



# STUDENT HANDBOOK

2025-2026



August 25, 2025,

Dear Student:

Welcome to the Dietetic Program at Cincinnati State Technical and Community College. I am pleased you have chosen a career in food 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 policies 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 possible throughout the program.

Best of luck in your studies as you prepare for a career in dietetics, food and nutrition. Should you have any questions about College policies, please don't hesitate to phone me at 513-569-1409 or email at [jamie.nowak@cincinnatiastate.edu](mailto:jamie.nowak@cincinnatiastate.edu).

Sincerely,

Jamie Nowak, MS, RD, LD  
Program Chair, Dietetics Technology  
Business Division

# STUDENT HANDBOOK

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## Mission and Vision

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 ideas

### 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.



## **Programs Offered**

### **DIETETIC TECHNOLOGY PROGRAMS**

Dietetic Technician (DT) Dietary

Manager Certificate Pathway I (DMC1)

Dietary Manager Certificate Pathway II (DMC2)

Dietary Manager Certificate Pathway IIIb (DMC3)

Pre-Nutrition Science (PNS)

This handbook is designed for students enrolled, or interested in enrolling, in the Dietetic Technician, Dietary Manager Certificates, 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.

Mission and Goals  
Of the Cincinnati State  
Dietetic Technician and Dietary Manager Programs

**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 offering

**Program Goals**

**Goal 1:**

The Dietetic Technician Program will effectively prepare graduates to pass the national registration examination for Nutrition and Dietetics Technicians, Registered (NDTR).

**Program Objectives: (Dietetic Technician)**

1. Seventy percent (70%) of program graduates will pass the national registration exam for dietetic technicians on their first attempt.
2. Seventy percent (70%) of program graduates will pass the national registration exam for dietetic technicians within one year of their first attempt.
3. Eighty percent (80%) of students admitted to the program will complete the program within 3 years (150% of the program length).

**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:**

The Dietetic Technician Program will effectively prepare students with diverse educational and personal experiences with the knowledge, skills, and abilities necessary for successful employment in entry-level positions in food, nutrition, foodservice management, and dietetics, consistent with the professional responsibilities of a Nutrition and Dietetics Technician, Registered (NDTR).

**Program Objectives: (Dietetic Technician)**

1. Within 12 months of graduating from the Dietetic Technology program, at least 65% of graduates will be employed in nutrition and dietetics-related fields.
2. Eighty percent (80%) of employers of Dietetic Technician graduates will rate graduates' performance at 4 or better on a scale of 1 to 5.
3. Eighty percent (80%) of graduates from the Dietetic Technician degree program will rate their faculty and academic advising performance at 4 or better on a scale of 1 to 5.

## **Dietetic Technician Associate of Applied Science (AAS)**

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 food service 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 Registered 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 450 hours of supervised practice experiences with a minimum of 350 hours in professional work settings; a maximum of 100 hours can be in alternate supervised experiences such as simulation, case studies and role playing. directed practice and practicums during the program.

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. Apply for admissions. Cincinnati State is an open-access institution requiring a high school diploma or GED for admission to most programs. Applicants must submit an online application and official transcripts (high school and any previous college), with a \$15 fee charged to the first registration bill.
2. For more information about applications and information can be found at <https://www.cincinnati-state.edu/admissions-aid/>.

Prospective students must complete an online [Application for Admission](#) and submit official transcript(s) (high school and college, if applicable) of their educational progress to date. Applications for admission and supporting documents are processed as received. Cincinnati State supports an open access policy based on a three-semester rolling admission

process. Applicants are admitted when all admission documents are received and processed. Prospective students should begin the admission process approximately two months prior to the semester when they plan to begin classes. This timeline ensures students can complete all admission steps, including providing transcripts from other schools, processing financial aid requests, and obtaining academic advising and orientation. Applications and supporting documents are accepted after the priority application deadlines (below), but there is no guarantee that the process will be completed in time to begin classes immediately.

3. 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 minimum of 466 hours of supervised practice experience. In addition, you must earn a minimum score of 80% on the practice exam administered in DT 290: Dietetic Competencies, and participate in professional meetings 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
4. 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.
5. 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.
6. State Licensure. NDTRs in the state of Ohio are not licensed but work under the licensure of a Registered Licensed Dietitian Nutritionist (RD, LD). While individual state interpretations of statutes may vary, it is the Accreditation Council for Education in Nutrition and Dietetics (ACEND) considered opinion that Cincinnati State Dietetics Technician program meets the educational requirements for dietetics licensure and certification in all states with this requirement. Individuals should review their state's licensing statutes and regulations to understand the specific requirements, including any supervised practice and examinations needed to obtain a dietetics license. More information about state licensure and certification can be found at this link: <https://www.cdrnet.org/LicensureMap>
7. 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.
8. The Dietetic Technician program at Cincinnati State Technical and Community College received initial accreditation in 1997, from the former 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:

Accreditation Council for Education in Nutrition and Dietetics  
Academy of Nutrition and Dietetic  
120 South Riverside Plaza, Suite 2190  
Chicago, Illinois 60606-6995  
312-899-0040 xt 5400  
[www.eatright.org/ACEND](http://www.eatright.org/ACEND)

9. 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**

Students can go to <https://www.cincinnatiatstate.edu/academics/admission/tuition-overview/tuition-rates-and-fees> for current information regarding tuition and other fees.

As of August 2025:

	DT
Tuition for Ohio residents (\$193.64 per credit hour)	\$ 12,780.24
Tuition for Out-of-state residents (\$387.28per credit hour)	\$ 25,560.48
Books est. (if Cengage Unlimited is used)	\$ 2,500.00
Lab Fees(including uniform fee)	\$ 2,060.00
Technology, facility, admissions registration, and career services fees	\$ 1,120.00
Physical exam with immunizations and lab work approximately	\$ 600.00
Criminal Background check	\$ 68.00
Parking fees \$75 per semester	\$ 375.00
Transportation to and from school, clinical sites, field trips, professional meetings, volunteer activities approximately	\$ 1,000.00
Approximate total In state	\$ 20,435.24
Approximate total Out of state	\$ 33,215.48

Miscellaneous fees:

- a. Advance standing credit: \$193.64
- b. Drug testing if required by facility: TBD by facility
- c. Extended Payment Fee: \$60 per semester
- d. 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 everyday cost of living (housing, food, clothing, childcare, 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 coursework. 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 3 directed practice courses and 2 directed practicum course. 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 educational as well as an 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 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 \_\_\_\_\_  
Advisor: Jamie Nowak, MS, RD, LD  
Phone: 513-569-1620 OR 513-569-1409  
330 Main Building  
Email Address: [jamie.nowak@cincinnatiastate.edu](mailto:jamie.nowak@cincinnatiastate.edu)

### Program Progression:

- \* 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.

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

**Developmental Education:** In lieu of developmental education courses we utilize a co-requisite instruction model. Placement into Math and English courses is determined by a multiple measures approach which takes into consideration the student's placement test scores (Accuplacer, SAT or ACT), high school experience (unweighted GPA or equivalent) and a placement conversation with the student. Both Dietetic Technicians and Pre-Nutrition Science may be required to take the following courses to meet the minimum standards.

Course	Course Name	Credit Hours	Needs (Circle)	Semester	Grade
ENG 101A	English Comp I with Lab	4	Yes / No		
MAT 105A	Intensive Quantitative Reasoning	4	Yes / No		
MAT 093	Math Literacy	5	Yes / No		

### 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 5 years. List year and grade from Official HS Transcript. Must take one listed below.

Course	Course Name	Credit Hours	Needs (Circle)	Semester	Grade
BIO - 100	Biology/Science Skills	6	Yes / No		
BIO - 111	Bio: Unity / Life	4	Yes / No		

### CHEMISTRY REQUIREMENTS

High School or college Chemistry with a "C" or better within the last 5 years) List year and grade from Official HS Transcript

Course	Course Name	Credit Hours	Needs (Circle)	Semester	Grade
CHE - 100	Chemistry and Science Math	6	Yes / No		

**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 Technology (DT) Entering Fall 2025

\*STUDENTS ARE REQUIRED TO MEET WITH THEIR ACADEMIC ADVISOR TO RECEIVE PERMISSION TO ENTER CLASS

	<b>Semester 1</b>		<b>Credits</b>
<b>Taken</b>	<b>Course Subject and Number</b>	<b>Course Title</b>	
	BIO 151	Anatomy and Physiology 1	4
	<b>DT 110*</b>	Community Nutrition	3
	CUL 115	Food Service Sanitation	1
	DT 120	Nutrition for a Healthy Lifestyle	3
	<b>DT 190*</b>	Dietetic Professional Practices	1
	FYE 1XX First Year Experience Elective		1
	<b>Semester 2</b>		
	BIO 152	Anatomy and Physiology 2	4
	DT 115	Cooking for a Healthy Lifestyle	2
	DT 125	Nutrition Through the Lifecycle	3
	<b>DT 130*</b>	Nutrition Assessment	2
	<b>DT 180*</b>	Dietetic Directed Practice: Health Care 1	1
	ENG 101	English Composition 1	3
	<b>Semester 3</b>		
	ENG 10X English Composition Elective		3
	MAT 1XX Mathematics Elective		3
	XXX XXX Social/Behavioral Science Elective		3
	<b>Semester 4</b>		
	DT 205	Cultural Food Production	3
	<b>DT 211*</b>	Food Service Management 1	2
	DT 221	Medical Nutrition Therapy 1	3
	<b>DT 280*</b>	Dietetic Directed Practice: Food Service	1
	<b>DT 283*</b>	Dietetic Directed Practice: Health Care 2	1
	<b>DT 285*</b>	Dietetic Directed Practice: Health Care 3	1
	HRM 110	Food and Beverage Cost Control	3
	<b>Semester 5</b>		
	CHE 110	Fundamentals of Chemistry	4
	DT 212	Food Service Management 2	2
	DT 222	Medical Nutrition Therapy 2	3
	<b>DT 287*</b>	Dietetic Practicum: Food Service	2
	<b>DT 289*</b>	Dietetic Practicum: Clinical	2
	<b>DT 290*</b>	Dietetic Competencies	2
	<b>Total Credits:</b>		<b>66</b>

## **Electives**

### **First Year Experience Elective**

FYE 100 College Success Strategies: Overview

FYE 105 College Success Strategies: Overview and Application FYE 110

College Success Strategies: Practice and Application

### **English Composition Elective**

ENG 102 English Composition 2: Contemporary Issues ENG 103

English Composition 2: Writing about Literature ENG 104

English Composition 2: Technical Communication ENG 105

English Composition 2: Business Communication

### **Mathematics Elective**

MAT 105 Quantitative Reasoning MAT

131 Statistics 1

MAT 151 College Algebra

### **Social/Behavioral Science Elective**

**Any** PSY, SOC

## Summary Supervised Practice Hours and Division Requirements Of the Dietetic Technician Program

Course Number	Course Title	Supervised Practice Hours
		Dietetic Technician
DT 110	Community Nutrition	24
DT 180	Dietetic Directed Practice in Health Care 1	75
DT 280	Dietetic Directed Practice Food Service	42
DT 283	Dietetic Directed Practice Health Care 2	40
DT 285	Dietetic Directed Practice Health Care 3	75
DT 287	Dietetic Practicum Foodservice	105
DT 289	Dietetic Practicum Clinical	105
<b>Total Hours Supervised Practice</b>		<b>466</b>

<b>Dietetic Professional Practice Requirements</b>	
Dietetic Professional Meetings/Program Support: Local/State (Advisory Board, Planning Professional Activities, OAND, DTR practice group, ANFP, etc.)	4
Wellness or Health Promotion Activity	2
<b>Total Professional Practice – Documented by Student Personal Portfolio</b>	<b>6</b>
<b>Minimum Total Hours Supervised Practice and Professional Activities</b>	<b>472</b>

**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.

# **Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

## **Knowledge and Competencies For Dietetic Technicians**

**Domain 1:** Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice

### **Knowledge**

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

KNDT 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions related to the dietetics technician level of practice.

KNDT 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KNDT 1.3 Apply critical thinking skills.

### **Competencies**

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

CNDT 1.1 Access data, references, patient education materials, consumer and other information from credible sources.

CNDT 1.2 Evaluate information to determine if it is consistent with accepted scientific evidence.

CNDT 1.3 Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria.

CNDT 1.4 Implement actions based on care plans, protocols, policies and evidence-based practice.

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

### **Knowledge**

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

KNDT 2.1 Demonstrate effective and professional oral and written communication skills sufficient for entry into technical practice.

KNDT 2.2 Demonstrate effective interviewing and education methods for diverse individuals and groups.

KNDT 2.3 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings.

KNDT 2.4 Identify and describe the work of interprofessional teams and the roles of others with whom the nutrition and dietetics technician, registered collaborates in the delivery of food and nutrition services.

KNDT 2.5 Demonstrate an understanding of cultural competence/sensitivity.

KNDT 2.6 Explain legislative and regulatory policies related to nutrition and dietetics technician level of practice.

KNDT 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position

on issues impacting the nutrition and dietetics profession.  
KNDT 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

### **Competencies**

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

- CNDT 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.
- CNDT 2.2 Use clear and effective oral and written communication.
- CNDT 2.3 Prepare and deliver sound food and nutrition presentations to a target audience.
- CNDT 2.4 Demonstrate active participation, teamwork and contributions in group settings.
- CNDT 2.5 Function as a member of interprofessional teams.
- CNDT 2.6 Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional.
- CNDT 2.7 Participate in professional and community organizations.
- CNDT 2.8 Demonstrate professional attributes in all areas of practice.
- CNDT 2.9 Show cultural competence in interactions with clients, colleagues and staff.
- CNDT 2.10 Perform self-assessment and develop goals for self-improvement throughout the program.
- CNDT 2.11 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CNDT 2.12 Participate in advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CNDT 2.13 Practice and/or role play mentoring and precepting others.

### **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.**

### **Knowledge**

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

- KNDT 3.1 Use the Nutrition Care Process for nutrition screening for referral to the registered dietitian nutritionist, collection of assessment data, nutrition interventions and monitoring strategies appropriate for the technician level of practice.
- KNDT 3.2 Implement interventions to effect change and enhance wellness in diverse individuals and groups.
- KNDT 3.3 Present an educational session to a target population.
- KNDT 3.4 Describe the processes involved in delivering quality food and nutrition services.

### **Competencies**

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

- CNDT 3.1 Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist.
- CNDT 3.2 Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Nutrition and Dietetics Practice for individuals, groups, and populations in a variety of settings.

- CNDT 3.3 Provide nutrition and lifestyle education to well populations.
- CNDT 3.4 Promote health improvement, food safety, wellness and disease prevention for the general population.
- CNDT 3.5 Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the literacy level of the audience.
- CNDT 3.6 Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs.
- CNDT 3.7 Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity and health status of various populations, groups and individuals

**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**

**Knowledge**

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

- KNDT 4.1 Participate in the human resource management process.
- KNDT 4.2 Explain budgeting principles and techniques.
- KNDT 4.3 Apply safety principles related to food, personnel and consumers.
- KNDT 4.4 Identify health care delivery systems and policies that impact nutrition and dietetics technician practice.

**Competencies**

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

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

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

**Knowledge**

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

- KNDT 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- KNDT 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.



- KNDT 5.3 Practice how to self-advocate for opportunities in a variety of settings (such as asking for support, presenting an elevator pitch).
- KNDT 5.4 Practice resolving differences or dealing with conflict, as appropriate.
- KNDT 5.5 Promote team involvement and recognize the skills of each member.
- KNDT 5.6 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

#### Competencies

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

- CNDT 5.1 Perform self-awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CNDT 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.
- CNDT 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CNDT 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
- CNDT 5.5 Promote team involvement and value the skills of each member.
- CNDT 5.6 Mentor others.
- CNDT 5.7 Identify and articulate the value of precepting.

#### Code of Ethics

### ACCADEMY OF NUTRITION AND DIETETICS/COMMISSION ON DIETETIC REGISTRATION CODE OF ETHICS FOR THE PROFESSION OF DIETETICS AND PROCESS FOR CONSIDERATION OF ETHICS ISSUES.

#### **PREAMBLE**

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underline the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

## PRINCIPLES

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

### 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 practitioner 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.

#### **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, plan, 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. Students must earn a minimum score of 80% on the practice exam in DT 290 and participate in professional meetings

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](http://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 2190  
Chicago, Illinois 60606-6995  
312-899-0040 xt 5400  
[www.eatright.org/ACEND](http://www.eatright.org/ACEND)

## **Dietary Manager Certificates**

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 partnerships with registered dietitians and dietetic technicians. The dietary manager is responsible for purchasing, storing, producing, and delivering balanced meals, in most cases 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.

Pathway I students are required to complete 252 hours of directed practice and practicums during the program. All pathway students are required to complete an additional 27 hours, which include, professional meetings, and wellness and support programs.

The program will provide legendary educational experiences in preparing students for entry into positions involving food, nutrition, food service 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: For graduates of an ANFP-approved foodservice manager training program. Candidate must submit a certificate of course completion and their name must appear on the official graduate list that is sent to ANFP by the college/school.
- Pathway II: For graduates of a two-year, four-year, or greater, college degree in foodservice management, nutrition, culinary arts, or hotel-restaurant management. Candidates must submit a copy of their transcript\* with exam application. Transcript requirements must include a minimum of one course in nutrition and two courses in food service management.
- Pathway III(a): For graduates of a comprehensive, minimum 90-hour, foodservice course curriculum, who also have two years of full-time non-commercial foodservice management work experience.\*\* Candidates must submit a copy of their transcript\* and employment verification with exam application. Transcript requirements must include a minimum of one course in nutrition and two courses in food service management.

- Pathway III(b): For graduates of the classroom and online instructional portion of an ANFP-approved foodservice manager training program, who also have two years of full-time non-commercial foodservice management work experience.\*\* Candidates must submit a copy of a certificate of course completion, their name must appear on the official graduate listing that is sent to ANFP by the college/school, and they must submit employment verification with exam application.
- Pathway IV: 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. Candidates must submit their documentation of military training and pay grade when applying under Pathway IV to determine eligibility. Documentation must show completion of a minimum of one course in nutrition and two courses in food service management. Note that exam fee may be reimbursable through the Montgomery GI Bill; visit [www.gibill.va.gov](http://www.gibill.va.gov) for information.
- Pathway V: For graduates with an alternate two-year, four-year, or higher degree. Candidates must have a minimum of five years of full-time non-commercial foodservice management work experience.\*\* Candidates must submit a copy of their transcript\* and employment verification with exam application. Transcript requirements must include a minimum of one course in nutrition and two courses in food service management.

### **Dietary Manager Certificate Pathways**

The Dietary Management Certificate offers three pathways that prepare students to earn the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential.

- Pathway I is available for candidates with no college degree or noncommercial foodservice management experience.
- Pathway II: Available for candidates who hold a 2-year or 4-year degree in foodservice/hospitality management, culinary, pastry, or nutrition. This pathway is available only through online education.
- Pathway IIIb: Available for candidates with no college degree but who have at least 2 years of non-commercial foodservice management experience.

## **Cost for the Dietary Manager Certificate- Pathway I**

Students can go to <https://www.cincinnati.state.edu/academics/admission/tuition-overview/tuition-rates-and-fees> for current information regarding tuition and other fees.

As of August 2025:

	DMCP1
Tuition for Ohio residents (\$193.64 per credit hour)	\$ 6,196.48
Tuition for Out-of-state residents (\$387.28 per credit hour)	\$12,392.96
Books est.	\$ 2,000
Lab Fees (including uniform fee)	\$1,405
Technology, facility, admissions registration, and career services fees Registration Fee	\$713
Physical exam with immunizations and lab work approximately	\$600
Criminal Background check	\$68
Parking fees \$75 per semester	\$300
Transportation to and from school, clinical sites, field trips, professional meetings, volunteer activities approximately	\$1,000
Approximate total In state	\$ 12,282.48
Approximate total Out of state	\$ 18, 479.96

Miscellaneous fees:

- Advance standing credit: \$193.64
- Drug testing if required by facility: TBD by facility
- Extended Payment Fee: \$60 per semester
- Late Registration Fee: \$100 per semester



## **Dietary Manager Certificate – Pathway I 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 of 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 2 directed practice courses and 1 directed practicum. 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 educational as 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 activity. 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 Certificate – Pathway I Contract

Name \_\_\_\_\_

ID# \_\_\_\_\_ Date \_\_\_\_\_

Advisor: Jamie Nowak, MS, RD, LD

Phone: 513-569-1620 OR 513-569-1409

330 Main Building

Email Address: [jamie.nowak@cincinnatiastate.edu](mailto:jamie.nowak@cincinnatiastate.edu)



### Program Progression:

- \* 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.

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

**Developmental Education:** In lieu of developmental education courses we utilize a co-requisite instruction model. Placement into Math and English courses is determined by a multiple measures approach which takes into consideration the student's placement test scores (Accuplacer, SAT or ACT), high school experience (unweighted GPA or equivalent) and a placement conversation with the student. Both Dietetic Technicians and Pre-Nutrition Science may be required to take the following courses to meet the minimum standards.

Course	Course Name	Credit Hours	Needs (Circle)	Semester	Grade
ENG 101A	English Comp I with Lab	4	Yes / No		
MAT 105A	Intensive Quantitative Reasoning	4	Yes / No		
MAT 093	Math Literacy	5	Yes / No		

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: \_\_\_\_\_

# Dietary Management Certificate Pathway I (DMCP1)

## Entering Fall 2025



\*STUDENTS ARE REQUIRED TO MEET WITH THEIR ACADEMIC ADVISOR TO RECEIVE PERMISSION TO ENTER CLASS

Taken	Semester 1		Credits
	Course Subject and Number	Course Title	
	CUL 115	Food Service Sanitation	1
	<b>DT 110*</b>	Community Nutrition	3
	DT 120	Nutrition for a Healthy Lifestyle	3
	<b>DT 190*</b>	Dietetic Professional Practices	1
	Semester 2		
	DT 125	Nutrition Through the Lifecycle	3
	DT 200	Introduction to Food Science	3
	<b>DT 130*</b>	Nutrition Assessment	2
	<b>DT 180*</b>	Dietetic Directed Practice: Health Care 1	1
	Semester 3		
	<b>DT 211*</b>	Food Service Management 1	3
	DT 215	Nutrition for Dietary Managers	2
	<b>DT 280*</b>	Dietetic Directed Practice: Food Service	1
	DT 220	Culinary Nutrition Therapy	3
	Semester 4		
	DT 225	Dietary Manager Exam Review	1
	<b>DT 287*</b>	Dietetic Practicum: Food Service	2
	DT 212	Food Service Management 2	3
	<b>Total Credits:</b>		<b>32</b>

The Dietary Management Certificate offers three pathways that prepare students to earn the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential.

**Pathway I** is available for candidates with no college degree or noncommercial food service management experience.

Other pathways include:

- **Pathway II:** Available for candidates who hold a 2-year or 4-year degree in food service/hospitality management, culinary, pastry, or nutrition. This pathway is available only through online education.
- **Pathway IIIb:** Available for candidates with no college degree who have at least 2 years of non-commercial food service management experience.

Graduates of the Pathway I certificate program earn a Certificate as a Dietary Manager, Manager that includes 246 hours of directed practice and practicums. Students also are required to complete an additional 6 hours of professional meetings and wellness and program support.

The program is approved by the Association of Nutrition & Foodservice Professionals, PO Box 3610 St. Charles, IL 60174. Phone (800) 323-1908. Website: [www.ANFPonline.org](http://www.ANFPonline.org).

## Dietary Managers Pathway I Program

### Summary Supervised Practice Hours and Division Requirements

Course Number	Course Title	Supervised Practice Hours
		Dietary Manager
DT 110	Community Nutrition	24
DT 180	Dietetic Directed Practice in Health Care 1	75
DT 280	Dietetic Directed Practice Food Service	42
DT 283	Dietetic Directed Practice Health Care 2	0
DT 285	Dietetic Directed Practice Health Care 3	0
DT 287	Dietetic Practicum Food Service	105
DT 289	Dietetic Practicum Clinical	0
<b>Total Hours Supervised Practice</b>		<b>246</b>

Dietetic Professional Practice Requirements	
Dietetic Professional Meetings/Program Support: Local/State (Advisory Board, Planning Professional Activities, GCDA, ODA, DTR practice group, DMA, etc.)	4
Wellness or Health Promotion Activity	2
<b>Total Professional Practice – Documented by Student Personal Portfolio</b>	<b>6</b>
<b>Minimum Total Hours Supervised Practice and Professional Activities</b>	<b>252</b>

**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.

## **Cost for the Dietary Manager Certificate- Pathway II**

Students can go to <https://www.cincinnati.state.edu/academics/admission/tuition-overview/tuition-rates-and-fees> for current information regarding tuition and other fees.

As of August 2024:

	DMCP2
Tuition for Ohio residents (\$193.64 per credit hour)	\$ 1,742.76
Tuition for Out-of-state residents (\$387.28 per credit hour)	\$3,485.52
Books est.	\$ 500.00
Lab Fees (including uniform fee)	\$0
Technology, facility, admissions registration, and career services fees Registration Fee	\$252.00
Physical exam with immunizations and lab work approximately	\$0
Criminal Background check	\$0
Parking fees \$75 per semester	\$150.00
Transportation to and from school, clinical sites, field trips, professional meetings, volunteer activities approximately	\$0
Approximate total In state	\$ 2,644.76
Approximate total Out of state	\$ 4,387.52

Miscellaneous fees:

- Advance standing credit: \$193.64
- Drug testing if required by facility: N/A
- Extended Payment Fee: \$60 per semester
- Late Registration Fee: \$100 per semester

## **Dietary Manager Certificate – Pathway II Curriculum**

The Dietary Manager Pathway II curriculum starts in the Fall Semester of the academic year and continues through Spring Semester (two academic semesters). This pathway is available only through online education.

# Dietary Management Certificate Pathway II (DMCP2) Entering 2025

**\*STUDENTS ARE REQUIRED TO MEET WITH THEIR ACADEMIC ADVISOR TO RECEIVE PERMISSION TO ENTER CLASS**

	Semester 1		
Taken	Course Subject and Number	Course Title	Credits
	DT 211*	Food Service Management 1	3
	DT 215	Nutrition for Dietary Managers	2
	Semester 2		
	DT 212	Food Service Management 2	3
	DT 225	Dietary Manager Exam Review	1
	Total Credits:		9

The Dietary Management Certificate offers three pathways that prepare students to earn the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential.

**Pathway II** is available for candidates who hold a 2-year or 4-year degree in food service/hospitality management, culinary, pastry, or nutrition. This pathway is available only through online education.

Other pathways include:

- **Pathway I:** Available for candidates with no college degree or non-commercial food service management experience.
- **Pathway IIIb:** Available for candidates with no college degree who have at least 2 years of non-commercial food service management experience.

The program is approved by the Association of Nutrition & Foodservice Professionals, PO Box 3610, St. Charles, IL 60174. Phone (800) 323-1908. Website: [www.ANFPonline.org](http://www.ANFPonline.org).

## **Cost for the Dietary Manager Certificate- Pathway IIIb**

Students can go to <https://www.cincinnati.state.edu/academics/admission/tuition-overview/tuition-rates-and-fees> for current information regarding tuition and other fees.

As of August 2025:

	DMCP3
Tuition for Ohio residents (\$193.64 per credit hour)	\$ 2,323.68
Tuition for Out-of-state residents (\$387.28 per credit hour)	\$4,647.36
Books est.	\$ 700
Lab Fees (including uniform fee)	\$0
Technology, facility, admissions registration, and career services fees Registration Fee	\$649.00
Physical exam with immunizations and lab work approximately	\$0
Criminal Background check	\$0
Parking fees \$75 per semester	\$300.00
Transportation to and from school, clinical sites, field trips, professional meetings, volunteer activities approximately	\$0
Approximate total In state	\$ 3,972.68
Approximate total Out of state	\$ 6,296.36

Miscellaneous fees:

- Advance standing credit: \$193.64
- Drug testing if required by facility: N/A
- Extended Payment Fee: \$60 per semester
- Late Registration Fee: \$100 per semester

## **Dietary Manager Certificate – Pathway IIIb Curriculum**

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. The curriculum follows for the Dietary Manager program.

# Dietary Management Certificate Pathway IIIb (DMCP3) Entering 2025



\*STUDENTS ARE REQUIRED TO MEET WITH THEIR ACADEMIC ADVISOR TO RECEIVE PERMISSION TO ENTER CLASS

	Semester 1		
Taken	Course Subject and Number	Course Title	Credits
	DT 125	Nutrition Through the Lifecycle	3
	<b>DT 211*</b>	Food Service Management 1	3
	DT 215	Nutrition for Dietary Managers	2
	Semester 2		
	DT 212	Food Service Management 2	3
	DT 225	Dietary Manager Exam Review	1
	Total Credits:		12

The Dietary Management Certificate offers three pathways that prepare students to earn the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential.

**Pathway II** is available for candidates who hold a 2-year or 4-year degree in food service/hospitality management, culinary, pastry, or nutrition. This pathway is available only through online education.

Other pathways include:

- **Pathway I:** Available for candidates with no college degree or non-commercial food service management experience.
- **Pathway IIIb:** Available for candidates with no college degree who have at least 2 years of non-commercial food service management experience.

The program is approved by the Association of Nutrition & Foodservice Professionals, PO Box 3610, St. Charles, IL 60174. Phone (800) 323-1908. Website: [www.ANFPonline.org](http://www.ANFPonline.org).



## **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 exists.
15. The Certified Dietary Manager provides objective evaluation of candidates for professional association memberships, awards, scholarships or job advancement.
16. The Certified Dietary Manager voluntarily withdraws from the professional practice under the following circumstances:
  - a) The CDM has engaged in any substance abuse that could affect his/her practice.
  - b) The CDM has been adjudged by a court to be mentally incompetent.
  - c) The CDM 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 CDM 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 or 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.

#### **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 administered 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/Approval Status:**

The Dietary Managers program at Cincinnati State Technical and Community College has been granted full approval status by the Association of Nutrition & Foodservice Professionals (ANFP). For more information please contact:

Association of Nutrition & Foodservice Professionals  
406 Surrey Woods Drive, ST Charles, IL 60174  
1-800-323-1908  
[www.anfponline.org](http://www.anfponline.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>.

The emphasis of the PNS program is on completion of general education; science and basic nutrition requirements to prepare students for work in their bachelor's 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 24 hours of directed practice during the program. They are also required to complete an additional 6 hours to include 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 from 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 a four-year University or College as a transfer student interested in the Dietetic Program. The Ohio Guaranteed Transfer Pathway- Dietetics guarantees students the ability to transfer all or most of their credits to a four-year institution's Dietetic Program. Students should be aware that most Universities require a 3.0 GPA to transfer into the Dietetic Program. Students are strongly encouraged to aim for a 3.2 or higher to be very competitive at a Students who do not have a 3.0 GPA will

need to take additional courses at their transfer University 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. University of Cincinnati offers to program three (3) 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 Bachelor 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
  - (c) Health Sciences- Nutritional Sciences degree - nutrition-focused pathway allowing students to explore the important relationship between nutrition, exercise, and wellness.

- This program is one of the few in the country to offer a degree that merges the areas of fitness and nutrition into one major.
- 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:  
<https://www.eatright.org/become-an-rdn>.

6. 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://www.cincinnati-state.edu/academics/admission/tuition-overview/tuition-rates-and-fees> for current information regarding tuition and other fees.

As of August 2025:

	PNS
Tuition for Ohio residents (\$193.64 per credit hour)	\$ 12,199.32
Tuition for Out-of-state residents (\$387.28 per credit hour)	\$ 24,398.64
Books est.	\$ 2,500.00
Lab Fees (including uniform fee)	\$ 1,565.00
Technology, facility admission, registration, and career services fees	\$ 1,099.50
Parking fees \$75 per semester	\$ 375.00
Transportation to and from school, field trips, professional meetings, volunteer activities approximately	\$ 1,000.00
Approximate total In-state	\$ 18,738.82
Approximate total Out-of-state	\$ 30,938.14

Miscellaneous fees:

- Advance standing credit: \$193.64
- 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 everyday cost of living (housing, food, clothing, childcare, etc.)



**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** a four-year University or College, 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 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) Fall 2025

**\*\*STUDENTS ARE REQUIRED TO MEET WITH THEIR ACADEMIC ADVISOR TO RECEIVE PERMISSION TO ENTER CLASS \*\***

	<b>Semester 1</b>		<b>Credits</b>
<b>Taken</b>	<b>Course Subject and Number</b>	<b>Course Title</b>	
	BIO 151	Anatomy and Physiology 1	4
	<b>DT 110*</b>	Community Nutrition	3
	DT 120	Nutrition for a Healthy Lifestyle	3
	<b>DT 190*</b>	Dietetic Professional Practices	1
	ENG 101	English Composition 1	3
	FYE 1XX First Year Experience Elective		1
	<b>Semester 2</b>		
	BIO 152	Anatomy and Physiology 2	4
	DT 115	Cooking for a Healthy Lifestyle	2
	DT 125	Nutrition Through the Lifecycle	3
	CUL 115	Food Service Sanitation	1
	DT 135	Sports Nutrition	3
	<b>Semester 3</b>		
	PSY 110	Introduction to Psychology	3
	ENG 10X English Composition Elective		3
	XXX XXX Arts/Humanities Elective 1		3
	MAT 151	College Algebra	4
	<b>Semester 4</b>		
	CHE 110	Fundamentals of Chemistry	4
	COMM 110	Public Speaking	3
	DT 205	Cultural Food Production	3
	MAT 131	Statistics 1	3
	<b>Semester 5</b>		
	XXX XXX Arts/Humanities Elective 2		3
	XXX XXX Natural Science Elective		3
	XXX XXX Social/Behavioral Science Elective		3
	Total Credits:		63

## **Electives**

### First Year Experience Elective

FYE 100 College Success Strategies: Overview

FYE 105 College Success Strategies: Overview and Application FYE 110

College Success Strategies: Practice and Application

### English Composition Elective

ENG 102 English Composition 2: Contemporary Issues ENG 103

English Composition 2: Writing about Literature

ENG 105 English Composition 2: Business Communication

### Arts/Humanities Electives

Any OT36 course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

### Social/Behavioral Science Elective

Any OT36 course from ECO, GEO, HST, LBR, POL, PSY, SOC

### Natural Science Elective

BIO 220 Microbiology

CHE 111 Bio-Organic Chemistry

<b>Dietetic Professional Practice and Business Division Requirements</b>	
Dietetic Professional Meetings/Program Support: Local/State (Advisory Board, Planning Professional Activities, GCDA, ODA, DTR practice group, DMA, etc.)	4
Wellness or Health Promotion Activity	2
<b>Total Professional Practice – Documented by Student Personal Portfolio</b>	<b>6</b>
<b>Minimum Total Hours Supervised Practice and Professional Activities</b>	<b>6</b>

**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.

### **Transfer Module Courses**

#### **Art/Humanities**

ART 100, 111, 112, 141, 142  
 COMM 105, 130, 205  
 LIT 200, 210, 220, 230, 240, 251, 252,  
 255, 261, 262, 265, 270, 280, 285  
 MUS 101, 102, 105, 110, 115  
 PHI 105, **110**  
 REL 105, THE 105, 110

#### **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

**Courses in red are recommended.**

#### **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 annually. 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 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 make sure to get a copy of the outline to present with your certificate to your advisor.

2. 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

## 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 Jamie Nowak at 513-569-1409.

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**

The following policies pertain to all courses.

- A student who is enrolled in a course and does not attend any class sessions of that course for the consecutive equivalent of 20% of the total course length, at any time during the semester, may be administratively withdrawn from the course.
- Non-attendance is defined by the "Non-Attendance" policy and the "Non-Attendance in Web-based and Hybrid Courses" policy listed in this Catalog.
- Distance online learning information can be located at <https://catalog.cincinnati.state.edu/academicdivisionsanddegreeampcertificateprograms/distancededucation/>.
- Faculty members who implement the Administrative Withdrawal policy will include information in their course syllabus explaining how attendance is taken and stating that the consecutive equivalent of 20% of the total course length of non-attendance will lead to administrative withdrawal.
- Faculty members who implement this policy will inform the academic dean (of the division that offers the course) of the last date of attendance for any student who does not attend course sessions for the consecutive equivalent of 20% of the total course length.
- The last day an instructor may submit an Administrative Withdrawal is the date published on the [Important Dates](#) page of the College website as the last day to withdraw from a course, as applicable for the 15-week and/or 10-week session of a semester.
- The dean will notify the Registrar to administratively withdraw the student from the course.

### **Attendance**

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 requires 80% attendance
2. cooking labs: missing one class will lose all lab points for the day, 2<sup>nd</sup> absence will drop letter grade by one letter, 3<sup>rd</sup> 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

### **Academic Calendar**

<https://www.cincinnati.state.edu/importantdates/>

### **College and Academic Policies**

<https://www.cincinnati.state.edu/catalog-academic-policies/>,

In the College Catalog you will find information about the following topics. This is not an exhaustive list.

- Leave of Absence <https://catalog.cincinnati.state.edu/academicpoliciesandprocedures/academiclife/>

### **Academic Policies and Procedures**

<https://catalog.cincinnati.state.edu/academicpoliciesandprocedures/>.

- Adding, Dropping, or Withdrawing from a Course



- Credit Transfer
- Non-Attendance
- Non-Attendance in Web-based and Hybrid Course
- Non-Attendance Leading to Administrative Withdrawal
- Grading Policies
- Academic Probation, Suspension, and Dismissal
- Registration
- Student Responsibilities (Student Code of Conduct)
- Graduation

### **Financial Information**

**<https://catalog.cincinnati.state.edu/financialinformation/>**

- Residency
- Tuition and Fees
  - Withdrawal and refund of tuition and fees
  - <https://catalog.cincinnati.state.edu/financialinformation/tuitionandfees/>
- Financial Aid and Scholarships

### **Academic Support Services**

**<https://catalog.cincinnati.state.edu/student-services/academic-support-services/>**

- Academic Advising
- Counseling Services
- Disabilities Services
- Honors Program
- International Student Affairs Office
- Library
- Tutoring Center, Math Center and Writing Center
- TRIO Student Support Services
- Veteran Student Affairs Office

### **Campus Life Services**

**<https://catalog.cincinnati.state.edu/student-services/campus-life-services/>**

A comprehensive description of all student support services can be found in the student resource guide within Brightspace <https://brightspace.cincinnati.state.edu/d2l/lp/navbars/6606/customlinks/external/5047/>

### **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 direst 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 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 Montoux

2. Two vaccines or a positive titer are required for rubella, mumps and rubella
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 require 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 contained 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  
<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing.aspx>
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 with 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 \$100 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 Program Dress Code

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.

<b>Appropriate Attire:</b>	<b>Inappropriate Attire:</b>
<b>Lab Coat</b>	
Clean, pressed, white lab coat with identifiable badge (to be provided)	Coats with logos or printing Wrinkled lab coats Absence of white lab coat
Coats can be full, $\frac{3}{4}$ length or short in length	Stained, torn or soiled coats
<b>Slacks or Pants</b>	
Ankle length khakis or corduroys, properly fitted	Sweatpants, athletic apparel, leggings or elastic cuff
Ankle length twills or gabardines, properly fitted	Shorts or capris
	Jeans, painters pants, bib overalls
<b>Shirts or Tops</b>	
Button down or dress shirt with collar-long or short sleeve, tie preferred for men but not required	T-shirts, sweatshirts, beach or exercise wear, long shirt tails
Turtleneck sweaters or dress sweater	Sleeveless shirts or tanks
Polo collar knit or golf shirts - Plain	Shirts with writing
	Revealing shirts: plunging necklines, exposed navel or cut-outs
<b>Skirts or Dresses</b>	
Knee-length, properly fitted	Floor length or revealing length
<b>Shoes</b>	
Clean kitchen safe shoes: flat, closed toe, comfortable, non-porous, non-slip	High heels, sandals, strap- back, vivid colors in shoes or shoe strings
Clogs with closed toe	Athletic shoes, canvas shoes
Loafers, flat dress shoes	Hiking boots, knee-high boots
<b>Grooming, Hair and Make-up</b>	
Daily shower and clean clothes	Poor personal hygiene
	Avoid the use of aromatic soaps, perfumes and cologne. Some patients are allergic.
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.	Unkempt, free flowing
	Elaborate hair ornaments
Beards/moustaches must be trimmed and well groomed. In some environments a cover must be worn.	Unkempt, scruffy beards/moustaches
Fingernails should be short and well groomed.	Nail polish and artificial nails
Make-up should be minimal and reflect a natural look	Excessive or dramatic make-up that does not look natural
<b>Jewelry</b>	
Minimal jewelry such as a wedding band.	Excessive piercing, tongue posts, nose rings, eyebrow ornaments

Watch is recommended in the clinical area. The watch should be removed when completing food preparation duties.	
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### **Insurance Requirements**

The College shall provide proof of coverage upon request.

### **Technology Requirements**

Technology requirements can be found at the following <https://www.cincinnati.state.edu/cstate-online/>.

### **Liability for Safety in Travel to or From Assigned Areas**

The college does not cover students while on the route to their destination since the college does not cover personal vehicles of students. Normally, coverage (professional liability) begins upon arrival to the destination.

### **Performance Monitoring Process**

Student success is a program priority. The college uses a site called Starfish to allow faculty to track student progress in their programs and to provide an early alert system (StarFish) that supports student success by facilitating communication among advisors, instructors, and other College personnel. The system enables the timely identification of academic concerns and provides a structured approach to provide outreach and support.

For additional information regarding Starfish, including the Cincinnati State Starfish webpage visit (<https://www.cincinnati.state.edu/starfish/>).

### **Discipline and Termination**

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. Students 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 persist.

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.

### **Retention/Remediation Plan**

Re-Entry Student: if readmission has been offered, the student may defer re-entry one time. If the student declines the second opportunity or has not met the criteria to return after a year, or if a year has lapsed related to the student not requesting to re-enter, the student is required to restart the program and must reapply to college.

#### **Re-Entry Policy:**

When a student fails a course and wishes to re-enter the course, he/she must complete the following:

- Submit a letter or email requesting to re-enter the program to the assigned faculty and the Program Chair.
- Meet with a Financial Aid Advisor to determine financial eligibility for the remaining course work in the program.
- Ensure all required documentation (e.g., immunizations, vaccinations) must be kept up to date.
- Repeating a course is contingent on seat availability. If seat availability is limited, students will be offered re-entry to the program based on the following criteria in the order listed below:
  - Any student who withdraws within the first 2 weeks of the semester.
  - Medical withdrawal: submit documentation.
  - Course Grade: At time of withdrawal or at end of the semester the student with the higher grade will take precedence for re-entry.

The student will be subject to the policies, procedures, and curriculum in effect during the semester they are re-admitted. Information can be found at the following <https://www.cincinnatistate.edu/catalog-academic-policies/>. 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.

### **Clinical or Foodservice Directed Practice/Practicum Failure:**

If a student does not meet the requirements to complete directed practice/practicum course per health form and background check deadline dates, that student will have to wait the following year to compete course AND with Program Chair approval. Due to poor performance, unprofessional behavior, and or per request of a site preceptor, a student may be removed from a directed practice/practicum and will not be able to complete course until the following year AND with Program Chair approval.



**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**

The Dietetic Technology Program uses a formative evaluation process to provide students with regular, timely feedback throughout coursework and supervised practice. Formative evaluation is used to monitor performance, support learning, and promote improvement prior to summative evaluation.

During coursework, faculty provide formative feedback through graded assignments with rubrics, LearnSmart quizzes that include immediate feedback and multiple attempts, and discussion board activities with instructor comments. Feedback is communicated in a timely manner. Instructors are recommended to provide feedback within one week of assignment submission.

During supervised practice, student performance is evaluated on an ongoing basis through preceptor observation, regular feedback and check-ins, and midpoint or mid-rotation evaluations. Preceptors provide guidance to support skill development and professional growth.

Faculty and preceptors are responsible for providing formative feedback, while the Program Director monitors student progress across coursework and supervised practice. Formative feedback is used to identify areas for improvement and guide students toward successful performance before final or summative evaluations. Students may also meet with faculty during office hours, communicate via email, or schedule advising meetings to address performance concerns.

### **Student Evaluation**

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. Assessments are normally in the form of written exam, case studies, projects, and presentations but they may also take other forms as well. Syllabi indicate the basis by which grades are derived.

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 as a course, grades are kept on Brightspace, 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 mid-term and end of semester 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 cancellations on the Brightspace 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.

## **Graduation and Program Completion Requirements**

Cincinnati State's institutional graduation requirements apply to all students and are published in the college catalog. Students are encouraged to review these requirements in full at the following link:

### **Cincinnati State Graduation Requirements:**

<https://catalog.cincinnati-state.edu/academicpoliciesandprocedures/graduationrequirements/>

In addition to institutional requirements, program-specific completion requirements apply to each Dietetic Technology related program and pathway. These requirements vary by credential and are outlined below.

#### **Dietary Management Certificate – Pathway I**

- Minimum Credits: 32 credit hours
- Directed Practice: 252 hours
- Professional and Business Division Credits: 6 credit hours
- Minimum GPA: 2.75 overall

#### **Dietary Management Certificate – Pathway II**

- Minimum Credits: 9 credit hours
- Directed Practice: Not required
- Professional and Business Division Credits: Not required
- Minimum GPA: 2.75 overall

#### **Dietary Management Certificate – Pathway IIIb**

- Minimum Credits: 12 credit hours
- Directed Practice: Not required
- Professional and Business Division Credits: 6 credit hours
- Minimum GPA: 2.75 overall

#### **Dietetic Technician Program**

- Minimum Credits: 66 credit hours
- Minimum Directed Practice: 466 hours
- Professional and Business Division Credits: 6 credit hours
- Minimum GPA: 2.75 overall
- Minimum 80% or better on the practice DTR exam

#### **Pre-Nutrition Science Program**

- Minimum Credits: 63 credit hours
- Directed Practice: 24 hours
- Professional and Business Division Credits: 6 credit hours
- Minimum GPA: 2.75 overall
- Minimum GPA for Transfer Degree Eligibility: 3.0

Students are ultimately responsible for meeting all institutional and program-specific graduation requirements. Students are encouraged to work closely with their academic advisor to ensure timely completion of all requirements.

## **Student Rights and Responsibilities**

Students may find their rights and responsibilities in the College Catalog. Topics include, but are not limited to: Students with Disabilities, ADA Accommodations, Counseling Services, Refund of Tuition, Student Support Services, Protections of Privacy of Student Information, Access to Personal Files, Academic Advising.

### **Access to Personal Files**

The College does not maintain separate “personal files” on students beyond official institutional records. Student information collected during the admissions process is maintained electronically and shared with appropriate academic and administrative divisions as needed. Academic records documenting a student’s progress toward a degree or certificate are maintained within the College’s Self-Service system. Students have access to their academic and enrollment information through Self-Service. The collection, use, and release of student information are governed by the College’s Release of Information policy. At the program level, no additional student files are maintained unless otherwise required for accreditation or programmatic purposes. Any such records, if applicable, are maintained in accordance with College policy and accreditation standards. Additional information may be found at [Release of Information < Cincinnati State Technical and Community College](#).

### **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.

### **Filing a Complaint**

Cincinnati State Technical and Community College is committed to providing a fair and respectful campus environment. Students are encouraged to resolve complaints or conflicts with the appropriate person or persons involved.

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. If a student has not been able to reach resolution, the College provides several options for pursuing complaints or appeals. The following website will walk students through the process of filing a complaint. <https://www.cincinnati.state.edu/student-complaint-procedure/>.

Procedures for complaints about the Accreditation Council for Education in Nutrition and Dietetics can be found on the following website: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-or-violation>,

Also, 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 students 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 will graduate from 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 prior to graduation.
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 Form 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 for indication of what needs to be completed for graduation and the student's 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 - Waiver for Dietary Manager Program

### 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. You may also access the wavier via ANFP

<file:///C:/Users/kramerj3/Documents/CS%20program%20director/ANFP/Verification%20Form.pdf>.

Current Employment – to be completed by the student	
Student Name	
Job Title	
Date of Employment	
Place of Employment	
Work Phone	
Address	
City, State, Zip	
Name of Immediate Supervisor	
Title of Immediate Supervisor	
Supervisor's Work Phone	
To be completed by supervisor	
Student employed under my supervision from/ to	
Duties performed by student	
Has candidate performed satisfactorily while under your supervision?	Yes____ No____
Are you aware of any information, which would adversely reflect on the character or competence of this person?	Yes____ No ____
I herby certify that the above information is correct to the best of my knowledge:	
Supervisor Signature	
Date	
Student Signature	
Date	

## Appendix C - Physical Exam Report

### 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:

	Past	Current		Past	Current		Past	Current
Anemia/Bleeding problems			GI system Problems			Tuberculosis		
Asthma/Breathing problems			Headaches/Migraines			Alcoholism		
Back Problems			Hepatitis/Liver problem			Anxiety		
Heart Problems			Hypertension			Depression		
Chronic Fatigue/Weakness			Kidney Problems			Drug addiction		
Diabetes			Sinus Problems			Eating disorder		
Epilepsy/Seizures			Skin Disorders					

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 \_\_\_\_\_ Respirations \_\_\_\_\_

Visual Acuity: Right eye with glasses 20/\_\_\_\_ without glasses 20/\_\_\_\_ Left eye with glasses 20/\_\_\_\_ without glasses 20/\_\_\_\_

Please check appropriate box for assessment:

	Normal	Abnormal		Normal	Abnormal		Normal	Abnormal
Skin			Thyroid			Varicosities		
Head & Neck			Breasts			Peripheral arteries & veins		
Eyes			Chest/Lungs			Neurological		
Ears			Heart			Anus & Rectum		
Nose			Abdomen			Genitalia & Hernia		
Throat			Spine			Extremities		
Mouth			Reflexes					

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:**

TB Test #1 given _____ / _____ / _____	TB Test #2 given _____ / _____ / _____
Tb Test #1 read _____ / _____ / _____	Tb Test #2 read _____ / _____ / _____
Result _____ mm Induration	Result _____ mm Induration

Quantiferon Gold Tb Test Date: \_\_\_\_\_ Results: \_\_\_\_\_

\*Positive / Negative results will not be accepted

\*\*Please attaché Copy of 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)**

Rubeola #1 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Measles #2 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ or Antibody Titer IGg \_\_\_\_\_

Mumps #1 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Mumps #2 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ or Antibody Titer IGg \_\_\_\_\_

Rubella #1 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Rubella #2 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ or Antibody Titer IGg \_\_\_\_\_

MMR #1 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ MMR #2 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*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

**Varicella** (Chickenpox): List year of disease \_\_\_\_\_

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

**VZV #1** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **VZV#2** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **or Antibody Titer IGg** \_\_\_\_\_

\* Attach copy of titer results to form

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

**Hep B #1** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **Hep B #2** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **Hep B #3** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**OR** Antibody Titer IGg \_\_\_\_\_

\* Attach copy of titer results to form

**Tdap (Adacel)**

**Tdap (Adacel)** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **Dated 2005 or later**

**Flu Vaccine Required October - April**

**Name of Flu Vaccine:** \_\_\_\_\_      **Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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 – Background Check



### To Whom it May Concern:

\_\_\_\_\_ is requesting both a BCI and FBI background check. This student is  
(Students Name)  
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 has the background check to take part in the program.

Please send the results of the background check to:

Jamie Nowak, MS, RD, LD  
Business Technology Division  
Cincinnati State  
3520 Central Parkway  
Cincinnati OH 45223

If you have questions, please feel free to contact me at 513-569-1409.

Thank you for your assistance.

Sincerely,

*Jamie Nowak*

Jamie Nowak, MS, RD, LD  
Program Director Dietetic Technology

## Appendix E –Culinary Lab Policy

### **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 2<sup>nd</sup> 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. Kitchen-safe shoes (black), socks must be worn per health codes.
  - d. White apron; and
  - e. Chef hat.
  - f. Uniforms must be clean and pressed, with light starch acceptable.
3. It is expected that students will always wear a clean, pressed and undamaged uniform as specified above. Repeating 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 kitchen 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 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 people 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 products 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, worktables, 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.

## **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 acknowledge 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 with 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.

**Cincinnati State**  
**Dietetic Technology Programs**  
**Directed Practice and Practicum Log**

Signature of Other Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

[illegible]

- 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.

**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 Accreditation Council for Education in Nutrition and Dietetics (ACEND) 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.





**Tear Off Sheet for Receipt of Dietetic Student Handbook**  
Dietetic Programs

I have received a copy of the 2024-2025 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 Jamie Nowak in Room 330 of the Business Division



**Tear Off Sheet for Drug Screening and Background Check**  
Dietetic Programs

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 Jamie Nowak 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 Jamie Nowak 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

## Important Dates

### Physical Form, Immunizations, Background Check, and 7-Panel Drug Screening

Below is a chart to help you navigate and complete the required screenings within the designated timeframe.

Program	First Clinical Course	Second Clinical Course	Third Clinical Course	Physical Form Due Date	Immunizations Due Date	Background Check Due Date	7-Panel Drug Screening
DMC 1	DT 130 Spring	DT 180 Spring	DT-287	January 1 <sup>st</sup>	TB and flu required by January 1 <sup>st</sup>	December 1 <sup>st</sup> of the second year	N/A
DMC 3	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PNS	N/A	N/A	N/A	N/A	N/A	N/A	N/A
DTR	DT 130 Spring	DT 180 Spring	DT 285/DT 283 Fall	January 1 <sup>st</sup>	TB and Flu required by January 1 <sup>st</sup> for Spring Semester/ August 1 <sup>st</sup> for second year Fall semester	August 1 <sup>st</sup> prior to second year	August 1 <sup>st</sup> prior to second year