August 29, 2017

Dear Student:

Welcome to the Dietetic Program at Cincinnati State Technical and Community College. I am pleased you have chosen a career in foods and nutrition. Dietetic careers offer an interesting blended career path that includes: nutrition and medical nutrition therapy, food service management, sanitation and human resources management. Our graduates work in a variety of work settings including: acute care hospitals, long-term care facilities, schools, community agencies and government funded programs.

Our dietetic programs reside in the Business Division under the Hospitality cluster and are a part of the Midwest Culinary Institute. Although the Dietetic Technology programs at Cincinnati State were historically located under the Division of Health and Public Safety (HPS) they still share a co-listing under the HPS. This co-listing is maintained to help facilitate the supervised practice component of dietetic education, which is a requirement for dietetic technician and dietary manager students.

This handbook contains materials regarding policies relating to the Dietetic Technology Programs. It is meant to assist you and provide guidance from entrance to graduation. This handbook is not however inclusive and is designed to supplement the Cincinnati State Technical and Community College Catalog.

Students are held accountable for what is contained within this handbook, which covers academic, clinical and general policies and procedures. These will be used if you experience academic difficulty or if a violation of policy occurs. You are also responsible for polices and procedures found in any other official College publication, and will not be excused from the requirements, regulations, and deadlines set for in these publications. Information in this handbook is subject to change as the College deems advisable with regards to tuition and fees; rescheduling or modifying any course, program of study; or change in policies. Changes that affect your specific program will be communicated as is possible throughout the program.

Best of luck in your studies as you prepare for a career in dietetics, foods and nutrition. Should you have any questions about College policies, please don’t hesitate to phone me at 513-569-1479 or email at Candice.jones@cincinnatistate.edu.

Sincerely,

Program Chair, Dietetics Technology
Business Division
# Table of Contents

**STUDENT HANDBOOK**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>2</td>
</tr>
<tr>
<td>Faculty</td>
<td>6</td>
</tr>
<tr>
<td>Mission and Vision for Cincinnati State</td>
<td>8</td>
</tr>
<tr>
<td>Vision for a Business Technology Division Graduate</td>
<td>8</td>
</tr>
<tr>
<td>Program Offered</td>
<td>9</td>
</tr>
<tr>
<td>Dietetic Technician and Dietary Manager Program Mission and Goals</td>
<td>10</td>
</tr>
<tr>
<td><strong>Dietetic Technician (DT) Associate of Applied Science</strong></td>
<td>12</td>
</tr>
<tr>
<td>Pathway to Becoming a DTR</td>
<td>13</td>
</tr>
<tr>
<td>Program Cost</td>
<td>14</td>
</tr>
<tr>
<td>Curriculum Information</td>
<td>15</td>
</tr>
<tr>
<td>Supervised Practice and Practicums</td>
<td>15</td>
</tr>
<tr>
<td>Contract</td>
<td>16</td>
</tr>
<tr>
<td>Curriculum</td>
<td>18</td>
</tr>
<tr>
<td>Summary Supervised Practice Hours / Division Requirements</td>
<td>19</td>
</tr>
<tr>
<td>Core Knowledge &amp; Competencies for DT</td>
<td>20</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>23</td>
</tr>
<tr>
<td>Assessment of Prior Learning</td>
<td>26</td>
</tr>
<tr>
<td>Registration Examination</td>
<td>26</td>
</tr>
<tr>
<td>Verification Statement</td>
<td>27</td>
</tr>
<tr>
<td>Accreditation Status</td>
<td>27</td>
</tr>
<tr>
<td><strong>Dietary Manager Certificate (DMC)</strong></td>
<td>28</td>
</tr>
<tr>
<td>Pathway to Becoming a CDM</td>
<td>28</td>
</tr>
<tr>
<td>Pathway for Culinary Arts Graduates</td>
<td>29</td>
</tr>
<tr>
<td>Program Cost</td>
<td>30</td>
</tr>
<tr>
<td>Curriculum Information</td>
<td>30</td>
</tr>
<tr>
<td>Supervised Practice and Practicums</td>
<td>31</td>
</tr>
<tr>
<td>Contract</td>
<td>32</td>
</tr>
<tr>
<td>Curriculum</td>
<td>33</td>
</tr>
<tr>
<td>Summary Supervised Practice Hours / Division Requirements</td>
<td>34</td>
</tr>
<tr>
<td>Code of Ethics for the CDM</td>
<td>35</td>
</tr>
<tr>
<td>Program Measures for the DM</td>
<td>37</td>
</tr>
<tr>
<td>Waiver for the Non-Nutritional Portion of DM Training</td>
<td>39</td>
</tr>
<tr>
<td>Certification Exam for Dietary Manager</td>
<td>39</td>
</tr>
<tr>
<td>Accreditation Status</td>
<td>40</td>
</tr>
<tr>
<td><strong>Pre-Nutrition Science Associates of Science (PNS)</strong></td>
<td>40</td>
</tr>
<tr>
<td>Pathway to Becoming a Registered Dietitian</td>
<td>41</td>
</tr>
<tr>
<td>Program Cost</td>
<td>42</td>
</tr>
<tr>
<td>Contract</td>
<td>43</td>
</tr>
<tr>
<td>Curriculum</td>
<td>45</td>
</tr>
<tr>
<td>Summary Supervised Practice Hours / Division Requirements</td>
<td>46</td>
</tr>
<tr>
<td>Dietetic Technology Advisory Committee</td>
<td>47</td>
</tr>
<tr>
<td><strong>Supervised Practice Policies</strong></td>
<td>47</td>
</tr>
<tr>
<td>Clinical Assignment Definition</td>
<td>47</td>
</tr>
<tr>
<td>Faculty Approval of Sites for Clinical Assignments</td>
<td>47</td>
</tr>
<tr>
<td>Eligibility for Clinical Assignments</td>
<td>47</td>
</tr>
<tr>
<td>Professional Behavior</td>
<td>48</td>
</tr>
</tbody>
</table>
Appendix

Appendix A Verification Statement
Appendix B Waiver for Dietary Manager Program
Appendix C Health Exam
Appendix D Background Check
Appendix E Culinary Lab Policy
Appendix F Procedure for Complaints about ACEND
Appendix G Procedure for Complaints to ACEND against Program
Appendix H Time Sheet Log
Appendix G Terminology

Documentation

Tear Off Sheet for Receipt of Dietetic Student Handbook
Tear Off Sheet for Drug Screening and Background Check
Tear Off Sheet for Accommodation for Disability
Tear Off Sheet for Waiver for Release of Information
Tear Off Sheet for Waiver for Release of Photos Dietetic Programs
Department Contacts:

Program Chair:  Candice Jones, M.Ed., R.D., L.D., C.D.E.
Office:  Main 330
Phone:  (513) 569-1479
Email:  Candice.jones@cincinnatistate.edu

Adjunct Faculty Member  Diane Dew, R.D., L.D.
Office:  Appointment only
Phone:  (513) 569-1620 leave message
Email:  Diane.dew@cincinnatistate.edu

Adjunct Faculty Member  Letitia Hess, M.S, R.D., L.D.
Office:  Appointment only
Phone:  (513) 569-1620 leave message
Email:  letitia.hess@cincinnatistate.edu

Adjunct Faculty Member  Chris Allgeier, D.T.R.
Office:  Appointment only
Phone:  (513) 569-1620 leave message
Email:  chris.allgeier@cincinnatistate.edu

Adjunct Faculty Member  Barb Peters, R.D., L.D.
Office:  Appointment only
Phone:  (513) 569-1620 leave message
Email:  Barb.peters@cincinnatistate.edu

Adjunct Faculty Member  Laurie Schrand, M.S., R.D., L.D.
Office:  Appointment only
Phone:  (513) 569-1620 leave message
Email:  Laura.schrand@cincinnatistate.edu

Adjunct Faculty Member  Carol Steier, R.D., L.D.
Office:  Appointment only
Phone:  (513) 569-1620 leave message
Email:  carol.steier@cincinnatistate.edu

Adjunct Faculty Member  Alexandria Gray, M.S., R.D., L.D.
Office:  Appointment only
Phone:  (513) 569-1620 leave message
Email:  alexandra.gray@cincinnatistate.edu
**Assistant Deans / Dean of Business Technology:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Associate Dean              | Laura Horn, M.Ed., R.D., L.D.| Office: Main 330
Phone: (513) 569-1630
Email: Laura.horn@cincinnatistate.edu |
| Associate Dean (Interim)    | Alan J. Neace Sr., M.S., C.E.C., A.A.C. | Office: Main 330
Phone: (513) 569-1620
Email: Alan.neace@cincinnatistate.edu |
| Acting Dean                 | Linda Schaffeld             | Office: Main 330
Phone: (513) 569-1455
Email: Linda.Schaffeld@cincinnatistate.edu |
| Administrative Assistance   | Nadine Christman            | Office: Main 330
Phone: (513) 569-1623
Email: Nadine.christman@cincinnatistate.edu |
CINCINNATI STATE TECHNICAL AND COMMUNITY COLLEGE

MISSION

Cincinnati State Technical and Community College provides student focused, accessible, high-quality technical and general education, academic transfer, experiential and cooperative education, and workforce development.

INSTITUTIONAL VALUES

As a College Community….
- We embrace experiential and lifelong learning, personal growth and employability.
- We create and promote a civil and respectful environment.
- We anticipate and effectively respond to changing stakeholder expectations.
- We honor the diversity of people and idea

VISION

Cincinnati State will be the technical and community college of choice in our region, nationally recognized for academic excellence, cooperative education and workforce development.

BUSINESS TECHNOLOGY DIVISION

Our vision is to provide legendary educational experiences:
- that are customer-centered,
- supported by success-based academic standards,
- based on a world-class cooperative education program.

Team Significance

Our Job Description

Our job is to serve students, employers, community and the College by providing legendary educational experience.

If you are not directly involved in providing these experiences, it is your job to serve and support those who do.

In doing so we are all a part of a team that is significant.
In Our Vision:
Describing a Business Technologies Division Graduate

Applied Basic Skills: Work relevant in
   Technical reading
   Technical writing
   Applied mathematics
   Speaking and listening

Personal Qualities of responsibility, self-management, integrity, honesty, and sociability.

Thinking Skills including creativity, reasoning, problem solving, decision-making and visualizing.

Resource Management capabilities including time, money, materials, people.

Interpersonal Skills: Works well in teams, teaches others new skills, works to satisfy customers’ expectations, exercises leadership, negotiates, and works with diversity.

Information Skills:
   Acquires and uses information
   Organizes and maintains information
   Interprets and communicates information
   Uses computers to process information

Understands Systems, improves and designs systems, monitors and corrects performance.

Works with Technology, selects technology, applies technology to a task, maintains and troubleshoots equipment.

Programs Offered:

DIETETIC TECHNOLOGY PROGRAMS
   Dietetic Technician (DT)
   Dietary Manager Certificate (DMC)
   Pre-Nutrition Science (PNS)

This handbook is designed for students enrolled, or interested in enrolling, in the Dietetic Technician, Dietary Manager, and Pre-Nutrition Science. **Enrolled students are responsible for the content of this handbook.** Ask your faculty advisor if you have questions about anything in the handbook.
Cincinnati State
Dietetic Technician and Dietary Manager Programs
Mission and Goals

Mission Statement
The program will provide legendary educational experiences in preparing students for entry into positions involving food, nutrition, foodservice management and dietetics. We promise to:

☑ Be student/customer-centered
☑ Support success based academic standards
☑ Provide world-class clinical and experiential learning
☑ Provide comprehensive academic offerings

Program Goals

Goal 1:
To prepare graduates who are competent for entry-level practice in positions involving food, nutrition, foodservice management and dietetics.

Program Objectives: (Dietetic Technicians)
1. Graduates of the Dietetic Technician program will achieve over a 5-year period, a pass rate of at least 80% on the first attempt on the Dietetic Registration Examination.
2. Within 12 months of graduation from the Dietetic Technician program, 75% of graduates will have passed the Dietetic Technician Registration examination, obtained full or part-time work related to their major, or continued their education by enrolling in a certificate or degree program.
3. At least 80% or greater of employers of Dietetic Technician graduates will rate graduate performance at average or better.

Program Objectives: (Dietary Manager)
1. Graduates of the Dietary Manager program will achieve over a 5-year period, a pass rate of at least 80% on the first attempt of the Dietary Manager Certification Examination.
2. Within 12 months of graduation from the Dietary Manager Certificate program, 75% of graduates will have obtained full or part-time work related to their major or continued their education by enrolling in a certificate or degree program.
3. At least 80% or greater of employers of Dietary Manager graduated will rate graduate performance at average or better.
Goal 2:
Provide a program that is committed to student-centered educational needs and career development.

Program Objectives:
1. Program completion rates will be 60% or greater for degree programs.
2. 80% of graduates from degree programs will rate their faculty and academic advising as satisfied or very satisfied.
3. 80% of graduates from degree programs will rate their satisfaction with clinical or directed practice experience as satisfied or very satisfied.
4. 80% of graduates from degree programs will rate their overall satisfaction with their program of study as satisfied or very satisfied.
5. 80% of graduates from degree programs will agree or strongly agree that their education prepared them to work as a dietetic professional in their chosen field.
6. 80% of graduates from degree programs will agree or strongly agree that continuing education enhances their professional practice.
Dietetics is a profession that is based on science.

Dietetic Technician Registered are trained in food and nutrition and are an integral part of health care and foodservice management teams. They promote optimal health through proper nutrition by providing personalized services to meet clients’ nutritional needs and they are also trained to supervise people who prepare and serve food. Dietetic Technicians work independently or in teams with Register Dietitians in a variety of employment settings including hospitals, nursing care centers, retirement centers schools, food companies, community health programs and research.

Students are required to complete 472 hours of directed practice and practicums during the program. They are also required to complete an additional 31 hours which include professional meetings, and wellness and support programs.

Graduates are prepared to:
- develop, implement and review nutrition care plans
- participate in assessing client’s nutritional status
- monitor food quality and meal acceptance
- design specialized meal plans
- document client care
- counsel clients and families on specific diets
- teach nutrition classes
- monitor quality of food service
- supervise food production
- ensure quality and safety of food service
- develop recipes and design menus
- monitor budget and inventory
Pathway to Becoming a DTR

To become a credentialed Dietetic Technician Registered (DTR) you will need to do the following:

1. You must graduate from an accredited dietetic technician program such as the one in which you are enrolled. At Cincinnati State Technical and Community College you will need to complete all courses in the curriculum. These include general education and technical didactic course work, as well as 472 hours of supervised practice. You must also complete 31 hours to include volunteering, community service, wellness and health promotion, dietetic professional meetings, program support and attendance at a food show. To qualify for graduation you will need to attain a 2.75 grade point average (GPA) or higher in each category. You must obtain at least a “C” grade (2.00) to proceed to another course. Specific information about each course can be found in the College Catalog course description.

2. After graduation, the program chair will complete a verification form and mail you several copies. This is a document that confirms you have completed an accredited dietetic technician program. Future employers may request an original copy during the application process and the Commission on Dietetic Registration (CDR) may need a copy to document you qualify to take the examination.

3. After you have qualified for graduation and received the Associate of Applied Science (A.A.S.) degree, the program chair will submit documentation to CDR stating you are eligible to take the national examination to become a Dietetic Technician Registered (DTR). Several weeks later you will receive an e-mail eligibility confirmation from CDR. CDR will provide candidate information to Pearson VUE, a computer-based testing provider who will then send an electronic application to you. Once your fees have been paid you will receive a confirmation e-mail from Pearson VUE enabling you to schedule your examination within the next year. You will know whether or not you passed immediately.

4. The next step is to maintain the DTR credential. Lifelong learning is a necessary way of life to be a knowledgeable professional. You will need to develop a Professional Portfolio in which you will establish educational goals to guide your continuing education for the next five years. After each five year period you will develop new goals for yourself. As you progress through each five year period you will need to document what you do to achieve your goals.

5. The Dietetic Technician program at Cincinnati State Technical and Community College received initial accreditation 1997, from the formerly Commission on Dietetic Education (CADE). Currently Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the credentialing agency for the Academy of Nutrition and Dietetics (AND). For more information please contact:
6. Upon successful completion of the Dietetic Technician Program, the student is eligible to take the Commission of Dietetics Registration exam for Dietetic Technician Registered. Additional information and access to a handbook for DTR Examination for Dietetic Technicians, refer to the following web site: http://cdrnet.org.

**Cost for the Dietetic Technician Program**


As of September 2015:

<table>
<thead>
<tr>
<th>Item</th>
<th>DT Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition for Ohio resident ($148.64 per credit hour)</td>
<td>$ 10,554</td>
</tr>
<tr>
<td>Tuition for Out-of-state resident ($297.28 per credit hour)</td>
<td>$ 21,107</td>
</tr>
<tr>
<td>Books est.</td>
<td>$ 3,974</td>
</tr>
<tr>
<td>Lab Fees approximately</td>
<td>$ 1,380</td>
</tr>
<tr>
<td>Technology, facility and registration, web fee ($37.50) per semester</td>
<td>$ 660</td>
</tr>
<tr>
<td>Uniform fee approximately (included in lab fees)</td>
<td>$ 325</td>
</tr>
<tr>
<td>Physical exam with immunizations and lab work approximately</td>
<td>$ 600</td>
</tr>
<tr>
<td>Criminal Background check</td>
<td>$ 60</td>
</tr>
<tr>
<td>Parking fees $75 per semester</td>
<td>$ 375</td>
</tr>
<tr>
<td>Transportation to and from school, clinical sites, field trips,</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>professional meetings, volunteer activities approximately</td>
<td></td>
</tr>
<tr>
<td>Approximate total In state</td>
<td>$ 18,928</td>
</tr>
<tr>
<td>Approximate total Out of state</td>
<td>$ 29,481</td>
</tr>
</tbody>
</table>

Miscellaneous fees:
- Advance standing credit: $148.64
- Drug testing if required by facility: TBD by facility
- Extended Payment Fee: $60 per semester
- Late Registration Fee: $100 per semester

In addition to these items, which pertain directly to your education at Cincinnati State Technical and Community College, you will need to plan to cover your normal every day cost of living (housing, food, clothing, child care, etc.)
Dietetic Technician Curriculum

Ideally the Dietetic Technician curriculum starts in the Fall Semester of the academic year, and continues through five consecutive academic terms (two academic years). There are no directed practice or practicum classes scheduled for the summer semester however, you can take academic classes during the summer. The curriculum follows for the Dietetic Technician program.

In order to be eligible for the directed practice and practicums portion of the program students must meet the prerequisite requirements. These include Academic Foundation Language, Academic Foundation Math, First Year Experience and the required sciences if one has not completed sciences within the last 7 years with a “C” grade or better. Students must also have a minimum GPA of 2.75. If a student meets these requirements then the student is placed into the clinical tract for the program. If not the student is encouraged to take the required courses or re-take courses to bring up their GPA.

The curriculum is composed of four segments. Ohio Board of Regents (OBR) sets the standards as well as the Accreditation Council for Education in Nutrition and Dietetics (ACEND). OBR requires a total of 20-73 semester credit hours with a minimum of 15 in general education and 14 in basic education. The remaining hours are to be in technical course work. ACEND requires that these include both classroom (didactic) and supervised practice. The supervised practice component must be made up of a minimum of 450 hours. These hours are covered in the directed practice, practicum and selected laboratory courses on campus.

Supervised Practice and Practicums

During the course of your work at Cincinnati State Technical and Community College you will complete 4 directed practice courses. The courses take place in a variety of healthcare settings. Your instructor will be with you at each assigned site and will provide you with an educational and well as experiential learning. This is an experience guided by the requirements of the course and is unpaid.

Practicum courses are designed to give you the opportunity to apply what you have learned throughout the program. You are individually placed in both a management and clinical settings. Your activities will focus on active participation as well as completion of written reports. Students are not used on a regular basis to replace employees. You are followed by an instructor who will visit and assess progress at a minimum of biweekly.
Dietetic Technician

Name__________________________________________
ID#____________  Date_____________
Phone: 513-569-1620 OR 513-569-1479
330 Main Building
Email Address:  candice.jones@cincinnatistate.edu

Program Progression:
*  Developmental Education courses must be completed prior to beginning technical courses.
*  Plan to see your advisor each term prior to or during registration for assistance in course selection.
*  All courses must be passed with a "C" or better to proceed to the next course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Need (Circle)</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYE - 100</td>
<td>College Survival Skills</td>
<td>1</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYE - 105</td>
<td>College Success Strategies</td>
<td>2</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYE - 110</td>
<td>Community College Experience</td>
<td>3</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Developmental Education:  Determination is based on your Compass Scores. Both Dietetic Technicians and Pre-Nutrition Science are required to meet the minimum standards.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Needs (Circle)</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFL - 080</td>
<td>Fundamentals of College Reading and Writing</td>
<td>5</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFL - 085</td>
<td>Application of College Reading and Writing</td>
<td>5</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFM – 090 (AFM 091, 092)</td>
<td>Foundations of Basic Mathematics</td>
<td>4 (2+2)</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFM – 095 (094)</td>
<td>Foundations of Basic Algebra</td>
<td>4 (3)</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT – 150 (AFM 097)</td>
<td>Intermediate Algebra</td>
<td>5 (3)</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PREREQUISITE COURSES REQUIRED

BIOLOGY REQUIREMENTS:  Requirements for the Chemistry must also be completed prior to starting BIO 151 unless you take BIO 100 Integrated Biology Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Needs (Circle)</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO - 100</td>
<td>Biology/Science Skills</td>
<td>6</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO - 111</td>
<td>Bio: Unity / Life</td>
<td>4</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHEMISTRY REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Needs (Circle)</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE - 100</td>
<td>Chemistry and Science Math</td>
<td>6</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Additional information for Dietetic Technician Program:

To be admitted into, and if needed placed on the Dietetic Technician waiting list, you must complete all of the courses designated above as required. A cumulative GPA of at least 2.750 is required and may include classes taken at a college other than Cincinnati State. For full information see the Dietetic Technician Information Sheet, and your academic advisor.

This contract is no longer valid if you do not take any courses for 3 semesters. See the Program Chair for the Dietetic Technology Program to re-enter and sign a new contract.

The following information has been reviewed with:

- Admission and waiting list requirements
- Priority registration

The following information has been reviewed with me and I have received a copy of each:

- Dietetic Technician Information Sheet
- Curriculum Sheet

My signature below indicates I have read and understood the above information.

Student Signature: ____________________________ Date: ____________

Advisor Signature: ____________________________ Date: ____________
### Dietetic Technician (DT.AAS)

Chair: Candice Jones, M.Ed., R.D., L.D., C.D.E.

<table>
<thead>
<tr>
<th>Year</th>
<th>Grade</th>
<th>Credits</th>
<th>Electives:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIO 151</td>
<td>Anatomy and Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>DT 190</td>
<td>Dietetic Professional Practices</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DT 110</td>
<td>Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 120</td>
<td>Nutrition for a Healthy Lifestyle</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HRM 105</td>
<td>Food Service Sanitation</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>BIO 152</td>
<td>Anatomy and Physiology 2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>DT 115</td>
<td>Cooking for a Healthy Lifestyle</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 125</td>
<td>Nutrition Through the Lifecycle</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 130</td>
<td>Nutrition Assessment</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 180</td>
<td>Dietetic Directed Practice: Health Care 1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MAT XXX</td>
<td>Math Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COMM 1XX</td>
<td>Communication Elective***</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECO 1XX</td>
<td>Economics Elective***</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 1XX</td>
<td>English Composition Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>XXX - xx</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 205</td>
<td>Quantity Food Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 211</td>
<td>Food Service Management 1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 221</td>
<td>Medical Nutrition Therapy 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 280</td>
<td>Dietetic Directed Practice: Food Service</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DT 283</td>
<td>Dietetic Directed Practice: Health Care 2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DT 285</td>
<td>Dietetic Directed Practice: Health Care 3</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>HRM 110</td>
<td>Food and Beverage Cost Control</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHE 110</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>DT 212</td>
<td>Food Service Management 2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 222</td>
<td>Medical Nutrition Therapy 2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 287</td>
<td>Dietetic Practicum: Food Service</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 289</td>
<td>Dietetic Practicum: Clinical</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 290</td>
<td>Dietetic Competencies</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL 71**

***No longer required, effective Fall 2016***
## Dietetic Technician Program
### Summary Supervised Practice Hours and Division Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Supervised Practice Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT 110</td>
<td>Community Nutrition</td>
<td>30</td>
</tr>
<tr>
<td>DT 180</td>
<td>Dietetic Directed Practice in Health Care 1</td>
<td>75</td>
</tr>
<tr>
<td>DT 280</td>
<td>Dietetic Directed Practice Food Service</td>
<td>42</td>
</tr>
<tr>
<td>DT 283</td>
<td>Dietetic Directed Practice Health Care 2</td>
<td>40</td>
</tr>
<tr>
<td>DT 285</td>
<td>Dietetic Directed Practice Health Care 3</td>
<td>75</td>
</tr>
<tr>
<td>DT 287</td>
<td>Dietetic Practicum Clinical</td>
<td>105</td>
</tr>
<tr>
<td>DT 289</td>
<td>Dietetic Practicum Food Service</td>
<td>105</td>
</tr>
<tr>
<td><strong>Total Hours Supervised Practice</strong></td>
<td></td>
<td><strong>472</strong></td>
</tr>
</tbody>
</table>

### Dietetic Professional Practice and Business Division Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietetic Professional Meetings/Program Support: Local/State (Advisory Board, Planning Professional Activities, GCDA, ODA, DTR practice group, DMA, etc.)</td>
<td>8</td>
</tr>
<tr>
<td>Food Show Exhibit</td>
<td>1</td>
</tr>
<tr>
<td>Volunteer Activities and/or community service (activities must be approved)</td>
<td>20</td>
</tr>
<tr>
<td>Wellness or Health Promotion Activity</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Professional Practice – Documented by Student Personal Portfolio</strong></td>
<td>31</td>
</tr>
<tr>
<td><strong>Minimum Total Hours Supervised Practice and Professional Activities</strong></td>
<td>503</td>
</tr>
</tbody>
</table>

**NOTE:** Students are required to keep track of their hours for the above requirements. All documentation should be copied and given to their advisor. You are required to provide complete detailed documentation of how you meet each of the above requirements prior to graduation.

**Notation for Minimum Staffing Requirements:**
- **Directed Practice:** A Registered Dietitian (RD) with at least one year of related experience will accompany the students to the site and directly supervise the practice activities.
- **Clinical Practicum:** A Registered Dietitian (RD) with at least one year of related experience will coordinate the experience. Students may work with a Dietetic Technician Registered (DTR) from the facility for part or all of the experience. Students will work independently and be visited by the coordinator frequently during the term.
- **Foodservice Practicum:** A Registered Dietitian (RD) with at least one year of related experience will coordinate the experience. Students may work with Dietetic Technician Registered (DTR) or Certified Dietary Managers (CDM) for part or all of the experience. Students will work independently and be visited by the coordinator frequently during the term.
Core Knowledge & Competencies For Dietetic Technicians

Domain 1: Scientific and Evidence Base of Practice: general understanding of scientific information and research related to the dietetic technician level of practice

KDT 1.1: The curriculum must include a general understanding of the scientific basis of dietetics, exposure to research literature and application to technical practice.
CDT 1.1: Access data, references, patient education materials, consumer and other information
CDT 1.2: Evaluate consumer information to determine if it is consistent with accepted scientific evidence
CDT 1.3: Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria
CDT 1.4: Implement actions based on care plans, protocols or policies

Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice.

KDT 2.1: The curriculum must include opportunities to develop a variety of oral and written communication skills sufficient for entry into technical practice.
KDT 2.2: The curriculum must provide basic principles and techniques of effective interviewing and education methods for diverse individuals and groups.
KDT 2.3: The curriculum must include opportunities to understand governance applicable to the technical level of practice such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics.

CDT 2.1: Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics.
CDT 2.2: Use clear and effective oral and written communication
CDT 2.3: Prepare and deliver sound food and nutrition presentations to a target audience
CDT 2.4: Demonstrate active participation, teamwork and contributions in group settings
CDT 2.5: Refer situations outside the dietetic technician scope of practice or area of competence to the registered dietitian or other professional
CDT 2.6: Participate in professional and community organizations
CDT 2.7: Establish collaborative relationships with other health care professionals and support personnel to effectively deliver nutrition services
CDT 2.8: Demonstrate professional attributes within various organizational cultures
CDT 2.9: Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration
Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice.

KDT 3.1: The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of nutrition screening for referral to the registered dietitian, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.

KDT 3.2: The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention for the general population.

KDT 3.3: The curriculum must include the principles of applied food science and techniques of food preparation.

KDT 3.4: The curriculum must include principles of procurement, production, distribution and service of food.

CDT 3.1: Perform nutrition screening and identify clients or patients to be referred to the registered dietitian

CDT 3.2: Perform specific activities of the nutrition care process (a-e below) as assigned by registered dietitians in accordance with the Scope of Dietetics Practice for individuals groups and populations in a variety of settings:

3.2.a: Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered

3.2.b: Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements

3.2.c: Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention

3.2.d: Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis

3.2.e: Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

CDT 3.4: Promote health improvement, food safety, wellness and disease prevention for the general population

CDT 3.5: Develop print and electronic nutrition education materials for disease prevention and health improvement that are culturally sensitive, age appropriate and designed for the educational level of the audience

CDT 3.6: Perform supervisory functions for production and service of food that meets nutrition guidelines, cost parameters, and health needs

CDT 3.7: Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals

1 Practical supervisory functions include performing inventory/ordering activities; checking trays/meals delivered to patients/residents to assure they meet dietary guidelines; Costing/planning a menu within established monetary guidelines; modifying a regular menu to meet dietary guidelines for selected health conditions such as diabetes, cardiovascular disease, chewing/swallowing problems, hypertension; performing tray assessments (verify that portion control is being followed, modified foods are provided as indicated, etc); and calculating nutrient content of menus to verify they meet facility guidelines.
Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

KDT 4.1: The curriculum must include applied management principles required to deliver food and nutrition programs and services.
KDT 4.2: The curriculum must include content related to applied principles of human resource management.
KDT 4.3: The curriculum must include legislative and regulatory policy related to dietetics operations.
KDT 4.4: The curriculum must include content related to quality management of food and nutrition services.
KDT 4.5: The curriculum must include content related to health care delivery and policies which impact technical practice of dietetics.

CDT 4.1: Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services
CDT 4.2: Perform supervisory, education and training functions
CDT 4.3: Participate in legislative and public policy activities
CDT 4.4: Use current informatics technology to develop, store, retrieve and disseminate information and data
CDT 4.5: Participate in development of a plan for a new service including budget
CDT 4.6: Assist with marketing clinical and customer services
CDT 4.7: Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment²

Domain 5: Support Knowledge: knowledge underlying the requirements specified above.

KDT 5.1: The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include applied concepts of chemistry, physiology, microbiology related to food safety, mathematics, fundamentals of nutrition and nutrition across the life span.
KDT 5.2: The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.

² Students/interns are encouraged to promote environmentally-friendly practices, so that future generations have the water, materials, and resources to protect human health and life on the planet. Practical steps include using local ingredients; not wasting food and resources; using efficacious, non-toxic products when available; properly disposing of toxic materials; reusing containers and products; recycling when possible; purchasing products with recycled content; and teaching others the value of sustainability.
Code of Ethics

AMERICAN DIETETIC ASSOCIATION/COMMISSION ON DIETETIC REGISTRATION CODE OF ETHICS FOR THE PROFESSION OF DIETETICS AND PROCESS FOR CONSIDERATION OF ETHICS ISSUES.

PREAMBLE
The American Dietetic Association (ADA) and its credentialing agency, the Commission on dietetic Registration (CDR), believe it is in the best interest of the progression and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this code of ethics to reflect the values (Figure) and ethical principles guiding the dietetics progression and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

PRINCIPLES
Fundamental Principles
1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public
3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.
   The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
   a) The dietetics convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   b) The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   c) The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
   a) The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b) The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
a) The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
b) The dietetics practitioner promotes or endorses specific goods or products only in manner that is not false and misleading.
c) The dietetics practitioner provides accurate and truthful information in communicating with the public.

7 The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
   a) The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
   b) The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
   c) The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to other.

Responsibilities to Clients
8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
   a) The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   b) The dietetics practitioner respects the client’s right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Responsibilities to the Profession
12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a) The dietetics practitioner makes full disclosure of any real perceived conflict of interest.
   b) When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been provided or supervised the provision of those services.

Student Handbook 2017-2018  24
17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a) The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”, “DTR” or “Dietetic Technician, Registered”; “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.
   b) The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other consideration that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principles:
   a) Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
   b) It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as a part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
   c) This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.
   d) The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner’s ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals.

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.
   a) The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
   b) The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
Assessment of Prior Learning and Credit Towards Program Requirements (DT)
Since we recognize students may transfer from other majors and other schools, a system is in place to evaluate previously completed coursework to determine equivalency. The college employs a transfer review specialist who is responsible for determining course equivalencies based on transcripts.

The Dietetic Technician program does not accept transfer credit for life experience or clinical courses taken outside of Cincinnati State. Due to the specific requirements set out by ACEND the decision was made not to accept credit as it is difficult to examine the curriculum for the directed practice or practicum.

Registration Examination for Dietetic Technician
In 1986, a dietetic technician professional registry was established by the Commission on Dietetic Registration (CDR http://www.cdrnet.org) to identify for the public those individuals who have met established standards of competence to practice. Dietetic Technicians who meet the standards and qualifications use the professional designation “Dietetic Technician Registered,” or “DTR.”

Registration involves passing a national comprehensive written examination, followed by the accumulation of 50 hours of approved continuing education every five years to maintain the credential. The registration examination is performance based –founded on practice rather than subject matter. It is administered continuously each year at designated locations throughout the United States. The exam requires computation, critical thinking, and interpretation of data to solve a problem, make a decision, select a course of action, or apply knowledge within a practice setting. Exam questions deal with clinical nutrition, food service management, and a “core” of general information and application.

Following successful completion of the Dietetic Technician Program, students will be eligible to sit for the Registration Examination for Dietetic Technicians administered by CDR. Students will be provided with preparation for the examination throughout the program in the form of practice examinations and utilization of the CDR Study Guide for DTR Exam which is utilized in DT 290 Dietetic Competencies.

In addition the Program Chair will provide student exit packets prior to graduation with additional details on the examination.

Students are strongly advised to take the exam when they feel fully prepared. Typically, this is 6 months following graduation from the dietetic technician program.

Students may be eligible for reasonable accommodations for the national registration examination. Questions regarding your request should be made to American College Testing (ACT) at www.act.org.
**Verification Statement**
The Commission on Dietetic Registration (CDR) requires written verification from the Program Chair that a student has successfully completed the degree requirement for the Dietetic Technician program in order to:

1. Ensure qualifications for membership have been met and
2. Determine eligibility for taking the Registration Examination for Dietetic Technicians.

Following graduation the Program Chair initiates the application and verification for registration with the Commission on Dietetic Registration, but it is the student’s responsibility to accurately complete the remaining paperwork with the American College Testing and schedule the examination.

See Policy Statement for Dietetic Technician Program Verification Statement located in appendix A.

**Accreditation Status**
The Dietetic Technician Program is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics. Questions or additional information can be found by going to:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
312-899-0040 xt 5400
www.eatright.org/ACEND
Dietary Manager Certificate

A dietary manager is a trained foodservice operations manager who primarily supervises and manages the dietetic services area in long-term care facilities, hospitals, schools, correctional institutions and other non-commercial foodservice settings. The occupational title “dietary manager” is recognized by the U.S. Department of Labor.

A dietary manager is trained in understanding the basic nutritional needs of their clientele. Dietary managers work in partnership with registered dietitians and dietetic technicians. The dietary manager is responsible for purchasing, storing, producing and delivering balanced meals, in most case three times a day, 365 days a year.

They are charged with providing menu variety and appetizing entrees while maintaining nutritional requirements within cost/profit objectives. Dietary managers ensure that food is prepared under safe and sanitary conditions.

Students are required to complete 252 hours of directed practice and practicums during the program. Students are also required to complete an additional 27 hours, which include, co-op modules, professional meetings, and wellness and support programs.

The program will provide legendary educational experiences in preparing students for entry into positions involving food, nutrition, foodservice management and dietetics. We promise to:

♥ Be student/customer-centered
♥ Support Success Based academic standards
♥ Provide world-class clinical and experiential learning
♥ Provide comprehensive academic offerings

Pathway to becoming a Certified Dietary Managers

Individuals are eligible to take the exam if they meet the requirements of one of the four pathways outlined below.

• Pathway I: This pathway is for candidates who have graduated from an Association of Nutrition and Foodservice Professionals (ANFP®)-approved dietary manager training program. You must submit a copy of your certificate of course completion, or your name must appear on the official graduate listing that is sent to ANFP by the college / school by the application deadline.

• Pathway II: This pathway is for candidates who hold a two-year or four-year college degree in foodservice management or nutrition, or related degree such as culinary arts or hotel-restaurant management. You must submit a copy of your transcripts with your exam application.

• Pathway III: This pathway is for graduates of a state-approved or other approved 90-hour foodservice course, who also have two years of institutional foodservice management experience. You must submit employment information as stated in the Candidate handbook from ANFP with your application.

• Pathway IV: This pathway is for current and former members of the U.S. military who have graduated from an approved military dietary manager training program and have attained the grade of E-5. You must submit your documentation of military training and pay grade when applying under Pathway 4 to determine eligibility.
### Dietary Managers Add On Certificate for the Culinary Arts Graduates

Students who complete the Culinary Arts Associate degree and complete the following classes are eligible to take the dietary managers exam through pathway II.

<table>
<thead>
<tr>
<th>TERM</th>
<th>Dietary Manager Certificate (DMC)</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
<th>Prerequisite Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>DT 120 Nutrition for a Healthy Lifestyle</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DT 110 Community Nutrition</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DT 211 Food Service Management 1</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>DT 215 Nutrition for Dietary Manager</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>DT 280 Dietetic Directed Practice Food Service</td>
<td>0</td>
<td>6</td>
<td>1</td>
<td>*</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>11</td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>DT 125 Nutrition Through the Lifecycle</td>
<td>3</td>
<td>0</td>
<td>3 *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DT 130 Nutrition Assessment</td>
<td>2</td>
<td>1</td>
<td>2 *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DT 180 Dietetic Directed Practice Health Care</td>
<td>0</td>
<td>5</td>
<td>1 *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DT 212 Food Service Management 2</td>
<td>2</td>
<td>0</td>
<td>2 *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DT 287 Dietetic Practicum Food Service</td>
<td>1</td>
<td>7</td>
<td>2 *</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
This add-on curriculum is available to students who are enrolled in the Culinary Arts (CUL) degree programs. Students must complete all college and program prerequisites to be eligible for directed practice courses.

Graduates of the add-on plan will not earn a Dietary Manager Certificate from Cincinnati State but will be eligible to register for the certification exam. To be eligible for the Dietary Manager Certification exam under Pathway III, students must graduate from either degree program and complete the nutrition courses and field experience (directed practice) as listed above and submit an official transcript and application to the Dietary Manager Association (DMA).

Graduates who pass the two-part competency exam qualify for certification through the Certifying Board for Dietary Managers and may use the CDM, CFPP – Certified Dietary Manager, Certified Food Protection Professional Credential after their name. This examination will include competency testing in the areas of sanitation, food safety, nutrition, routine nutrition assessment, personnel supervision, communication, and production and business operations. Additional continuing education courses are required to maintain the credential.
Cost for the Dietary Manager Certificate

Students can go to https://mycstate.cincinnatistate.edu/webapps/portal/frameset.jsp for current information regarding tuition and other fees.

As of September 2013:

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition for Ohio resident ($148.64 per credit hour)</td>
<td>$4,757</td>
</tr>
<tr>
<td>Tuition for Out-of-state resident ($297.28 per credit hour)</td>
<td>$9,513</td>
</tr>
<tr>
<td>Books est.</td>
<td>$2,313</td>
</tr>
<tr>
<td>Lab Fees approximately</td>
<td>$770</td>
</tr>
<tr>
<td>Technology, facility and registration fee ($37.50) per semester</td>
<td>$489</td>
</tr>
<tr>
<td>Uniform fee approximately (included in lab fees)</td>
<td>$325</td>
</tr>
<tr>
<td>Physical exam with immunizations and lab work approximately</td>
<td>$600</td>
</tr>
<tr>
<td>Criminal Background check</td>
<td>$60</td>
</tr>
<tr>
<td>Parking fees $75 per semester</td>
<td>$300</td>
</tr>
<tr>
<td>Transportation to and from school, clinical sites, field trips,</td>
<td>$1,000</td>
</tr>
<tr>
<td>professional meetings, volunteer activities approximately</td>
<td></td>
</tr>
<tr>
<td>Approximate total In state</td>
<td>$10,614</td>
</tr>
<tr>
<td>Approximate total Out of state</td>
<td>$15,370</td>
</tr>
</tbody>
</table>

Miscellaneous fees:
- Advance standing credit  $148.64
- Drug testing if required by facility approximately $100.00
- Web based class $5.00 per credit hour
- Extended Payment Fee: $60 per semester
- Late Registration Fee: $100 per semester

Dietary Manager Curriculum

Ideally the Dietary Manager curriculum starts in the Fall Semester of the academic year, and continues through four academic terms (two academic years). There are no classes scheduled for the summer semester however, you can take academic classes during the summer. The curriculum follows for the Dietary Manager program.

In order to be eligible for the directed practice and practicums portion of the program students must meet the prerequisite requirements. These include Academic Foundation Language and Academic Foundation Math. Students must also have a minimum GPA of 2.75. If a student meets these requirements then the student is placed into the clinical tract for the program. If not the student is encouraged to take the required courses or re-take courses to bring up their GPA.

The curriculum is composed of four segments. Ohio Board of Regents (OBR) sets the standards as well as the Association of Nutrition and Foodservice Professionals (ANFP). ANFP requires that classes consist include both classroom (didactic) and supervised practice. The supervised practice component must be made up of a minimum of 150 hours. These hours are covered in the directed practice, practicum and selected laboratory courses on campus.
Supervised Practice and Practicums

During the course of your work at Cincinnati State Technical and Community College you will complete 4 directed practice courses. The courses take place in a variety of healthcare settings. Your instructor will be with you at each assigned site and will provide you with an educational and well as experiential learning. This is an experience guided by the requirements of the course and is unpaid.

Practicum courses are designed to give you the opportunity to apply what you have learned throughout the program. You are individually placed in a management. Your activities will focus on active participation as well as completion of written reports. Students are not used on a regular basis to replace employees. You are followed by an instructor who will visit and assess progress at a minimum of biweekly.
Dietary Manager Contract

Name ______________________________________ Date __________________
ID# ____________________________________________
Phone: 513-569-1620 OR 513-569-1479
330 Main Building
Email Address: candice.jones@cincinnatistate.edu

Program Progression:
* Developmental Education courses must be completed prior to beginning technical courses.
* Plan to see your advisor each term prior to or during registration for assistance in course selection.
* All courses must be passed with a "C" or better to proceed to the next course.

<table>
<thead>
<tr>
<th>One must be completed within the first 12 credit hours</th>
<th>Credit Hours</th>
<th>Need (Circle)</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYE - 100 College Survival Skills</td>
<td>1</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYE - 105 College Success Strategies</td>
<td>2</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYE - 110 Community College Experience</td>
<td>3</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Developmental Education: Determination is based on your Compass Scores. Both Dietetic Technicians and Pre-Nutrition Science are required to meet the minimum standards.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Needs (Circle)</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFL - 080</td>
<td>Fundamentals of College Reading and Writing</td>
<td>5</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFL - 085</td>
<td>Application of College Reading and Writing</td>
<td>5</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFM – 090 (AFM 091, 092)</td>
<td>Foundations of Basic Mathematics</td>
<td>4 (2+2)</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFM – 095 (094)</td>
<td>Foundations of Basic Algebra</td>
<td>4 (3)</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT – 150 (AFM 097)</td>
<td>Intermediate Algebra</td>
<td>5 (3)</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be admitted into the Dietary Manager program, and if needed place on the waiting list, you must complete all of the courses designated above as required. You must have a cumulative GPA of at least 2.750 at Cincinnati State Technical and Community College. For full information see the college catalog, Dietary Manager Information Sheet, and speak with your academic advisor.

This contract is no longer valid if you do not take any courses for 3 or more semesters. See the Program Chair for the Dietetic Technology program to re-enter and sign a new form.

The following information has been reviewed:
• Admission and waiting list requirements
• Priority registration

I have received a copy of the Dietary Manager Information Sheet which has been reviewed with me. My signature below indicates I have read and understood the above information.

Student Signature: ___________________________ Date: ______________
Advisor Signature: __________________________________________ Date: ______________

Student Handbook 2017-2018 32
### Dietary Manager Certificate
(DNC)

Chair: Candice Jones, M.Ed., R.D., L.D., C.D.E.

<table>
<thead>
<tr>
<th>Year</th>
<th>Grade</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DT 190</td>
<td>Professional Practices</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DT 110</td>
<td>Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 120</td>
<td>Nutrition for a Healthy Lifestyle</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HRM 105</td>
<td>Food Service Sanitation</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DT 115</td>
<td>Cooking for a Healthy Lifestyle</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 125</td>
<td>Nutrition Through the Lifecycle</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 130</td>
<td>Nutrition Assessment</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 180</td>
<td>Dietetic Directed Practice: Health Care 1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DT 205</td>
<td>Quantity Food Production</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 211</td>
<td>Food Service Management 1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 215</td>
<td>Nutrition for Dietary Managers</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 280</td>
<td>Dietetic Directed Practice: Food Service</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>HRM 110</td>
<td>Food and Beverage Cost Control</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 212</td>
<td>Food Service Management 2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 225</td>
<td>Dietary Manager Exam Review</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DT 287</td>
<td>Dietetic Practicum: Food Service</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL** 32
## Dietary Managers Program

### Summary Supervised Practice Hours and Division Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Supervised Practice Hours</th>
<th>Dietary Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT 110</td>
<td>Community Nutrition</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>DT 180</td>
<td>Dietetic Directed Practice in Health Care 1</td>
<td></td>
<td>75</td>
</tr>
<tr>
<td>DT 280</td>
<td>Dietetic Directed Practice Food Service</td>
<td></td>
<td>42</td>
</tr>
<tr>
<td>DT 283</td>
<td>Dietetic Directed Practice Health Care 2</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>DT 285</td>
<td>Dietetic Directed Practice Health Care 3</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>DT 287</td>
<td>Dietetic Practicum Clinical</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>DT 289</td>
<td>Dietetic Practicum Food Service</td>
<td></td>
<td>105</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours Supervised Practice</strong></td>
<td></td>
<td><strong>252</strong></td>
</tr>
</tbody>
</table>

### Dietetic Professional Practice and Business Division Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietetic Professional Meetings/Program Support:</td>
<td>4</td>
</tr>
<tr>
<td>Local/State (Advisory Board, Planning Professional Activities, GCDA, ODA, DTR practice group, DMA, etc.)</td>
<td></td>
</tr>
<tr>
<td>Food Show Exhibit</td>
<td>1</td>
</tr>
<tr>
<td>Volunteer Activities and/or community service (activities must be approved)</td>
<td>20</td>
</tr>
<tr>
<td>Wellness or Health Promotion Activity</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Professional Practice – Documented by Student Personal Portfolio</strong></td>
<td>27</td>
</tr>
<tr>
<td><strong>Minimum Total Hours Supervised Practice and Professional Activities</strong></td>
<td>279</td>
</tr>
</tbody>
</table>

**NOTE:** Students are required to keep track of their hours for the above requirements. All documentation should be copied and given to their advisor. You are required to provide complete detailed documentation of how you meet each of the above requirements prior to graduation.

**Notation for Minimum Staffing Requirements:**

**Directed Practice:** A Registered Dietitian (RD) with at least one year of related experience will accompany the students to the site and directly supervise the practice activities.

**Clinical Practicum:** A Registered Dietitian (RD) with at least one year of related experience will coordinate the experience. Students may work with a Dietetic Technician Registered (DTR) from the facility for part or all of the experience. Students will work independently and be visited by the coordinator frequently during the term.

**Foodservice Practicum:** A Registered Dietitian (RD) with at least one year of related experience will coordinate the experience. Students may work with Dietetic Technician Registered (DTR) or Certified Dietary Managers (CDM) for part or all of the experience. Students will work independently and be visited by the coordinator frequently during the term.
CODE of ETHICS for the CERTIFIED DIETARY MANAGER

The Certifying Board of Dietary Managers believes it is the best interests of the profession and the public it serves that a Code of Ethics provide guidance to Certified Dietary Managers in their professional practice and conduct. Certified Dietary Managers have voluntarily developed a Code of Ethics to reflect the ethical principles guiding the Certified Dietary Manager and to outline commitments and obligations of the CDM, CFPP to self, client, society, and the profession.

The purpose of the Certifying Board for Dietary Managers is to assist in the effective management of dietary operations, safety and welfare of the public by establishing and enforcing qualifications for Dietary manager certification and for issuing voluntary credentials to individuals who have attained those qualifications. The Certifying Board has adopted this Code to apply to individuals who hold these credentials.

The Ethics Code applies in its entirety to certified members of the Association of Nutrition & Foodservice Professionals. The Code applies to all CDM, CFPPs who are not ANFP members. All of the aforementioned are referred to in the Code as “Certified Dietary Managers”.

PRINCIPLES

1. The Certified Dietary Manager provides professional services with objectivity and with respect for the unique needs and values of individuals.
2. The Certified Dietary Manager avoids discrimination against other individuals on the basis of race, creed, religion, sex, age, national origin and complies with EEOC & ADA requirements and the Rehabilitation Act of 1973.
3. The Certified Dietary Manager fulfills professional commitments in good faith.
4. The Certified Dietary Manager conducts himself/herself with honesty, integrity and fairness.
5. The Certified Dietary Manager remains free of conflict of interest and personal bias fulfilling the objectives and maintaining the integrity of the Certified Dietary Manager profession.
6. The Certified Dietary Manager practices dietary management based on professional principles.
7. The Certified Dietary Manager assumes responsibility and accountability for personal and professional competence in practice.
8. The Certified Dietary Manager maintains confidentiality of information.
9. The Certified Dietary Manager exercises professional judgment within the limits of his/her qualifications and seeks counsel or makes referrals as appropriate.
10. The Certified Dietary Manager provides sufficient information to enable clients to make their own informed decisions.
11. The Certified Dietary Manager promotes or endorses products in a manner that is neither false nor misleading.
12. The Certified Dietary Manager permits use of his/her name for the purpose of certifying that dietary services have been rendered only if he/she has provided or supervised the provision of those services.

13. The Certified Dietary Manager accurately presents professional qualifications and credentials.
   a) The Certified Dietary Manager uses “CDM, CFPP” or Certified Dietary Manager, Certified Food Protection Professional only when certification is current and authorized by the Certifying Board for Dietary Managers.
   b) The Certified Manager complies with all requirements of the Certifying Board’s certification program in which he/she is seeking initial or continued credentials from the Certifying Board for Dietary Managers.
   c) The Certified Dietary Manager is subject to disciplinary action for aiding person in violating any Certifying Board certification requirements or aiding another person in representing himself/herself as a Certified Dietary Manager when he/she is not.

14. The Certified Dietary manager presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate difference of opinion exist.

15. The Certified Dietary Manager provides objective evaluation of candidates for professional association memberships, awards, scholarships or job advancement.

16. The Certified Dietary Manager voluntary withdraws from the professional practice under the following circumstances:
   a) The CMD has engaged in any substance abuse that could affect his/her practice.
   b) The CMD has been adjudged by a court to be mentally incompetent.
   c) The CMD has an emotional or mental disability that affects his/her practice in a manner that could harm the client.

17. The Certified Dietary Manager complies with all applicable laws and regulations concerning the profession. The CMD is subject to disciplinary action under the following circumstances:
   a) The CDM has been convicted of a crime under the local, state or federal laws, which is a felony or a misdemeanor, and which is related to the practice of the profession.
   b) The CDM has been disciplined by a state chapter and at least one of the grounds for discipline is the same or substantially equivalent to these principles contained herein.
   c) The CDM has committed an act of misfeasance of malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or any agency or a governmental body.

18. The Certified Dietary Manager accepted the obligation to protect society and the profession by upholding the Code of Ethics for the profession of Nutrition and Foodservice Management and by reporting alleged violations of the Code through the review process of the Certifying Board for Dietary Managers.
Dietary Manager Program Measures
Learner Assessment

Nutrition Concepts and Medical Nutrition Therapy

1. Document Food Preferences and Customs
2. Identify Nutrition Concepts
3. Use Basic Nutrition Principles
4. Describe the Process of Digestion
5. Determine Basic Concepts of Medical Nutrition Therapy
6. Explore Complementary and Alternative Therapies
7. Document Nutritional Data
8. Interview Clients for Nutrition Related Information
9. Conduct Routine Nutrition Screening
10. Utilize Nutrient Intake, such as Calories and Sodium
11. Identify Nutrition Problems and Resident Rights
12. Implement Diet Plans or Menus Using Appropriate Modifications
13. Implement Physician’s Dietary Orders
14. Apply Standard Nutrition Care Procedures
15. Review Effectiveness of Nutrition Care Plan
16. Help Clients Choose Foods from Selective Menus
17. Conduct Nutrition Education
18. Participate in Regulatory Agency Surveys

Managing Foodservice and Food Safety

1. Check Meal Service for Food Quality, Portion Size and Diet Accuracy
2. Manage the Preparation and Service of special Nourishments and Supplemental Feedings
3. Implement Continuous Quality Improvement Procedures for Foodservice Department
4. Evaluate Food Acceptance Survey
5. Use Appropriate Resources to Modify Standard Menus to Suit Client Needs
6. Develop and Maintain Employee Time Schedules and Assignments
7. Define Personnel Needs and Job Functions
8. Interview and Select Employees
9. Manage Department Personnel
10. Implement Required Changes in Foodservice Department
11. Prepare, Plan, and Conduct Department Meetings
12. Meet Department Goals by Presenting Work Procedures and Plans
13. Teach Employees
14. Justify Improvement in the Department Design and Layout
15. Represent Department at External Meetings
16. Purchase, Receive, Store, and Distribute Food Following Sanitation/Quality Standards
17. Protect Food in All Phases of Preparation, Holding, Service, Cooling, and Transportation Using HACCP Guidelines
18. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Regulations
19. Conduct Routine Maintenance Inspection of Equipment
20. Organize Work Flow and Use of Equipment
21. Prepare Standardized Recipes for Food Production
22. Specify Standards and Procedures for Preparing Food
23. Supervise the Production and Distribution of Food
24. Prepare Purchase Specifications and Supervise the Purchase of Food and Supplies
25. Manage Revenue Generating Services
26. Monitor/Review Cost of Menus Against Budget and Guidelines
27. Administer Salary and Wage Adjustment for Employees
28. Implement Cost-Effective Procedures
**Waiver for the Non-Nutritional Portion of Dietary Managers Training**

The student must have a minimum of two years’ experience in a managerial or supervisory capacity in institutional food service. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Institutions are defined as organizations or corporations such as hospitals, nursing homes, schools, military food service, correctional, commercial and/or community feeding programs. (Waiver form Appendix B)

A student must complete the waiver form and use as many forms as needed to explain the two years of experience if completed in multiple facilities. The supervisor must sign the form verifying that you acted in a managerial or supervisory capacity. The form must include a minimum of one-page types explaining your role and job duties. You may be asked questions with regards to your management training.

The form will be reviewed by the Program Director. You will be notified of how many hours will be waived. The total possible would be 42 of the 252 hours required for the program.

**Certification Exam for Dietary Managers**

Offered since 1985, the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credentialing exam is part of the competency assurance program for dietary managers. A CDM, CFPP has the education and experience to competently perform the responsibilities of a dietary manager and has proven this by passing a nationally recognized credentialing exam and fulfilling the requirements needed to maintain certified status. CDM, CFPP’s work together with registered dietitians to provide quality nutritional care for clients in a variety of non-commercial settings and perform a myriad of specialized tasks.

Certification involves passing a national comprehensive written examination, followed by the accumulation of 45 hours of approved continuing education every three years to maintain the credential. The certification examination is performance based – it is founded on practice rather than subject matter. It is administered through a testing site and is computer based. The exam requires computations, gathering nutrition data, nutrition education, applying nutrition data, foodservices, development of personal communications, hiring and supervision and food procurement, distribution and productions.

Following successful completion of the Dietary Managers program students will be eligible to sit for the Certified Dietary Managers Exam administrated by ANFP. Students will be provided with preparation for the examination throughout the program in the form of practice examinations and utilization of exam review guide provided by ANFP.
**Accreditation Status:**
The Dietary Managers program at Cincinnati State Technical and Community College has been granted full accreditation status by the Certifying Board for Dietary managers. For more information please contact:

Certifying Board for Dietary Managers  
406 Surrey Woods Drive, ST Charles, IL 60174  
1-800-323-1908  
www.afnponline.org.

**Pre-Nutrition Science Associates of Science**

The Pre-Nutrition Science degree has been developed with the University of Cincinnati specifically for students who are looking to go on to complete their degree in Dietetics and complete a dietetic internship. This program is not an accredited program however there is an articulation with the University of Cincinnati allowing for transfer of the courses into the Dietetic Program offered at the University. While some classes will transfer to other institutions we only have a transfer agreement with the University of Cincinnati. We will assist you in any way to receive transfer credits at other universities.

The Pre-Nutrition Science (PNS) program provides students with basic coursework that will enable them to transfer to the University of Cincinnati’s (UC) baccalaureate program in Food and Nutrition with an emphasis in Business, Exercise, or Pre-Medicine. Students will also have an opportunity to apply for the Coordinated Program in Dietetics at UC once they have completed a majority of their course work. More information can be found by going to UC’s Allied Health web site: [http://cahs.uc.edu/departments/nutrition/general/about.apx](http://cahs.uc.edu/departments/nutrition/general/about.apx).

The emphasis of the PNS program is on completion of general education; science and basic nutrition requirements to prepare students for work in their Bachelors degree in Dietetics at a four-year institution. The primary objective of this program is to provide for transfer to the University of Cincinnati rather than preparation for a job. Students must work closely with their academic advisor from Cincinnati State.

Students are required to complete 105 hours of directed practice during the program. They are also required to complete an additional 31 hours to include, co-op modules, professional meetings, and wellness and support programs.
Pathway to Becoming a RD

To become a credentialed Registered Dietitian (RD) you will need to do the following:

1. You must graduate Cincinnati State Technical and Community College with a degree in Pre-Nutrition Science by completing all courses in the curriculum. These include general education and technical didactic course work, as well as 105 hours of supervised practice. You must also complete 31 hours to include volunteering, community service, wellness and health promotion, dietetic professional meetings, program support and attendance at a food show. To qualify for graduation you will need to attain a 2.75 grade point average (GPA) or higher in each category. You must obtain at least a "C" grade (2.00) to proceed to another course. Specific information about each course can be found in the College Catalog course description.

2. After graduation, you will apply to the University of Cincinnati (UC) as a transfer student interested in the Dietetic Program. Students should be aware that U.C. requires a 3.0 GPA to transfer into the Dietetic Program. Students who do not have a 3.0 GPA will need to take additional courses at UC to bring up their GPA.

3. Students may apply to other universities that have an accredited dietetic program however we do not guarantee transferability of all courses. Our current articulation is with the University of Cincinnati others will be added as they are established.

4. Students are encouraged to talk to the advisor in the dietetic program prior to starting to better understand what courses they will need to take and what pathways are available for them at UC.

5. UC offers to program two types of programs:
   (a) DPD – Didactic Program in Dietetics – This program is strictly based on course work. Students complete their 4 year degree and at the end have a Bachelors of Science and are required to complete an internship to include 1200 hours of clinical experience.
      (i) Students applying for an internship will be directed while at UC on the process. Students should maintain a GPA of 3.5 in order to be considered for an internship.
      (ii) Once the student has completed the internship they are eligible to take the registration exam to be a registered dietitian.
   (b) CP – Coordinated Program – Students are eligible to apply for this program in their sophomore to junior year. This includes the 1200 hours of clinical experience while the student is going through college.
      (i) Students applying for the coordinated program. Students should maintain a GPA of 3.5 in order to be considered for the program.
      (ii) Once the student graduates from the CP program they are eligible to take the registration exam for registered dietitian.

6. More information about the DPD and CP programs can be found on the AND website. Students can also access information on where they can find accredited programs by visiting the following website:
   http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8156
7. It is recommended that if a student is looking to transfer to any accredited college they should seek information from the college to understand the requirements prior to graduating from Cincinnati State.

Cost for Pre-Nutrition Science
Students can go to https://mycstate.cincinnatistate.edu/webapps/portal/frameset.jsp for current information regarding tuition and other fees.

As of September 2013:

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition for Ohio resident ($148.64 per credit hour)</td>
<td>$ 10,405</td>
</tr>
<tr>
<td>Tuition for Out-of-state resident ($297.28 per credit hour)</td>
<td>$ 20,810</td>
</tr>
<tr>
<td>Books est.</td>
<td>$ 3,803</td>
</tr>
<tr>
<td>Lab Fees approximately</td>
<td>$ 980</td>
</tr>
<tr>
<td>Technology, facility and registration fee ($37.50) per semester</td>
<td>$ 660</td>
</tr>
<tr>
<td>Uniform fee approximately (included in lab fees)</td>
<td>$ 325</td>
</tr>
<tr>
<td>Physical exam with immunizations and lab work approximately</td>
<td>$ 600</td>
</tr>
<tr>
<td>Criminal Background check</td>
<td>$ 60</td>
</tr>
<tr>
<td>Parking fees $75 per semester</td>
<td>$ 375</td>
</tr>
<tr>
<td>Transportation to and from school, clinical sites, field trips, professional meetings, volunteer activities approximately</td>
<td>$ 500</td>
</tr>
<tr>
<td>Approximate total In state</td>
<td>$ 17,708</td>
</tr>
<tr>
<td>Approximate total Out of state</td>
<td>$ 28,113</td>
</tr>
</tbody>
</table>

Miscellaneous fees:
- Advance standing credit $148.64
- Drug testing if required by facility: TBD by facility
- Web based class $5.00 per credit hour
- Extended Payment Fee: $60 per semester
- Late Registration Fee: $100 per semester
**Dietetic Technician**  
**Pre Nutrition Science Contract**

Name__________________________________________  
ID#____________ Date_____________

Phone: 513-569-1620 OR 513-569-1479  
330 Main Building  
Email Address: candice.jones@cincinnatistate.edu

**Program Progression:**

* Developmental Education courses must be completed prior to beginning technical courses.
* Plan to see your advisor each term prior to or during registration for assistance in course selection.
* All courses must be passed with a "C" or better to proceed to the next course.

<table>
<thead>
<tr>
<th>One must be completed within the first 12 credit hours</th>
<th>Credit Hours</th>
<th>Need (Circle)</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYE - 100 College Survival Skills</td>
<td>1</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYE - 105 College Success Strategies</td>
<td>2</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYE - 110 Community College Experience</td>
<td>3</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Developmental Education:** Determination is based on your Compass Scores. Both Dietetic Technicians and Pre-Nutrition Science are required to meet the minimum standards.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Needs (Circle)</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFL - 080</td>
<td>Fundamentals of College Reading and Writing</td>
<td>5</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFL - 085</td>
<td>Application of College Reading and Writing</td>
<td>5</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFM – 090</td>
<td>Foundations of Basic Mathematics</td>
<td>4 (2+2)</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(AFM 091, 092)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AFM – 095</td>
<td>Foundations of Basic Algebra</td>
<td>4 (3)</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(094)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT – 150</td>
<td>Intermediate Algebra</td>
<td>5 (3)</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(AFM 097)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PREREQUISITE COURSES REQUIRED**

**BIOLOGY REQUIREMENTS:** Requirements for the Chemistry must also be completed prior to starting BIO 151 unless you take BIO 100 Integrated Biology Skills.

High School or college Biology with a "C" or better within the last 7 years. List year and grade from Official HS Transcript. Must take one listed below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Needs (Circle)</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO - 100</td>
<td>Biology/Science Skills</td>
<td>6</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO - 111</td>
<td>Bio: Unity / Life</td>
<td>4</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CHEMISTRY REQUIREMENTS**

High School or college Chemistry with a "C" or better within the last 7 years) List year and grade from Official HS Transcript.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Needs (Circle)</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE - 100</td>
<td>Chemistry and Science Math</td>
<td>6</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Additional information for Pre-Nutrition Science Program:
To be admitted into clinical rotations required for the degree you must complete all of the courses designated above as required. A cumulative **GPA of at least 2.750** is required and may include classes taken at a college other than Cincinnati State.

If you are planning to **transfer to** the University of Cincinnati after completing your degree you will need a **cumulative GPA of at least a 3.0** to be admitted as a transfer student. In working towards a dietetic **internship** you will need at least a **cumulative GPA of a 3.5** to be considered eligible.

This contract is no longer valid if you do not take any courses for 3 semesters. See the Program Chair for the Dietetic Technology Program to re-enter and sign a new contract.

The following information has been reviewed with me:
- Admission and Waiting List Requirements
- Priority Registration

The following information which has been reviewed with me and I have received a copy of each:
- Pre Nutrition Science Information Sheet
- Curriculum Sheet

My signature below indicates I have read and understood the above information.

Student Signature: _____________________________________ Date: ______________
Advisor Signature: _____________________________________ Date: ______________
### Pre-Nutrition Science (PNS.AS)

**Chair:** Candice Jones, M.Ed., R.D., L.D., C.D.E.

**Entering Student __________________________________**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester 1</strong></td>
<td>PSY 110 Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 190 Dietetic Professional Practices</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DT 110 Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 120 Nutrition for Healthy Living</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BIO 151 Anatomy &amp; Physiology 1</td>
<td>4</td>
</tr>
<tr>
<td><strong>Spring Semester 1</strong></td>
<td>BIO 152 Anatomy and Physiology 2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>HRM 105 Food Service Sanitation</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>DT 125 Nutrition Through the Lifecycle</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 130 Nutrition Assessment</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DT 180 Dietetic Directed Practice: Health Care 1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MAT 151 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td><strong>Summer Semester 1</strong></td>
<td>XXX – xxx Arts / Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECO 1XX Economics Elective***</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 1XX English Composition Elective***</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>XXX- xxx Social Science Elective***</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester 2</strong></td>
<td>CHE 110 Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MAT 131 Statistics 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COMM 110 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>DT 205 Quantity Food Production</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester 2</strong></td>
<td>CHE 111 Bio-Organic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>XXX – xxx Arts / Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>XXX- xxx Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LIT 2XX Literature Elective***</td>
<td>3</td>
</tr>
</tbody>
</table>

**Transfer Module Courses**

**Art/Humanities**
- ART 100, 111, 112, 141, 142
- COMM 105, 130, 205
- MUS 101, 102, 105, 110, 115
- PHI 105, 110
- REL 105, 108, 110, 115

**Social Science**
- GEO 105, 110, 115
- HST 101, 102, 111, 112, 121, 122, 130
- LBR 105
- POL 101, 102
- PSY 200, 205, 210, 215, 220, 225
- SOC 105, 110, 115, 130, 140, 200

***No longer required, effective Fall 2016***

**TOTAL 70**
Pre-Nutrition Science Program

Summary Supervised Practice Hours and Division Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Supervised Practice Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT 110</td>
<td>Community Nutrition</td>
<td>30</td>
</tr>
<tr>
<td>DT 180</td>
<td>Dietetic Directed Practice in Health Care 1</td>
<td>75</td>
</tr>
<tr>
<td>DT 280</td>
<td>Dietetic Directed Practice Food Service</td>
<td>0</td>
</tr>
<tr>
<td>DT 283</td>
<td>Dietetic Directed Practice Health Care 2</td>
<td>0</td>
</tr>
<tr>
<td>DT 285</td>
<td>Dietetic Directed Practice Health Care 3</td>
<td>0</td>
</tr>
<tr>
<td>DT 287</td>
<td>Dietetic Practicum Clinical</td>
<td>0</td>
</tr>
<tr>
<td>DT 289</td>
<td>Dietetic Practicum Food Service</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours Supervised Practice</strong></td>
<td><strong>105</strong></td>
</tr>
</tbody>
</table>

Dietetic Professional Practice and Business Division Requirements

| Dietetic Professional Meetings/Program Support: Local/State (Advisory Board, Planning Professional Activities, GCDA, ODA, DTR practice group, DMA, etc.) | 8 |
| Food Show Exhibit                                                                 | 1 |
| Volunteer Activities and/or community service (activities must be approved)       | 20|
| Wellness or Health Promotion Activity                                              | 2 |
| **Total Professional Practice – Documented by Student Personal Portfolio**         | **31** |

Minimum Total Hours Supervised Practice and Professional Activities

| Minimum Total Hours Supervised Practice and Professional Activities | 136 |

NOTE: Students are required to keep track of their hours for the above requirements. All documentation should be copied and given to their advisor. You are required to provide complete detailed documentation of how you meet each of the above requirements prior to graduation.

Notation for Minimum Staffing Requirements:

Directed Practice: A Registered Dietitian (RD) with at least one year of related experience will accompany the students to the site and directly supervise the practice activities.

Clinical Practicum: A Registered Dietitian (RD) with at least one year of related experience will coordinate the experience. Students may work with a Dietetic Technician Registered (DTR) from the facility for part or all of the experience. Students will work independently and be visited by the coordinator frequently during the term.
Foodservice Practicum: A Registered Dietitian (RD) with at least one year of related experience will coordinate the experience. Students may work with Dietetic Technician Registered (DTR) or Certified Dietary Managers (CDM) for part or all of the experience. Students will work independently and be visited by the coordinator frequently during the term.

Dietetic Technology Advisory Committee
The Dietetic Technology program chair appoints with input from the faculty, members of the advisory committee. Membership includes registered dietitians, dietetic technicians and dietary managers in various dietetic practices (consulting, clinicians, managers, and educators); administrator of food services (hospital and health care facilities; a graduate; students; faculty). The assistant dean and dean have an open invitation to attend these meetings as schedule permits.

The advisory committee meets at least biannually. The agenda for the meetings may include the curriculum, program requirements, student profiles, directed practices and practicums, sites, student recruitment and retention, diversity, initiatives, exam information and statistics.

SUPERVISED PRACTICE POLICIES

Clinical Assignment Definition
Dietetic students participate in unpaid “supervised practice” as a condition of program accreditation and/or approval. These practice hours are defined in the curriculum as “Directed Practice” and “Practicum” courses. Supervised practice can also be referred to as “Clinical Experience”, “Clinical Practice”, “Fieldwork”, “Field Experience” or “Clinical Assignment”.

Faculty Approval of Sites for Clinical Assignments
Supervised practice assignments are an integral part of the curricula in the dietetic programs and are used to fulfill specific program objectives. The program determines which health care facilities are able to provide the necessary experiences. All health care facilities used for supervised practice assignments require a formal, written agreement of affiliation.

Students are placed at sites based on their overall educational need and what area of practice they might be interested in. No student is guaranteed placement in any particular site. The decision is made based on a committee of faculty along with the program chair and students find out the first day of the Spring Semester their second year.

Eligibility for Clinical Assignments
Only students in good academic standing with a grade point average of at least 2.75 will be eligible to participate in supervised practice assignments. Satisfactory performance in technical and prerequisite courses is also required. Satisfactory performance is defined as a grade of “C” or better in courses where letter grades are given or a grade of “S” in courses graded as S/U. Students are required to complete of all academic foundation classes as well as the pre-requisite science and math courses.
Professional Behavior
Students are expected to exhibit professional behavior at all times. Professional behavior includes:

1. Being courteous to all people.
2. Recognizing and upholding the rights of patients and other people in the clinical settings.
3. Maintaining an atmosphere of caring, consideration and professionalism when dealing with patients and colleagues.
4. Being alert and helpful when at the clinical site.
5. Maintaining dress and hygiene appropriate to the clinical facility.
6. Behaving in accordance with facility policies and procedures.

Question and Answers about Dietetic Professional Practice and Business Division Requirements

1. What classifies as Dietetic Professional Meetings?
   It is recommended that you join the Greater Cincinnati Dietetic Association, Dietetic Technician organizations or the Dietary Managers Association as a student member. Dietetic Professional meetings include: Greater Cincinnati Dietetic Associations, Ohio Dietetic Association, and Dietetic Technician Practice Group, or the Dietary Managers Association. By joining these organizations you will be kept in the loop as to when their meetings are held. Your instructors will also have access to when these meetings are held and will communicate this information to you. When you attend the meeting makes sure to get a copy of the outline to present with your certificate to your advisor.

2. What classifies as a Food Show Exhibit?
   There are several food shows each year. You are required to attend at least one. Your instructors will also have access to when and where the food shows are held and will communicate this information to you. When you attend the food show make sure to get a brochure from one of the vendors to bring back to your advisor.

3. What classifies as Volunteer and Community Services?
   The Volunteer and Community Services hours must be approved prior to completion. These hours are classified as any of the following:
   a. working at a soup kitchen
   b. working for a functions sponsored by the college
   c. doing a presentation for students, facility or staff on a nutrition related topic
   d. assisting at your church with a special meal, doing cooking and serving
   e. others as approved

4. What classifies as Wellness and Health Promotion?
   a. assisting with a race by handing out material or doing registration (this can only be done 1 time)
   b. working at a health fair
5. What classifies as Program Support (planning professional activates, continuing education support, advisory board participation, recruiting activities or program management)?
   a. going to a high school and doing a presentation on the technician and dietary managers program
   b. attending a board meeting for the Greater Cincinnati Dietetic Association
   c. attending an advisory board meeting put on by the Dietetic program at Cincinnati State Technical and Community College
   d. assisting with planning and conducting professional meetings on or off campus as they relate to dietetic education

QUESTIONS AND ANSWERS ABOUT SUPERVISED PRACTICE
1. Will DT and DMC students participate in cooperative education?
   No, they participate in supervised practice instead.

2. What is supervised practice or practicum?
   Supervised practice is unpaid work experience. Supervised practice primarily applies to health care programs and is required by accreditation/approval standards for the programs. Typically, students are assigned to practice experiences under constant supervision at a health-related agency. The student receives individual instruction in the performance of a particular function from the assigned instructor, and then is observed and critiqued in the repeat performance of that function by the instructor. Students must also participate in weekly lectures that can be held on or off campus.

   The student does not do the work of the facility employees but instead completes assignments to meet the competencies of the program. The student is supervised, coordinated and graded by a clinical faculty member who is onsite with the student.

3. How are supervised practice hours listed in the curriculum?
   In the curriculum of both programs, supervised practice hours will be listed as one of the following:

   a. Directed Practice: The instructor will be onsite each day with a small group of students. In some directed practice courses, students will go to the same facility each day. Other directed practice courses may travel to different facilities throughout the term. The instructor will evaluate the student with input from the facility staff and the clinical coordinator who visits throughout the term.

   b. Practicum: Practicums are usually terminal courses. Practicum courses do not require direct onsite supervision by the Cincinnati State instructor. Instead, students will be assigned to a facility or facilities and will be visited occasionally by a Cincinnati State clinical coordinator. Student may work in groups or be assigned alone in a facility. Students will have a preceptor in the facility. The preceptor will work with the coordinator to assess the progress the student makes toward achievement of the competencies. The clinical coordinator assigns the grade.
c. **Field Experience**: The Association Nutrition and Foodservice Professionals uses the term field experience instead of supervised practice. The directed practice and practicum hours count toward the fulfillment of field experience hours.

4. **How are supervised practice sites selected?**
Clinical sites are selected by the program chair to meet the practice requirements of the programs. The college and the site sign a formal affiliation agreement before students are placed. Students practice at the invitation of the site and must abide by the policies and procedures set forth by the site. A clinical coordinator sets up rotation schedules with the site.

5. **What kinds of places are used for supervised practice?**
Hospitals, long-term care facilities, retirement communities, schools, government programs, community agencies.

6. **Will supervised practice site be on the public transportation?**
Not all facilities will be accessible by public transportation. Site selections are complicated and location is not the highest priority. Students will be required to provide their own transportation and parking fees (if applicable).

7. **Will the hours of supervised practice be the same each term?**
The hours of each directed practice will be set by the facility in conjunction with the clinical coordinator. The hours of each directed practice will be finalized approximately 2-3 weeks before the beginning of the term. Note that these times may be changed after the registration process begins. Please do not schedule classes directly after directed practice.

   Generally, directed practices are scheduled during daytime hours. In most cases, they need to be scheduled over at least one meal period (Breakfast, lunch or dinner).

8. **Do DT, DMC and PNS students have a Coop Coordinator?**
No, they have a **Program Chair**. The Clinical Coordinator and Program Chair is Candice Jones at 513-569-1479.

9. **Why don’t DT, DMC and PNS students do cooperative education like the other Business programs?**
A maximum number of credit hours are already assigned to meet the program specific competencies. There are no additional credit hours available in the curriculum to assign cooperative education credits.

10. **Will DT, DMC and PNS students participate in Co-op Learning Modules and Community Service Activities like other Business Division students?**
Yes, they will attend and participate in both. These learning opportunities directly relate to skills and competencies need to be successful professionals.

**Use of Students to Replace Employees**
To avoid any suggestion that students are used in lieu of employees the college has placed a clause in the affiliation agreement, which states students are not to be used as staff relief. The following statement appears in affiliation agreement.
“It is understood that Program students do not replace Facility staff.”

**Dietetic Technology Policies**

**Attendance**
Cincinnati State’s Board of Trustees has mandated that each instructor record attendance for each class. Attendance is essential in order for you to be successful in class and in the work world. The instructor takes attendance at each session. Typically, attendance is taken at the beginning of the class period. It is the student’s responsibility to see the instructor *at the end of class* to correct the official attendance record.

Dietetic courses must meet academic standards for continued program accreditation/approval. Students must meet program specific standards for attendance, which will be clarified in each course syllabi on a course-by-course basis. The remedy for students failing to meet minimum attendance requirements will also be stated in the course syllabi.

Attendances for all dietetic classes follow these guidelines:
1. lecture class require 80% attendance
2. cooking labs: missing one class will loose all lab points for the day, 2\(^{nd}\) absence will drop letter grade by one letter, 3\(^{rd}\) absence is automatic failure of the course
3. directed practice and practicums require 100% attendance failure to do so may result in failure of the course

**Non-Attendance**
The following policies pertain to all courses:
A. Instructors are required to document student attendance in each course meeting through the first two weeks of the semester.
B. From the first day of the semester until the First Day to Withdraw for the semester, students who drop a course must identify whether or not they attended the course section.
C. A student who enrolls in a course but does not attend the course within the first two weeks will be designated a No Show (NS) and dropped from the course by the instructor.
D. If there is a discrepancy between a student’s self-reported attendance status and the attendance status reported by an instructor, the attendance status reported by the instructor will be the status of record.
E. Students are not permitted to begin attending a course section after the instructor has issued an NS or self-reported by the student for that course section.
F. The designation of NS will not appear on the student’s transcript.
G. A student who receives an NS designated for a course is financially responsible for payment of the course. State and federal financial aid is not applicable to a course for which a student has received an NS designation.
H. A student in not permitted to withdraw from a course he or she did not attend or to which an NS has been assigned.

**Non-Attendance in Web-based and Hybrid Course**
Students enrolled in courses classified as WEB (Web-based; no in-person attendance required) or HYB (Hybrid; primarily Web-based but with some required in-person activities) must log in to the course website during the first two weeks of the term and participate in an online activity.
Participation in an online activity includes, but is not limited to, submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course.

A student who is enrolled in the course but does not log into the website during the first two weeks of the term is to be designated a No Show (NS) by the instructor. All other policies described in the catalog section on “Non-Attendance” apply to students in WEB and HYB courses also.

In some cases, the website for a WEB or HYB course will be open to students prior to the first day of the term. Student activities on the website prior to the first day of the term will be used to determine whether an NS designation is given.

**Non-Attendance Leading to Administrative Withdrawal**
The following policy pertains to all courses:

> A student who is enrolled in a course and does not attend any class sessions of that course for three consecutive weeks, at any time during the semester, may be administratively withdrawn from the course.

Implementation of this policy means that a student who “disappears” from class can be assigned a final grade of “W” rather than “F”, which is a more accurate indicator of why the student did not succeed. Implementation also means College staff members will follow up with these students and offer advising that could contribute to the student’s future academic success.

**Procedure for Reporting Absence and Tardiness for a Clinical or Practicum**
The following explains the procedures for reporting absence or tardiness:

1. For Directed Practices the faculty instructor must be notified of the student’s absence and / or tardiness prior to the start of the class. Only under the most dire or circumstances would the faculty instructor learn of your absence or tardiness from another student in the class.

2. For the faculty preceptor as well as your facility preceptor must be notified of the student’s absence and / or tardiness prior to the start of the shift. Only under the direst of circumstances would the facility preceptor hear about the absence from the faculty preceptor.

3. All absences related to a supervised practice must be rescheduled with the faculty member and the site, or another location as assigned by the faculty member. The student must reschedule practicums at a time that is mutually acceptable and agreed upon by the faculty instructor and the preceptor. Possible solutions may include extension of a scheduled workday or working an unscheduled day.

4. Absence and tardiness reflect poorly on the student’s professionalism and work ethic and may result in disciplinary action.
**Tardiness**

It is expected that the students arrive to class in a timely manner. The student must adhere to the tardy policy on the course syllabi. Failure to do so may result in not meeting the requirements to successfully pass the course.

Students are responsible for getting all information and handouts given during the time they missed due to tardiness.

Any deviation from the above policy will be considered on an individual basis and will be up to the discretion of the faculty.

This includes class time missed due to late arrival or leaving early, and not returning to class in a timely way during a scheduled break.

**Injury or Illness While in a Facility for Directed Practice or Practicum**

The student will notify the faculty instructor and / or preceptor if injured or if becoming ill while at a practice site:

1. If injured or ill due to an occurrence on-site, the student
   a. Will complete paperwork as requested by the site as soon as possible
   b. Seek medical attention if required, and
   c. Notify the Program Chair as soon as possible

2. Per the college’s affiliation agreement with the supervised practice site, the site “Facility” will provide medical care in case of illness or accident to any participation student or college faculty or “staff”

3. Should the student become ill due to a non-work related reason and needs to return home, the student will
   a. Will notify the faculty instructor and / or facility preceptor
   b. Seek medical attention, and
   c. Notify the Program Chair as soon as possible

4. The missed directed practice or practicum hours will need to be made up in order to receive the required number of hours as required by accreditation.
**Health Examination**

Students are required to have a complete physical examination prior to the first clinical assignment. Immunizations and other diagnostic studies are being required. The following immunizations are required:

1. Two step tuberculosis test results negative, if positive a chest x-ray will be required, students are required to maintain an annual Monteux
2. Two vaccines or a positive titer are required for rubella, mumps and tuvella
3. Two vaccines or a positive titer are required for varicella
4. Hepatitis B series, which includes 3 steps or a positive titer
5. Tdap
6. Flu vaccine is required if the facilities requires the vaccine for their employees

Failure to obtain the required immunizations and physical will result in forfeiture of clinical classes until the following fall semester. The physical form can be found in Appendix C.

**Background Checks**

All students are responsible for obtaining a Background check to be able to complete clinical and practicum rotations. Students will be notified if the background check contains information that would preclude them from being able to work in a long-term care, hospital, day care center, or school system. The following is the procedure for obtaining a background check;

1. You will need to log on to the following web site
   
2. This is the Web Check location finding that will assist you in finding a place close by to obtain your background check.
3. In the search box 1/3 of the way down the page put in your county and press search. This will provide you a list of places that will do background checks in your area. Make sure to read the fine print as to appointment times and hours.
4. This will cost you between $50 and $75 dollars and you must pay at the time you obtain your background check. It is recommended that you call the site to see if they require cash or if they will take a check, credit or debit card.
5. When you go to the site make sure you take the information sheet located in Appendix D.
6. You will need to have both the BCI and FBI check completed and they will need to be sent to the Program Chairs attention.
7. Failure to complete the background check will result in forfeiture of attending clinical classes.
**Drug and Alcohol Screening Policy**

Students enrolled in any Dietetic Technology program have placed themselves into a relationship where there is a special concern relative to the possession or use of drugs, alcohol, or controlled substances. If a student appears to be functioning in any impaired manner, exhibiting inappropriate behavior in the classroom or clinical, or demonstrating any unprofessional conduct or negligence, the faculty or clinical affiliate representative responsible for that student, using professional judgment, will remove the student, document the circumstances and report the alleged violation immediately to the Dean of Student Enrollment Services and the Dean of the Business Division.

Drug and alcohol screening and background checks may be required at a specific facility. The student will complete the screening prior to the start of the first day of the rotation. Refusal to submit to this screening will result in dismissal from the Dietetic Technology program due to inability to progress in curriculum. A third party administrator will do the screening. The list of substances tested will be the current list required by clinical or practicum site.

If follow-up screening is required, the student is responsible for all additional fees.

**Dress Code**

The purpose of a dress code is to create a more comfortable learning environment for all students. The professional presence you practice in the classroom and/or lab often mimics how you will present yourself in the workplace. The dress code in certain labs may be required to safely accommodate the learning activity within the environment. Therefore, specific dress requirements will be made at the request of the instructor when necessary. Examples of appropriate attire and appearance include but are not limited to the following.

- **All classrooms/labs:** Professional dress when making a presentation to the class
- **Culinary Labs:** Professional dress as stated in the Culinary Lab Policy. (Appendix E)
- **Supervised Practice:** Students are representatives of the program and must be identifiable at all times at a supervised practice site. Students must follow the dress guidelines as stated here unless a supervised practice instructor authorizes in advance a different form of attire. Students who are not attired appropriately will not be permitted to practice and an absence will be recorded.
- **Name Tag:** Students will be provided with a nametag that they are required to wear at all times during directed practice and practicums.
## Dietetic Technology Programs

Students participating in supervised practice activities will wear a lab coat over professional dress clothes as specified below:

NOTE: This is not an inclusive list and faculty, preceptors and sites may add additional information to what is listed.

<table>
<thead>
<tr>
<th><strong>Appropriate Attire:</strong></th>
<th><strong>Inappropriate Attire:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lab Coat</strong></td>
<td></td>
</tr>
<tr>
<td>Clean, pressed, white lab coat with identifiable badge (to be provided)</td>
<td>Coats with logos or printing</td>
</tr>
<tr>
<td>Wrinkled lab coats</td>
<td>Absence of white lab coat</td>
</tr>
<tr>
<td>Coats can be full, ¾ length or short in length</td>
<td>Stained, torn or soiled coats</td>
</tr>
</tbody>
</table>

**Slacks or Pants**

<table>
<thead>
<tr>
<th><strong>Appropriate Attire:</strong></th>
<th><strong>Inappropriate Attire:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ankle length khakis or corduroys, properly fitted</td>
<td>Sweatpants, athletic apparel, leggings or elastic cuff</td>
</tr>
<tr>
<td>Ankle length twills or gabardines, properly fitted</td>
<td>Shorts or capris</td>
</tr>
<tr>
<td>Coats can be full, ¾ length or short in length</td>
<td>Stained, torn or soiled coats</td>
</tr>
</tbody>
</table>

**Shirts or Tops**

<table>
<thead>
<tr>
<th><strong>Appropriate Attire:</strong></th>
<th><strong>Inappropriate Attire:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Button down or dress shirt with collar-long or short sleeve, tie preferred for men but not required</td>
<td>T-shirts, sweatshirts, beach or exercise wear, long shirt tails</td>
</tr>
<tr>
<td>Turtleneck sweaters or dress sweater</td>
<td>Sleeveless shirts or tanks</td>
</tr>
<tr>
<td>Polo collar knit or golf shirts - Plain</td>
<td>Shirts with writing</td>
</tr>
<tr>
<td>Button down or dress shirt with collar-long or short sleeve, tie preferred for men but not required</td>
<td>Revealing shirts: plunging necklines, exposed navel or cut-outs</td>
</tr>
</tbody>
</table>

**Skirts or Dresses**

<table>
<thead>
<tr>
<th><strong>Appropriate Attire:</strong></th>
<th><strong>Inappropriate Attire:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Knee-length, properly fitted</td>
<td>Floor length or revealing length</td>
</tr>
</tbody>
</table>

**Shoes**

<table>
<thead>
<tr>
<th><strong>Appropriate Attire:</strong></th>
<th><strong>Inappropriate Attire:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean kitchen safe shoes: flat, closed toe, comfortable, non-porous, non-slip</td>
<td>High heels, sandals, strap-back, vivid colors in shoes or shoe strings</td>
</tr>
<tr>
<td>Clogs with closed toe</td>
<td>Athletic shoes, canvas shoes</td>
</tr>
<tr>
<td>Loafers, flat dress shoes</td>
<td>Hiking boots, knee-high boots</td>
</tr>
</tbody>
</table>

**Grooming, Hair and Make-up**

<table>
<thead>
<tr>
<th><strong>Appropriate Attire:</strong></th>
<th><strong>Inappropriate Attire:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily shower and clean clothes</td>
<td>Poor personal hygiene</td>
</tr>
<tr>
<td>Hair should be clean and pulled back from face and secured so as not to fall forward. In some environments a cover must be worn.</td>
<td>Unkempt, free flowing</td>
</tr>
<tr>
<td>Beards/moustaches must be trimmed and well groomed. In some environments a cover must be worn.</td>
<td>Elaborate hair ornaments</td>
</tr>
<tr>
<td>Fingernails should be short and well groomed.</td>
<td>Unkempt, scruffy beards/moustaches</td>
</tr>
<tr>
<td>Make-up should be minimal and reflect a natural look</td>
<td>Excessive or dramatic make-up that does not look natural</td>
</tr>
</tbody>
</table>

**Jewelry**

<table>
<thead>
<tr>
<th><strong>Appropriate Attire:</strong></th>
<th><strong>Inappropriate Attire:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimal jewelry such as a wedding band.</td>
<td>Excessive piercing, tongue posts, nose rings, eyebrow ornaments</td>
</tr>
</tbody>
</table>

Watch is recommended in the clinical area. The watch should be removed when completing food preparation duties.
**Insurance Requirements**
The college purchases a $1,000,000 liability/malpractice insurance policy to cover students in the Business Technology and Health and Public Safety Division. The cost of this insurance is incorporated into the course fee. The student requires no action since the process is automatic. The policy is renewed annually.

**Liability for Safety in Travel to or From Assigned Areas**
The college does not cover students while en route to their destination since the college does not cover personal vehicles of students. Normally, coverage (professional liability) begins upon arrival to the destination.

**Discipline and Termination**
Academic probation and dismissal as well as standards of dismissal/probation are detailed in the Cincinnati State College Catalog.

A student must maintain a GPA of 2.75 to have completed the required Academic Foundation course needed. They must also complete pre-requisites for biology, chemistry and math and have taken First Year Experience (FYE) in order to start clinical rotations.

The maximum amount of time allowed to complete the program requirements is 7 years from the time the student enrolls in the program. If a student exceeds the 7-year limit they will be asked to retake some of the dietetic courses to ensure they are at the most current level of knowledge.

Disciplinary action can be taken if a student does not adhere to the Code of Ethics found on page 27. Student may also be disciplined if they do not follow the student Code of Conduct as outlined in the College Catalog. Disciplinary action and termination from the program include, but are not limited to, failure to meet acceptable standards of ethics, practice and professional performance, and inadequate progress meeting DT competencies and student learning outcomes.

Termination from the program is considered an extreme measure. All efforts will be made to work with the student to correct identified deficiencies.

In the event a student has failed to meet acceptable standards as noted above, has exhibited misconduct, failed to maintain the required GPA, demonstrated unsatisfactory progress in the program or fails to comply with policies and procedures at clinical and practicum sites the following action will be taken:

1. Initial counseling conducted by the Program Chair if an unsatisfactory rating has been obtained in a student evaluation from a rotation or as a result of a verbal report by the faculty or preceptor, or if the student’s GPA drops below program requirements.
2. Follow-up counseling conducted by the Program Director if the problems persists.

If the above has not resulted in corrective action in an established time frame, the student may then be removed from the program and placed on probationary status. The Program Chair will
then determine corrective course of action or whether termination is warranted. This period may not exceed 2 weeks.

The student will be notified in writing of the probationary status and cannot participate in clinical or practicum rotation during this period.

At the end of the probationary period one of two actions may be taken:

1. If the student has indicated a willingness to correct the issue or deficiency, s/he will be allowed to continue in the program OR
2. Written notice of termination will be sent to the student

Remediation may require the student to extend the clinical or practicum past the anticipated date of completion.

Withdrawal from the Dietetic Program
A student who has started clinicals may withdraw from the program at any time and for any reason by submitting written notification to the Program Chair. The Program Chair will conduct an exit interview. Re-entry into the program that year is not possible; however the student may meet with the Program Chair prior to the start of the following year to be considered for admission into the following year’s class.

Program Re-Entry Protocol Following Dismissal for Academic And/Or Clinical Failure
Students who wish to re-enter the Dietetic Program and restart their clinical practice must do the following:

1. Completion of the admissions process (see catalog) AND
2. Have an overall grade point average (GPA) of at least 2.75 or as specified by an individual program.

A student who meets eligibility requirements may re-enter a program and/or the program’s technical courses based on space availability.

A student may be required to repeat some or all of the technical courses in the curriculum. It will be at the discretion of the program faculty to determine which course(s) a student must repeat.

If a student is required to repeat all the technical courses, he/she will be considered a new student and placed on the general program list. If the program has a waiting list, the student will be placed on the list according to the date of reinstatement into the program.

Unsuccessful Academic Performance: A student in the Dietetic program, who receives grades of “D”, “F”, “U” or “W” twice for any technical course, or for two different technical courses, will be dismissed from the program for one year and cannot reapply for one year from the date of dismissal. The student must meet with his/her program advisor to develop a re-entry plan at least one term prior to continuation in his/her program.
Formal Assessment of Student Learning
Students are awarded grades at the end of the didactic courses as an indication of their performance in the course. They are generally the culmination of assessment done throughout the term. Assessment is normally in the form of written exam and assignments but may take other forms as well. Syllabi indicate the basis by which grades are derived.

Student Evaluation
Student evaluation process for the final course grade for directed practice and practicums:
1. Based on progress towards course objectives and ACEND Foundation Knowledge & Competencies or AFNP Learning Outcomes.
2. Be assigned at the conclusion of each academic semester.
3. Some of the evaluation instruments and procedures used by instructors include, but are not limited to the following:
   a. Tests and final examinations
   b. Field experience and preceptor evaluation
   c. Completion and quality of assigned projects and studies
   d. Student’s interest, participation and attitudes in classes
   e. Student self-evaluation
   f. Attendance in classes and field experiences
   g. All written assignments must be well written, proofread, spell-checked, grammatically correct, and properly referenced.

In order to assist students in determining their status is a course, grades are kept on Blackboard so students are aware of their grade at any given time. Final grades are given at the conclusion of the semester.

Program Evaluation
Several tools are used to evaluate the program’s effectiveness including, but not limited to the following:
1. Students will have the opportunity to evaluate courses, programs, instructors and preceptors on a regular basis
2. Students are required to complete a graduation evaluation prior to graduation
3. Graduates are surveyed in order to gain feedback on the program.
4. Field experience site preceptors are surveyed to gain feedback on program and preparation of students.

Transportation
Cincinnati State does not provide transportation to and from directed practice or practicum sites. Students are required to provide their own transportation. All students are required to have their own personal car insurance coverage if applicable. Such a student is responsible for any and all fees associated with travel as well as all liability for themselves and riders in their car.

Cincinnati State maintains no responsibility for the safety of the students and their transportation to and from all sites and experiences. Students using public transportation assume personal liability for their safety. Information regarding facility location as well as parking will be provided at the beginning of the semester’s directed practice and practicum course.
Cancellation of Class and / or Inclement Weather
In the event of adverse conditions, it may be necessary to cancel some class sessions. The College will rarely close completely. Local radio and television stations may begin announcing Cincinnati State’s operating status as early as 6:15 a.m. on the day involved. The status of the evening classes will be handled by a separate announcement later in the day.

If a faculty member cancels a class, every effort will be made to inform the student in advance. The faculty members are encouraged to post such cancellation on the Blackboard site. However, when absence is unexpected students will be informed of class cancellation by email.

When classes are cancelled due to inclement weather, the directed practice and practicums are exceptions to the above information and WILL MEET unless you receive other directions from the faculty member or preceptor. Most sites will operate during inclement weather so you are required to check your email to see if the directed practice or practicum is cancelled. If so, you will need to be made up at a convenient time for all parties.

HIPPA Mandates/Social Networking/Cell Phone Camera Policies
Confidentiality of the client must be protected at all times. Failure to comply with facility HIPAA regulations could result in civil and / or criminal action including fines and imprisonment as well as dismissal from the dietetic technology program. The student must understand that the sharing of client information through social networking site, with or without the use of names is prohibited. Any student who posts information about a client is violating HIPAA privacy laws. This includes the use of a computer at a healthcare facility or the use of a personal computer outside the healthcare facility. The student is prohibited from using a cell phone or camera to take pictures in the field experience setting.
**Requirements for Graduation**
The following are the graduation requirements by program. These are not all inclusive there may be additional requirements listed in this handbook.

- Minimum requirements for Dietary Manager Program
  - Credits: 32 hours
  - Directed Practice: 252 hours
  - Professional and Business Division Credits: 27 hours
  - GPA 2.75 overall

- Minimum requirements for Dietetic Technology
  - Credits: 71 hours
  - Minimum Directed Practice: 472 hours
  - Professional and Business Division Credits: 31 hours
  - GPA 2.75 overall

- Minimum requirements for Nutrition Science
  - Credits: 70 hours
  - Directed Practice: 105 hours
  - Professional and Business Division Credits: 31 hours
  - GPA 2.75 overall
  - GPA for Transfer degree 3.0

*Students are ultimately responsible for meeting all academic requirements.*

**Students Rights and Responsibilities from the College Catalog**

**Equal Opportunity**
The Business Technology Department protects student civil rights and complies with Cincinnati State Technical and Community College equal opportunity polices.

*Cincinnati State is committed to a policy of equal educational opportunities for all persons regardless of race, age, handicap, sexual orientation, national origin, or gender. This policy is adopted as a matter of law and as a matter of educational policy consistent with the goals and purposes of the College.*

*The College also adheres to a policy of equal employment opportunity and affirmative action to end any illegal pattern of discrimination and to overcome the effects of past discrimination. Cincinnati State is also committed to serving the region’s armed Forces Veterans.*

**Students with Disabilities**

Cincinnati State is committed to serving the needs of all students including those with disabilities. The Office of Disability Services works with students to ensure they receive reasonable academic accommodations in their courses of study. The primary goal is to guarantee that all students with disabilities have an equal opportunity in the pursuit of their educational
objectives. Services and programs are available for students according to individual need. Students who consistently use the resources and accommodation services tend to earn higher grades and graduate at a higher rate than students who choose not to use them.

Students with disabilities who need accommodations must first register with the Office of Disability Services and present appropriate documentation. Additionally, students must present their class schedules to the Disability Services Office at the start of an academic semester to determine appropriate accommodations. Students requesting accommodations after the fifth week of a semester may be required to have instructor consent before receiving certain services.

Services available include test proctoring, note taking, scribing, interpreting, assistive technology, advocacy, and providing audio tests and Braille access, as well as referrals to other support services on campus and to community resources. For more information, contact the Office of Disability Services in Main Building, Room 129, and (513) 569-1775.

**ADA Accommodations**

If you need special accommodations prescribed by the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please meet with a Special Needs Counselor, prior to participating in classroom or laboratory activities. The counselor can be contacted at 569-1613. You will be advised of appropriate academic accommodations and provide you with identified services.

**Counseling Services**

The mission of Cincinnati State Counseling Services is to promote student learning and development by providing counseling and referral services that address the developmental career and mental health needs of Cincinnati State students. Counseling Services are located in Main Building, Room 168, and (513) 569-1552. Counseling Services offered include: assessment, career counseling, consolation, mental health and personal counseling.

**Course Pre-Requisites & Co-Requisites**

Prior to registration for a course the student must have completed all courses listed in the College Catalog College as pre-requisites & co-requisites. Students are strongly encouraged to seek advising prior to registration for clarification as necessary.

Students receiving transfer credits for HRM 105 –Food Service Sanitation, must provide the advisor with a copy of their current ServSafe Certification. Prior to granting advanced standing credit the Culinary Program will review the certification. The student is responsible for maintaining this certification throughout the duration of enrollment in the Dietary Technology Programs.
**Official Withdrawals**
Upon dropping all classes for any given semester, a student is considered to have officially withdrawn from Cincinnati State, even if future enrollment is anticipated. To officially withdraw, a student must submit the Course Withdrawal Form to the Office of the Registrar. A student who withdraws from all classes after the fourteenth day of the semester, up to the 60% point of the semester, is subject to a financial aid re-calculation and must return a prorated portion of their financial aid to Cincinnati State.

**Unofficial Withdrawals**
A student is considered to have unofficially withdrawn if the student receives grades of Failing (F) and/or Unsatisfactory (U) in all classes for which they have registered and begun class attendance. The student will receive a notice of unofficial withdrawal from the Financial Aid office, and can appeal this unofficial withdrawal status to the office of Financial Aid by the deadline indicated in their notice.

In the appeal, the student must provide documentation from the instructor, dean, or associate dean of the applicable division. The following are acceptable forms of documentation: exams, records of attendance, tutorials, computer-assisted instruction, and records of counseling, academic advisement, or study groups.

The withdrawal date for students considered unofficially withdrawn is the midpoint of the semester for which title IV funds were disbursed, unless proved otherwise through the appeal process.

**Administrative Withdrawal from Admitted Status**
An admitted student who has not enrolled in classes for three consecutive semesters is administratively removed from admitted status. To regain admitted status, students must reapply for admission by submitting a new Application for Admission and paying a $15 non-refundable fee.

Students who apply for readmission five or more years after their prior admission date must submit a new Application for Admission, pay a $15 nonrefundable fee, and complete all other required admissions steps, including placement testing. The student who is readmitted must meet the academic program requirements that are in effect at the time of readmission.

**Withdrawal and Refund of Tuition and Fees**

Students may withdraw from the program at any time and for any reason by meeting with and discussing with their advisor.
Refund of Tuition Charges
Students are responsible for paying all charges incurred as a result of registering for classes. The College will not drop a student’s classes or reduce tuition charges/fees due to a student’s non-payment of those charges.

Students may receive a fee reduction for classes by formally withdrawing from those classes for any reason. The amount of the fee reduction is based on the date of withdrawal and calculated according to the College’s published refund schedule. Refunds are disbursed to the student or/and a third-party payor. There also may be a reduction or loss of financial aid eligibility.

Refund checks are mailed to students within 14 days of financial aid disbursal if there is financial aid in excess of a student’s tuition charges/fees.

1. Requests for refunds are considered only if the student officially drops the course.
   • Students may utilize the online registration function of MyServices to drop courses up to the calendar day before the semester begins. The online option to drop a course is not available once the semester begins. Students may also drop a course at any time by completing and signing the official Registration Activity Form available in the office of the Registrar.

2. The Admission fee, Registration fee and Late Registration fee are not refundable.

3. The following fees are not refundable unless the College cancels all classes for which the student registers:
   • Registration fee
   • Technology fee
   • Facility fee
   • Extended Payment Plan fee
   • Late Registration/Payment fees

4. The College’s tuition refund schedule is as follows:
   • Refunds for dropped classes processed in the office of the Registrar before the first day of the semester are calculated at a rate of 100% refund of the in-state or out-of-state tuition and course/lab fee for the dropped class. Students are not eligible for financial aid for these dropped classes.
   • Refunds for dropped classes processed in the Office of the Registrar from the first day of the semester through the seventh calendar day of the semester term are calculated at a rate of 100% refund of the in-state or out-of-state tuition and course/lab fee only for the dropped class. Students are not eligible for financial aid for these dropped classes.
   • Refunds for dropped classes processed in the Office of the Registrar from the eighth to fourteenth calendar day of the semester are calculated at a rate of 50% refund of the in-state or out-of-state tuition fee and course/lab fee for the dropped class. There is no reduction of charges for courses dropped after the fourteenth calendar day of the semester; however, there may be a reduction or loss of financial aid eligibility.

5. Flexibly scheduled courses: Courses which have a beginning or/and ending date different than the first and last weeks of the normal semester schedule are considered
flexibly scheduled and have a prorated refund period applied to them. A 100% refund is applicable to a flexibly scheduled course dropped in the first 7% period of that course’s semester. A 50% refund is applicable to a flexibly scheduled course dropped in the 8% to 14% period of that course’s semester. No refund is applicable after the 14% period of the semester.

6. Course cancellation: A refund of 100% is made to a student who has registered for courses that have been cancelled by the College, if the student does not change to another course.

7. Refunds for students whose registration bill was paid by third party funding (financial aid, agency) are applied toward reimbursing the third party before any disbursement to the student.

8. If a student owes a financial obligation to the College, the refund is applied toward payment of the balance due before any disbursement to the student.

9. Students who do not follow the established dropped-class procedures of the College are not eligible for a refund.

10. Students who have questions concerning refunds should contact the Cashier’s office.

11. Appeals to this refund policy may be filed by completing and submitting an appeal form, available at the Cashier’s office.

Cincinnati State Technical and Community College reserves the right to revise this statement of tuition refunds at any time.

Financial Aid

Honors Program
The Honors Program is a program for highly motivated, highly qualifies students enrolled at Cincinnati State. Students in the Honors Program participate in challenging coursework, close student-instructor interactions, and interdisciplinary and intercultural explorations. The goal of the program is to enable qualified students to transfer to a senior institution or enter a professional field at a high level of ability by developing the leadership, creativity, and cognitive skills that foster lifelong career success. Admission to the Honors Program allows students to enroll in specially designed Honors courses and to participate in cultural, social, scientific, and community events.

The Honors Program at Cincinnati State is open to all full-time and part-time degree-seeking students in all divisions who meet Honors Program entrance criteria. For more information see the Honors Program description in the Academic Divisions section of the course catalog.
Writing Center
The Writing Center at Cincinnati State offers tutorial support, free of charge, to students whose coursework includes written assignments. All students across the curriculum are welcome to explore new ideas through writing, and the Writing Center – located in Room 235 Main Building – enables students to do so successfully.

Success Center (Tutoring Services)
Cincinnati State provides free tutoring services to any student enrolled at the College. There are two locations: The Success Center Main (Room 261, Main Building) and The Success Center on the first floor of the Advanced Technology & Learning Center (ATLC).

Veterans Affairs
The Office of Veteran Student Affairs at Cincinnati State offers assistance to veterans, eligible dependents, and selected reservists who wish to initiate, continue, or resume using their VA educational benefits. The office is located in Main 196 or by calling (513) 569-1543.

Student Activities
The Office of Student Activities at Cincinnati State provides services and programming for all students to enhance and complement the overall academic experience. Student Activities provides an opportunity for students to participate in a diverse range of activities and events on and off campus, including club/organization membership as well as social and educational events. The College encourages students to get involved in the planning and implementation of campus and social activities.

Upcoming campus events are announced to students via email and through notices posted around campus. The Office of Student Activities is located in Room 204 of the ATLC building.

Clubs and Organizations
Students are encouraged to join the clubs and organizations that appeal to their academic and social interests. Student organization offices are located in the Office of Student Activities, Room 204 of the ATLC building.

Scheduling and Program Calendar (including vacation and holidays)
The Office of the Registrar website: http://www.cincinnatistate.edu/real-world-academics/academic-calendar includes a detailed Cincinnati State listing of dates such as start and end of the semester, holidays, key registration dates, deadlines, payment dates etc. This website provides information specific to each term as well as a general calendar for the college calendar year. Students will find information about beginning and ending dates of each term, key registration dates, deadline dates, payment dates, holidays etc.
The following is a statement in regards to “Religious Holidays and Class Attendance” from the Office of Registrar:

Students are permitted to be absent from class to observe a religious holiday. It is the student’s responsibility to notify instructors of this planned absence no later than the end of the first week of the academic semester. It is also the student’s responsibility to make up any required work through a process and on a schedule to be determined by the course instructor.

Protection of Privacy of Student Information
The Family Educational Rights and Privacy act (FERPa) affords students certain rights with respect to their educational records. They include:

1. The right to inspect and review the student’s educational records within 45 days of the date Cincinnati State receives a request for access. Students should submit to the registrar, dean, program chair, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to ask the College to amend a record that a student believes is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record he or she believes should be changed, and specify why it is inaccurate or misleading.

   A. Should the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

   a. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPa authorizes disclosure with-out consent. One exception, which permits disclosure without, is disclosure to schools officials with legitimate educational interests. A school official is:

      i. A person employed by the College in an administrative, supervisory, academic or research, or support staff position 50 (including law enforcement unit personnel)

      ii. A person or company with whom the College has contracted (such as an attorney, auditor, or collection agent)

      iii. A person serving on the Board of trustees; or a student- serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.
4. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cincinnati State to comply with the requirements of FERPa. The name and address of the office that administers FERPa is: Family Policy Compliance office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

For more information, please visit the College website at www.cincinnatistate.edu or contact the office of the Registrar at 513- 569-1522.

**Access to Personal Files**
The students have the right to inspect and review their educational records within 45 days of the date Cincinnati State Technical and Community College receives a request for access. Students should submit to the registrar, dean, program chair or other appropriate official, a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

**Student Communication**
Every student receives a user name and a password to the campus blackboard network system. Students should have these by the first week of the semester. If not received the student is responsible to contact the IT department at (513) 569-1234. It is the responsibility of the student to check their electronic mail (Surge Mail), and Blackboard on a regular basis to obtain college communication. Faculty will use your Cincinnati State email to communicate with you they will not use your personal email. Likewise you are required to use the faculty members Cincinnati State email address unless otherwise stated by the faculty member.

**Academic Advising**
Academic Advising is your opportunity to meet with a program advisor to discuss your career and academic goals to review your curriculum, to schedule classes, to obtain initial information regarding co-op and to review academic progress. Students should meet with their academic advisor each term prior to registration. This allows you and your advisor to ensure you are on the right track for graduation.

**Registration**
Students must enroll and make payment arrangements with Cincinnati State for their enrollment to be official.

Students have the option of registering in person in the Office of the Registrar, through a touchtone telephone, or over the Web. Please refer to the College Website Term Bulletin for details for using a touchtone phone or the Web. Registration for the term usually begins four weeks before the term begins. Students should register as early as permitted to avoid getting closed out of necessary courses.
Some courses in the dietetic curriculum will require instructor signature. Students should make an appointment and meet with their academic advisor prior to or during the first or second week of registration to obtain the necessary signature. Students will not be able to obtain the needed signatures during term breaks.

For specific dates of registration and information regarding touchtone and Web registration, please refer to the Term Bulletin or contact the Office of the Registrar at (513) 569-1522.

**Academic Integrity**

Students are expected to maintain the highest level of academic integrity. Academic dishonesty will not be tolerated. Examples of academic dishonesty include: copying another student’s work on a quiz/final or assignment; allowing another student to copy your work on a quiz/final or assignment; using cheat sheets, text messaging or other forms of written assistive devices during a quiz/final. Specifically, students are expected to do their own work.

In all cases the Division Dean, the student’s, Program Chair, and Co-op or Clinical Coordinator will be informed. The instructor reserves the right to refer the case to the Academic Vice President for appropriate action. For further details see the Cincinnati State Student Code of Conduct.

**Students who participate in forms of academic dishonesty will receive an “F” for the course.**

**Classroom Conduct**

It is the instructor’s goal to maximize students’ opportunity to learn. Students are expected to maintain a classroom environment that enhances that goal by demonstrating appropriate classroom behaviors. Examples of appropriate behaviors include but are not limited to the following:

- Use appropriate language.
- Speak in a conversational tone/level.
- Do not antagonize peers and/or instructor(s).
- Respect other students’ responses and contributions to class discussions.
- Do not interrupt class discussion because of tardiness, asking unrelated questions, entering room in search of an open lab, etc.
- Follow break-times limits.
- Refrain from using interrupting electronic devices (cell phones, radios, tapes, CDs).
- Be mentally and physically present during class lecture, discussions, and activities.
- Food and beverages are prohibited in computer and scientific labs and allowed in other classrooms at the discretion of the instructor.
- Children in classroom as stated in Student Handbook. Parents or another adult must accompany children on campus. Allowance of children in the classroom is at the discretion of the instructor. In no case, will children be allowed in the culinary labs, science labs, computer labs or supervised practice sites.

Failure to abide by these standards will result in appropriate actions taken by the instructor. The instructor will first notify the student of the offending behavior and allow the student to
discontinue the behavior. If the behavior continues, the instructor will ask the student to leave the classroom for the remainder of the class period. Students who have been asked to leave the class will need to make an appointment with the instructor to discuss the problematic behavior before returning class.

Safety
All students are expected to follow safety policies that will be supplied by the program faculty and clinical site. These policies include, but are not limited to, the handling of blood and other body fluids, electrical equipment, fire safety, and the practice of good body mechanics. Besides risking your health and the health of those around you, violation of safety policies will result in an unsatisfactory evaluation in a class or clinical.

Writing Standards
Any written or electronically transmitted homework, term papers, and all forms of communications, such as email, shall be constructed with appropriate grammar, punctuation, spelling, and etiquette. This is a college-level course and all work submitted by students should reflect a high degree of accuracy and neatness. The instructor reserves the right to reject written work that contains grammatical or structural errors or, if handwritten, is too carelessly written to read.

General Education and Basic Science Courses
Students may repeat a non-technical or basic science course (non-technical courses are in the areas of communications skills and social sciences; basic science courses are in the areas of math, chemistry, physics, or biology) two times if a grade of “D”, “F”, or “W” is assigned during the prior registration. If a grade of “D”, “F” or “W” is assigned three times; the student will be dismissed from the program for one year.

Transfer Credit
If transfer credit for previous college experience is requested, it is the student’s responsibility to arrange for an official transcript to be sent to the Admissions Department of Cincinnati State. Once the transcript is received it will be reviewed to determine what credits will transfer into the program.

Transfer of core curriculum courses is not guaranteed and will be evaluated based on course content as described in the course syllabus (provided by the student), qualification of course instructor (i.e. registered dietetic professional), and course administration by ACEND accredited nutrition degree program for compliance with ACEND standards. A minimum earned score grade of “C” is required for all transfer credits.

Students will not receive transfer credit for any directed practice or practicum courses or life experience if they are in the dietetic technician program.
**Interpersonal Relationships**
Students are encouraged of the following: Developing effective communication skills (verbal, listening, and written); making a sincere effort to understand other points of view; subordinating self-interests in favor of a team approach when desirable; avoiding biased and insensitive comments to or about individuals or groups of individuals; and showing courtesy to others.

**Observance of Patient’s Rights**
Students must be aware of Patient / Resident Rights, which are provided for students at their clinical sites. Confidentiality and respect are key components of Patient / Residents Rights. Students are expected to observe Patient / Resident Rights at all times.

**Students Rights and Responsibilities**
Cincinnati State has established a Code of Student conduct to ensure the safety and welfare of the students and community. Students who are admitted to Cincinnati State adhere to the rules, regulations and policies set forth in the Student Code of Conduct. Students are entitled to the same rights, privileges and immunities that are guaranteed to all citizens of the United States.

These rights and freedoms are amplified by the “Joint Statement on Rights and Freedoms of Students,” which was originally formulated in 1967 and subsequently modified by representatives of the American Association of University Professors, United States Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association for Women Educators, and a number of other professional bodies. These principles speak to the standards and responsibilities of the academic community to ensure student access to education; free discussion in the classroom; maintenance of student records; the freedom to form organizations that promote the common interests of students, and the freedom of inquiry and expression; student participation in institutional government; as well as expectations of student conduct, and the exercise of rights of citizenship.

Complete copies of the statement are available from the Dean of Enrollment and Student Development.

**Academic Honesty**
Students are expected to display academic honesty at all times. Plagiarism and cheating may result in course failure, college suspension, or dismissal from the college. Details can be found in the College Catalog, Student Handbook and individual syllabi.
**Grievance Procedures**
A grievance process exists for the objective review of students’ concerns. Students are encouraged to voice concerns about problems encountered with the program. The resolution of these concerns will be consistent with the College’s established policies and procedures as contained in the Course Catalog within the Student Rights and Responsibilities section.

Students are encouraged to discuss complaints and questions with their instructors and advisors first. If the issue cannot be resolved satisfactorily, students should contact the Program Director. The Program Director will work with the students and other personnel to resolve the issue. If the issue remains a concern the student can make an appointment with the Assistant Dean of the Business Technology Division.

Procedures for complaints about the Accreditation Council for Education in Nutrition and Dietetics (ACEND) can be found in Appendix F. Procedures for complaints to ACEND against accredited programs may also be found in Appendix G.
Appendix A

Verification Statement

All students who declare Dietetic Technician as their major are assigned to a program faculty for advising. During the time that they are a student at Cincinnati State Technical and Community College, the advisor and student review coursework and plan for successful completion of the Dietetic Technician courses. Students are responsible for staying current with courses needed to complete degree requirements.

Policy:
All students who have filed a “petition to graduate” 5 months prior to graduation of the Dietetic Technician program at Cincinnati State Technical and Community College will be issued Verification Statements by the Program Director after an official transcript from Cincinnati State Technical and Community College verifying completion of the Dietetic Technician degree has been received from the Records office and their file indicates completion of the Business Division Requirements. Verification Statements will only be issued to students who have the Dietetic Technician degree posted on the Cincinnati State Technical and Community College’s official transcript.

Procedure:
To obtain student information:

1. The last week of class, the Program Director will meet with graduating students who have filed a “petition to graduate” to review the students file.
2. The Program Director will review the “Registration Eligibility Application Processing Flow Chart” with the students and answer questions.
3. The Program Director will review and give each student:
   a. Student Instructions
   b. Name / Address Verification Form – CDR copy – The student will complete immediately and return to the Program Director using ONLY blue ink.
   c. Name / Address Verification Form – Student Copy – Once the class is certified, four copies of the Name / Address Verification Form will be mailed to the student for future name / address changes after submission of the class.
   d. The Study Guide for the Registration for Dietetic Technicians will be used as part of BUS 295 Business Competencies which incorporates Exam Preparation and students are required to purchase the study guide.
   e. “DTRE Mis-Use Form” – The CDR copy will be signed ONLY in blue ink and returned to the Program Director at the meeting. The Student Copy will be retained by the student.
   f. “Transcript Degree / Confirmation Release Form” – The student will complete the Transcript Release From and return to the Program Director at the meeting.
   g. Computer Based Testing Information
      i. Computer Based Testing: A New Experience in Four Easy Steps.
      ii. Computer Based Certification Tests Integrate Testing and Scoring, Increase Convenience
      iii. “Commission of Dietetic Registration Computer Based Testing Fact Sheet.”
To Process Class Information:

1. The Program Director will enter student data in the Credential Registration and Maintenance System.

2. Two weeks after graduation, the Transcript Release Form will be submitted to the Records office of Cincinnati State Technical and Community College allowing receipt of the student’s official transcript.

3. The Program Director will check each candidate to be sure the Dietetic Technician Degree has been verified and posted on the official transcript.

4. If a student’s degree is not posted, a letter will be mailed to the student indicating what needs to be completed for graduation and the student name will be removed from the Credential Registration and Maintenance System.

5. Once all student degrees are verified, the eligible graduation class will be submitted using the Credential Registration and Maintenance System.

6. After submission of the class, each eligible student will be mailed five (5) Copies of the Verification Statement and four (4) signed copies of the Name/Address Verification Form.

7. All documents will be kept in the graduating student file.
Appendix B

Dietary Manager

Non-Nutritional Field Experience Waiver

The student must have a minimum of two years’ experience in a managerial or supervisory capacity in non-commercial foodservice. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Non-commercial foodservice is defined as organizations or corporations such as hospitals, nursing homes, schools, military, correctional, commercial, and/or community feeding programs.

<table>
<thead>
<tr>
<th><strong>Current Employment – to be completed by the student</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>Job Title</td>
</tr>
<tr>
<td>Date of Employment</td>
</tr>
<tr>
<td>Place of Employment</td>
</tr>
<tr>
<td>Work Phone</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Name of Immediate Supervisor</td>
</tr>
<tr>
<td>Title of Immediate Supervisor</td>
</tr>
<tr>
<td>Supervisor’s Work Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>To be completed by supervisor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student employed under my supervision from/ to</td>
</tr>
<tr>
<td>Duties performed by student</td>
</tr>
<tr>
<td>Has candidate performed satisfactorily while under your supervision?</td>
</tr>
<tr>
<td>Are you aware of any information, which would adversely reflect on the character or competence of this person?</td>
</tr>
</tbody>
</table>

**I hereby certify that the above information is correct to the best of my knowledge:**

<table>
<thead>
<tr>
<th>Supervisor Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Student Signature</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
Appendix C

Cincinnati State Technical and Community College
Business Technology Division
Physical Exam Report

Please Print all information clearly.

Name___________________________________________________ Age________  Date of Birth ___________

Last                                        First                                              MI

Address ______________________________________________________________Phone (____)_____________

Street                                                         City                          State               Zip

Emergency contact _____________________________  Relationship________________ Phone(___)___________

Primary Care Physician/ Health Care Provide _________________________________ Phone (____)___________

Print legibly!

MEDICAL HISTORY
Indicate whether you have had past or current treatment for any of these conditions, by checking the appropriate box:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Past</th>
<th>Current</th>
<th>Past</th>
<th>Current</th>
<th>Past</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anemia/Bleeding problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asthma/Breathing problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back Problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart Problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronic Fatigue/Weakness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diabetes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epilepsy/Seizures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GI system Problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headaches/Migraines</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis/Liver problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hypertension</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kidney Problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liver problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anxiety</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug addiction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin Disorders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please comment on any current conditions listed, for clarity:

_______________________________________________________________________________________
_______________________________________________________________________________________

List any other medical conditions or mental illness which may affect your performance in a Health Technologies Division Program:
_______________________________________________________________________________________
_______________________________________________________________________________________

List past surgeries, with dates:
_______________________________________________________________________________________
_______________________________________________________________________________________

List past serious illnesses / accidents, with dates:
_______________________________________________________________________________________
_______________________________________________________________________________________

Are you currently taking any medications that might affect your performance in a Health Technologies Division Program? Please indicate by circle: YES / NO

Name of medicines:
_______________________________________________________________________________________
_______________________________________________________________________________________

Allergies (food, medications, environmental):
_______________________________________________________________________________________

I certify that the information above, supplied by me, is true and complete, to the best of my knowledge. I understand that it is my responsibility to immediately notify the Program Chair for my program of study if I experience any change in my health during the time that I am enrolled in any classes within the Health Technologies Division.

Student signature:____________________________________________  Date:________________
STUDENT NAME: ___________________________    Date of Exam: ________________

PHYSICAL EXAM

Height ________  Weight ________  B/P _________  Pulse _________  Respiration ________

Visual Acuity:  Right eye with glasses 20/___  without glasses 20/___  Left eye with glasses 20/___  without glasses 20/___

Please check appropriate box for assessment:

<table>
<thead>
<tr>
<th>Normal</th>
<th>Abnormal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skin</td>
<td>Thyroid</td>
</tr>
<tr>
<td>Head &amp; Neck</td>
<td>Breasts</td>
</tr>
<tr>
<td>Eyes</td>
<td>Chest/Lungs</td>
</tr>
<tr>
<td>Ears</td>
<td>Heart</td>
</tr>
<tr>
<td>Nose</td>
<td>Abdomen</td>
</tr>
<tr>
<td>Throat</td>
<td>Spine</td>
</tr>
<tr>
<td>Mouth</td>
<td>Reflexes</td>
</tr>
</tbody>
</table>

Please comment on any significant findings:

____________________________________________________________________________________________
____________________________________________________________________________________________

Patient’s overall physical health is: Excellent _____  Good _____  Fair _____  Poor _____

IMMUNIZATIONS & TESTS

If any of the dates or lab tests/ results are omitted, this form may be considered incomplete and not acceptable.

☐ History of Positive TB Skin Test and/or Quantiferon Test, if yes, date of positive test: ______

☐ History of Tuberculosis Disease

Size of positive TB test ____mm  Dates of INH Treatment from ____to ____  Copy of Chest x-Ray Date: ____

2 Step Tb Test or Quantiferon Gold Tb Test Required:

<table>
<thead>
<tr>
<th>TB Test #1 given <strong><strong>/</strong></strong>/____</th>
<th>TB Test #2 given <strong><strong>/</strong></strong>/____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tb Test #1 read <strong><strong>/</strong></strong>/____</td>
<td>Tb Test #2 read <strong><strong>/</strong></strong>/____</td>
</tr>
<tr>
<td>Result __________ mm Induration</td>
<td>Result __________ mm Induration</td>
</tr>
</tbody>
</table>

Quantiferon Gold Tb Test Date: _______________________  Results: ___________________________

*Positive / Negative results will not be accepted

**Please attach written chest xray report (in English) if patient has positive TB reading.

MMR – Two Vaccines or positive titer required (one must be dated 1980 or later)

<table>
<thead>
<tr>
<th>Rubella #1 <strong><strong>/</strong></strong>/____</th>
<th>Measles #2 <strong><strong>/</strong></strong>/____</th>
<th>or Antibody Titer IGG ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mumps #1 <strong><strong>/</strong></strong>/____</td>
<td>Mumps #2 <strong><strong>/</strong></strong>/____</td>
<td>or Antibody Titer IGG ____________</td>
</tr>
<tr>
<td>Rubella #1 <strong><strong>/</strong></strong>/____</td>
<td>Rubella #2 <strong><strong>/</strong></strong>/____</td>
<td>or Antibody Titer IGG ____________</td>
</tr>
<tr>
<td>MMR #1 <strong><strong>/</strong></strong>/____</td>
<td>MMR #2 <strong><strong>/</strong></strong>/____</td>
<td></td>
</tr>
</tbody>
</table>

*Attach a copy of all titer results to form

*History of disease is not acceptable – Two vaccines or positive titers required – attach copy of titer results to form
**Vericella** (Chickenpox): List year of disease __________

If not history of chicken pox disease, please list dates for TWO Varicella vaccinations or a titer

<table>
<thead>
<tr>
<th>VZV #1</th>
<th>VZV #2</th>
<th>or Antibody Titer IGg</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ / _____ / _____</td>
<td>_____ / _____ / _____</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

* Attach copy of titer results to form

**Hepatitis B Series** (Three vaccines) required or positive titers required

<table>
<thead>
<tr>
<th>Hep B #1</th>
<th>Hep B #2</th>
<th>Hep B #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ / _____ / _____</td>
<td>_____ / _____ / _____</td>
<td>_____ / _____ / _____</td>
</tr>
</tbody>
</table>

OR Antibody Titer IGg ____________________________

* Attach copy of titer results to form

**Tdap (Adacel)**

<table>
<thead>
<tr>
<th>Tdap (Adacel)</th>
<th>Dated 2005 or later</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ / _____ / _____</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

**Flu Vaccine Required October - April**

<table>
<thead>
<tr>
<th>Name of Flu Vaccine</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________</td>
<td>_____ / _____ / _____</td>
</tr>
</tbody>
</table>

To the best of my knowledge, this individual is **free of communicable disease** at this time.    Yes / No

If not, please explain:

MD / Nurse Practitioner with Credentials

Signature: ____________________________

Facility: ____________________________

Address: ____________________________

Physicians Phone number: ____________________    Date ____________________
Appendix D

To Whom it May Concern:

_______________________ is requesting both a BCI and FBI background check. This student is currently enrolled in the Dietetic Technology Program at Cincinnati State Technical and Community College and will be doing directed practice and practicums in the following areas: long term care, hospitals, and schools among others. It is essential that the student have the background check to take part in the program.

Please send the results of the background check to

Candice Jones, M.Ed., RD., LD., CDE
Business Technology Division
Cincinnati State
3520 Central Parkway
Cincinnati OH 45223

If you have questions please feel free to contact me at 513-569-1479.

Thank you for your assistance.

Sincerely,

Candice Jones

Candice Jones, M.Ed., RD., LD., C.D.E.
Program Director Dietetic Technology

Cincinnati State Technical and Community College 3520 Central Parkway Cincinnati OH 45223
Appendix E

MIDWEST CULINARY INSTITUTE AT CINCINNATI STATE

Lab Policy for Culinary and Pastry Arts Students

GENERAL OVERVIEW:
1. The hospitality programs at Cincinnati State provide fully equipped kitchen/laboratory facilities for student use. The lab will be prepared for students’ use at the beginning of each term.
2. Students are responsible for leaving the lab in impeccable condition at the end of each laboratory class session and at the end of the term. The instructor will check out the condition of the lab before students are dismissed from lab.
3. Coats, book bags and purses are not permitted in the labs. Use locker rooms provided on the LL and 2nd floor. You must provide your own lock, and locks may not remain overnight. MCI and Cincinnati State assume no responsibility for your personal belongings.

ATTENDANCE POLICY:
*Please note that tardiness guidelines will be established per instructor and may compound to equal absences.

1. Attendance at the first meeting of any lab course is MANDATORY. Missing the first day of lab will result in immediate withdrawal from the course.
2. Laboratory courses which meet twice per week:
   a. One absence will result in loss of all possible points for that class session.
   b. Upon missing a second class session, the overall grade will be lowered by one full letter grade at the end of the term.
   c. More than two (2) absences will result in automatic failure of the course.
3. Laboratory courses which meet once per week:
   a. One absence will result in loss of all possible points for that class session.
   b. More than one (1) absence will result in automatic failure of the course.

DRESS CODE:
1. Students shall abide by the dress code established by the Hospitality Department. If a student is wearing any part of the MCI uniform, they must be wearing ALL of the MCI uniform, in proper fashion, whether on or off campus. The only exception is that students traveling between classes or campus should not be wearing hat and apron. Aprons are not to be taken into the restrooms.
2. “Proper fashion” means:
   a. Chef coat with MCI logo, buttoned all the way;
   b. Check pants (properly hemmed);
   c. Neckerchief – Green – tied correctly;
   d. Kitchen-safe shoes (black), socks must be worn per health codes;
   e. White apron; and
   f. Chef hat.
   g. Uniforms must be clean and pressed, with light starch acceptable.
3. It is expected that students shall always wear a clean, pressed and undamaged uniform as specified above. Repeat offenses to this policy will result in grades being lowered and possible failure of the course.
4. Students are to arrive in labs fully dressed. Dressing in any way in the kitchens is prohibited.
   a. Inappropriate uniform usage, such as permanent stains, tears or holes, poorly fitted or improperly fitted attire will be identified by the instructor. Students will be required to correct the inappropriate uniform before the next scheduled lab or the student will be prohibited from attending lab and an absence will be recorded.

   b. **The Midwest Culinary Institute uniform should be worn for MCI culinary classes and activities only, never in a work situation off campus.** Students may also wear the culinary uniform to other college classes. Students may not wear the uniform and thus represent the college at unapproved events.

   c. Students participating in approved MCI events, on campus or off, are required to be in full dress at all times.

**PERSONAL HYGIENE:**

1. Hair should be restrained and chef hats should be worn at all times. Do not comb hair in lab/kitchen areas. Hats will be put on prior to entering the lab.

2. Students shall wash hands in the designated hand-washing sink at the beginning of lab. Anytime hands become soiled, they must be washed again. Liquid soap and paper towels are provided for hand washing.

3. Nail polish and artificial nails are prohibited. Nails should be clean and short so as not to be a potential source of contamination.

4. Cuts, abrasions and rashes on the hands can be an immediate source of contamination in food preparation. Bandages and latex gloves will be provided by the instructor as a barrier precaution.

5. Jewelry poses a safety hazard and wearing jewelry violates health codes. **Remove ALL** jewelry (except a plain wedding band) before entering kitchen.

**PERSONAL HEALTH:**

1. Health code rules prohibit food preparation by persons with certain illnesses or infections. For this reason, students should not attend culinary lab if they display any of the following symptoms related to a gastrointestinal illness: diarrhea, fever, vomiting, jaundice, or sore throat with a fever.

2. Students who have been exposed to or suspected of causing a confirmed foodborne disease outbreak shall not attend culinary lab. This includes students who have prepared or consumed food implicated in the outbreak and students who live or work in the same setting where an outbreak has been confirmed.

3. Students missing lab due to a personal health issue shall be recorded as absent. Students shall refer to the above information concerning attendance policies.

**PERSONAL SAFETY:**

1. Protective shoes must be worn during lab. Shoes shall be non-porous with a non-slip tread, and black in color. Sandals, high heels, open-toed and canvas shoes are prohibited in the lab area.

2. If a fire should occur, please **announce it immediately** to the instructor and other students. If the situation warrants, the room will be evacuated and the fire alarm pulled. Students should be able to identify the location of: fire alarm, fire extinguisher, pull box for overhead system,
and closest evacuation route(s).
3. If a burn should occur, immediately douse the skin with cold water. Report the burn immediately to the instructor. If clothing should catch fire, drop to the ground and roll.
4. If a cut or other injury should occur, report it immediately to the instructor.

**FOOD PREPARATION:**
1. Fruits and vegetables should be rinsed before preparation in the sink designated for produce preparation.
2. Poultry should be rinsed before preparation in the sink designated for raw food preparation.
3. No food preparation should occur in hand washing sinks or 3-compartment sink.
4. Perishable foods should be kept refrigerated until needed during food preparation. After weighing/measuring ingredients, perishable food should be returned to the refrigerator.
5. All foods must be cut on a cutting board. Do not cut foods on the tabletops or china.
6. Wipe up any spills immediately.

**FOOD STORAGE:**
1. Leftovers should be stored properly:
   a. Dry ingredients should be returned to the proper area. Keep flour and sugar bins clean.
   b. Spices will be stored in alphabetical order.
   c. Items to be returned to the receiving area must be wrapped tightly, labeled, dated, and placed on the shuttle cart in the refrigerator.
   d. Do NOT return partial vegetable matter that has been cut open (i.e. half an onion or lemon), or any prepared foods.
   e. Do not send items back to Operations in bowls, bain maries, or other metal containers. Wrap tightly or use plastic cambros when necessary; label items including date, and store on proper “Do Not Remove” cart.
   f. All stocks must be cooled properly and returned to the Operations department.

**FOOD SAMPLING:**
1. Sampling of food is encouraged and expected. Do not taste with fingers. Never place your personal spoon or fork in a serving bowl. The two-spoon method of tasting and disposable utensils should be used when tasting food.
2. Students are not permitted to eat while preparing food.
3. Students are not permitted to drink alcohol at MCI events, whether on or off campus, regardless of age.
4. **Food product of any kind may not leave the premises. Removal of food will be considered theft. Products will be used internally or donated to charity.**

**EQUIPMENT:**
1. Each student is responsible for supplying and maintaining his or her own knife kit. It is advisable that students mark their knives for identification.
   a. Student knife kits are expected to be in clean and safe condition with knives sharpened.
   b. Knife kits may not be stored on tabletops during lab for sanitation reasons.
2. All equipment must be properly cleaned and returned to its proper location.
3. Some standing equipment must be dry cleaned only. The instructor will provide specific instructions.
4. Damaged or non-working equipment should be reported to the instructor.
CLEAN - UP:
1. Students are responsible for leaving the lab station as clean as or cleaner than they found it.
2. All food must be removed from individual stations and returned to designated locations.
3. Tabletops are NOT to be cleaned with stainless steel polish. Wash with soapy water, rinse, and dry with paper towel, buffing to a shine.
4. Students shall wash and air-dry all dishes, utensils, pots, and pans, AND return to the PROPER location in the kitchen.
5. All large equipment, including stove tops, work tables, refrigerators, etc. should be left clean, dry and free of grease or residue. After turning off equipment, students should clean with hot, soapy water. If grease or stains remain, other cleaners may be used.
6. All sinks should be clean and free of debris at the end of lab.
7. Lab must be inspected by the instructor at the end of lab, and students will be dismissed accordingly.
4. courses which meet twice per week:
   a. One absence will result in loss of all possible points for that class session.
   b. Upon missing a second-class session, the overall grade will be lowered by one full letter grade at the end of the term.
   c. More than two (2) absences will result in automatic failure of the course.
5. Laboratory courses which meet once per week:
   a. One absence will result in loss of all possible points for that class session.
   b. More than one (1) absence will result in automatic failure of the course.

DRESS CODE:
1. Students shall abide by the dress code established by the Hospitality Department. If a student is wearing any part of the MCI uniform, they must be wearing ALL of the MCI uniform, in proper fashion, whether on or off campus. The only exception is that students traveling between classes or campus should not be wearing hat and apron. Aprons are not to be taken into the restrooms.
2. “Proper fashion” means:
   a. Chef coat with MCI logo, buttoned all the way:
   b. Check pants (properly hemmed):
   c. Neckerchief – Green – tied correctly:
   d. Kitchen-safe shoes (black), socks must be worn per health codes:
   e. White apron; and
   f. Chef hat.
   g. Uniforms must be clean and pressed, with light starch acceptable.
3. It is expected that students shall always wear a clean, pressed and undamaged uniform as specified above. Repeat offenses to this policy will result in grades being lowered and possible failure of the course.
4. Students are to arrive in labs fully dressed. Dressing in any way in the kitchens is prohibited.
   a. Inappropriate uniform usage, such as permanent stains, tears or holes, poorly fitted or the instructor will identify improperly fitted attire. Students will be required to correct the inappropriate uniform before the next scheduled lab or the student will be prohibited from attending lab and an absence will be recorded.
   b. The Midwest Culinary Institute uniform should be worn for MCI culinary classes and activities only, never in a work situation off campus. Students may also wear the culinary uniform to other college classes. Students may not wear the uniform and thus represent the college at unapproved events.
   c. Students participating in approved MCI events, on campus or off, are required to be in
full dress at all times.

PERSONAL HYGIENE:
1. Hair should be restrained and chef hats should be worn at all times. Do not comb hair in lab/kitchen areas. Hats will be put on prior to entering the lab.
2. Students shall wash hands in the designated hand-washing sink at the beginning of lab. Anytime hands become soiled, they must be washed again. Liquid soap and paper towels are provided for hand washing.
3. Nail polish and artificial nails are prohibited. Nails should be clean and short so as not to be a potential source of contamination.
4. Cuts, abrasions and rashes on the hands can be an immediate source of contamination in food preparation. Bandages and latex gloves will be provided by the instructor as a barrier precaution.
5. Jewelry poses a safety hazard and wearing jewelry violates health codes. Remove ALL jewelry (except a plain wedding band) before entering kitchen.

PERSONAL HEALTH:
1. Health code rules prohibit food preparation by persons with certain illnesses or infections. For this reason, students should not attend culinary lab if they display any of the following symptoms related to a gastrointestinal illness: diarrhea, fever, vomiting, jaundice, or sore throat with a fever.
2. Students who have been exposed to or suspected of causing a confirmed foodborne disease outbreak shall not attend culinary lab. This includes students who have prepared or consumed food implicated in the outbreak and students who live or work in the same setting where an outbreak has been confirmed.
3. Students missing lab due to a personal health issue shall be recorded as absent. Students shall refer to the above information concerning attendance policies.

PERSONAL SAFETY:
1. Protective shoes must be worn during lab. Shoes shall be non-porous with a non-slip tread, and black in color. Sandals, high heels, open-toed and canvas shoes are prohibited in the lab area.
2. If a fire should occur, please announce it immediately to the instructor and other students. If the situation warrants, the room will be evacuated and the fire alarm pulled. Students should be able to identify the location of: fire alarm, fire extinguisher, pull box for overhead system, and closest evacuation route(s).
3. If a burn should occur, immediately douse the skin with cold water. Report the burn immediately to the instructor. If clothing should catch fire, drop to the ground and roll.
4. If a cut or other injury should occur, report it immediately to the instructor.

FOOD PREPARATION:
1. Fruits and vegetables should be rinsed before preparation in the sink designated for produce preparation.
2. Poultry should be rinsed before preparation in the sink designated for raw food preparation.
3. No food preparation should occur in hand washing sinks or 3-compartment sink.
4. Perishable foods should be kept refrigerated until needed during food preparation. After weighing/measuring ingredients, perishable food should be returned to the refrigerator.
5. All foods must be cut on a cutting board. Do not cut foods on the tabletops or china.
7. Wipe up any spills immediately.
FOOD STORAGE:
1. Leftovers should be stored properly:
   a. Dry ingredients should be returned to the proper area. Keep flour and sugar bins clean.
   b. Spices will be stored in alphabetical order.
   c. Items to be returned to the receiving area must be wrapped tightly, labeled, dated, and placed on the shuttle cart in the refrigerator.
   d. Do NOT return partial vegetable matter that has been cut open (i.e. half an onion or lemon), or any prepared foods.
   e. Do not send items back to Operations in bowls, bain maries, or other metal containers. Wrap tightly or use plastic cambros when necessary; label items including date, and store on proper “Do Not Remove” cart.
   f. All stocks must be cooled properly and returned to the Operations department.

FOOD SAMPLING:
1. Sampling of food is encouraged and expected. Do not taste with fingers. Never place your personal spoon or fork in a serving bowl. The two-spoon method of tasting and disposable utensils should be used when tasting food.
2. Students are not permitted to eat while preparing food.
3. Students are not permitted to drink alcohol at MCI events, whether on or off campus, regardless of age.
4. **Food product of any kind may not leave the premises. Removal of food will be considered theft. Products will be used internally or donated to charity.**

EQUIPMENT:
1. Each student is responsible for supplying and maintaining his or her own knife kit. It is advisable that students mark their knives for identification.
   a. Student knife kits are expected to be in clean and safe condition with knives sharpened.
   b. Knife kits may not be stored on tabletops during lab for sanitation reasons.
2. All equipment must be properly cleaned and returned to its proper location.
3. Some standing equipment must be dry cleaned only. The instructor will provide specific instructions.
4. Damaged or non-working equipment should be reported to the instructor.

CLEAN-UP:
1. Students are responsible for leaving the lab station as clean as or cleaner than they found it.
2. All food must be removed from individual stations and returned to designated locations.
3. Tabletops are NOT to be cleaned with stainless steel polish. Wash with soapy water, rinse, and dry with paper towel, buffing to a shine.
4. Students shall wash and air-dry all dishes, utensils, pots, and pans, AND return to the PROPER location in the kitchen.
5. All large equipment, including stove tops, work tables, refrigerators, etc. should be left clean, dry and free of grease or residue. After turning off equipment, students should clean with hot, soapy water. If grease or stains remain, other cleaners may be used.
6. All sinks should be clean and free of debris at the end of lab.
7. Lab must be inspected by the instructor at the end of lab, and students will be dismissed accordingly.
Appendix F

Procedure for Complaints about ACEND

Any individual, for example, student, faculty, dietetics practitioner, and/or member of the public, may submit a complaint about standards, policies, procedures, or conduct of ACEND. The complaint must be signed by the complainant. Anonymous complaints will not be considered.

The following procedures will be used in the investigation of a complaint.

1. Accreditation Council for Education in Nutrition and Dietetics staff will forward all written complaints to the ACEND Chair and a public member within three weeks of receipt of the complaint.
2. If the ACEND Chair and the public member determine that the complaint does not relate to the standards, policies, procedures, or conduct of ACEND, the complainant will be notified within two weeks of their review that no further action will be taken.
3. If the CADE Chair and the public member determine that the complaint does relate to the standards, policies, procedures, or conduct of ACEND, the complaint will be acknowledged in writing within two weeks of their review and the complainant will be provided a copy of the process for handling the complaint.
4. The ACEND Chair will appoint a review committee that will consider the complaint, along with all relevant information, and recommend appropriate action to ACEND.
5. ACEND or the ACEND chair may determine that legal counsel is needed to address the complaint. The AND staff will work with ACEND and legal counsel to identify a plan to address the complaint.
6. ACEND will consider the review committee’s recommendation at its next scheduled meeting. If the complaint is determined to be unsubstantiated or not related to the standards, policies, procedures, or conduct of ACEND, no action will be taken. If the complaint is substantiated, appropriate action will be taken.
7. The complainant will be notified of ACEND’s decision and action in writing within two weeks of the decision.
Appendix G

Procedure for Complaints (to ACEND) Against Programs

ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner or member of the public, may submit a complaint against any accredited or approved program to ACEND. However, ACEND will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. The following procedures will be used in the investigation of a complaint against an accredited or approved program.

1. AND Accreditation staff will forward all written complaints to the ACEND Chair within three weeks of receipt of the complaint.

2. If the ACEND Chair determines that the complaint does not relate to the accreditation standards or policies, the complainant will be notified in writing within two weeks of the Chair's review that no further action will be taken.

3. If the ACEND Chair determines that the complaint may relate to the accreditation standards or policies, the complaint will be acknowledged in writing within two weeks of the Chair's review and the complainant will be provided a copy of the process for handling the complaint.

4. At the same time as the complainant is notified, the complaint will be forwarded to the program by certified mail. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, will receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant will be "blocked out" within the body of the written complaint that is sent to the program.

5. The ACEND Chair will request the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by return receipt of certified mail.

6. The ACEND Chair may also request further information or materials relating to the complaint from the complainant, the institution, or other sources.

7. The ACEND Chair will appoint a review committee to consider the complaint, along with all relevant information. The review committee will recommend appropriate action to ACEND at its next scheduled meeting.

8. In determining the appropriate action, ACEND will consider the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. ACEND or the ACEND chair may determine that legal counsel is needed to address the complaint. The AND Accreditation staff will work with ACEND and legal counsel to identify a plan to address the complaint.

10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action will be taken.

11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action will be taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and ACEND determines that the program is not in compliance with the accreditation standards or policies, ACEND may place the program on probation or withdraw accreditation or approval.

12. The Program Director and administration of the sponsoring institution will be notified of ACEND’s decision and action in writing within two weeks of the decision. The complainant will be notified of the final decision and action when the reconsideration and appeals process expires.

13. The program will have the right to request ACEND to reconsider a decision to place the program on probation or to withdraw accreditation or approval.
### Directed Practice and Practicum Log

**Student Name:** ____________________________  **Student ID:** ____________  **Term/Year:** ____________  
**Course Number/Name:** _____________________  **Instructor:** _____________________  
**Signature of Student:** _____________________  **Date:** ____________  
**Signature of RD Instructor:** _____________________  **Date:** ____________  
**Signature of Other Preceptor:** _____________________  **Date:** ____________  

This directed practice is entirely coordinated/supervised by a registered dietitian (RD).

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time In/Out:</th>
<th>Contact Hours:</th>
<th>Location:</th>
<th>Preceptor/ Speaker:</th>
<th>Describe Activity/Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Practice Hours**

- Transportation to and from the site does not count toward directed practice hours unless more than one site is visited each day.
- Lunch and dinner breaks do not count toward directed practice unless an activity or action takes place during the meal.
- Keep a completed copy for your records.

**Total Professional Hours**
Cincinnati State
Dietetic Technology Programs

Student Self Analysis:

Review the course goals and competencies from the syllabus and describe how the course activities helped to meet each.

Course Goals and Competencies that have been met:

Course Goals and Competencies that have not been partially met:

Course Goals and Competencies that have not been met:

Action Plan for Goals and Competencies that have not been met:
Appendix I

Terminology in Dietetics

Accredited or Approved Program A program recognized by the American Dietetic Association as having completed a rigorous self-study and passed an onsite review by a designated team of reviewers.

Academy of Nutrition and Dietetics The professional society for dietitians and the accrediting agency for dietetic programs that registers its members and assures that evaluation standards developed by the profession are met.

Accreditation Council for Education in Nutrition and Dietetics (ACEND) The Academy of Nutrition and Dietetics accrediting agency for educational programs preparing students for careers as Registered Dietitians (RD) or Dietetic Technicians Registered (DTR).

Coordinated Program in Dietetics A program accredited by the Accreditation Council for Education in Nutrition and Dietetics to provide both the didactic (course) requirements as well as the supervised practice requirements as part of a bachelor’s- or graduate-level degree program. Graduates are eligible to take the registration examination for registered dietitians.

Didactic Program in Dietetics (DPD) Programs accredited or approved to provide bachelor’s- or graduate level course work to provide the knowledge and skills specified by the Accreditation Council in Nutrition and Dietetics. The specific set of knowledge and skills currently being used is sometimes referred to as “Plan V.”

Dietetic Internship A supervised practice experience that meets the requirements for Registered Dietitian eligibility. Dietetic internships require a minimum of a bachelor’s degree and verification that Didactic Program in Dietetics (DPD) requirements has been met.

Dietetics A profession concerned with the science and art of human nutritional care, an essential component of the health sciences. It includes the extending and imparting of knowledge concerning foods that provide nutrients sufficient for health and during disease throughout the lifecycle and the management of group feeding for these purposes.

Dietetic Technician (DTR) A technically skilled person who has successfully completed an associate degree program that meets the standards established by the Academy of Nutrition and Dietetics. A DTR must complete 450 hours of approved professional experience in addition to the associate degree.

Licensed Dietitian (LD) A person who has been recognized by the dietetic licensure board in the state in which he/she lives as meeting the requirements of the title, Licensed Dietitian. In most cases, the individual is also a Registered Dietitian, but licensure requirements vary among states. Currently, 42 states have dietetic licensure regulations.
Nutrition  The science of food, the nutrients, and other substances and their action, interaction, and balance in relation to health and disease, and the processes by which the organism ingests, digests, absorbs, transports, utilizes, and excretes food substances. In addition, nutrition must be concerned with social, economic, cultural, and psychological implications of food and eating.

Nutritionist  A person who specialized in the study of nutrition, but who is not necessarily a registered dietitian. Dietetic licensure laws in some states may restrict use of this term.

Registered Dietitian (RD)  A person who has met the standards and qualifications established by the Commission on Dietetic Registration, who is registered, and who can use the professional designation “Registered Dietitian” or the initials “RD”

Supervised Practice Experience  An accredited program that requires a minimum of 1200 hours of pre-professional training in a variety of professional settings under the guidance of Registered Dietitians or other qualified preceptors. Specific competencies outlined by the Accreditation Council for Education in Nutrition and Dietetics must be met in order to receive the verification needed to be eligible to take the national registration examination. A coordinated program in dietetics includes the supervised practice experience as part of the degree requirements. A dietetic internship is a post bachelor’s degree supervised practice experience.
I have received a copy of the 2017-2018 the Dietetic Student Handbook. I have read, understand, and will abide by the contents of the Dietetic Student Handbook. These policies are in addition to the general policies included in the College catalog and any policies specific to my program.

Print Name: ______________________________________

Signature: ______________________________________

Date:         ______________________________________

Program: _______________________________________

Sign this sheet and return it to Candice Jones in Room 330 of the Business Division
Facilities where directed practice or practicums are scheduled may have the following expectations:
- A student may be required to sign a statement that he/she has not been convicted of a felony and/or is not engaging in any illegal drug use.
- A student may be required to undergo a drug screening or criminal background check.

A positive outcome of either screening without reasonable explanation will prevent completion of the dietetic program because of failure to progress and limit a student’s career opportunities in the health field. The program will not make alternate arrangement for students who fail drug screens and criminal background checks.

See student code of conduct policy for additional information.

Print Name: ________________________________
Signature: _________________________________
Date: _________________________________

Sign this sheet and return it to Candice Jones in Room 330 of the Business Division
Tear Off Sheet for Accommodations for Disability
Dietetic Programs

I understand that I am entitled to reasonable accommodations if needed, in order to meet the technical standards of the program. It is my responsibility to make the arrangements with my instructor to determine whether reasonable accommodations can be made. I understand that I must initiate this at the beginning of the term, or as soon as this need is identified. I understand that my instructor is not obligated to provide these accommodations after the fact.

Print Name: ________________________________

Signature: ________________________________

Date: ________________________________

Program: ________________________________

Sign this sheet and return it to Candice Jones in Room 330 of the Business Division
Tear Off Sheet for Waiver for Release of Information
Dietetic Programs

In accordance with the Citizen’s Right to Privacy Act, a signed consent is necessary in order to release any information in the form of a recommendation for future employment. This applies to both practicing technicians who are changing jobs and to student who are seeking jobs during or after completing the program. Please read the following:

I, ________________________________, give my consent to allow any individual who functioned as a Dietetic Technician faculty member at Cincinnati State Technical and Community College to release, either in writing or verbally, any information regarding my performance as a student (both in an academic setting and while on clinical placement) while a student at Cincinnati State Technical and Community College. I understand that no information may be released without my signed consent. This consent form is valid from the date below until withdrawal of this consent is received in writing from the person whose signature is indicated below.

______________________________
Signature

______________________________
Date
Tear Off Sheet for Waiver for Release of Photos
Dietetic Programs

I, ________________________________, give my consent to allow any individual who functioned as a Dietetic Technician faculty member at Cincinnati State Technical and Community College the right to take photographs and release photos of me and my property in connection with the dietetic technician program at Cincinnati State Technical and Community College. I authorize Cincinnati State Technical and Community College its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that Cincinnati State Technical and Community College may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. I understand that no information may be released without my signed consent. This consent form is valid from the date below until withdrawal of this consent is received in writing from the person whose signature is indicated below.

______________________________
Signature

______________________________
Date