACAD program director. If the leave is due to a medical reason, the student will be required to provide documentation from a physician that the student is able to return to the program. In the event a preceptor is unavailable to continue working with the student upon return, the program director will work with the student to make a reasonable effort to find an alternate preceptor and/or facility so that the program can be completed within a timely manner. Duration of approved leave of absence is limited to a total of 6 months. Approved leave time is not counted toward payments due for extension of program.

For all UCA academic coursework, students must follow the Leave of Absence policy in section [14] of the [Graduate Bulletin – General Requirements for Graduate Study](#).

EXTENSION OF PROGRAM POLICY

Expected program completion is 15 months. Additional SEL tuition of \$700 per month will be assessed after 22 months if a student fails to complete program requirements for any reason other than an approved leave of absence. An appeal for exceptional circumstances will be considered on an individual basis. Decision of the program is final.

GRADUATION, PROGRAM COMPLETION AND VERIFICATION STATEMENTS

Students must satisfactorily complete all requirements to earn the Master of Science in Dietetics and Nutrition Therapy degree. To receive a verification statement, students must:

- 1) Completion of the MS in Dietetics and Nutrition Therapy from the University of Central Arkansas. The requirements are:
 - Completion of a minimum of 1036 hours of supervised experiential learning including the KACAD assignments with ACEND competency-based learning requirements
 - Completion of weekly summary sheet for rotations
 - Completion of SEL assignment evaluations by preceptors

Keith & Associates Central Arkansas Dietetic (KACAD) Program

- Completion of student rotation evaluations
- Satisfactory completion of exit interview with the program director
- Verification that all equipment, manuals, kits, and promotional materials have been returned in proper condition and working order
- Attendance at all seminars, workshops, committee meetings, conferences as required by the program director
- Satisfactory completion of graduate coursework

2) Student must submit to KACAD an official transcript with the graduate degree and date posted on it

- Complete a minimum of 1036 SEL hours with a minimum of 808 hours being in professional work settings
- Finish all assignments in the curriculum and submit preceptor evaluations (this must be done before the student leaves the rotation site)
- Meet each ACEND required competency for Registered Dietitian Nutritionists one or more times
- Pass the KACAD final exam
- Have a zero financial balance
- Submit an official University of Central Arkansas transcript with the MS degree posted on it. Note: it often takes four to six weeks for the university to post the degree to the official transcript.

When all requirements are completed, the KACAD program director will within one week submit the required documentation to the [Commission on Dietetic Registration](#) (CDR) Eligibility Processing System. More information about the eligibility application process can be found by selecting [Dietetics Program Students and Graduates](#) on the CDR website. CDR approves the submission within a week and then graduate will receive an email from Pearson Vue detailing the procedure to schedule the RDN Exam. Cost is \$200. In the event a graduate fails the RDN exam on the first try, they will need to visit the [Exam Reauthorization](#) section on the CDR website. They must wait a minimum of 45 days before retesting.

ASSIGNMENTS, GRADING SYSTEM, DIETETIC REGISTRATION AND STATE LICENSURE

Each SEL rotation includes curricular assignments that are designed to meet specific performance indicators and competencies set by Accreditation Council for Education in Nutrition and Dietetics (ACEND). When a student completes the entire curriculum satisfactorily and receives the MS degree from the University of Central Arkansas, KACAD will issue the verification statement that qualifies graduates to sit for the national registry exam for dietitian nutritionists that is administered by the Commission on Dietetic Registration (CDR). In addition, some states have licensure requirements for dietitians who desire to practice there. As part of the public policy assignment in the boot camp assignment, students will review the state licensure information on the CDR website at www.cdrnet.org. They should review it again after graduation for the state in which they will reside.

Students will receive SEL course syllabi with instructions for completing each assignment and an evaluation rubric. An overview of rotations with assignments are listed in the summary sheet on the next page.

PRACTICUM SUMMARY AND COURSE OUTLINE

FOODSERVICE PRACTICUM (3 credits)

- 40 hours Alternate SEL
- 200 hours SEL in Professional Work Settings

Productivity and Sustainability Case Study (Alt SEL)
Menu Mix, Food Costs and Descending Dollar Report (Alt SEL)
Employee Training
Menu Development
Recipe Development
Theme Meal/Mini Business Plan
Foodservice Meal Quality Assessment
Safety and Sanitation
Emergency Planning, Purchasing & Inventory
Nutrition Services Management

ORIENTATION IN TULSA: 20 hours Alternate SEL during 4-day session in Tulsa, OK

Communication Skills Practice (AIDET & I SBAR)
Required Training (HIPAA, Fire Safety, TB, COVID-19, Standard Precautions)
Diversity & Inclusion Skills Training
Community & Public Health Training
Clinical Skills Training (IDDSI, bedside swallow exam, blood pressure, finger stick blood sugar)
Foodservice Calculations Training
Society of Human Resource Management Role Plays
WIC Counseling Role Plays
Ethics, Standards of Practice, Standards of Professional Performance
Commission on Dietetic Registration Professional Development Portfolio
Coding and Billing Case Study
Public Policy Take Action

COMMUNITY PRACTICUM (1 credit): 128 hours SEL in Professional Work Settings

Community Needs Assessment
Program Development and Implementation
Group Teaching and Curriculum Development
Client Education Material

CLINICAL I PRACTICUM (2 credits): 116 hours Alternate SEL

Nutrition Care Process and EHRGo Case Studies
Nutrition Presentation Skills Practice
Disease-Specific Diagnosis and Treatment Summaries
Clinical Terminology Review and Application Sheets
Enteral Skills Practice
Parenteral Skills Practice
Coding & Billing
Public Policy
Nutrition Presentation Skills Practice (Mini PowerPoint Presentation)

CLINICAL II PRACTICUM II (4 credits): 320 hours SEL in Professional Work Settings

Nutrition Topic Report
Nutrition Focused Physical Exam
Clinical Skills 1 and SMART Goals
Case Study Report
Oral Case Presentation
Clinical Skills 2

ENTREPRENEURSHIP PRACTICUM (2 credits)

- Concurrent enrollment required in NUTR 6314 Business and Entrepreneurship in the Nutrition Profession (3 credits)
- 40 hours Alt SEL
- 160 hours SEL in Professional Work Setting

Review a Business Plan
Review Business Websites
Social Media
Advanced Business Plan
Develop a Business Website

A **sample evaluation rubric** for a supervised experiential learning assignment is given below.

Sanitation and Safety Evaluation Rubric

Competencies

1.3 Applies knowledge of microbiology and food safety.

1.12 Demonstrates knowledge of and is able to manage food preparation techniques.

3.1 Directs the production and distribution of quantity and quality food products.

3.3 Applies principles of food safety and sanitation to the storage, production, and service of food.

Performance Indicators	Exceed Expectations			Met Expectations			Below Expectations			Rationale for Scoring
1.3.1 Applies food safety principles of microbiological food spoilage and strategies for controlling microbial growth.	9	8	7	6	5	4	3	2	1	
1.3.2 Implements key principles and practices to make foods safe for consumption at all stages during the flow of food.	9	8	7	6	5	4	3	2	1	
1.12.1 Demonstrates understanding of safe work habits and safety hazards and employs preventive safety measures.	9	8	7	6	5	4	3	2	1	
3.1.7 Establishes a culture that is ethical and free of safety and health hazards.	9	8	7	6	5	4	3	2	1	
3.3.1 Maintains currency in and follows applicable legislation and guidelines.	9	8	7	6	5	4	3	2	1	

Points toward course grade for the sanitation and safety assignment: 50 (see grading scale and corresponding practicum letter grades on page 19).

NAMES AND TITLES OF CONTROLLING OWNERS AND OFFICIALS KEITH & ASSOCIATES

Name	Title
Sandra Keith	President
Ryan Keith	General Counsel
Andrea Reser	KACAD Program Director
Sara Hallgren-Tillery	Associate Director
Patti Landers	Faculty Instructor and Emeritus Director

ABOUT KEITH & ASSOCIATES

Sandra Keith, MPH, RD, LD started the Keith & Associates consulting company in 1996. It has grown to include over 15 associate dietitians who work at K & A Nutrition providing nutrition services to more than 275 nursing homes, hospices, assisted living facilities, hospitals, Head Start programs, dialysis centers, group homes, schools, job corps, industry sites and prisons as well as Oklahoma Department of Human Services clients with developmental disabilities. In addition to nutrition consulting, the firm has expanded to include multiple other entrepreneurial endeavors including durable medical equipment supplies, pharmacy, security firm, and hotel. In 2017 the company launched Keith & Associates Distance Dietetic Program (KADDI), which maintains accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

APPENDIX

- Enrollment Agreement
- Information Form
- Facility Form
- Preceptor Form

ENROLLMENT AGREEMENT

Effective Date November 11, 2022

Name of School: Keith & Associates – Central Arkansas Dietetic Program (KACAD)

Address: 115 W. 3rd Street, Suite 800, Tulsa, OK 74103

Telephone: (918) 574-8598

Fax: (918) 585-3047

Student Name: _____

Student Address: _____

Student Phone No: _____

Student Emergency Contact: _____

Student Emergency Contact Phone No: _____

Title of Course: Dietetic Program Verification Statement Certificate

Total number of contact hours in Program: 1000 supervised practice hours

Total tuition and cost of Program: \$10,895

June Start Date Payment Schedule

	Amount Due	Date Due	Date Paid:
Program acceptance	\$895	Feb 15	_____
Summer 1 Payment	\$2,500	June 15	_____
Fall Payment	\$2,500	Sept 15	_____
Spring Payment	\$2,500	Feb 15	_____
Summer 2 Payment	\$2,500	June 15	_____

January Start Date Payment Schedule

	Amount Due	Date Due	Date Paid:
Program acceptance	\$895	Dec 1	_____
Spring 1 Payment	\$2,500	Feb 15	_____
Summer Payment	\$2,500	June 15	_____
Fall Payment	\$2,500	Sept 15	_____
Spring 2 Payment	\$2,500	Feb 15	_____

Keith & Associates Central Arkansas Dietetic (KACAD) Program

*Nonrefundable deposit is due when the appointment is accepted (by June 15). It will be applied to the total tuition due (\$10,895). It will be refunded if the student cancels within three days of accepting the appointment.

Amount	Expense
\$55	Drug screen
\$70	Background check
\$770	On-boarding expenses (administrative time for immunizations, background check, arranging drug screen, collecting documents, executing affiliation agreements, etc.)
<hr/>	
\$895	TOTAL deposit non-refundable after the 3-day cancellation period)

All refunds for academic coursework completed through the University of Central Arkansas will need to be completed according to the policies and procedures outlined in the UCA handbook, page 81 found on the website at [UCA Student Handbook — Division of Student Services](#).

STUDENT RETENTION, TERMINATION, AND REFUND POLICY

The Keith & Associates Central Arkansas Dietetic Program (KACAD) has admission criteria that guide in choosing students who are likely to succeed in completing the KACAD Program. It is our intent that every student will graduate and pass the Registration Examination for Registered Dietitian Nutritionists offered by the Commission on Dietetic Registration. However, if a student cannot pass the assignments, or attain satisfactory weekly performance scores, even after remediation, he or she will be dismissed from the KACAD Program and directed into a career path more appropriate to his or her abilities.

Any student who has professional or ethical behavior failures, as determined at the sole discretion of the KACAD Program, will be dismissed from the KACAD Program.

Any student who is dismissed from graduate school at the University of Central Arkansas will also be dismissed from KACAD.

Notice of a student's cancellation of the KACAD Program must be made in writing to Patti Landers, Program Director, 115 W. 3rd Street, Suite 802, Tulsa, OK 74103, or an additional fee of \$25.00 will be deducted from the student's refund. This refund policy applies regardless of the circumstances of the student's cancellation whether cancellation is made by the student or the KACAD Program.

Refund of tuition or fees for KACAD SEL activities is time-driven according to minimum regulatory standards. A full refund of KACAD tuition and fees will be provided to the student if cancellation is made within three (3) days of signing the Enrollment Agreement and the making of any payment. No refund of tuition and fees will be provided to the student if cancellation is made once a student has completed Fifty (50%) percent of the KACAD Program. There are other refund levels in between. All refunds are subject to and will be in compliance with O.A.C. 565:10-11-3. All refunds for academic coursework completed through the University of Central Arkansas will need to be completed according to the policies and procedures outlined in the UCA handbook found on the website at [UCA Student Handbook — Division of Student Services](#).

LAW AND VENUE

This agreement is governed by and construed under the law of the State of Oklahoma. All disputes shall be resolved exclusively in State or Federal Court in Tulsa County, Oklahoma.

In the event a dispute arises out of or in connection with this agreement, the parties will attempt to resolve the dispute through friendly consultation. If the dispute is not resolved within a period of thirty (30) days then any or all outstanding issues may be submitted to mediation in Tulsa County, Oklahoma in accordance with any statutory rules of mediation. If mediation is not successful in resolving the entire dispute, the parties may then resort to arbitration, litigation, or another dispute resolution procedure.

PROGRAM COMPLETION AND VERIFICATION STATEMENT

Upon successful completion of the entire KACAD Program a student will receive a signed Accreditation Council for Education in Nutrition and Dietetics verification statement enabling them to sit for the Commission on Dietetic Registration national registry exam. To graduate and receive a verification statement, students must:

- 2) Submit an official transcript from the University of Central Arkansas with the Master in Dietetics and Nutrition Therapy degree date awarded posted on it
- 3) Complete a minimum of 1036 hours
- 4) Finish all assignments in the curriculum
- 5) Meet each ACEND competency one or more times
- 6) Have a zero financial balance

HOLDER IN DUE COURSE RULE

Any holder in due course, as defined by U.C.C. § 3-302, of this consumer credit contract is subject to all claims and defenses, as provided in U.C.C. § 3-305, which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

GENERAL DISCLAIMERS

It is understood that if you list the program director and/or any other persons affiliated with the KACAD program as references for employment, the reference given will be honest as to the student's performance throughout the program whether in favor of the student or not.

Students are responsible for finding and suggesting their own preceptors. The KACAD program will screen all preceptors and sites to ensure they meet minimum qualifications, demonstrate required credentials and knowledge about the specific area of expertise related to dietetics. However, KACAD will not be responsible or liable for the actions, personal opinions or public relation skills of the facility or of the preceptor.

The student acknowledges that he/she has received, read, understands, and abides by the information presented in the KACAD Student Handbook.

STUDENT ATTESTATION

I HAVE READ AND UNDERSTAND THIS AGREEMENT

Print Name

Signature

Date

SCHOOL OFFICIAL SIGNATURE

Andrea Reser, MS, RDN, LD
KACAD Program Director

Date

KEITH & ASSOCIATES CENTRAL ARKANSAS DIETETIC PROGRAM INFORMATION FORM

Please complete the form below, scan and return the first page with your signed Enrollment Agreement and the first SEL KACAD tuition payment of \$895. KACAD will then order the required drug test and background check. Mail tuition checks to:

Keith & Associates Central Arkansas Dietetic Program
115 W. 3rd Street, Suite 802
Tulsa, OK 74103

KACAD accepts electronic transfers with no additional charge. We accept credit cards, but there will be an additional 3.5% charge for the credit card payment. To pay by electronic transfers or credit card, please call the KACAD office at 918-574-8598.

Printed Name

	_____	_____	_____	_____
	Last	First	Middle	Maiden
Street	_____		Social Security #	_____
Apt or Suite	_____		Date of Birth	_____
City	_____		Phone number	_____
State	_____			
Zip Code	_____			

Email address (please use an email address you expect to have for a long time – many school emails are discontinued six months after graduation)

KACAD collects the following data that the program is required to include in the ACEND annual report.

Gender: male or female

Race: (per US Census Bureau). Please circle one race.

White	Black	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander
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Are you Hispanic of any race? _____

I prefer not to disclose the information listed above.

Signature _____ Date _____

KEITH & ASSOCIATES CENTRAL ARKANSAS DIETETIC PROGRAM INFORMATION FORM

KACAD students must fulfill the following obligations and return to KACAD@consultingdietitians.com by June 15 (summer term).

Due Date	Requirement
	Submit to a full background check , criminal history, sexual predatory registry verification, 10-panel drug screen (KACAD pays for this)
	Have a physical examination by a medical professional who provides written statement that the student is in general good health and can complete a program (you pay for this)
	Possess a valid American Heart Association Basic Life Support (BLS) card. It must not expire prior to the end of your program. The Red Cross BLS card is NOT accepted
	<p>By June 15 of summer prior to beginning external rotations, students must submit proof of full vaccination coverage as recommended by the Centers for Disease Control and Prevention http://www.cdc.gov/vaccines/schedules/hcp/index.html (you pay for immunizations). The following are required:</p> <ul style="list-style-type: none"> • MMR (rubeola, mumps, rubella): 2 vaccines or serological testing to demonstrate immunity • Varicella: 2 vaccines or serological testing to demonstrate immunity • Hepatitis B: documentation of immunization (series of three doses) or documentation of titer • TB skin test: negative purified protein derivative (PPD) every year. If there has been a positive PPD history: a chest x-ray within the last 12 months is required • Pertussis: Tdap required • COVID-19: complete series of any vaccine approved by US Food and Drug Administration • Influenza: vaccine for current season required after August 1 <p>NOTE: some facilities may require additional screenings such as more in-depth background check, fingerprinting, drug test, etc.</p>
	Possess a legal driver's license and auto insurance if you will be driving
	Provide a copy of the card showing proof of health insurance (this is your expense)
	Complete all paperwork as required for placement in supervised placement facilities



FACILITY FORM



Intern Name:			
Facility Name:			
Street:			
City, State, Zip			
If facility has an affiliation agreement with KACAD, please STOP here.			
Website:			
Printed name of contact for affiliation contract:			
Phone:		FAX:	
Email (print):			
Printed name of person completing this form:			
Email of person completing this form:			
Phone for person completing this form:			
Which rotation(s) will be done at this facility (circle all that apply below)			
Clinical <i>Preceptor must be RDN 320hrs (KACAD), 352 hrs (KADDI) (one or two sites)</i>	Foodservice <i>RDN not required for preceptor 220hrs (KACAD), 224hrs (KADDI) (one site)</i>	Community <i>RDN not required for preceptor 128 hours required (one site)</i>	Entrepreneurship <i>RDN not required for preceptor 160 hours (one site)</i>
Type facility ___ acute care ___ skilled nursing home ___ rehabilitation center ___ dialysis* ___ clinic* <i>*Maximum 160 hours spent in outpatient settings</i> Conditions ___ overweight/obesity ___ diabetes / endocrine ___ cancer ___ cardiovascular ___ malnutrition ___ gastrointestinal ___ renal ___ respiratory ___ other _____ Assignments <ul style="list-style-type: none"> • Case study report and oral presentation • Nutrition skills I & II • Nutrition-focused physical exam 	Type facility ___ school ___ acute care ___ rehab / long-term care ___ other _____ Type operation ___ conventional ___ cook-chill ___ room-service ___ commissary ___ other: Number of employees/FTEs _____ meals served daily (minimum of 60/day) Assignments <ul style="list-style-type: none"> • Recipe development • Menu development • Theme meal • Safety and sanitation • Employee training • Research/productivity improvement project 	Type facility ___ school ___ WIC ___ public health ___ Coop Extension ___ SNAP education ___ Head Start ___ senior nutrition ___ employee wellness ___ outpatient clinic Assignments <ul style="list-style-type: none"> • Group teaching • Nutrition education / counseling • Client education material • Community Needs Assessment 	Type of business Assignments <ul style="list-style-type: none"> • Write business plan • Develop website • Use social media <i>This rotation may be arranged after admission to the program.</i>
For questions, contact the information director at KADDI@consultingdietitians.com or 918-574-8598			



PRECEPTOR FORM



Intern/Student name (last, first)			
Preceptor printed name (last, first)			
Preceptor printed email:			
Preceptor daytime phone:		Alternate phone:	
Employer/Company Name			
Employer address			
City, State, Zip			
Years worked for this employer:		Hours per Week	
Are you related to the intern, even by marriage?	No	Yes	If Yes, what is relationship?
If you have previously been a preceptor for KADDI, please STOP here.			
Are you a Registered Dietitian or Dietetic Technician Registered?		Circle yes or no →	Yes No
Please attach a copy of your CDR card or complete the information so KADDI can download the credential verification for you. →→→		Registration #	
		State of Residence	
Has the preceptor previously supervised students/interns? (yes or no)			
Mark rotation(s) for this preceptor and facility: (delete or cross out those that do not apply)			
Clinical	Foodservice	Community	Business & Entrepreneurship
I understand that my responsibilities as a preceptor include: <ul style="list-style-type: none"> • Work with the intern to schedule learning experiences • Orient the intern to the facility and rotation • Mentor the intern and provide daily supervised learning experiences (may delegate this task) • Complete weekly (FT interns) or bi-weekly (PT interns) performance summary (may delegate this task) • Review the curriculum assignments as the intern completes them and evaluate the intern performance (submit to program via online portal or on paper copy) • Be familiar with and abide by KADDI dietetic internship policies and procedures (handbook provided) • Act as the point of contact for the KADDI faculty and staff. Contact the program director if there are concerns about the intern). 			
Printed Name →			
Signature →		Date →	
For questions, contact the information director at KADDI@consultingdietitians.com or 918-574-8598			