

**PREPROFESSIONAL EXPERIENCE COMPONENT
FOR DIETITIAN/NUTRITIONIST
EXAMINATION ELIGIBILITY**

Part I TO BE COMPLETED BY APPLICANT FOR LICENSURE BY EXAMINATION

Name: _____
(First) (Middle) (Last)

Address: _____
(Number & Street) (City) (State) (Zip code)

Part II TO BE COMPLETED BY THE SUPERVISING DIETITIAN/NUTRITIONIST

Please complete the following questions and do not leave any question blank.

Supervisor's Name: _____
(First) (Middle) (Last)

Supervisor's Address: _____
(Number & Street) (City) (State) (Zip code)

Supervisor's Position/Title: _____

Supervisor's Employer: _____ Phone: _____

Employer's Address: _____
(Number & Street) (City) (State) (Zip code)

At the time you supervised the applicant, were you licensed as a dietitian/nutritionist in any state? _____ Yes _____ No

If "YES", list state(s) and license number(s):

Documentation of Supervised Practice Experience

Directions: The supervising dietitian/nutritionist whose name appears on page 1 of this verification document *must complete this form for each practice site used to meet the 900 hour supervised practice experience for the applicant.* Make additional copies of this form as needed. This form must be typed. Handwritten forms will be returned.

Name of Facility: _____

Facility Address: _____

Type of Facility (i.e. clinic, health department, hospital, etc.): _____

Dates of the applicant's experience at this facility (from and to): _____

Title applicant held during employment: _____

Hours of supervised practice per week completed at this site: _____

Total hours of supervised practice completed by the applicant at this site: _____

Name(s) and license number(s) of supervisor(s) who provided direct supervision and professional responsibility for the applicant's practice at this site:

Name

License Number

If you did not provide continuous on site supervision for the applicant's experience at this facility/site, describe the process whereby you were kept informed of the services/activities performed by the applicant.

Was there any relationship between the supervisor(s) for this experience and the applicant other than the supervisory association? _____ YES _____ No If yes, please explain.

Was the supervisor/preceptor available at all times? _____ YES _____ No

Describe the roles/responsibilities of the supervisor(s) in directing the applicant's experience at this facility/site. (Use additional paper if necessary.)

Rules 64B8-42.002(a)2. and (b)2., Florida Administrative Code, require U.S. and foreign trained individuals to have completed 900 hours of planned and continuous supervised practice in dietetics and nutrition. Rule 64b8-42.002(3) and (4) define such requirements as follows:

(3) A documented and planned supervised practice experience component in dietetic and nutrition practice of not less than 900 hours shall provide the applicant with a broad spectrum of experiences in dietetics and nutrition. Such practice shall include:

- (a) participating in the assessment of nutritional status and the application of dietary measures for maintenance of health and treatment of disease or trauma;
- (b) exposure to a cross-section of patients with varied education levels and lifestyles in different cultural, ethnic, and economic settings and the opportunity to provide them relevant nutrition counseling;
- (c) participating in and observing food services management such as menu planning, purchasing, quality food production, food delivery, employee supervision, budgeting and other aspects of food service systems in institutional settings;
- (d) participating in assessment and counseling techniques that demonstrate integration of theoretical training, psychological and behavioral aspects of interpersonal relationships, documentation of appropriate interventions, and proper decision-making.

(4) The supervisor/preceptor of the supervised practice experience shall be a dietitian/nutritionist licensed under Part X, Chapter 468, Florida Statutes, or equivalently prepared, if supervised practice was in another jurisdiction. Although many dietetics and nutrition programs include the 900-hour component in their baccalaureate or postgraduate training, the Council will recognize an individual preceptorship when the following requirements are met:

- (a) The student has met the academic requirements for Section 468.509(2)(a)1., (b)1., or (b)2.;
- (b) The supervisor/preceptor meets the requirement of this rule;
- (c) The supervisor/preceptor shall provide written objectives and a planned experience component that meets the requirements of this rule prior to the student beginning the preceptorship; The preceptor shall be available to the student at all times the student is performing dietetics and nutrition services for patients.

- (1) Please attach to this form a copy of the written objectives that were furnished to the applicant prior to the beginning of the preceptorship.
- (2) On a separate sheet, please describe the ways in which this supervised practice met each of the requirements of 64B8-42.002(3)(a), (b), (c), and (d). (See Rule on page PEC - 3)

SUPERVISOR AFFIRMATION

(To be completed by the supervising dietitian/nutritionist whose name appears on page 1 of this verification document).

Section 837.06, Florida Statutes, states “Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in ss.775.082, 775.083 or 775.084.”

I affirm that I have personal knowledge that the information provided in this verification document is true and correct, and to the best of my knowledge that
 (applicant’s name) _____ completed at least 900 hours under my supervision according to Rule 64B8-42.002, F.A.C.

 (Supervisor’s Signature and Date of signature)

 (License Number)

 (Print Name)

 (RD Number)

Supervised Practice Experience: What Preceptors, Supervisees and Applicants Should Know

Are you considering working with a prospective licensee to provide a supervised practice experience? Are you trying to complete a 900-hour supervised practice experience to satisfy part of the educational requirements for becoming a licensed dietitian/nutritionist? If your answer is “yes” to either of these questions, you should know the requirements of the laws and rules as stipulated in Part X, Chapter 468, F.S., and Chapter 64B-40 to 45, F.A.C. The following is a list of things you should know ahead of time.

◆ In order to qualify for licensure by examination, applicants must meet the academic requirements set forth in Section 468.509(2)(a)1., (b)1., or (b)2, F.S. This section stipulates that prospective licensees must possess a baccalaureate or post-baccalaureate degree with a major course of study in human nutrition, food and nutrition, dietetics or food management or an equivalent major course of study. The school or program from which the degree was obtained must have been accredited at the time of the applicant’s graduation by the appropriate accrediting agency recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education or their successor. If the applicant has an academic degree from a foreign country, the degree must be validated as equivalent to a baccalaureate or post-baccalaureate degree conferred by a regionally accredited college or university in the United States. Applicants with degrees from foreign countries also must have completed a major course of study in human nutrition, food and nutrition, dietetics or food management. The United States Department of Education must approve the accrediting agency. Applicants who do not meet the academic requirements will not be approved to sit for the licensure examination even if they have completed a supervised practice experience.

◆ The supervised practice experience must include at least 900 hours of planned and continuous supervised practice in nutrition and dietetics. Written objectives and plans for the supervised practice experience must be developed and provided before the student begins the experience.

◆ The role of the dietitian/nutritionist sponsoring the supervised practice experience is critical. (In this article, the dietitian/nutritionist sponsoring the supervised practice experience is referred to as the primary supervisor.) While the student may work under several preceptors during the course of the supervised practice experience, the primary supervisor is responsible for planning, documenting and ensuring that the student has met all of the practice requirements satisfactorily. Verification of the supervised practice experience is more than a matter of “signing a form” for someone who has either volunteered or worked under you or with you.

◆ The primary supervisor must complete a verification document available from the Medical Quality Assurance Division (Department of Health/Dietetics and Nutrition Practice Council: 4052 Bald Cypress Way Bin #C05 Tallahassee, FL 32399-3255). Examples of the types of information to be documented and verified include the following:

1. Name and address of each facility in which the 900 hours of supervised practice was completed
2. Type of facility used for each component of the experience (i.e. hospital; public health clinic; etc.)
3. Type(s) of experience(s) provided at each practice site
4. Dates during which the experience was completed at each practice site
5. Number of hours of supervised practice completed per week at each practice site
6. Total hours of supervised practice completed at each practice site
7. Name(s) and license number(s) of preceptor(s) who, in addition to the primary supervisor, provided direct supervision and accepted professional responsibility for the applicant’s practice at each practice site
8. Process used to communicate the types of services/activities performed by the applicant in cases where someone other than the primary supervisor of the experience served as the student’s preceptor
9. A brief summary of the experiences provided for the applicant at each practice site and the roles/responsibilities of the primary supervisor/preceptor(s) in directing the applicant’s experience at each practice site

10. Nature of the relationship between the primary supervisor/preceptor(s) and the applicant at each practice site

- ◆ The supervised practice experience must provide a broad spectrum of experiences in dietetics and nutrition. As stipulated in Rule 64B8-42.002(a).2 and (b)2., F.A.C., the practice experience shall include:
 - (a) Participating in assessment of nutritional status and the application of dietary measures for maintenance of health and treatment of disease or trauma;
 - (b) Exposure to a cross-section of patients with varied education levels and lifestyles in different cultural, ethnic and economic settings and the opportunity to provide them with relevant nutrition counseling;
 - (c) Participating in and observing food service management such as menu planning, purchasing, quality food production, food delivery, employee supervision, budgeting and other aspects of food service systems in institutional settings;
 - (d) Participating in assessment and counseling techniques that demonstrate integration of theoretical training, psychological and behavioral aspects of interpersonal relationships, documentation of appropriate interventions, and proper decision-making.”

- ◆ The primary supervisor/preceptor shall be a dietitian/nutritionist licensed under Part X, Chapter 468, Florida Statutes, or equivalently prepared, if the supervised practice was completed in another jurisdiction. In the case of the latter, equivalency must be documented to the satisfaction of the Dietetics and Nutrition Practice Council.

- ◆ The preceptor shall be available to the student at all times during which the student is performing dietetics and nutrition services for patients.