

DEPARTMENT OF NUTRITIONAL SCIENCES
COLLEGE OF ALLIED HEALTH



Individualized Supervised Practice Pathway
(ISPP)

TABLE OF CONTENTS

PREFACE	Page 3
PROGRAM MISSION, GOALS AND MEASURABLE OUTCOMES	Page 3
WELCOME	Page 4
SIGNATURE PAGE	Page 7
ISPP DESCRIPTION AND HISTORY	Page 8
RECENCY OF EDUCATION REQUIREMENTS	Page 8
PRIOR EXPERIENCE	Page 9
APPLICATION, SELECTION AND ADMISSION	Page 9
ISPP EXPERIENCE DESCRIPTION	Page 9
CONTACTING FACILITIES/PRECEPTORS	Page 12
COST OF THE ISPP EXPERIENCE	Page 12
FINANCIAL AID	Page 12
LEARNING MANAGEMENT SYSTEM	Page 12
HIPAA REGULATIONS	Page 12
IMMUNIZATIONS	Page 13
CPR CERTIFICATION	Page 13
HEALTH AND LIABILITY INSURANCE	Page 13
DRUG SCREENING	Page 13
CRIMINAL BACKGROUND CHECK	Page 13
ACADEMY OF NUTRITION AND DIETETIC MEMBERSHIP	Page 14
DEPARTMENT/COLLEGE FACILITES	Page 14
FACULTY AND STAFF	Page 14
COMPETENCY EXAM	Page 15
VERIFICATION STATEMENT	Page 15
NATIONAL REGISTRATION EXAMINATION	Page 16
CODE OF ETHICS FOR THE DIETETICS PROFESSION	Page 16
ACCREDITATION	Page 16

PREFACE

The University of Oklahoma Health Sciences Center in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, political beliefs, disability status, or status as a veteran in any of its policies, practice, or procedures.

The Equal Opportunity and Affirmative Action Office monitors policies, procedures, and programs to ensure they are developed and carried out in a non-discriminatory manner.

MISSION OF THE UNIVERSITY OF OKLAHOMA

The mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research and creative activity, and service to the state and society.

UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER MISSION STATEMENT

The mission of the University of Oklahoma Health Sciences Center, as a comprehensive academic health center, is to educate students at the professional, graduate, and undergraduate levels to become highly qualified health services practitioners, educators, and research scientists; to conduct research and creative activities for the advancement of knowledge through teaching and development of skills; and to provide continuing education, public service, and clinical care of exemplary quality.

MISSION OF THE COLLEGE OF ALLIED HEALTH

We Empower Life by maximizing human potential through allied health interprofessional education, research, care, and community engagement.

ALLIED HEALTH MAKES A DIFFERENCE - We believe in providing high quality contemporary health education through evidence-based patient-centered care.

EMPOWERMENT - We believe in assisting others to reach their potential for greatness.

DIVERSITY - We believe in respect for all aspects of human differences and in creating an environment of inclusion and equity that extends to everyone.

PROMOTING HEALTH & WELLNESS - We believe that optimal health is important for quality of life and is achievable through prevention, wellness and healthy living.

INTERPROFESSIONALISM - We believe in enlisting students and professionals in patient-centered services, education and research through collaboration, cooperation and

transparency. Interprofessional Projects

HEALTH CARE DELIVERY - We believe in contributing to changing the current health care delivery system with a focus on equity and access for everyone to patient-centered care.

LEADERSHIP - We believe in emulating best practices to assure our graduates as future leaders in health and knowledge.

INNOVATION - We believe in curiosity, exploring, thinking, sharing and understanding, and leading with innovation and excellence.

ENGAGEMENT - We believe in transforming lives by improving health and by building a stronger, healthier community.

CREATING KNOWLEDGE - We believe in contributing to the body of knowledge through scientific research and scholarly activities.

MISSION OF THE DEPARTMENT OF NUTRITIONAL SCIENCES

The mission of the Department of Nutritional Sciences is to provide the best possible educational experience for our students through excellence in teaching, research, and creative activities and provide service to the university, state and society.

MISSION OF THE DIETETIC INTERNSHIP PROGRAM

The mission of the Dietetic Internship Program (DI) is to provide the best possible supervised practice experience that encourages excellence, creativity and service to the university, the state and society.

The program has two goals:

1. Prepare graduates to become competent entry-level dietitians.
 - Over a 5-year period, $\geq 90\%$ of enrolled students will complete program requirements within 50 weeks (150% usual completion time).
 - Over a 5-year period, $\geq 80\%$ of students will pass RD exam on first attempt.
 - Over a 5-year period, $\geq 85\%$ of employers responding to survey will answer “yes” that alumni were prepared for entry-level practice.
 - One hundred percent of students completing the program will have an overall score of 3 or higher on curriculum evaluation forms indicating they have met the ACEND competencies.
 - Over a 5-year period $\geq 85\%$ of alumni responding to survey will answer “yes” that they were prepared for entry-level practice upon graduation from the IP.
2. Prepare graduates who obtain employment in dietetics-related positions.
 - Over a 5-year period, $\geq 80\%$ of graduates seeking employment will have a job or be enrolled in graduate school within six months of program completion.

MISSION OF THE INDIVIDUALIZED SUPERVISED PRACTICE PATHWAY

The mission of the Individualized Supervised Practice Pathway (ISPP) is to provide the best possible supervised practice experience for Participants that encourages excellence and creativity and allows them the opportunity to sit for the National Registration Exam for Registered Dietitians.

The ISPP has one goal:

1. Prepare ISPP Participants to pass the National Registration Exam for Registered Dietitians.
 - Over a 5-year period, $\geq 80\%$ of ISPP Participants will complete requirements within 78 weeks or 1.5 years.
 - Over a 5-year period, $\geq 80\%$ of Participants will pass RD exam on first attempt.

Dear ISPP Participant,

Welcome to the Individualized Supervised Practice Pathway (“ISPP”) of the Dietetic Internship Program of the University of Oklahoma Health Sciences Center! You have been very carefully chosen. You were selected not simply because you have the potential for becoming a registered dietitian, but also because:

- Others recognize in you the ability to make a significant contribution to the profession of nutrition and dietetics; and
- You have the potential to perform in an exceptional manner.

The OUHSC Dietetic Internship Program, which houses the ISPP, strives for a reputation of excellence at both the regional and national level. Thus ISPP Participants are expected to perform at a level which exceeds that of above average. The road you have chosen is not an easy one and much will be demanded of you in the coming weeks and months. The learning process and supervised practice experience to which you will be exposed is a dynamic one designed to excite and stimulate. A tremendous body of knowledge and expertise will be made available to you. You have been individually selected based on the prior learning experiences you have already encountered. Now you must challenge, sift, sort, and continually question to gain additional knowledge and skills. It is not possible for you to sit back, relax and passively participate in your supervised practice experience. Instead you will independently and with the guidance of others obtain the knowledge and skills that are required to sit for the National Registration Exam for Registered Dietitians.

Remember throughout your journey faculty and preceptors are here for the express purpose of helping you to achieve your goal. We demand your excellence because we have faith in your abilities. Our greatest pleasure comes from your achievements.

Again, we welcome you. We are already proud of you. We have faith in your ability to achieve excellence!

Sincerely,

Peggy Turner, MS, RD/LD, FAND
ISPP Coordinator
Department of Nutritional Sciences

SIGNATURE PAGE

Dear ISPP Participant,

It is very important that you be familiar with the information contained within this ISPP Handbook.

Please sign the form below to confirm your knowledge of this document. Your signature also confirms your commitment to abide by all policies contained therein.

Please complete and return this entire page, with appropriate signature, to the ISPP Coordinator within the 24 hours of your acceptance into the ISPP Experience.

Thank you for your cooperation!

Peggy Turner, MS, RD/LD, FAND
ISPP Coordinator

I have read the online version of the ISPP Handbook. I agree to abide by the policies set forth in this document as well as those that will be expected by the facilities I have selected.

Participant Signature

Date

Witness Signature

Date

ISPP DESCRIPTION AND HISTORY

From 1973 to 1993, the American Dietetic Association (now known as the Academy of Nutrition and Dietetics – AND) offered certain individuals an unaccredited “alternate” pathway to become a Registered Dietitian. Though it was not a well-known fact, these education pathways allowed individuals to gain knowledge and skills by working under the guidance of individual practitioners (sometimes called preceptors). Many individuals of these self-directed, flexible experiences went on to become leaders within the profession. Unfortunately, the lack of protections and formal accountability to the individuals, especially when practitioners were not able to uphold their end of a non-formal agreement, became problematic.

The Academy decided to try again and in September of 2011 developed the Individualized Supervised Practice Pathway or ISPP (“ispeys”). This time though, the ISPP is intended to provide supervised practice experience through either an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Dietetic Internship or Coordinated Program. The ISPP at the University of Oklahoma Health Sciences Center (OUHSC) is a continuing education opportunity offered through the Dietetic Internship Program (DI) within the Department of Nutritional Sciences housed within the College of Allied Health (CAH). The ISPP at OUHSC is designed to provide individuals an opportunity to increase their knowledge of food and nutrition science and to acquire competencies needed to practice dietetics in a variety of settings. Upon successful completion of the ISPP, individuals are expected to have the knowledge and supervised practice experience in the areas of clinical, management and community needed to sit for the National Registration Exam for Registered Dietitians.

Individuals interested in the ISPP at OUHSC must currently have a doctoral degree, in any subject. The ISPP will provide a framework so Participants can obtain additional knowledge, if needed, and the necessary supervised practice experience required to meet the ACEND 2017 Standards. Once all agreed upon knowledge and supervised practice has been successfully completed, Participants in good standing will be provided with a verification statement and instructions on how to contact the Commission on Dietetic Registration (CDR), the body that administers the National Registration Exam for Registered Dietitians.

RECENCY OF EDUCATION REQUIREMENTS

Evaluation of knowledge is required if a doctoral degree was completed five (5) or more years prior to application to the ISPP. A computerized exam will also be administered to the participant at the time of application. The purpose of the exam is to help assess prior knowledge and learning in the area of food and nutrition. Though a minimum score is not required, answers to questions will be helpful to determine if additional ISPP learning modules would be beneficial before embarking on supervised practice.

PRIOR EXPERIENCE

A detailed assessment of prior learning will be completed by the Participant. The assessment, which will be evaluated by the ISPP Coordinator, will be used to determine if prior experiences

can be used to satisfy any of the ACEND 2017 standards. A decision based on the assessment will be rendered to the Participant before their experience begins. If additional knowledge needs to be addressed through learning modules, it can be done at this time. Supervised practice rotations may be modified based on the Participants prior work experience and interest.

APPLICATION AND SELECTION

The ISPP has a selective application process due to the nature of the pathway. There is no deadline for the application. The ISPP Participant will not be admitted or enrolled in any program at the University of Oklahoma. To be eligible for consideration for the ISPP Experience, the Participant must submit the following documents/forms:

- 1) Survey for Eligibility via Qualtrics
- 2) Current Resume or Curriculum Vitae (CV)
- 3) Complete set of transcripts with the doctoral degree posted
- 4) Completed Assessment of Prior Learning
- 5) 2 Letters of Reference
- 6) Brief (750 words) essay stating why you seek the RD credential
- 7) Outline of a proposed, though not yet approved, schedule of where supervised practice hours can be arranged

After submission of all required information, the selection committee will make a determination of whether or not to offer the ISPP Experience to the Participant. Conversations will be conducted to discuss what would be expected and the feasibility of moving forward. When both parties agree on the exact details (cost, time commitment, additional learning modules if needed), an agreement will be signed by the ISPP Coordinator and the ISPP Participant.

ISPP EXPERIENCE DESCRIPTION

The ISPP will provide a framework so Participants can obtain additional knowledge, if needed, and the necessary supervised practice experience required to meet the ACEND 2017 Standards. A complete set of ACEND Standards (including knowledge and competencies) are available on the ACEND website at www.eatright.org/acend. The competencies listed below are the minimum of what will need to be fulfilled to complete the ISPP Experience.

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

Competencies

Upon completion of the experience, Participants are able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

- CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6 Incorporate critical-thinking skills in overall practice.

2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Competencies

Upon completion of the experience, Participants are able to:

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply leadership skills to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Participate in professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

Competencies

Upon completion of the experience, Participants are able to:

- CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4 Design, implement and evaluate presentations to a target audience.
- CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Competencies

Upon completion of the experience, Participants are able to:

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

After the Assessment of Prior Learning, the ISPP Coordinator will determine what competencies have been completed (through prior work experience) and what competencies still need to be completed. Both the ISPP Coordinator and ISPP Participant will agree on a plan of work to meet those competencies through a clinical, management, and/or community rotation of their making. The number of hours required will also be outline based on the Assessment of Prior Learning.

If after the review of the transcripts and the Assessment of Prior Learning, it is determined that the Participant needs additional learning modules, for example, a Nutrition Assessment module or a Nutrition Lifecycle module, before embarking on the supervised practice, options will be discussed and also agreed upon by both parties.

CONTACTING FACILITES/PRECEPTORS

It is the responsibility of the Participant to arrange his/her rotations for the clinical, management, and community experience. This involves contacting, discussing, and then forwarding the information to the ISPP Director for approval. Once it is determined that the facility can provide adequate supervision, the ISPP Director will initiate a Letter of Agreement (“LOA”). The LOA must be executed by both the University and the Facility and/or Preceptor before the rotation can begin.

COSTS OF THE ISPP EXPERIENCE

Experience costs vary, depending on the time and number of supervised hours needed. Costs are also subject to change. Current costs are provided to the Participant upon acceptance to the Experience. The Participant does not enroll at the University of Oklahoma and will not be considered a student who is entitled to student benefits or discounts. Accordingly, ISPP costs are not charged as tuition or fees. At the very minimum, Participant will be expected to pay a one-time fee of \$8000.00 to OUHSC. A \$500.00 deposit will paid at the time of the Assessment of Prior Learning is submitted and \$7500.00 due before supervised practice experiences begin. If additional knowledge or learning modules are needed, it will be at the expense of the Participant. Reasonable expenses to be paid by the Participant include transportation, insurance, background checks, immunizations, drug screens, Academy membership fee, and University Internet access fees.

FINANCIAL AID

As the ISPP expenses are not tuition, Financial Aid is not available.

LEARNING MANAGEMENT SYSTEM

The learning management system used to help facilitate the ISPP Experience is [Desire to Learn](#). After the Participant has been accepted, they will be included as part of the Nutritional Science ISPP Community via D2L. Many required forms will be available as will other resources that may be beneficial during the ISPP Experience.

HIPAA REGULATIONS AND CONFIDENTIALITY

The HIPAA (Health Insurance Portability and Accountability Act) Regulations place stringent requirements on practitioners to protect the privacy of patients. Facilities may require the Participant to complete HIPAA training. All Participants must comply with any request made by their facilities to complete training prior to beginning the Experience. Always follow these minimum guidelines:

1. Maintain confidentiality concerning all patient information by removing all identifiers.
2. Restrict the use and/ or disclosure of information, even though permitted, to the minimum necessary to accomplish the intended educational purpose.

Participant shall sign the ISPP Confidentiality Agreement as a condition of participation in the ISPP.

IMMUNIZATIONS

All ISPP Participants must complete or show evidence of completing the required vaccinations required by the facilities where they are scheduled to rotate. Participants are responsible for keeping track of immunization records and keeping current with their facilities. Get your flu shot. Most facilities require these or make you wear a mask at all times.

CPR CERTIFICATION

All ISPP Participants are required to complete the American Heart Association BLS – Health Care Provider Level course prior to beginning the ISPP Experience if required by the facilities where they are scheduled to rotate. Participants are responsible for keeping track of CPR records and keeping current with their facilities.

HEALTH AND PROFESSIONAL LIABILITY INSURANCE

All ISPP Participants are required to have health and professional liability insurance coverage if required by the facilities where they are scheduled to rotate. Participants are responsible for keeping track of insurance records and keeping current with their facilities. Professional liability insurance is approximately \$20.00 to \$35.00 for a one year policy and varies from state to state. Insurance can be purchased from [Mercer](#) if you are a member of the Academy of Nutrition and Dietetics.

DRUG SCREENING

All ISPP Participants are required to have a drug-screening test and show proof of such to their facility where they are scheduled to rotate. Participants are responsible for keeping track of their drug screening records and keeping current with their facilities.

CRIMINAL BACKGROUND CHECK

All ISPP Participants are required to complete a criminal background check and show proof of such to their facility where they are scheduled to rotate. Participants are responsible for keeping track of the criminal background check records and keeping current with their facilities.

MEMBERSHIP IN THE ACADEMY OF NUTRITION AND DIETETICS

All ISPP Participants are required to purchase membership with the [Academy of Nutrition and Dietetics](#), the professional organization for Registered Dietitians. The discounted membership for ISPP Participants is approximately \$58.00 per year.

DEPARTMENT/COLLEGE FACILITIES

The Department of Nutritional Sciences presently occupies suite 3057 of the Allied Health Building, 1200 N. Stonewall, and includes offices for each of the faculty members, a Departmental Office for staff, and a work room (room 3069). In addition, there is a food lab in room 3055.

FACULTY AND STAFF

There may be times when additional knowledge is needed for specific areas of nutrition. You may or may not require assistance from other members of the faculty and staff. Faculty and staff are here to support you and make the ISPP Experience and valuable learning opportunity. More information about faculty and staff can be found on the [College of Allied Health](#) website.

The faculty and staff are:

Allen Knehans, Ph.D. Dean, College of Allied Health Chairman, Nutritional Science	Room #3061 (405) 271-8001 X41175 allen-knehans@ouhsc.edu David Ross Boyd Professor
Brian dela Cruz, MS, RDN/LD Clinical Instructor/Coordinator Director, Dietetic Internship Program	Room #3062, (405) 271-8001 X41181 brian-dela-cruz@ouhsc.edu
Peggy Turner, MS, RD/LD, FAND Associate Professor ISPP Coordinator	Room #3066, (405) 271-8001 X41179 peggy-turner@ouhsc.edu
Susan Sisson, Ph.D., RD, CHES Assistant Professor Behavioral Nutrition and Physical Activity Lab	Room #3068, (405) 271-8001 X41176 susan-sisson@ouhsc.edu
Leah Hoffman, Ph.D., RD/LD, CNSC Assistant Professor Director, Dietetics Education Program	Room #3071, (405) 271-8001 X41174 leah-hoffman@ouhsc.edu
Jennifer Graef, Ph.D. RDN/LD	Room #3064, (405) 271-8001 X41182

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Patsy Johnson
Administrative Coordinator

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Dawn Horton, BA
Student Programs Coordinator

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COMPETENCY EXAM

After the completion of the required supervised practice hours and/or any additional learning modules, a final competency exam will be administered to assure eligibility to sit for the National Registry Exam. In order to successfully complete the ISPP Experience, the Participant must score 70% or better. If the score is less than 70% the Participant will have an additional chance to pass the exam (a different exam may be used). The second attempt will be scheduled at least one week after the original exam. If the Participant still does not score 70% or greater, the Participant will have a one month period to prepare before taking the third and final exam. **Verification Statements will not be issued to Participants who do not score 70% or greater after 3 exams have been taken.** When the terms are met, the Participant will receive a verification statement and the appropriate forms will be submitted to the Commission for Dietetic Registration.

VERIFICATION STATEMENT

The Commission on Dietetic Registration (CDR) requires a verification statement upon completion of the ISPP to indicate completion of supervised practice requirements and establish eligibility to write the registration examination for dietitians. **Participating in the ISPP does not guarantee that the Participant will receive a verification statement. The ISPP Coordinator will only provide the verification statement upon the Participant's satisfactory completion of the ISPP requirements.**

Upon successful completion of the ISPP, the ISPP Coordinator will provide each Participant with three (3) verification statements. In addition, an electronic copy of the verification statement will be maintained indefinitely.

NATIONAL REGISTRATION EXAMINATION

Upon successful completion of the ISPP Experience and receipt of the verification statement, the Participant is eligible to apply to take the Registration Examination administered by the Commission on Dietetic Registration (CDR). Applications for the Exam will automatically be sent to the individual when CDR has established registration eligibility. Applications for eligibility are filed by the ISPP Coordinator upon completion of the ISPP Experience. The Participant will be notified of all deadlines regarding registration and application for the Registration Exam. It is then the responsibility of the Participant to ensure that these deadlines are met.

CODE OF ETHICS FOR THE DIETETIC PROFESSION

In March 2009, the Code of Ethics Task Force updated the [Academy's Code of Ethics](#). The revised Code of Ethics was published in the August 2009 Journal of the American Dietetic Association.

ACCREDITATION

The University of Oklahoma is accredited through the Higher Learning Commission of the North Central Association of Colleges and Schools. The next reaffirmation of accreditation is to be set in 2022-23.

The ISPP Experience is accredited through 2018 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) which periodically reviews the practices, procedures and educational outcomes of its accredited programs. This process includes the consideration of third-party comments regarding compliance with the accreditation standards, which may be obtained from the Academy of Nutrition and Dietetics website at www.eatright.org/acend. Comments must address substantive matters related to the quality of the ISPP Experience and should be sent to the attention of Mary B. Gregoire, PhD, RD, FADA, FAND, Executive Director, Accreditation and Education Programs, Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995.