



Distance Dietetic Internship Handbook

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

Keith & Associates Distance Dietetic Internship (KADDI) Program

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	7
Application and admission requirements	8
Orientation and On-Site Rotations Requirement	10
Academic program calendar and schedule	11
Policy about leave, absences, tardiness and make up work	14
Credit for prior assessed learning (PAL)	15
Program completion and verification statements	16
Compensation and loan deferments policy	17
Computer matching	19
Protecting privacy during distance education	19
Locating preceptors and supervised practice sites	19
Screening preceptors, facilities and execution of affiliation agreements	20
Preceptor payment policy	20
Policy about replacing sites and rotations during the program	20
Performance monitoring, assessment of learning, academic concerns reports	21
Explanation of grading scale	21
Dietetic intern weekly performance summary form	22
Academic concerns report	23
Disciplinary memos – policy about professional and ethical behavior concerns	24
Intern retention, termination and refund policy	25
Supervised practice documentation	25
Insurance requirements	25
Travel, safety, liability and housing	26
Accidents, illness and injury	26
Drug testing, criminal background checks, required documentation and prerequisite learning	26
Compensation policy	26
Interns must not be used to replace employees (in compensation policy)	26
Equal opportunity	27
Protection of privacy of information policy (also see distance education on p. 18)	27
Access to personal files policy	27
Professional memberships and activities	27
Technology policy and requirements	28
Hazardous weather policy	28
Dress code	29
Reasonable accommodations on the basis of disability	29
Complaints (grievance policy)	29
Access to support services	30
Leave of absence policy	30
Extension of internship policy	30
Assignments, grading system, dietetic registration and state licensure	31
Rotation summary and course outline	31
Appendix	33
Enrollment agreement	34
KADDI Information form	37
Facility and preceptor forms	39

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.

KADDI is a dietetic internship fully accredited by ACEND (Accreditation Council for Education in Nutrition & Dietetics) of the Academy of Nutrition and Dietetics until 2028 and licensed by The Oklahoma Board of Private Vocational Schools. We have agreements with both the University of Alabama and the University of Central Arkansas to offer interns an MS degree.

A distance internship allows interns to custom-design their own program in their current demographic location. Our internship program follows the same requirements as other dietetic internship programs. KADDI has an excellent curriculum and processes in place for our interns & preceptors.

KADDI Faculty

Name	Position
Sara Hallgren-Tillery MA, RDN, LD	Program Director
Dr. Patti Landers, PhD, RDN, LD, FAND	Associate Director
Andrea Reser, MS, RDN, LD	Associate Director
Cynthia Stanbrough, RDN, LD	Faculty Instructor
Tiffany Simonson, MS, RDN, LD	Faculty Instructor
Crystal Dake	Program Assistant
Sandra Keith, MPH, RDN, LD	Program President

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 in the dietetic internship program complete program requirements within 14 months (150% of the program length). 1.1b At least 80% of part-time program interns in the dietetic internship complete program requirements within 21 months (150% of the program length).

Keith & Associates Distance Dietetic Internship (KADDI) Program

	<p>1.1c At least 80% of full-time program interns in the combined MSDI program complete program requirements within 27 months (150% of the program length).</p> <p>1.1d At least 80% of part-time program interns in the combined MSDI program complete program requirements within 36 months (150% of the program length).</p>
	<p>1.2 Of graduates who seek employment, 75 % are employed in nutrition and dietetics or related fields within 12 months of graduation.</p>
	<p>1.3 Eighty percent of graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.</p>
	<p>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%.</p>
	<p>1.5 Seventy-five percent of employers will answer “agree” that they are satisfied with graduate’s preparation for entry-level practice.</p>
	<p>1.6 Seventy-five percent of graduates will answer “agree” that they were prepared for entry-level practice. (program-specific goal)</p>
<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.

Table 2. Requirements and process to become a Registered Dietitian Nutritionist	
<i>Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met the following criteria to earn the RDN credential</i>	
<i>Quoted from Careers in Nutrition and Dietetics Factsheet available at https://www.eatrightpro.org/acend Accessed 3/29/19</i>	
Criterion	How the Keith & Associates Internship Program Fits into the Professional Pathway
<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.</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>Applicants will be accepted into either a master’s degree program with the University of Alabama or the University of Central Arkansas.</p> <p>A cumulative grade point average of ≥3.0 and grades of A or B is expected in all didactic coursework.</p>

Keith & Associates Distance Dietetic Internship (KADDI) Program

	Applicants that already have a master's degree will be accepted into the KADDI internship program.
<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><i>Completed a minimum of a Master's degree at a U.S. regionally accredited university or college or foreign equivalent.</i></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. The graduate degree awarded by the university will be received by KADDI before issuing a verification statement which is required by the Commission on Dietetic Registration in order to sit for the national credentialing examination.
<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>	KADDI staff sends the required paperwork to CDR upon receiving the graduate degree from the University and all internship requirements are met. Graduates are usually notified they can schedule the exam shortly thereafter.
<p>Licensure may be required. Information for specific states is available at https://www.cdrnet.org/.</p>	KADDI provides six verification statements with original signatures at program completion.

Keith & Associates Distance Dietetic Internship (KADDI) Program

KADDI Tuition and Fees

Costs			
	KADDI	University of Alabama	University of Central Arkansas
Tuition (\$10,895)	\$895 non-refundable fee due upon being matched to program	30 x \$440 per credit = \$13,200	36 x \$325 per credit = \$11,750
	\$10,000 due on 8/31 (spring match) and 1/31 (fall match)		
Living on Tulsa Time Orientation	\$300-\$500 (travel to/from Tulsa varies + lodging and food costs)		
Application Fee	\$0	\$65	\$45 (non-refundable)
Books and Software	\$100-\$200	\$800 (varies)	\$600 (varies)
Uniform and Clothing Expense	\$100		
Physical Exam, Health Insurance, Required Immunizations			
American Heart Association Basic Life Support	\$50 (may vary based on location)		
Academy of Nutrition and Dietetics Student Membership	\$60		
Nutrition Care Manual Subscription	Covered by KADDI		
Electronic Nutrition Care Process & Terminology Subscription	Covered by KADDI		
Legal Counsel for Affiliation Agreements	Covered by KADDI		
Background Check and Drug Screen	Covered by KADDI		
Professional Liability Insurance	Covered by KADDI		
Facility Specific Fees and Additional Insurance if Required	Variable		
Costs	\$11,303	\$14,065	\$12,395
Total Program Costs		\$25,368	\$23,698

All payments are due in full by the due date.

A late fee of 10% will be assessed on all payments not posted 15 days past the due date.

Please reach out to KADDI program for any additional questions about tuition costs.

APPLICATION AND ADMISSION REQUIREMENTS

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

Dietetic Internship Only Option

Required Qualifications

- Overall GPA of 3.0 or better on a 4.0 scale
 - Science GPA of 3.0 or better preferred
- Earned a graduate degree granted by a U.S. regionally accredited college/university or a foreign degree equivalent.
 - Educational transcripts from schools outside the US must be translated (if they are not already in English) and verified by a Commission on Dietetic Registration (CDR) approved agency. Approved agencies are available at [Foreign Degree Evaluation Agencies \(eatrightpro.org\)](http://eatrightpro.org).
 - Verification Statement from a Didactic Program in Dietetics (DPD) or Foreign Dietitian education program (FDE) completion or declaration of intent to complete DPD requirements prior to program start date.

Preferred Qualifications

- Excellent references
- Work or volunteer experience
- NDTR

Combined MS/ DI Option – must enroll in either University

- University of Alabama
- University of Central Arkansas

Required Qualifications

Overall GPA of 3.0 or better on a 4.0 scale

- Science GPA of 3.0 or better preferred
- Verification Statement from a Didactic Program in Dietetics (DPD) or Foreign Dietitian education program (FDE) completion or declaration of intent to complete the DPD requirements prior to program start date.
- GRE is not required
- Earned a bachelor's degree granted by a U.S. regionally accredited college/university or foreign degree equivalent.
 - Educational transcripts from schools outside the US must be translated (if they are not already in English) and verified by an approved agency. Approved agency lists are available through CDR [Foreign Degree Evaluation Agencies \(eatrightpro.org\)](http://eatrightpro.org) and prospective University.
- Application to graduate school is required for MATCHED individuals only and is not required prior to match day.
 - [MSDI - Alabama | KADDI \(kaddi-internship.com\)](http://kaddi-internship.com)
 - [MSDI - UCA | KADDI \(kaddi-internship.com\)](http://kaddi-internship.com)

Preferred Qualifications

- Excellent references
- Work or volunteer experience
- NDTR

Pre-Select Option – University of Alabama Only

A pre-select option is available for up to 20 eligible University of Alabama students who have completed, be enrolled in, or accepted into the MS in Human Nutrition program at the University of Alabama with intentions to complete the degree program.

Applicants for the pre-select option must meet the same criteria as all other applicants to the program.

For students who wish to apply to the pre-select program, the deadline is January 10 with early notification date of January 25. Accepted students must confirm acceptance by February 1.

International Students

Non-U.S. citizens must provide proof of appropriate visa status. It is the student's responsibility to maintain valid visa status for the duration of the internship program. KADDI does not sponsor visas.

International students wishing to apply must follow procedures set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for international students. For further details, refer to ACEND website at [International Students \(eatrightpro.org\)](http://InternationalStudents.eatrightpro.org).

DICAS

KADDI participates in both spring and fall match cycles through the Dietetic Internship Centralized Application Service (DICAS) and DND Digital.

- DICAS website is accessed at <https://portal.dicas.org>.
- Email is DICASinfo@dicas.org.
- Online application must be completed by 11:59 pm central standard time on **February 15** for the Spring (April) match and by **September 25** for the Fall (November) match.
- DICAS Fees = \$50 for the first application submitted and \$25 for each additional application.

DND Digital

- Applicants must also register with DND Digital at www.dnndigital.com.
- DND Digital Fees = \$65

KADDI Application process

- Submit your application through DICAS & register with DND by February 15 for Spring match and September 25 for Fall match
- The current rotation calendar template, preceptor and facility forms are located on the KADDI website at www.KADDI-internship.com.
- The preceptor and facility forms are also located in the Appendix of this handbook.
- No application fee to apply to KADDI
- 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).

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 or KADDI faculty instructor any time a change of more than one week is proposed.

ACADEMIC PROGRAM CALENDAR AND SCHEDULE

The KADDI program length is 1000 hours for full and part-time tracks. This program length is the same for the combined MSDI with the University of Alabama or the University of Central Arkansas. 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. The schedule is designed for the maximum amount of time that it would take an intern to complete the program. Planned time off is allowed, but will be in addition to the time outlined in the tables below. Full-time interns are allowed up to 2 weeks and part-time interns are allowed up to 4 weeks of vacation time per calendar year.

Curriculum overview for Dietetic Internship Option Only

ACTIVITY/ROTATION	Full Time 32 hr/wk	Part Time 20 hr/wk	Alternate Activities case studies, etc. hours	External Sites hours	Total Hours
Pre-Orientation Simulations and Case Studies	4	4	76	0	76
Orientation (4 days in Tulsa, OK)	1	1	20	0	20
Foodservice	7	11	0	224	224
Community	4	6	0	128	128
Clinical	13	20	40	352	392
Business & Entrepreneurship Concentration	5	8	0	160	160
	34	50	136	864	1000
	Total Weeks		1000 Total Hours		1000

Curriculum overview for MSDI – University of Alabama (FT track only offering Sprint & Fall Match)

	Spring Match		Fall Match	
	Curriculum credit hours	Estimated # of hours in SEL (FT track) – Spring Match	Curriculum credit hours	Estimated # of hours in SEL (FT Track) – Fall Match
Summer 1	6	96		
Fall 1	6	224		
Spring 1	6	392	6	332
Summer 2	6	128	6	128
Fall 2	6	160	6	392
Spring 2			6	160
Summer 3			6	
Total	30 credits	1000 hrs	30 credits	1000 hrs

Curriculum Overview for MSDI - UCA (FT/PT tracks for Spring Match only)

	FT Track			PT Track		
	Curriculum credit hours	Practicum credit hours	Estimated # of hours in SEL (FT track)	Curriculum credit hours	Practicum credit hours	Estimated # of hours in SEL (PT track)
Summer 1	6		96	6		108
Fall 1	6	3	224	9		
Spring 1	6	3	392	9		
Summer 2	6		160	3	2	160
Fall 2	3	3	128		3	352
Spring 2					4	392
Total	27 credits	9 credits	1000 hrs	27 credits	9 credits	1000 hrs
	36 credits			36 credits		

Curriculum map

Each student will have a curriculum map. This map outlines each assignment and what competencies those assignments meet. At your monthly meeting, your faculty instructor will go through your evaluation from assignments completed on-site. If the student has successfully met the competencies, the instructor will fill in those competencies for each evaluation on the curriculum map. Your faculty instructor will also track your hours on this same curriculum map.

Combined MSDI curriculum map.

Students enrolled in either the combined MSDI option with University of Alabama or the University of Central Arkansas will receive credit for coursework completed during their graduate degree program if it meets the same competencies for the assignment for the internship. The following assignments will be waived for the each of the combined MSDI programs.

University of Central Arkansas Assignments

Rotation	Name of Assignment	Course Meeting Competency Requirement
Foodservice	Conduct a Research Project	FACS 6335 Evidence-Based Research
Community	Nutrition Education & Counseling	NUTR 6335 Nutrition Counseling
Business & Entrepreneurship	Advanced Business Plan	NUTR 6314 Business & Entrepreneurship of Nutrition Practice

University of Alabama

Rotation	Name of Assignment	Course Meeting Competency Requirement
Foodservice	Conduct a Research Project	NHM 509 Research Methods
Foodservice	Menu Development	NHM 587 Advanced Food Service Systems Mgmt.
Community	Client Education Material	NHM 520 Advanced Nutrition Counseling

Information about external sites.

Rotations	Requirements	Examples of Appropriate Sites
Community (128 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 or aging centers, local YMCA (if have chronic disease prevention programs), farmers market, SNAP education, community gardens, meals on wheels, community health centers
Foodservice (224 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 (392 hours on site) <i>Preceptor must be a Registered or Licensed Dietitian</i>	One or two sites (one site preferred) 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 (LTAC), skilled nursing or rehab, long term care including nursing home or assisted living facilities, dialysis, diabetes center, cancer center, bariatric center, etc.
Business & Entrepreneurship (B & E) (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

Additional Rotation Site tips

- Community, foodservice, clinical and B & E rotations may be arranged in any order. However, we highly encourage community & foodservice rotations first. We do *NOT* recommend starting with clinical.
- Rotations may be split. We encourage you to find *ONE* site for clinical.
- 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.

Keith & Associates Distance Dietetic Internship

The table below 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.

Weeks	Hours	Rotation	Place	Preceptor
4	76	Preorientation	Home	KADDI
1	20	Orientation	Tulsa	KADDI
7	224	Foodservice	Rehab Center	Larry Lane, CDM
2	64	Community ¹ Site 1	Head Start	Rita Khatun
2	64	Community ¹ Site 2	WIC	Sallie Stone, IBCLC
1-2	40	Clinical pre-rotation assignments	Home	KADDI
11	352	Clinical ²	City Hospital	Jane Jones, RDN
	0	VACATION WEEK	---	---
5	160	Entrepreneurship	Nutrition Now	Maya Garcia, RDN
TOTAL HOURS: 1000 hrs				

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

KADDI FINAL EXAM

All students will take a KADDI final exam. You must score 70% or higher to pass the exam.

- If you score less than 70% on your first exam, you will be issued a second exam one week later .
- If you score less than 70% on your second exam, you will be issued your third and final exam two weeks later.
- If you score less than 70% on your final third exam, KADDI will move forward with the graduation process.

POLICY ABOUT LEAVE, ABSENCES, TARDINESS AND MAKE UP WORK

Planned time off is allowed, but will be in addition to the 1000 hours completion time described in the table above. Full- and part-time interns may plan 80 hours of vacation into the calendar. This will be 2 weeks for FT students and 4 weeks for PT students.

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.

If you will be on medical leave or any other leave longer than three working days; a leave of absence will need to be submitted to the program for approval.

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

Prior Assessed Learning (PAL)

PAL requests should be made prior to admission into the program. The applicant must submit the following by email to KADDI@consultingdietitians.com. Incomplete applications may not be evaluated.

1. Job title and employer, dates of service, detailed description of activities completed.
2. Job description or letter 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.) that demonstrate accomplishment of SEL competencies.
4. Schedule a meeting with the KADDI director to discuss the application.
5. Provide any additional materials requested by the director or PAL committee.
6. In order to have a whole rotation waived, applicants must pass a domain test with score of $\geq 75\%$.

Applicants may earn prior assessed learning credits for the following categories and activities:

FOOD SERVICE

- Training sessions that the applicant has prepared and led (e.g., employee in-service)
- Menus written (must be at least one week in length)
- Recipes and developed (standardized, tested, evaluated)
- Special events planned (e.g., themed events that included menu, production plan, costing, etc.)
- Safety, sanitation, or quality audits (describe when and where)
- Inventory, purchasing, storage activities
- Productivity improvement projects (include outcomes)

COMMUNITY

- Community needs assessment
- Program development and implementation
- New curriculum development and group teaching (include learning objectives and description of how outcomes were evaluated; does not include classes taught using existing curriculum)
- Educational handouts or other materials developed (does not include those developed by agencies and used)
- Summary of nutrition counseling delivered (tell when, where, for what) with strategy used (e.g., trans theoretical model, motivational interviewing, etc.)

Entrepreneurship II

- Business plan you have written
- Link to website you developed
- Examples of social media posts (Facebook, Instagram, Twitter, etc.)

Clinical

- KADDI will not grant PAL credit for clinical activities

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 attained state licensure as a dietitian or nutritionist by taking and passing the Commission for Dietetic Registration's (CDR) RDN exam within the past five years may be granted up to 600 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).

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.

Prior Assessed Learning (PAL) for Graduate Coursework

Beginning January 1, 2023, all students completing assignments in a graduate level or higher degree program may submit their assignment(s) if they meet the same competencies in comparison to the KADDI internship assignments. You will submit your coursework to be evaluated by a KADDI faculty instructor to receive credit to meet the competencies for that assignment. If your assignment does not meet the competencies, you will not be awarded PAL for that assignment. No more than 50% of assignments may be submitted for PAL per each rotation. Supervised practice hours will not be awarded for assignments from a graduate level course used to replace an internship assignment.

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)
- Complete a master's degree
 - Submit to KADDI an official transcript with the graduate degree and date posted on it
- Finish all assignments in the curriculum and submit preceptor evaluations
 - Must be completed before you leave your rotation site
- 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. The RDN Exam Handbook by the Commission on Dietetic Registrations is available on the KADDI website at <https://www.kaddi-internship.com/rde-prep>

KADDI PROVIDES THE FOLLOWING TO GRADUATES:

- Name/Address Change Form
- Exam Preparation – RD
 - Exam prep material and information about the exam can be found on the KADDI website
- Six dietetic internship Verification Statements with original signatures
 - Per ACEND guidelines, all hand-signed verification statements in an ink color other than black or use an authenticated electronic digital signature.
- Certificate of Completion
- KADDI graduates will receive a gift from the program upon notifying the program director they have passed the exam.

FINANCIAL AID, COMPENSATION AND LOAN DEFERMENTS POLICY

The University of Alabama and the University of Central Arkansas offer financial aid to students who are enrolled in graduate school. 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.

Students that are needing to apply for financial aid should inquire at the University financial aid office.

After acceptance when the student 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 to earn the verification statement needed to take the Registration Exam for Registration Dietitian Nutritionists that is required prior to entry into the profession
- Upon written request, the program will complete loan deferment forms provided by the student or their lender

Any external financing (e.g., bank loans) for SEL tuition should be arranged prior to accepting the appointment.

- KADDI tuition and fees are due by the following dates:
 - Fall match – January 31
 - Spring match – August 31
- \$895 upon acceptance into program (non-refundable)

Payment methods:

- Credit cards are accepted, but a 3.5% fee is charged in addition to tuition payment.
- Send a check or money order to:
 - KADDI
 - 115 W. 3rd Street, STE 802
 - Tulsa, OK 74103
- Electronic transfer (no additional fees)
- All forms needed for payments are available on website under Intern Resources.

VERIFYING STUDENT IDENTITY AND PROTECTING PRIVACY DURING DISTANCE EDUCATION

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

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

1. Two of the following documents must be submitted (Form I-9) & one of these must be a photo ID:
 - Driver's license
 - ID card issued by federal, state, or local government agencies
 - School ID card with a photograph
 - Voter's registration card
 - US Military card
 - Native American tribal card
 - Social Security Card
 - Birth certificate
 - US Citizen ID Card
2. All students will be required to present a photo ID at check-in when arriving to orientation

3. On student video sessions with the clinical instructor, the video image will be compared to their photo ID kept on file

VERIFYING STUDENT IDENTITY AND PROTECTING PRIVACY DURING DISTANCE EDUCATION - FERPA

University of Alabama and University of Central Arkansas will only communicate with the internship programs after students have signed FERPA waiver. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law protecting the privacy of student education records. KADDI highly recommends all students to sign the FERPA waiver to allow communication between the University and the Dietetic Internship 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.dnddigital.com. Cost is \$65 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.

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 RD/RDN 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 “below average”, “weak”, or “very weak” 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.

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 scores “below average”, “weak”, or “very weak.”

EXPLANATION OF GRADING SCALE

Assignments often cover multiple competencies. ACEND performance indicators are scored per the nine-point scale. Scoring “below average”, “weak”, and “very weak” performance indicators do not meet the minimum requirements for ACEND 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.

Mid-Term and Final Rotation Evaluation



Dates: _____

Student Name: _____

Rotation Site: _____

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

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

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

Preceptor printed name _____

Preceptor signature _____

Date _____

Student signature _____

Date _____

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

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 highly encouraged 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 highly encouraged to attend one or more professional meetings during the course of the program. We encourage students 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. It is also encouraged to attend your state conference or district meeting near your local area.

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. If you do not have them, they will need to be purchased at your own expense.

- Email account (Gmail, Yahoo, other)– It is not recommended to use a school account, due to limited access
- Computer (laptop preferred) with at least 128MB RAM with up-to-date antivirus program and JAVA capable browser
 - Chromebook running Google’s Chrome OS is inadequate
 - High speed Internet
 - Webcam, microphone, and speakers for Zoom meetings
 - Printer
 - Scanner (may be incorporated into printer or may use smart phone application such as Scannable or Tiny Scan)
 - Microsoft Office 2010 or later (recommended)
 - PDF Pro 10 or Adobe Acrobat Pro (recommended)

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 final 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

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. If you will be on leave for three or more working days, you will need to submit a leave of absence. 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. 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 is to be completed within 100% of program length. Expected completion for full-time and part-time programs are 9 months and 14 months respectively for the dietetic internship option. For the combined MSDI options, expected completion is 18 months and 24 months, respectively. Additional tuition of \$700 per month will be assessed after 150% of program length if a student fails to complete program requirements for any reason other than an approved leave of absence. An appeal for exceptional circumstances will be considered on an individual basis. Decision of the program is final.

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.

KADDI Program Summary & Course Outline

PRE-ORIENTATION: 76 hours of case study activities completed virtually & evaluated by clinical instructors.

Pre-practice Survey
Required Training (HIPAA, Fire Safety, PPE, COVID, etc)
Ethics, SOP, CDR PDP
Nutrition Care Process Case Studies
Productivity & Sustainability
Nutrition Services Management
Coding & Billing
Public Policy
Advanced Renal Education & Poster
Enteral Nutrition Practice
Parenteral Nutrition Practice

ORIENTATION: 20 hours. Training completed in Tulsa, Oklahoma.

HIPAA & Ethics Training
Diversity & Inclusion Training
Pharmacotherapy & Nutrition
Diabetes Skills Training
Clinical Skills Training
Communication Tools (AIDET & SBAR)
Community & Public Health
Nutrition Focused Physical Exam Training & Simulation
HR Mgmt & WIC Counseling Role Plays
Review a Business Plan (completed during orientation)
Business Workshop & Communication Skills Training
Case Study Presentations

FOODSERVICE ROTATION ASSIGNMENTS: 224 hours

*Assignments completed on-site & evaluated by preceptor

Menu Mix, Food Costs and Descending Dollar Report
Conduct a Research Project
Employee Training
Menu Development
Recipe Development & Evaluation
Sanitation Inspection & Meal Quality Assessment
Theme Meal

COMMUNITY ROTATION ASSIGNMENTS: 128 hours

*Assignments completed on-site & evaluated by preceptor

Client Education Material
Community Needs Assessment
Group Teaching and Curriculum Development
Nutrition Education and Counseling

CLINICAL ROTATION ASSIGNMENTS: 392 hours

CLINICAL I: Assignments completed prior to on-site experience & evaluated by your clinical instructor (40 hours)
Disease-Specific Summary Sheets
Clinical Terminology Review and Application
CLINICAL II: Assignments completed on-site & evaluated by preceptor (360 hours)
Nutrition Topic Study Report
Nutrition Focused Physical Exam
Clinical Skills 1 & Self -Assessment including learning & leadership style and SMART goals
Clinical Skills 2 & Self-Assessment
Case Study Written Report & Oral Presentation

BUSINESS AND ENTREPRENEURSHIP (B&E) CONCENTRATION ASSIGNMENTS: 160 hours

*Assignments completed on-site & evaluated by preceptor

Advanced Business Plan
Social Media
Webpage Development

JOURNAL CLUB:

- Interns will meet four times for journal club.
- At each session, one intern will be assigned the leader and will facilitate the journal club session.

PRECEPTOR PERSPECTIVE:

- Attend Preceptor Perspective lecture at orientation
- After session, each intern will submit reflection questions on qualities of exceptional preceptors and what interns can do to improve their experience with preceptors.

APPENDIX

Form	Explanation	Page
Enrollment agreement	Sent to intern immediately after matching; intern must return within one week with first payment of \$895	34
KADDI information form	Intern returns this form with enrollment agreement	37
Facility form	Intern must submit a form for each site where assignments will be completed	39
Preceptor form	Intern must submit a form for each preceptor who will be evaluating assignments.	40

INTERN RETENTION, TERMINATION, AND REFUND POLICY

The Keith & Associates Distance Dietetic Internship (KADDI) Program has admission criteria that guides 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 Keith & Associates Distance Dietetic Internship, 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
- Official transcript from University of Alabama or University of Central Arkansas
- 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

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.

Mail tuition checks to:

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

You may also pay through electronic transfer or credit card. Attached is the electronic transfer form. Please email to KADDI@consultingdietitians.com or fax to 918-585-3047. To pay by credit card, call KADDI at 918-574-8598. There is an additional 3.5% charge for credit card processing (no fee for electronic transfer).

Printed

Legal Name	_____	_____	_____	_____
	<i>Last</i>	<i>First</i>	<i>Middle (Full Name)</i>	<i>Maiden</i>
Street	_____		Social Security #	_____
Apt or Suite	_____		Date of Birth	_____
City	_____		Phone Number	_____
State	_____		T-Shirt Size	_____
Zip Code	_____			

Email address (It is not advised to use school emails - they may be discontinued six months after graduation)

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

Gender (Circle one): Male Female Other/Nonbinary

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

White	Black/African American	Hispanic/Latino	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander
-------	------------------------	-----------------	----------------------------------	-------	-------------------------------------------

_____ Check here if you prefer not to disclose the information listed above (race/ethnicity/gender).

I attest that the information provided is accurate and current.

Signature _____ Date _____

Keith & Associates Distance Dietetic Internship

KADDI interns must fulfill the following obligations. Please email all completed requirements to KADDI@consultingdietitians.com. You will **NOT** be able to start the internship until all these requirements are fulfilled. Please submit these requirements upon completion and ahead of the due date.

Due Date	Requirement
N/A	Submit to a full background check , criminal history, sexual predatory registry verification, 10-panel drug screen (paid by KADDI)
	Have a physical examination by a medical professional who provides written statement that the student is in general good health and can complete the internship. Template available on website under Intern Resources- Onboarding & Payments.
	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 acceptable.
	Have full vaccination coverage . Documentation must include date vaccine given and at least two patient identifiers (examples include name, date of birth, social security number, etc.) The following immunizations are required <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 (a document stating you had chickenpox is not sufficient) • Hepatitis B: documentation of immunization (series of three doses) or documentation of titer • TB skin test: negative skin or blood PPD every year (will need to renew if expires during the internship. We recommend waiting to get your TB test completed closer to the due date if possible.) If there has been a positive PPD history: a chest x-ray within the last 12 months is required. • Tdap: Must be within the last 10 years • Influenza: Flu vaccine needs to be completed by November 1 of any given year. • COVID: Record must include the manufacturer of the vaccine. (Pfizer, Moderna, J&J) <p><i>NOTE: some facilities may require additional screenings such as more in-depth background check, fingerprinting, drug test, etc.</i></p>
	Provide a copy of your driver's license and a 2 nd US Issued ID (Social security card, school ID w/ photograph, voter's registration card, US military card, Native American tribal card, birth certificate, US citizen ID card)
N/A	Possess auto insurance if you will be driving (KADDI does not need a copy of this. Do not send)
	Provide a copy of the card showing your proof of health insurance
As needed	Complete all paperwork as required for placement in supervised practice facilities
	Provide an original DPD Verification Statement from an accredited didactic program in dietetics (after your DPD graduation). If it's signed digitally, you can send it in electronically. If it's hand signed, you need to mail an original to KADDI. Per ACEND guidelines, statements must be hand-signed in an ink color other than black or signed with a digital signature that can be authenticated. KADDI will verify authenticity of electronically signed documents.
	Provide a copy of your official transcript with the highest earned degree posted on it either by mail or electronically.
	ServSafe® Food Protection Manager Certification
	W-9 Form . Can be found on our website under Intern Resources- Onboarding & Payments
	Release of Liability Form . Can be found on our website under Intern Resources- Onboarding & Payments

For further information about onboarding requirements for the KADDI program, please visit our website at <https://www.kaddi-internship.com/> under Intern Resources- Onboarding and Payments.



FACILITY FORM



Intern Name:			
Facility Name:			
Street:			
City, State, Zip			
If facility has an affiliation agreement with KACAD, please STOP here.			
Website:			
Printed name of contact for affiliation contract:			
Phone:		FAX:	
Email (print):			
Printed name of person completing this form:			
Email of person completing this form:			
Phone for person completing this form:			
Which rotation(s) will be done at this facility (circle all that apply below)			
Clinical <i>Preceptor must be RDN</i> 320hrs (KACAD), 352 hrs (KADDI) <i>(one or two sites)</i>	Foodservice <i>RDN not required for preceptor</i> 220hrs (KACAD), 224hrs (KADDI) <i>(one site)</i>	Community <i>RDN not required</i> 128 hours required <i>(one site)</i>	Entrepreneurship <i>RDN not required</i> 160 hours <i>(one site)</i>
Type facility <input type="checkbox"/> acute care <input type="checkbox"/> skilled nursing home <input type="checkbox"/> rehabilitation center <input type="checkbox"/> dialysis* <input type="checkbox"/> clinic* <i>*Maximum 160 hours spent in outpatient settings</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 • 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 admission to the program.</i></p>
For questions, contact the information director at KADDI@consultingdietitians.com or 918-574-8598			



PRECEPTOR FORM



Intern/Student name (last, first)					
Preceptor printed name (last, first)					
Preceptor printed email:					
Preceptor daytime phone:		Alternate phone:			
Employer/Company Name					
Employer address					
City, State, Zip					
Years worked for this employer:		Hours per Week			
Are you related to the intern, even by marriage?		No	Yes	If Yes, what is relationship?	
<i>If you have previously been a preceptor for KADDI, please STOP here.</i>					
Are you a Registered Dietitian or Dietetic Technician Registered?		Circle yes or no →		Yes	No
<i>Please attach a copy of your CDR card or complete the information so KADDI can download the credential verification for you. →→→</i>		Registration #			
		State of Residence			
Has the preceptor previously supervised students/interns? (yes or no)					
Mark rotation(s) for this preceptor and facility: (delete or cross out those that do not apply)					
Clinical	Foodservice	Community		Business & Entrepreneurship	
<p>I understand that my responsibilities as a preceptor include:</p> <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 →			
<p>For questions, contact the information director at KADDI@consultingdietitians.com or 918-574-8598</p>					