



Distance Dietetic Internship Handbook

Effective January Class, 2021

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

Keith & Associates Distance Dietetic Internship

Table of Contents	Page
Accreditation status	3
Program description	3
Programs outcomes data policy	4
Keith & Associates mission	4
KADDI program mission, goals, objectives	4
Requirements and process to become a Registered Dietitian Nutritionist	5
Estimated costs	6
Application and admission requirements	7
Orientation and On-Site Rotations Requirement	8
Academic program calendar and schedule	9
Policy about leave, absences, tardiness and make up work	11
Credit for prior assessed learning (PAL)	12
Program completion and verification statements	13
Compensation and loan deferments policy	14
Computer matching	14
Protecting privacy during distance education	15
Locating preceptors and supervised practice sites	15
Screening preceptors, facilities and execution of affiliation agreements	15
Preceptor payment policy	16
Policy about replacing sites and rotations during the program	16
Performance monitoring, assessment of learning, academic concerns reports	16
Explanation of grading scale	17
Dietetic intern weekly performance summary form	18
Academic concerns report	19
Disciplinary memos – policy about professional and ethical behavior concerns	20
Intern retention, termination and refund policy	21
Supervised practice documentation	21
Insurance requirements	21
Travel, safety, liability and housing	22
Accidents, illness and injury	22
Drug testing, criminal background checks, required documentation and prerequisite learning	22
Compensation policy	22
Interns must not be used to replace employees (in compensation policy)	22
Equal opportunity	22
Protection of privacy of information policy (also see distance education on p. 18)	23
Access to personal files policy	23
Professional memberships and activities	23
Technology policy and requirements	23
Hazardous weather policy	24
Dress code	25
Reasonable accommodations on the basis of disability	25
Complaints (grievance policy)	25
Access to support services	26
Leave of absence policy	26
Extension of internship policy	26
Assignments, grading system, dietetic registration and state licensure	26
Rotation summary and course outline	27
Sample evaluation rubric	29
Names and titles of controlling owners and officials	30
Appendix	31
Enrollment agreement	32
KADDI Information form	35
Facility and preceptor forms	37

ACCREDITATION STATUS

KADDI is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) until June 30, 2028.

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
(312) 899-0040, ext. 5400
FAX: (312) 899-4817
E-mail: ACEND@eatright.org
Web: <https://www.eatrightpro.org/acend>

The program is licensed by the Oklahoma Board of Private Vocational Schools (OBPVS).

OBPVS
3700 N. Classen Blvd., Ste 250
Oklahoma City, OK 73118
(405) 528-3370
<http://obpvs.ok.gov/>
nhouse@obpvs.ok.gov

PROGRAM DESCRIPTION

KADDI is sponsored by Keith & Associates Nutrition, a large nutrition consulting firm that provides services to more than 275 nursing homes, hospices, assisted living facilities, hospitals, Head Start programs, dialysis centers, group homes, schools, job corps, industry sites and prisons as well as Oklahoma Department of Human Services clients with developmental disabilities. Sandra Keith, MPH, RD, LD started the company in 1996. There are currently over 15 associate dietitians who work at K & A Nutrition.

Established in 2017, KADDI is a post-baccalaureate supervised practice experience designed to allow qualified individuals to become registry-eligible with the Commission on Dietetic Registration (CDR). Students are required to identify their own preceptors in the area in which they desire to do rotations. The program screens and approves all preceptors and sites prior to enrolling the intern. An affiliation agreement is required for each facility, and the Keith & Associates legal department will execute the contracts on behalf of the intern.

The KADDI program director is Sara Hallgren-Tillery, MA, RD, LD. She has spent over 17 years working as lead clinical dietitian at an academic medical center hospital in Tulsa, OK. During that time, she provided nutrition to diverse groups, organizations and individuals. She has specialized training in neonatal nutrition and child & adolescent weight management. In addition to excellent patient care, she has used her positive attitude and energy to teach nutrition to medical residents, nurses, ancillary staff, and interns.

The KADDI associate director & clinical instructor is Patti Landers, PhD, RD, LD, FAND. Dr. Landers is very experienced and was awarded Professor Emeritus status from the Department of Nutritional Sciences at the University of Oklahoma Health Sciences Center. She served as director of the dietetic internship program as well as the didactic and coordinated programs.

PROGRAM OUTCOMES DATA POLICY

It is the policy of the Keith & Associates Distance Dietetic Internship Program to be as transparent as possible. Program’s outcomes data including the number of applicants, number of interns admitted completion rate, Registered Dietitian Nutritionist exam pass rate and all tuition and fee information is available upon request. Please email the dietetic internship program director at KADDI@consultingdietitians.com.

KEITH & ASSOCIATES MISSION



The mission of Keith & Associates is to maintain not only the highest possible standard of quality of patient care, but also the highest standard of professionalism and customer care to our facilities.
<https://consultingdietitians.com/>

The dietetic internship program mission, goals and objectives are listed in Table 1.

Table 1. Program mission, goals and objectives.	
PROGRAM MISSION: The mission of the Keith & Associates Distance Dietetic Internship is to train dietetic interns to become competent entry-level registered dietitian nutritionists delivering the highest possible standard of quality for patient care and also the highest standard of professionalism and customer care.	
PROGRAM GOALS	PROGRAM OBJECTIVES
1. Prepare graduates to become competent entry-level dietitians.	1.1a At least 80% of full-time program interns complete program requirements within 9 months (150% of the program length).
	1.1b At least 80% of part-time program interns complete program requirements within 18 months (150% of the program length).
	1.2 Of graduates who seek employment, 75 % are employed in nutrition and dietetics or related fields within 12 months of graduation.
	1.3 Eighty percent of graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
	1.4 The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
	1.5 Seventy-five percent of employers will answer “agree” that they are satisfied with graduate’s preparation for entry-level practice.
	1.6 Seventy-five percent of graduates will answer “agree” that they were prepared for entry-level practice. (program-specific goal)

<p>2. Prepare graduates to deliver the highest possible standard of quality for patient care and the highest standard of professionalism and customer care.</p>	<p>2.1 At least 75% of employers will answer “agree” that they feel graduates deliver the highest possible standard of quality for patient care and the highest standard of professionalism and customer care. (program-specific goal)</p>
---	--

Information about the requirements and process to become a registered dietitian nutritionist, including education, supervised practice, passage on the CDR credentialing exam and state licensure and how KADDI fits into the process are given in Table 2.

<p>Table 2. Requirements and process to become a Registered Dietitian Nutritionist</p>	
<p><i>Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met the following criteria to earn the RDN credential</i></p> <p>Quoted from Careers in Nutrition and Dietetics Factsheet available at https://www.eatrightpro.org/acend Accessed 3/29/19</p>	
<p>Criterion</p>	<p>How the Keith & Associates Internship Program Fits into the Professional Pathway</p>
<p><i>Completed a minimum of a bachelor's degree at a U.S. regionally accredited university or college or foreign equivalent, and coursework through an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic (DPD), Coordinated (CP), Future Graduate (FG) or Foreign (FDE) or International Dietitian Education (IDE) program. For a list of accredited programs, see www.eatrightpro.org/acend. Effective 1/1/2024, a master's degree will be required to take the Commission on Dietetic Registration RDN credentialing exam</i></p>	<p>Applicants to KADDI must have earned a minimum of a bachelor’s degree and a verification statement from an ACEND-accredited didactic program in dietetics.</p> <p>A cumulative grade point average of ≥3.0 and grades of A or B is expected in all didactic coursework. KADDI also gives all applicants an aptitude exam.</p>
<p><i>Completed required supervised practice/experience through an ACEND accredited Dietetic Internship (DI), Coordinated (CP), Future Graduate (FG) or International Dietitian Education (IDE) Program or an Individualized Supervised Practice Pathway (ISPP) offered through an ACEND- accredited program. Information on ACEND accredited programs at www.eatrightpro.org/acend.</i></p>	<p>The KADDI internship is an ACEND-accredited supervised practice program. In order to graduate, an intern must pass all of the assignments in the program, thus fulfilling all the ACEND required competencies. Interns must also take a final competency exam (more about this later in the handbook) in order to receive a verification statement which is required by the Commission on Dietetic Registration in order to sit for the national credentialing examination.</p>
<p><i>Passed a national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's Website at www.cdrnet.org. In order to maintain the credential, an RDN must complete continuing professional educational requirements.</i></p>	<p>KADDI staff sends the required paperwork to CDR within two weeks of graduation from the internship. Graduates are usually notified they can schedule the exam shortly thereafter.</p>
<p>Licensure may be required. Information for specific states is available at https://www.cdrnet.org/.</p>	<p>KADDI provides five verification statements with original signatures at program completion.</p>

KADDI TUITION & FEES

<i>Tuition</i>	\$10,895 tuition ✓ \$895 non-refundable Enrollment fee due with Enrollment agreement. ✓ \$5,000 due June 15 (spring match) or December 15 (fall match) ✓ \$5,000 due August 15 (spring match) or January 15 (fall match)
<i>Application Fee</i>	✓ \$0
<i>Book & Software Expenses</i>	✓ \$100-\$200
<i>Uniform Clothing Expense</i>	✓ \$100
<i>Physical exam, Health Insurance, & Required Immunizations</i>	✓ Variable
<i>ServSafe Certification</i>	✓ \$36 (varies based on geographical location)
<i>American Heart Association Basic Life Support Course</i>	✓ \$50 (varies based on geographical location)
<i>Orientation travel/ accommodations</i>	✓ Variable, \$800- \$1000
<i>Proctoring Fees for KADDI Final Exam</i>	✓ \$8-\$24
<i>Academy of Nutrition & Dietetics Student Membership Dues – Recommended</i>	✓ \$60
<i>Nutrition Care Manual</i>	✓ Covered by KADDI
<i>Electronic Nutrition Care Process Terminology Subscription</i>	✓ Covered by KADDI
<i>Legal Counsel for Affiliation Agreements</i>	✓ Covered by KADDI
<i>Background Check & Drug Screen</i>	✓ Covered by KADDI
<i>Professional Liability Insurance</i>	✓ Covered by KADDI
<i>Facility Specific Fees & Additional Insurance if Required</i>	✓ Paid by Student

APPLICATION AND ADMISSION REQUIREMENTS

Procedures and requirements are the same for all interns, whether enrolled full- or part-time.

KADDI participates in both spring and fall match cycles through the Dietetic Internship Centralized Application Service (DICAS) and DND Digital. The DICAS website is accessed at <https://portal.dicas.org>. Their email is DICASinfo@dicas.org. The online application must be completed by 11:59 pm central standard time on February 15 for the April match and by September 25 for the November match. The fee to use DICAS is \$50 for the first application submitted and \$25 for each additional application.

Applicants must also register with DND Digital at www.dnndigital.com. Cost is \$55 payable by a VISA/MASTERCARD with a USA billing address.

The Keith & Associates Distance Dietetic Internship does not charge a fee to review applications for admission.

If unfilled positions remain after the first round, the program will participate in second round matching. During that period, KADDI will also accept applications from individuals who did not submit through DICAS (e.g. if someone applied only to an internship or future education model program that does not utilize DICAS and was not matched).

Required Qualifications

- Grade point average in nutrition/dietetics courses of $\geq 3.0/4.0$ scale unless they take and pass a remedial or graduate MNT course with a grade of A or B
- KADDI may admit students with grades lower than “B” in medical nutrition therapy courses upon contingency
- Original Verification Statement from accredited DPD program in dietetics (may be delivered after graduation if DPD is in progress during application period)
- Bachelor’s degree or higher. Official transcript from university with highest earned degree posted on it (may be delivered after graduation if DPD is in progress at time of internship application)

Preferred Qualifications

- Grades of B or better in all nutrition and dietetics major courses
- Total GPA $\geq 3.0/4.0$ scale
- Work or volunteer experience
- NDTR credential for applicants who are three or more years from earning the DPD verification statement.

In addition to required elements of the DICAS submission, KADDI requires the additional items listed in Table 3 to be uploaded with the DICAS application. The current rotation calendar template, preceptor and facility forms are available under the “apply and forms” tab at www.KADDI-internship.com. The preceptor and facility forms are in the Appendix of this handbook.

Orientation and On-Site Rotations Requirement

Attendance at orientation in Tulsa, OK is mandatory unless if the program director changes it to a virtual orientation or the intern provides written evidence of a medical or family emergency. Rotations at international sites are not allowed. Please do not apply to KADDI if you are out of the country and are unsure if you are able to return before orientation. Interns who accept an appointment and do not meet the above requirements will be dismissed from the program and will forfeit payment made.

Table 3. Supplemental materials to be included with the DICAS application.	
Item	Instructions
Completed rotation schedule	Choose either full-time or part-time calendar and download the template; an example completed spreadsheet is shown on the website Arrange rotations in any order you choose. You must save the spreadsheet as a .pdf file for upload to DICAS. Keep a copy of the Excel spreadsheet to submit to the program after matching.
Facility forms	The preceptor will usually fill this out for you. KADDI will use this form to screen facilities to be sure they are suitable. Be sure to include contact information for the person who has authority for completing legal contracts related to students. KADDI needs this information to execute an affiliation agreement. That must be in place before you may go to any rotation site. KADDI will obtain the affiliation agreements for you.
Preceptor forms <i>(Clinical preceptor must be RD/RDN)</i>	Ask each preceptor to complete a KADDI preceptor form . Each preceptor must also provide evidence that they engage in continuing education appropriate to the area for which they precept. Here are examples: Clinical: include RDN number on preceptor form or provide a copy of a current CDR card or CDR professional portfolio log Foodservice: CDR card for RDN or NDTR, Certified Dietary Manager card, Executive Chef, ServSafe® or Manage First® certificate; resume listing continuing education within past 7 years Community: CDR card for RDN or NDTR, copy of license or certification for public health professionals (e.g. Registered Nurse, CHES, NATA certified athletic trainer, IBCLC or CLC lactation counselors) or resume listing continuing education within past 7 years Entrepreneurship: resume listing qualifications to mentor you (writing a business plan, developing a webpage, using social media for marketing)

NOTE: Interns may submit forms for the business and entrepreneurship rotation after beginning the program. Forms are due 8 weeks prior to entrepreneurship rotation start date. KADDI allows interns to add rotation sites and preceptors during the program as long as we are able to get the affiliation agreements executed before the intern starts there. You must update your rotation calendar and have it approved by the program director any time a change of more than one week is proposed.

ACADEMIC PROGRAM CALENDAR AND SCHEDULE

The KADDI program is planned to be completed in 25 or 50 weeks for full-time or part-time tracks, respectively. However, the program will accommodate a reasonable amount of time off for vacation, religious holidays or family events. Planned leave should be included on the proposed rotation calendar submitted with the application. Full-time interns (40 hours per week expected) should submit a plan to finish the program within 25 weeks. KADDI expects part-time interns to average a minimum of 20 hours per week; they should submit a plan to finish the program within no more than 50 weeks. Unplanned leave for illness or family emergency will be granted. If the unplanned leave lasts longer than two weeks, interns must submit a request for a leave of absence and provide evidence of need for the leave (e.g. letter on official letterhead from physician). Full-time interns taking longer than 9 months to complete the program will be assessed an additional \$1,250 per month tuition after 9 months. Part-time interns taking longer than 18 months for program completion will be assessed an additional \$625 per month tuition after 18 months.

Table 4. Expected timeline for application through graduation.				
Activity	Spring Match		Fall Match	
Application due to DICAS	February 15		September 25	
Match day	Per DND Digital (~ 4/5)		Per DND Digital (~11/5)	
Accept appointment	Day after matching		Day after matching	
Enrollment and information forms due <i>Examples of these forms are in the Appendix</i>	One week after matching		One week after matching	
First tuition payment due	One month after matching		One month after matching	
	Full-time	Part-time	Full-time	Part-time
Preorientation rotation	Weeks 1-2	Weeks 1-4	Weeks 1-2	Weeks 1-4
Orientation in Tulsa	Week 3	Week 5	Week 3	Week 5
External rotations	Weeks 4– 25	Weeks 6 – 50	Weeks 4– 25	Weeks 6 – 50
Intern notifies KADDI program director they are ready to process for program completion				
Program verifies that intern has met KADDI graduation criteria:				
<ul style="list-style-type: none"> • 1000 or more hours with a minimum of 700 hours being supervised practice • Completed all assignments • Satisfactorily completed each Competency for Registered Dietitian Nutritionists (CRDNs) one or more times during the curriculum • Passed the KADDI final exam (or attempted it at least three times) • Have paid all tuition due to the internship (zero balance) 				
Program enters graduate information into CDR's Registration Eligibility Processing System				
Graduate gets an email to update demographic data				
KADDI validates and submits information to CDR system				
CDR accepts submission and notifies Pearson Vue (contracted to administer RDN exam)				
Pearson Vue contacts candidate to inform them of the process for scheduling an appointment to take the national registry exam (this usually takes less than two weeks)				

Planned time off is allowed, but will be in addition to the 25- or 50-week completion time described in the table above. Full- and part-time interns may plan 80 hours (2 weeks in 6 months & 4 weeks in 12 months) into the calendar.

The tables below illustrate how the curriculum is delivered and requirements for external sites.

Table 5. Curriculum overview.					
ACTIVITY/ROTATION	Full Time 40 hr/wk	Part Time 20 hr/wk	Alternate Activities case studies, etc. hours	External Sites hours	Total Hours
Pre-Orientation Simulations and Case Studies	2	4	80	0	80
Orientation (3 days in Tulsa, OK)	1	1	20	0	20
Foodservice	5.5	11	0	220	220
Community	3	6	0	120	120
Clinical	10	20	40	360	400
Business & Entrepreneurship Concentration	4	8	0	160	160
	25	50	140	860	1000
	Total Weeks		1000 Total Hours		1000

Table 6. Information about external sites.

Rotations	Requirements	Examples of Appropriate Sites
Community (120 hours on site) <i>Preceptor may be an RDN, IBCLC, CHES, RN or other appropriate degreed professional. Certified fitness trainers are not allowed for this rotation.</i>	Minimum of one site required; may have up to two sites	Public health, WIC, school nutrition, Head Start, wellness, grocery store, senior nutrition, YMCA
Foodservice (220 hours on site) <i>Preceptor may be a foodservice director, NDTR, CDM, executive chef, etc.</i>	One site; must serve a minimum of 60 meals per day	Public school, hospital or acute care, long-term care, Head Start, Meals on Wheels
Clinical (360 hours on site) <i>Preceptor must be a Registered or Licensed Dietitian</i>	One or two sites Required conditions to cover: <ul style="list-style-type: none"> • Overweight / obesity • Endocrine disorders • Cancer • Malnutrition and cardiovascular disease • Gastrointestinal and renal diseases 	Hospital, long-term acute care, skilled nursing or rehab, dialysis, diabetes center, cancer center, bariatric center, outpatient counseling

Entrepreneurship (160 hours on site) <i>RDN in private practice, attorney, accountant, small business owner</i>	Someone who can mentor you in how to 1) write a business plan, 2) develop a webpage, 3) use social media for marketing	Nutrition consulting firm, wellness clinic, retail business, others
---	--	---

Community, foodservice, clinical and entrepreneurship rotations may be arranged in any order. Rotations may be split. Interns must complete the 40 hours of pre-rotation assignments for clinical before going to the external site for this rotation. The material is preparatory and will help interns perform better on assignments done at the site.

Table 7 gives an example rotation schedule for both full-time (FT) and part-time (PT) students. Those in the part-time program may choose to dedicate more than 20 hours per week and finish the program earlier.

Table 7. Example rotation schedule.					
Weeks		Hours	Rotation	Place	Preceptor
FT	PT				
2	4	80	Preorientation	Home	KADDI
3	5	20	Orientation	Tulsa	KADDI
3-7	6-16	220	Foodservice	Rehab Center	Larry Lane, CDM
8	17-18	40	Community ¹ Site 1	Head Start	Rita Khatun
9-10	19-22	80	Community ¹ Site 2	WIC	Sallie Stone, IBCLC
11	23-24	40	Clinical pre-rotation assignments	Home	KADDI
12-21	25-42	360	Clinical ²	City Hospital	Jane Jones, RDN
---	---	0	VACATION WEEK	---	---
22-25	43-50	160	Entrepreneurship	Nutrition Now	Maya Garcia, RDN
		1000	TOTAL HOURS		

¹One or two Community sites recommended ²One site recommended for Clinical, two sites allowed

POLICY ABOUT LEAVE, ABSENCES, TARDINESS AND MAKE UP WORK

Planned time off is allowed, but will be in addition to the 25- or 50-week completion time described in the table above. Full- and part-time interns may plan 80 hours (2 weeks in 6 months) and 160 hours (4 weeks in 12 months) into the calendar, respectively.

If an intern will be tardy or absent due to an unplanned event (illness, family illness or emergency, weather or any other reason), the intern must first contact the preceptor by telephone or text message to inform them that they will not be attending the rotation and provide a reason for the absence. The intern must also call the program director at 918-574-8598 to let them know why they will not be at their scheduled rotation and for how long the absence is expected to last. The intern should attempt to make up the hours at the same rotation site. If that is not possible, the intern must contact the program director for instructions for how the hours will be made up.

All assignments, unless waived for prior assessed learning, must be satisfactorily completed before the Verification Statement is issued.

CREDIT FOR PRIOR ASSESSED LEARNING (PAL)

PAL requests should be made prior to admission into the program. The applicant must submit the KADDI PAL form and fill it in completely. PAL credit will not be awarded for learning that was assigned as part of a DPD. This would be “double counting” hours and is inappropriate. Learning that is part of an educational program that took place after the DPD verification statement was awarded would be considered (e.g. research project done for M.S. degree credit). The application should include a letter from an individual (such as a supervisor) at each named experience where learning has occurred or a job description. The letter should include dates of employment and a list of job responsibilities that resulted in experiential learning (if a job description is not available). The applicant should describe and if available, submit examples of completed tasks that provide evidence that the learning has occurred. Examples include but are not limited to:

- Recipes and developed (standardized, tested, evaluated; attach with application)
- Menus written (should be at least one week in length; attach with application)
- Special events planned (e.g. catered events that included menu, production plan, costing, etc.)
- Safety, sanitation, or quality audits (describe when and where)
- Training sessions that the applicant has prepared and led (e.g. employee in-service)
- Group teaching (must include learning objectives and description of how outcomes were evaluated)
- Educational handouts or other materials
- Summary of nutrition counseling delivered (tell when, where, for what) with strategy used (e.g. trans theoretical model, motivational interviewing, etc.)
- Community outreach activities (summarize when, where, type of activities, how many occurrences)

YOU MUST SUBMIT THE FOLLOWING:

1. Completed PAL application describing how your job or experience met the ACEND competency listed in the left column.
2. Letter or job description from supervisor of each job or volunteer experience stating that you did the things you listed in the PAL application.
3. Examples of projects completed (menus, recipe developed, client education material, group class outline with learning objectives, theme meal or catered event flyer or pictures, etc.)

The program director will evaluate PAL requests and provide feedback within three weeks of receipt. The internship awards PAL credit in lieu of assignments in the curriculum. Generally, up to 300 of the 1000 hours (30%) supervised practice hours may be granted as PAL. However, individuals who have earned a terminal degree or who have within the past five years attained state licensure as a dietitian or nutritionist by taking and passing the Commission for Dietetic Registration’s (CDR) RDN exam may be granted up to 900 hours PAL credit. If applicable, the applicant must provide evidence that they took and passed the CDR exam administered by Pearson Vue (e.g. a copy of the results showing the passing score). This policy applies to individuals in states such as New York, Florida, Nebraska and others whose licensure boards contract with CDR to administer the test.

Although it is not required, the individual who is awarded PAL credit may elect to redirect the supervised practice hours into another area of interest and KADDI will execute affiliation agreements. However, if the student elects this option, it is the intern’s responsibility to identify sites and preceptors and submit those respective forms.

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

PROGRAM COMPLETION AND VERIFICATION STATEMENTS

In order to graduate and receive a verification statement, interns must:

- Complete a minimum of 1000 hours with a minimum of 700 hours being supervised practice (including PAL credit if any)
- Finish all assignments in the curriculum (except any waived for PAL)
- Meet each ACEND competency for Registered Dietitian Nutritionists (CRDNs) one or more times
- Pass the final exam (or have attempted it three times)
- Have a zero financial balance

Interns do not return to Tulsa for a graduation ceremony. Within two weeks after the intern meets program completion requirements, the program director issues the verification statement and submits the candidate's name and email to CDR's Registration Eligibility Processing System (REPS). The candidate receives an email from REPS to complete demographic information (address, phone, date of birth, mother's maiden name). Then the program uploads a scan of required documents (DPD and DI verification statements and transcript with highest earned degree posted) and submits to CDR. Information is usually processed quickly and within two weeks the candidate is notified by Pearson Vue how they can schedule the RDN exam. Cost to Pearson Vue is \$200. If the candidate fails the exam, they must wait 45 days before attempting it again.

KADDI provides the following to graduates

- Name/Address Change Form
- Exam Preparation – RD
 - 2017 Registration Examination for Dietitians Handbook for Candidates
 - 2017 RDN Study Outline
 - Link to the KADDI Google Drive that has exam review materials written by the program
- Five dietetic internship Verification Statements with original signatures
- Certificate of Completion
- RDN pin when the graduate notifies the program director that they have passed the exam

COMPENSATION AND LOAN DEFERMENTS POLICY

The Keith & Associates Distance Dietetic Internship program does not offer financial aid, scholarships, stipends or compensate students who are enrolled. KADDI does not participate in federal student financial assistance programs administered by the U.S. Department of Education. However, personal loans may be available from a bank. Some, but not all, lenders will allow educational loan payments to be deferred during the internship with a letter stating that the internship leads to eligibility to take the Registration Examination for Dietitians/Nutritionists.

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

- Official letter with effective dates of enrollment, program accreditation and licensure status and a statement that the program provides the supervised practice experience required in order to earn the verification statement needed to take the Registration Exam for Registration Dietitian Nutritionists that is required prior to entry into the profession.
- A link to more information about [deferment and forbearance related to federal student aid](#)
- Office of Management and Budget in-school deferment request form (blank)
- Scanned copy of the page with program start and end dates that is signed by the program director
- "5 Steps to Become an RDN" from eatrightpro.org

Any external financing (e.g. bank loans) must be arranged prior to accepting the appointment. The second tuition payment is due the first day of orientation in Tulsa. KADDI does not offer a payment plan program.

COMPUTER MATCHING

KADDI participates in both spring and fall match cycles through the Dietetic Internship Centralized Application Service (DICAS) and DND Digital. The DICAS website is accessed at <https://portal.dicas.org>. Their email is DICASinfo@dicas.org. The online application must be completed by 11:59 pm central standard time on February 15 for the April match and by September 25 for the November match. The fee to use DICAS is \$50 for the first application submitted and \$25 for each additional application.

Applicants must also register with DND Digital at www.dnndigital.com. Cost is \$55 payable by a VISA/MASTERCARD with a USA billing address.

The Keith & Associates Distance Dietetic Internship does not charge an application fee.

If unfilled positions remain after the first round, the program will participate in second round matching. During that period, KADDI will also accept applications from individuals who did not submit through DICAS.

PROTECTING PRIVACY DURING DISTANCE EDUCATION

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

LOCATING PRECEPTORS AND SUPERVISED PRACTICE SITES

It is the applicant's responsibility to locate supervised practice sites and preceptors in the geographic location in which they desire to do supervised practice.

What is a preceptor? It is someone who is willing to mentor you through the rotations. The preceptor works with you to set up a schedule. He or she will monitor your progress and evaluate your performance using the curriculum and forms from the KADDI internship. No immediate or extended family is allowed to be a preceptor due to conflict of interest unless otherwise authorized by program director.

Preceptor responsibilities include:

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

SCREENING PRECEPTORS, FACILITIES AND EXECUTION OF AFFILIATION AGREEMENTS

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

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

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

PRECEPTOR PAYMENT POLICY

The Keith & Associates Distance Dietetic Internship does not pay preceptors and our estimated cost to students does not include expenses for paying preceptors. Students are advised to ask preceptors whether they intend to charge and consider any additional expense when applying to the program.

POLICY ABOUT REPLACING SITES AND ROTATIONS DURING THE PROGRAM

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

PERFORMANCE MONITORING, ASSESSMENT OF LEARNING, ACADEMIC CONCERNS REPORTS

Interns are required to submit a Weekly Performance Summary. The intern records supervised practice hours done at the site and lists assignments and evaluations completed. The preceptor assigns a performance score for the week. Preceptor and intern review and sign the summary. The intern is responsible for scanning the summary and submitting it to the program not later than Tuesday of the following week. KADDI staff records the level of performance score on a spreadsheet. If a student receives a “needs improvement” or “unsuccessful” score the intern is to contact the program director. If there are failing scores for two consecutive weeks or more than twice in one rotation, the program director will contact the student and preceptor to provide intervention and/or remediation as needed. A ten-point evaluation scale is used and is described on the next page.

EXPLANATION OF GRADING SCALE

Points	Letter grade	Descriptor	
10	A	EXCEPTIONAL – achieves performance indicators at an advanced level with little or no direction required	Satisfactory Scores
8	B	GOOD - achieves performance indicators at an intermediate level with some additional guidance needed	
7	C	SATISFACTORY - achieves performance indicators at a basic (entry) level and takes direction effectively	
6	D	NEEDS IMPROVEMENT – Struggles to achieve performance indicators; needs significant help at all times <i>(*comment required)</i>	Failing Scores
5	F	UNSUCCESSFUL - Does not demonstrate skill/competency <i>(*comment required)</i>	
0	NO	NOT OBSERVED – Either does not apply or is not observed. If the cell is shaded black, not observed is not an option – please give the intern a letter grade.	

Assignments often cover multiple competencies. It is possible for an intern to receive a passing score on an assignment but fail to satisfactorily achieve a given competency. The curriculum is designed to offer multiple opportunities for interns to meet each competency. The program completes a competency check sheet for each student and checks it prior to graduation to be sure all ACEND competencies have been met. Each rotation manual contains a syllabus with a grading scale. In the event that an intern requests a grade for a rotation (this is sometimes needed if an employer is providing reimbursement), the program will accommodate.

Keith & Associates Distance Dietetic Internship

DIETETIC INTERN WEEKLY PERFORMANCE SUMMARY

Intern Name: _____

Rotation _____

Site: _____

Directions: Intern complete time table. Preceptor review and assign a level of performance score for the week. Intern and preceptor sign. Intern, scan the form and email it to 4KADDI@gmail.com It is due by Tuesday of the following week.

- Clinical pre-rotation cases
 - Clinical onsite
- Foodservice
- Community
- B&E
- Approved leave
- Sick
- Other (please explain)

Day of Week	Date: (mm/dd/yr)	Hours	Other**
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
TOTAL			

PRECEPTOR GIVE A SCORE FOR THESE TWO CATEGORIES:

Carries out Requirements of Rotation Tasks

- ____ **10** – Exceptional (A) – achieves performance indicators at an advanced level with little or no direction required
- ____ **8** – Good (B) – achieves performance indicators at an intermediate level with some additional guidance needed
- ____ **7** – Satisfactory (C) – achieves performance indicators at a basic (entry) level and takes direction effectively
- ____ **6** – Needs improvement (D) – unable to achieve performance indicators; needs significant help at all times
- ____ **5** – Unsuccessful (F) – does not demonstrate skill/competency

Professional Performance Traits (*punctuality, appropriate dress, communication skills, assertiveness, confidence, initiative, time management*)

- ____ **10** – Exceptional (A) – achieves performance indicators at an advanced level with little or no direction required
- ____ **8** – Good (B) – achieves performance indicators at an intermediate level with some additional guidance needed
- ____ **7** – Satisfactory (C) – achieves performance indicators at a basic (entry) level and takes direction effectively
- ____ **6** – Needs improvement (D) – unable to achieve performance indicators; needs significant help at all times
- ____ **5** – Unsuccessful (F) – does not demonstrate skill/competency

INTERN	PRECEPTOR COMMENTS
<i>Assignments and Evaluations completed:</i> 	Please comment if you have ANY concern at all or if score is D or F.
<i>Intern Comments:</i> 	

Preceptor printed name _____

Preceptor signature _____ **Date** _____

Intern signature _____ **Date** _____

In addition to weekly summary forms, curriculum assignment rubrics are to be completed by the preceptor in the online system. If a preceptor does not have access to a computer or prefers not to use it, the intern must provide a paper copy of the evaluation for the preceptor to complete. Evaluation rubrics are available on the Typhon system under “program documents and templates”. The student and preceptor review the evaluation, both sign and date at the bottom and the intern scans the form and submits it to the program. KADDI staff will log in as the preceptor and submit the scores. Interns have access to the evaluation and comments in the online system. Preceptors are encouraged to give interns positive feedback about what they are doing well. In addition, preceptors are required to include comments in the event an intern’s performance needs improvement or is unsuccessful (score of D or F, respectively).

ACADEMIC CONCERNS REPORT AND ACADEMIC PROBATION

If an intern has failing performance on any assignment (<70% mean score), the intern must contact the KADDI program director who may require the assignment to be repeated. If an intern has failing performance scores on multiple assignments during a rotation, the director will have a conference with both the preceptor and the intern. A remediation plan including tutorial support if needed will be devised. After remediation, the student may repeat the rotation one time; however, the intern may be assigned to a different site. It is the intern’s responsibility to locate the new site and preceptor. The new site and preceptor must be approved by the program director.

In the event that an intern fails, is dismissed from a rotation by a preceptor or is removed from a rotation by the program director, the intern will receive an Academic Concerns Report and will immediately be put on academic probation. The academic concerns report will describe what has occurred, why the intern failed the rotation, a remediation plan that must be completed prior to the intern being allowed to attempt the rotation for a second and final time, the assignments that must be completed during the second rotation period and the approximate amount of time it is expected to take. The intern will receive a copy and must sign and return to the program director. The student may be subject to extra tuition charges as a result of the delayed program completion. Please see Extension of Internship Policy.

If the intern is still unable to pass the rotation on the second try, the program will dismiss the student. An intern will only be allowed to repeat one rotation (preorientation, clinical, foodservice, community or business and entrepreneurship) one time. The student may appeal the decision to Ryan Keith, General Counsel at ryan@thekeithlawfirm.com or by calling 918-574-8500. Interns who are dismissed or resign from the program will receive counseling about other career options such as testing for the NDTR credential that are available to them.

DISCIPLINARY MEMO - POLICY ABOUT PROFESSIONAL AND ETHICAL BEHAVIOR CONCERNS

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

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

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

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

INTERN RETENTION, TERMINATION AND REFUND POLICY

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

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

Refund of tuition or fees is time-driven according to minimum regulatory standards. A full refund of tuition and fees will be provided to the intern if cancellation is made within three (3) days of signing the Enrollment Agreement and the making of any payment. There are other refund levels in between. No refund of tuition and fees will be provided to the intern if cancellation is made once an intern has completed Fifty (50%) percent of the KADDI Program. All refunds are subject to and will be in compliance with O.A.C. 565:10-11-3.

SUPERVISED PRACTICE DOCUMENTATION

The intern records hours for activities that occur in professional work settings, simulation, case studies and role playing and for prior assessed learning in the web-based Typhon system. The preceptor logs into the system and approves hours done under their supervision. Hours in professional work settings are also recorded on the Weekly Performance Summary and approved by the preceptor. These summaries are filed and in the event that a preceptor does not approve the time logged in the online system, KADDI staff will approve the hours in Typhon.

The program also maintains a competency check sheet based on the curriculum map for each intern. The program records mean competency scores earned on each assignment evaluation rubric. These check sheets are used to verify that an intern has met each competency with a passing score (≥ 3 on a 5-point scale) one or more times. The sheet is completed for each intern prior to graduation. An example is given in the Appendix.

INSURANCE REQUIREMENTS

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

TRAVEL, SAFETY, LIABILITY AND HOUSING

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

ACCIDENTS, INJURY AND ILLNESS

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

DRUG TESTING, CRIMINAL BACKGROUND CHECKS, REQUIRED DOCUMENTATION AND PREREQUISITE LEARNING

KADDI interns must fulfill certain obligations required by the program. The enrollment form and information form on the following pages are sent immediately after matching.

COMPENSATION POLICY

Interns are not paid compensation by the Keith & Associates Distance Dietetic Internship. If the facility has a policy to pay interns a stipend, please inform the director for approval.

In accordance with ACEND standards, **interns doing supervised practice must not be used to replace employees**. An intern who believes they are being used to replace a regular employee must immediately contact the dietetic internship program director.

EQUAL OPPORTUNITY POLICY

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

PROTECTION OF PRIVACY OF INFORMATION POLICY

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

ACCESS TO PERSONAL FILES POLICY

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

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

Interns are required to join the Academy of Nutrition and Dietetics. Annual student membership fee is \$58 and will automatically confer membership in the state dietetic association where they reside. In order to promote local networking, interns are also encouraged to join district dietetic associations (an additional fee may apply).

Interns are required to attend one or more professional meetings during the course of the program. They are encouraged to attend the Academy of Nutrition and Dietetics annual Food and Nutrition Conference and Expo (FNCE) which is held in the fall of each year. A state conference or district meeting near their local area is also acceptable if they are unable to travel to FNCE.

In addition to a dietetic association meeting, interns are required to attend a community meeting held some time during the program. Examples include a city council meeting, a diabetes support group, an interprofessional education session and a Head Start parents meeting.

TECHNOLOGY POLICY AND REQUIREMENTS

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

TECHNOLOGY REQUIRED EQUIPMENT / SOFTWARE

Interns are responsible for having the following items:

- Email account – do not use a school account. These are often shut down a few months after graduation.
- Working laptop or computer
 - Chromebook's are NOT preferred. Google's Chrome OS is inadequate for program documents.
- High speed Internet connection
- Access to webcam, microphone & speakers for Zoom meetings
- Printer
- Scanner (may be incorporated into printer or may use smart phone application such as *Scannable* or *Tiny Scan*)
- Recommended software: Microsoft Office 2010 or later (Word, Excel, PowerPoint) & PDF Pro 10

HAZARDOUS WEATHER POLICY

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

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

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

DRESS CODE

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

REASONABLE ACCOMMODATIONS ON THE BASIS OF DISABILITY

Individuals with documented Americans with Disabilities Act (ADA) physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations. Submit documentation and specific request for accommodation to the program director. This also applies to the aptitude exam administered to all applicants.

COMPLAINTS (GRIEVANCE POLICY)

The program director will make every effort to work with interns and preceptors to resolve any complaints about the program. However, interns and preceptors have recourse to appeal a complaint without retaliation. They should contact Ryan Keith, General Counsel by emailing ryan@thekeithlawfirm.com or by calling 918-574-8500.

The program maintains a record of written intern complaints for a period of seven years, including the resolution of complaints.

After all other options with the program and institution have been exhausted, individuals may submit written complaints related to program noncompliance with ACEND accreditation standards to

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

120 South Riverside Plaza, Suite 2190

(312) 899-0040, ext. 5400

FAX: (312) 899-4817

E-mail: ACEND@eatright.org

Web: www.eatright.org/ACEND

In addition, the program is licensed by the Oklahoma Board of Private Vocational Schools (OBPVS) and any complaints may be made to OBPVS. Their contact information is

OBPVS

3700 N. Classen Blvd., Ste 250

Oklahoma City, OK 73118

(405) 528-3370

<http://obpvs.ok.gov>

nhouse@obpvs.ok.gov

ACCESS TO SUPPORT SERVICES

The Keith & Associates Distance Dietetic Internship does not provide access to support services such as counseling and testing, health services or financial aid.

LEAVE OF ABSENCE POLICY

An intern may submit a written request for a leave of absence for a medical, personal or family emergency. When the need for leave has been established, the intern (or designee if intern is unable) is required to maintain weekly contact with the program director. If the leave is due to a medical reason, the intern will be required to provide documentation from a physician that the intern is able to return to the program. In the event a preceptor is unavailable to continue working with the intern upon return, the program director will work with the student to make a reasonable effort to find an alternate preceptor and/or facility so that the program can be completed within a timely manner which is considered to be 6 months for the full-time program or 12 months for the part-time program. Duration of approved leave of absence is limited to a total of 3 months for both full- and part-time interns. Approved leave time is not counted toward payments due for extension of internship.

EXTENSION OF INTERNSHIP POLICY

Expected completion for full-time and part-time programs are 6 months and 12 months respectively. Additional tuition of \$1800 per month will be assessed after 9 months (full time) or 18 months (part time) if a student fails to complete internship requirements for any reason other than a leave of absence. An appeal for special circumstances will be considered on an individual basis. Decision of the program is final.

ASSIGNMENTS, GRADING SYSTEM, DIETETIC REGISTRATION AND STATE LICENSURE

The curriculum is divided into preorientation, orientation, and four main rotations. Each rotation includes assignments that are designed to meet specific standards set by Accreditation Council for Education in Nutrition and Dietetics (ACEND). When an intern completes the entire curriculum satisfactorily, they will have fulfilled the ACEND requirements to earn a Verification Statement that qualifies them to sit for the national registry exam for dietitian nutritionists that is administered by the Commission on Dietetic Registration (CDR). In addition, some states have licensure requirements for dietitians who desire to practice there. Each graduate should review the state licensure information on the CDR website at www.cdrnet.org.

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

ROTATION SUMMARY AND COURSE OUTLINE

PRE-ORIENTATION (done at home via computer): 80 hours of case study activities

Required Training (HIPAA, Fire Safety, TB, COVID-19, Standard Precautions)
CDR PDP Activity
Coding and Billing Case Study
Public Policy Take Action
Research & Critical Thinking Skills
Productivity & Sustainability Case Study
Molly Kellogg/Motivational Interviewing
Advanced Renal Education & Poster
TF Practice
TPN Practice
Nutrition Care Process Case Studies
Mini PowerPoint Presentation

ORIENTATION (Tulsa, OK): 20 hours

HIPAA and Ethics Training
Diversity & Inclusion Training
CDR PDP Activity and Quiz
HR Mgmt & WIC Counseling Role Play
Review a Business Plan
Nutrition Focused Physical Exam Training & Simulation
Case Study Presentations

CLINICAL ROTATION ASSIGNMENTS: 400 hours (40 hours pre-rotation assignments and 360 supervised practice hours)

Medical School Grand Rounds and Disease-Specific Summaries
Clinical Terminology Review and Application
Nutrition Topic Study Report
Patient Interview & Nutrition Focus Phys Exam
Case Study Report
Oral Case Presentation
Clinical Skills 1
SMART Goals / Self Evaluation
Clinical Skills 2

FOODSERVICE ROTATION ASSIGNMENTS: 220 hours Supervised Practice

Menu Mix, Food Costs and Descending Dollar Report
Conduct a Research Project
Employee Training
Menu Development
Recipe Development & Evaluation of Food Quality
Safety and Sanitation and Tray Assessment
Theme Meal/Mini Business Plan

COMMUNITY ROTATION ASSIGNMENTS: 120 hours Supervised Practice

Client Education Material
Community Needs Assessment
Group Teaching and Curriculum Development
Nutrition Education and Counseling
Participate in a professional meeting

BUSINESS AND ENTREPRENEURSHIP (B&E) ROTATION ASSIGNMENTS: 160 hours Supervised Practice

Review a Business Plan
Advanced Business Plan
Social Media
Webpage

Keith & Associates Distance Dietetic Internship

EVALUATION RUBRIC

Intern:	PUBLIC POLICY ASSIGNMENT					
Rotation:	Preorientation	Orientation	Clinical	Foodservice	Community	Entrepreneurship
Assignment:	PUBLIC POLICY ASSIGNMENT					

Instructions: The KADDI program instructor will evaluate this assignment using the Typhon rubric.

EXPLANATION OF GRADING SCALE			Exceptional	Good	Satisfactory	Need Improvement *	Unsuccessful *	Not observed
Points	Letter grade	Descriptor						
10	A	EXCEPTIONAL – achieves performance indicators at an advanced level with little or no direction required	A (10)	B (8)	C (7)	D (6)	F (5)	NO (0)
8	B	GOOD - achieves performance indicators at an intermediate level with some additional guidance needed						
7	C	SATISFACTORY - achieves performance indicators at a basic (entry) level and takes direction effectively						
6	D	NEEDS IMPROVEMENT – Struggles to achieve performance indicators; needs significant help at all times <i>(*comment required)</i>						
5	F	UNSUCCESSFUL - Does not demonstrate skill/competency <i>(*comment required)</i>						
0	NO	NOT OBSERVED – Either does not apply or is not observed. If the cell is shaded black, not observed is not an option – please give the intern a letter grade.						

ACEND Competency 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	SCORE (points)					
	A	B	C	D	F	NO
Intern reviewed Public Policy 101 and explored legislative process area by writing a summary of how a bill originating in the US House of Representatives becomes a law.						
Intern explores the licensure area on the advocacy page and completes the table with information about licensure in their state.						
Intern explores Action Center area and takes action if applicable. This may not be possible if there are no action alerts. In that case, the intern is required to write a letter or email and paste a copy into the assignment report.						
Intern finds information about their legislators and completes the assignment table.						
Intern finds information about committees upon which their US representative serves and completes the table.						
Inter writes a brief summary about AND PAC and how it serves Academy members.						
Comments:						

Preceptor comments (required for needs improvement (D) or unsuccessful (F) scores:	Intern Comments:

Preceptor printed name _____

Preceptor signature _____ Date _____

Keith & Associates Distance Dietetic Internship

Intern signature _____

Date _____

NAMES AND TITLES OF CONTROLLING OWNERS AND OFFICIALS

Name

Sandra Keith
Roger Keith
Ryan Keith
Sara Hallgren-Tillery
Patti Landers

Title

President
Vice President
General Counsel and Chief Operating Officer
Dietetic Internship Director
Associate Director

APPENDIX

Form	Explanation	Page
Enrollment agreement	Sent to intern immediately after matching; intern must return within one week with first payment of \$895	32
KADDI information form	Intern returns this form with enrollment agreement	35
Facility form	Intern must submit a form for each site where assignments will be completed	37
Preceptor form	Intern must submit a form for each preceptor who will be evaluating assignments.	38

*In addition to the form, each preceptor must provide **evidence of continued competency appropriate to teaching responsibilities**. This may be through professional work experience, graduate education, continuing education, research or other activities leading to professional growth in the advancement of their profession. **Examples:** Current CDR card or CDR professional portfolio log for RDNs or NDTRs. Certified Dietary Manager card, ServSafe® or Manage First® certificate, Executive Chef or Culinary Administrator certificate, resume listing employment history and continuing education for past 7 years. Preceptors must provide a copy of any state or federal licensure if required for their job.*

**KEITH & ASSOCIATES DISTANCE DIETETIC INTERSHIP
ENROLLMENT AGREEMENT**

Effective Date November 1, 2020

Name of School: Keith & Associates Distance Dietetic Internship
Address: 115 W. 3rd Street, Suite 800, Tulsa, OK 74103
Telephone: (918) 574-8598
Fax: (918) 585-3047

Student Name: _____

Student Address: _____

Student Phone No: _____

Student Emergency Contact: _____

Student Emergency Contact Phone No: _____

Title of Course: Dietetic Internship Certificate

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

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

Payment Schedule	Amount Due	Spring Match	Fall Match	Date Paid:
*Deposit	\$895	April 10	Nov 10	_____
Payment #1	\$5,000	June 15	Dec 15	_____
Payment #2	\$5,000	Aug 15	Jan 15	_____

*Nonrefundable deposit is due when the appointment is accepted; it will be applied to the total tuition due (\$10,750). It will be refunded if the intern cancels within three days of accepting the appointment.

Amount	Expense
\$55	Drug screen
\$70	Background check
\$770	On-boarding expenses (administrative time for immunizations, background check, arranging drug screen, collecting documents, executing affiliation agreements, etc.)

\$895	TOTAL deposit non-refundable after the 3-day cancellation period)

Select One:	Full-Time _____	Part-Time _____
Hours:	1000 hours at 40 hours/week	1000 hours at 20-39 hours/week
Start Date:	_____	_____
Orientation Date:	_____	_____

INTERN RETENTION, TERMINATION, AND REFUND POLICY

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

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

Notice of an intern's cancellation of the KADDI Program must be made in writing to Patti Landers, DI Director, 115 W. 3rd Street, Suite 800, Tulsa, OK 74103, or an additional fee of \$25.00 will be deducted from the intern's refund. This refund policy applies regardless of the circumstances of the intern's cancellation whether cancellation is made by the intern or the KADDI Program.

Refund of tuition or fees is time-driven according to minimum regulatory standards. A full refund of tuition and fees will be provided to the intern if cancellation is made within three (3) days of signing the Enrollment Agreement and the making of any payment. No refund of tuition and fees will be provided to the intern if cancellation is made once an intern has completed Fifty (50%) percent of the KADDI Program. There are other refund levels in between. All refunds are subject to and will be in compliance with O.A.C. 565:10-11-3.

LAW AND VENUE

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

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

VERIFICATION STATEMENT

Upon an intern's successful completion of the entire KADDI Program an intern will receive a signed Accreditation Council for Education in Nutrition and Dietetics Verification Statement. In order to graduate and receive a verification statement, interns must:

- Complete a minimum of 1000 hours (including prior assessed learning credit if any)
- Finish all assignments in the curriculum (except any waived for prior assessed learning)
- Meet each ACEND competency for Registered Dietitian Nutritionists one or more times
- Pass the final competency exam with a score of 70% or better, or have attempted it three times
- Have a zero financial balance

HOLDER IN DUE COURSE RULE

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

GENERAL DISCLAIMERS

It is understood that if you list Sara Hallgren-Tillery, Dietetic Internship Program Director and/or any other persons affiliated with the KADDI program as references for employment, the reference given will be honest as to the intern's performance throughout the internship whether in favor of the intern or not.

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

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

STUDENT ATTESTATION

I HAVE READ AND UNDERSTAND THIS AGREEMENT

Print Name

Signature

Date

SCHOOL OFFICIAL SIGNATURE

Sara Hallgren-Tillery, Dietetic Internship Director

Date

KEITH & ASSOCIATES DISTANCE DIETETIC INTERNSHIP INFORMATION FORM

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

Keith & Associates Distance Dietetic Internship
115 W. 3rd Street, Suite 802
Tulsa, OK 74103

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

Printed Name

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

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

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

Gender: male or female

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

White	Black	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander
-------	-------	----------------------------------	-------	---

Are you Hispanic of any race? _____

I prefer not to disclose the information listed above.

Signature _____ Date _____

KEITH & ASSOCIATES DISTANCE DIETETIC INTERNSHIP INFORMATION FORM

KADDI interns must fulfill the following obligations and return to KADDI@consultingdietitians.com.

Due Date	Requirement
	Submit to a full background check , criminal history, sexual predatory registry verification, 10-panel drug screen (KADDI pays for this)
	Have a physical examination by a medical professional who provides written statement that the student is in general good health and can complete an internship (you pay for this)
	Possess a valid American Heart Association Basic Life Support (BLS) card. It must not expire prior to the end of your internship program. The Red Cross BLS card is NOT accepted
	<p>Have full vaccination coverage as recommended by the Centers for Disease Control and Prevention http://www.cdc.gov/vaccines/schedules/hcp/index.html (you pay for this). The following immunizations are required</p> <ul style="list-style-type: none"> • MMR (rubeola, mumps, rubella): 2 vaccines or serological testing to demonstrate immunity • Varicella: 2 vaccines or serological testing to demonstrate immunity • Hepatitis B: documentation of immunization (series of three doses) or documentation of titer • TB skin test: negative PPD every year. If there has been a positive PPD history: a chest x-ray within the last 12 months is required. • Pertussis: Tdap required • Influenza: vaccine for current season; accepted immunization date cannot be earlier than August 1 of any given year. Influenza vaccine is not negotiable <p><i>NOTE: some facilities may require additional screenings such as more in-depth background check, fingerprinting, drug test, etc.</i></p>
	Possess a legal driver's license and auto insurance if you will be driving
	Provide a copy of the card showing proof of health insurance (this is your expense)
	Complete all paperwork as required for placement in supervised placement facilities
	Provide an original verification statement from an accredited didactic program in dietetics (after your DPD graduation but before you start KADDI)
	Provide a copy of the official transcript with the highest earned degree posted on it
	ServSafe® Manager Certification. If you do not already have the certification, you may find out about it at www.ServSafe.com . Some states require students to attend training in an organized class. Oklahoma does not. You may find information about your state of residence requirements on the ServSafe® website



FACILITY FORM

Intern Name:			
Facility Name:			
Street:			
City, State, Zip			
Website:			
Printed name of contact for affiliation contract			
Phone:		FAX:	
Email (print):			
Printed name of person completing this form:			
Email of person completing this form:			
Phone for person completing this form:			

Which rotation(s) will be done at this facility (circle all that apply below)

Clinical <i>Preceptor must be RDN (one or not more than two sites)</i>	Foodservice <i>Preceptor does not have to be RDN</i>	Community <i>Preceptor does not have to be RDN (one or not more than two sites)</i>	Business & Entrepreneurship
Type facility <input type="checkbox"/> acute care <input type="checkbox"/> skilled nursing home <input type="checkbox"/> rehabilitation center <input type="checkbox"/> dialysis (<i>maximum 160 hrs</i>) <input type="checkbox"/> outpatient clinic (<i>maximum 160 hrs</i>) Conditions <input type="checkbox"/> overweight/obesity <input type="checkbox"/> diabetes / endocrine <input type="checkbox"/> cancer <input type="checkbox"/> cardiovascular <input type="checkbox"/> malnutrition <input type="checkbox"/> gastrointestinal <input type="checkbox"/> renal <input type="checkbox"/> respiratory <input type="checkbox"/> other _____ Assignments <ul style="list-style-type: none"> • Case study report and oral presentation • Nutrition skills I & II (mid-term & final evaluation on NT skills) • Nutrition-focused physical exam 	Type facility <input type="checkbox"/> school <input type="checkbox"/> acute care <input type="checkbox"/> rehab / long-term care <input type="checkbox"/> other _____ Type operation <input type="checkbox"/> conventional <input type="checkbox"/> cook-chill <input type="checkbox"/> room-service <input type="checkbox"/> commissary <input type="checkbox"/> other: Number of employees/FTEs _____ meals served daily (minimum of 60/day) Assignments <ul style="list-style-type: none"> • Recipe development • Menu development • Theme meal • Safety and sanitation • Employee training • Research/productivity improvement project 	Type facility <input type="checkbox"/> school <input type="checkbox"/> WIC <input type="checkbox"/> public health <input type="checkbox"/> Coop Extension <input type="checkbox"/> SNAP education <input type="checkbox"/> Head Start <input type="checkbox"/> senior nutrition <input type="checkbox"/> employee wellness <input type="checkbox"/> outpatient clinic Assignments <ul style="list-style-type: none"> • Group teaching • Nutrition education / counseling • Client education material • Community Needs Assessment 	Type of business Assignments <ul style="list-style-type: none"> • Write business plan • Develop website • Use social media <p><i>This rotation may be arranged after matching to the program.</i></p>

For questions, contact the internship director at KADDI@consultingdietitians.com or 918-574-8598



PRECEPTOR SCREENING FORM

Please complete shaded areas:

Student printed name (last, first)			
Preceptor printed name (last, first)			
Preceptor printed email:			
Preceptor daytime phone:		Alternate phone:	
Preceptor highest degree achieved:			
Preceptors must have the education and experience needed to provide appropriate guidance for supervised experiential learning. Preceptors must be licensed, as appropriate, to meet state and federal regulations, or credentialed, as needed, for the area in which they are supervising students.			
Are you a Registered Dietitian or Dietetic Technician Registered?		No	Yes
If yes, attach a copy of your CDR card or give your RD# so K&A can download the credential verification for you. →→→→→→→→→→		If yes, RDN #↓	
		Registration # →	
		State of Residence →	
Does your job require licensure or certification?	No	Yes	List:
Employer/Company Name			
Employer address			
City, State, Zip			
Years worked for this employer:			
How many hours per week does preceptor work for this employer?			
Has this preceptor previously supervised students/interns? (yes or no)			
Mark rotation(s) for this preceptor and facility: (delete or cross out those that do not apply)			
<i>Community</i>	<i>Clinical</i>	<i>Foodservice</i>	
I understand that my responsibilities as a preceptor include:			
<ul style="list-style-type: none"> • Work with the intern to schedule learning experiences • Orient the intern to the facility and rotation • Mentor the intern and provide daily supervised learning experiences (may delegate this task) • Complete weekly (FT interns) or bi-weekly (PT interns) performance summary (may delegate this task) • Review the curriculum assignments as the intern completes them and evaluate the intern performance (submit to program via online portal or on paper copy) • Be familiar with and abide by KADDI dietetic internship policies and procedures (handbook provided) • Act as the point of contact for the KADDI faculty and staff. Contact the program director if there are concerns about the intern). 			
Printed Name →			
Signature →		Date →	
For questions, contact the program director at KADDI@consultingdietitians.com or 918-574-8598			