**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.)
* Plate waste studies (describe when, where, method used)
* 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 400 of the 1212 (33%) 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.

**Prior Assessed Learning (PAL) Application**

Identify your work and life experiences which have provided you with advanced knowledge and skills. The “job code” you assign to each experience will be used in Column B on the following pages. The contact person must provide a letter that includes dates of employment, and a list of job responsibilities that resulted in experiential learning.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Code** | **Title or Description of Job** | **Dates** | **Contact Person** | **Email of Contact** | **Phone Number for Contact** |
| *EXAMPLE* | *WIC Educator*  | *9/1/17 to 7/31/18* | *Jane Jones* | *Jane.Jones@abcWIC.org* | *(555) 555-1234* |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

**When Completing the PAL Form:**

Look at the assignments listed on pages 8-9 and consider them when describing work/life or professional and continuing education experiences (column C). Describe what you have done that might fulfil that assignment. Have you planned menus, developed recipes, written lesson plans and taught group classes? See PAL policies on page 1 for a more comprehensive list.

When evaluating your PAL application, the program director will look at what you have written in columns C and D; supplemental materials submitted and will use that information to waive specific assignments. An approximate number of hours are associated with each assignment. That is considered in how many hours may be waived for prior learning.

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| **Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice**  |
| **A) RE 6.1.a:** ACEND-Required Core Competency | **B) JOB CODE** | **C) Describe work/life or professional/continuing education experiences (excluding college coursework used to complete degree). “What I did”** Is what you did associated with any of the internship assignments listed on pages 8-9? | **D) Describe what was learned and how it meets the ACEND required core competency (CRDN). What evidence is there that you have learned this required skill?**  | **PROGRAM USE ONLY** |
| CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. |  |  |  |  |
| CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature. |  |  |  |  |
| CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data. |  |  |  |  |
| CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice. |  |  |  |  |
| CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis. |  |  |  |  |
| CRDN 1.6: Incorporate critical-thinking skills in overall practice. |  |  |  |  |

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| **Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.**  |
| **A) RE 6.1.a:** ACEND-Required Core Competency | **B) JOB CODE** | **C) Describe work/life or professional/continuing education experiences (excluding college coursework used to complete degree). “What I did”** Is what you did associated with any of the internship assignments listed on pages 8-9? | **D) Describe what was learned and how it meets the ACEND required core competency (CRDN). What evidence is there that you have learned this required skill?** | **PROGRAM USE ONLY** |
| CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics. |  |  |  |  |
| CRDN 2.2: Demonstrate professional writing skills in preparing professional communications. |  |  |  |  |
| CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings. |  |  |  |  |
| CRDN 2.4: Function as a member of interprofessional teams. |  |  |  |  |
| CRDN 2.5: Assign patient care activities to NDTRs and/or support personnel as appropriate. |  |  |  |  |
| CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.  |  |  |  |  |
| CRDN 2.7: Apply leadership skills to achieve desired outcomes. |  |  |  |  |
| CRDN 2.8: Demonstrate negotiation skills. |  |  |  |  |
| CRDN 2.9: Participate in professional and community organizations.  |  |  |  |  |
| CRDN 2.10: Demonstrate professional attributes in all areas of practice. |  |  |  |  |
| CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff. |  |  |  |  |
| CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program. |  |  |  |  |
| CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. |  |  |  |  |
| CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. |  |  |  |  |
| CRDN 2.15: Practice and/or role play mentoring and precepting others. |  |  |  |  |

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| **Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations** |
| **A) RE 6.1.a:** ACEND-Required Core Competency | **B) JOB CODE** | **C) Describe work/life or professional/continuing education experiences (excluding college coursework used to complete degree). “What I did”** Is what you did associated with any of the internship assignments listed on pages 8-9? | **D) Describe what was learned and how it meets the ACEND required core competency (CRDN). What evidence is there that you have learned this required skill?** | **PROGRAM USE ONLY** |
| CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings. |  |  |  |  |
| CRDN 3.2: Conduct nutrition focused physical assessment. |  |  |  |  |
| CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. |  |  |  |  |
| CRDN 3.4: Design, implement and evaluate presentations to a target audience. |  |  |  |  |
| CRDN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience. |  |  |  |  |
| CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.  |  |  |  |  |
| CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. |  |  |  |  |
| CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends. |  |  |  |  |
| CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. |  |  |  |  |
| CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals. |  |  |  |  |

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| **Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations** |
| **A) RE 6.1.a:** ACEND-Required Core Competency | **B) JOB CODE** | **C) Describe work/life or professional/continuing education experiences (excluding college coursework used to complete degree). “What I did”** Is what you did associated with any of the internship assignments listed on pages 8-9? | **D) Describe what was learned and how it meets the ACEND required core competency (CRDN). What evidence is there that you have learned this required skill?** | **PROGRAM USE ONLY** |
| CRDN 4.1: Participate in management of human resources. |  |  |  |  |
| CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food. |  |  |  |  |
| CRDN 4.3: Conduct clinical and customer service quality management activities. |  |  |  |  |
| CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data. |  |  |  |  |
| CRDN 4.5: Analyze quality, financial and productivity data for use in planning. |  |  |  |  |
| CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment |  |  |  |  |
| CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits. |  |  |  |  |
| CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies. |  |  |  |  |
| CRDN 4.9: Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems. |  |  |  |  |
| CRDN 4.10: Analyze risk in nutrition and dietetics practice. |  |  |  |  |

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| **KADDI Business and Entrepreneurship Concentration (BEC)** |
| **A) RE 6.1.a:** ACEND-Required Core Competency | **B) JOB CODE** | **C) Describe work/life or professional/continuing education experiences (excluding college coursework used to complete degree). “What I did”** Is what you did associated with any of the internship assignments listed on 8-9? | **D) Describe what was learned and how it meets the ACEND required core competency (CRDN). What evidence is there that you have learned this required skill?** | **PROGRAM USE ONLY** |
| BEC 1 Practice using social media |  |  |  |  |
| BEC 2 Develop a business webpage |  |  |  |  |
| BEC 3 Develop a business plan |  |  |  |  |

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| **Name:** |  | **Date:** |  |
| **Hours** | **Rotation** | **Assignment** | **ACEND Competencies** | **Program Use Only** |
| 6 | PREOR | Billing and Coding | 4.9 |  |
| 3 | PREOR | CDR PDP Activity | 2.13 |  |
| 36 | PREOR | Manage First Hospitality Human Resources Management | 4.1 |  |
| 8 | PREOR | Mini PowerPoint | 3.4, 4.4 |  |
| 5 | PREOR | Molly Kellogg Motivational Interviewing | 3.6 |  |
| 2 | PREOR | Required Training Videos (HIPAA, etc.) | 2.1 |  |
| 30 | PREOR | EHR Go Case Studies | 1.2, 1.4, 1.6, 3.1, 4.4 |  |
| 3 | PREOR | Tube Feeding Practice | 3.1 |  |
| 3 | PREOR | TPN Practice | 3.1 |  |
| 8 | PREOR | Productivity & Sustainability Case Study | 1.3, 1.6, 2.2, 3.9, 4.5, 4.6, 4.7, 4.8 |  |
| 2 | PREOR | Public Policy & Take Action | 2.14 |  |
| 4 | PREOR | School Nutrition Programs Menu | 1.1, 1.3, 2.1, 4.4 |  |
| 10 | PREOR | WIC Works Assignment | 3.6 |  |
| 2 | ORIENT | Case Study Presentations | 3.4 | DO |
| 1 | ORIENT | CDR PDP Activity and Quiz | 2.13 | DO |
| 1 | ORIENT | Isolation & Standard Precautions Simulation | 2.1 | DO |
| 1 | ORIENT | HIPAA review and ethics case studies | 2.1, 2.3 | DO |
| 2 | ORIENT | Nutrition-focused physical exam workshop | 3.2 | DO |
| 2 | ORIENT | We Need to Talk Role Play | 2.15, 3.6, 4.1 | DO |
| 2 | ORIENT | WIC Counseling Role Play | 2.15,  | DO |
| 1 | ORIENT | HIPAA Review and Ethics Case Studies | 2.1, 2.3 | DO |
| 10 | NT | Advanced Renal Education Program | 1.6, 3.5 |  |
| 20 | NT | Medical School for Everyone and Disease-Specific Summary Sheets | 1.6 |  |
| 10 | NT | Clinical Terminology Review and Application | 1.2, 1.4, 1.5 |  |
| 40 | NT | Case Study Report  | 1.2, 1.4, 1.6, 2.2, 3.1, 4.9, 4.10 |  |
| 10 | NT | Oral Case Presentation | 2.11, 3.1, 3.4, 4.10 |  |
| 10 | NT | Federal, State and Facility Regulations  | 2.1 |  |
| 5 | NT | Nutrition Topic Study Report |  |  |
| 160 | NT | NT Skills 1  | 1.6, 2.1, 2.4, 2.5, 2.6, 2.7, 2.8, 2.10, 2.11, 2.12, 3.1, 3.2, 3.8, 4.3 |  |
| 5 | NT | SMART Goals / Self Evaluation | 2.12 |  |
| 160 | NT | NT Skills 2  | 1.6, 2.1, 2.4, 2.5, 2.6, 2.7, 2.8, 2.10, 2.11, 2.12, 3.1, 3.2, 3.8, 4.3 |  |
| 10 | NT | Patient Interview & Nutrition Focus Phys Exam | 2.8, 2.10, 3.2, 3.3 |  |
| 20 | FDSV | Financial Management (Jack & Jill) | 1.3. 1.6, 4.5, 4.6 |  |
| 20 | FDSV | Calculations for Foodservice Management Case Studies | 1.3, 3.10, 4.5, 4.6 |  |
|  |  |  |  |  |
| **Hours** | **Rotation** | **Assignment** | **ACEND Competencies** | **Program Use Only** |
| 40 | FDSV | Conduct a Research Project | 1.5, 2.2, 3.10, 4.3, 4.7 |  |
| 20 | FDSV | Employee Training | 1.1, 2.3, 2.7, 2.10, 2.11, 3.3, 3.4, 3.5, 3.6 |  |
| 40 | FDSV | Menu Development | 2.1, 3.7, 3.9, 3.10 |  |
| 24 | FDSV | Plate Waste  | 1.1, 1.5,  |  |
| 32 | FDSV | Recipe Development & Eval Food Quality | 1.1, 1.5,  |  |
| 4 | FDSV | Safety & Sanitation & Tray Assessment | 4.2, 4.3 |  |
| 40 | FDSV | Theme Meal/Mini Business Plan  | 1.1, 1.3, 2.3, 2.5, 2.7, 2.10, 3.3, 3.7, 3.9, 4.1, 4.2, 4.3, 4.5, 4.7, 4.8 |  |
| 34 | COMM | Client Education Material  | 3.3, 3.5 |  |
| 40 | COMM | Community Needs Assessment | 1.3, 1.5, 1.6 |  |
| 40 | COMM | Community Outreach | 3.3, 3.4 |  |
| 40 | COMM | Group Teaching and Curriculum Development  | 2.3, 2.7, 2.11, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8 |  |
| 40 | COMM | Nutrition Education and Counseling | 2.8, 2.11, 3.1, 3.6, 3.8 |  |
| 2 | COMM | Participate in a Professional meeting | 2.9 |  |
| 4 | COMM | Participate in a Community organization | 2.9 |  |
| 20 | B&E | Review a business plan | B&E 3 |  |
| 10 | B&E | Review Business Webpages | B&E 2 |  |
| 5 | B&E | Linked-In Account and Article | B&E 1 |  |
| 5 | B&E | Instagram Posts | B&E 1 |  |
| 88 | B&E | Advanced Business Plan | B&E 3 |  |
| 40 | B&E | B&E Case Studies | B&E 1, 2, 3 |  |
| 24 | B&E | Social Media | B&E 1 |  |
| 48 | B&E | Webpage | B&E 2 |  |

**Summary of Findings:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rotation** | **Total Program Hours** | **Hours to Log for Rotation** | **PAL Hours Waived** | **My Total Hours** | **Comments** |
| Preorientation | 120 |  |  |  |  |
| Orientation | 12 |  |  |  |  |
| Nutrition Therapy | 440 |  |  |  |  |
| Foodservice | 240 |  |  |  |  |
| Community | 200 |  |  |  |  |
| Business and Entrepreneurship | 200 |  |  |  |  |
| PAL Hours Total→ |  |  | **← Hours to log** |

|  |  |  |
| --- | --- | --- |
|  | **Date:** |  |
| **Assessed by:**  *Patti Landers, PhD, RDN, LD, FAND*, Program Director |