



## **Prospective Student Brochure**

The Texas WIC Dietetic Internship (TX WIC DI) is designed to assist qualified nutritionists employed within the Texas WIC program, either by the Texas WIC State agency or WIC local agencies, to become registered dietitian nutritionists. The program is administered through the Texas WIC Program of the Texas Health and Human Services Commission.

In addition, a maximum of two Individual Supervised Practice Pathway (ISPP) slots may be available. For information pertaining to the ISPP option, see the ISPP section of this brochure (pages 11-14).

## **Accreditation Status**

The Texas WIC Dietetic Internship is currently granted full accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040, ext. 5400, <http://www.eatrightpro.org/acend>.

## **Registered Dietitian Credentialing Process**

There are several pathway options to obtain the Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) credential. Details of the various pathway options can be found on the website of the Commission on Dietetic Registration (CDR) located here: <https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>

The Texas WIC Dietetic Internship falls under two of these options: option one (Dietetic Internship - DI) and option three (Individualized Supervised Practice Pathway - ISPP), as described on the CDR website. Following these two pathway options, there are three steps to becoming a registered dietitian, as outlined below.

The first step is the successful completion of an Academy of Nutrition and Dietetics, ACEND accredited, Didactic Program in Dietetics (DPD), with minimum of a bachelor degree\*, after which a DPD verification statement is issued.

The second step is the successful completion of an Academy of Nutrition and Dietetics, ACEND accredited, supervised practice program after which a DI or ISPP verification statement is issued. The Texas WIC Dietetic Internship is an ACEND accredited supervised practice program. A verification statement is issued after successful completion. (Note: ISPP applicants must have first participated in the DICAS match and not received a match).

The third step is CDR verification of the above plus the successful completion of the CDR Registration Examination for Dietitians. The successful examinee may utilize the RD (Registered Dietitian) or RDN (Registered Dietitian Nutritionist) credential.

To practice as a Dietitian in the State of Texas, a license is obtained through the Texas Department of Licensing and Regulation's Dietitian Program. The Texas Licensed Dietitian (LD) application is located here:

<https://vo.licensing.tdlr.texas.gov/datamart/mainMenu.do>

\*Beginning January 2024, the Commission on Dietetic Registration (CDR) will require a graduate degree for eligibility to take the CDR Registration Exam for Dietitians. Beginning 2023, applicants to the Texas WIC Dietetic Internship must have earned a graduate degree to apply.

### **Vision**

Graduates of the Texas WIC Dietetic Internship will positively impact the nutritional status of Texans.

### **Mission**

The mission of the Texas WIC Dietetic Internship is to train competent entry level Registered Dietitians to enhance the quality of nutrition services delivered to WIC clients and their communities.

## Program Goals and Objectives

The DI goals reflect the program's vision and mission and are accomplished through activities of the faculty, preceptors and graduates.

**Goal 1:** Prepare graduates to be competent to practice dietetics at an entry-level through high-quality educational offerings.

Objective #1\*: At least 80% percent of program interns complete program requirements within 12 months (150% of the program length).

Objective #2\*: Eighty percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Objective #3\*: 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%.

Objective #4: Eighty percent of responding program graduates and eighty percent of responding WIC agency employers of graduates, will rate the effectiveness of the internship in preparing them to perform the duties of an entry-level dietitian as above average (4) or better on a 5-point scale with 5 being excellent.

**Goal 2:** Increase the availability of advanced nutrition skills to Texas communities by increasing the number of registered dietitian nutritionists employed in Texas WIC.

Objective #1\*: Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective #2: Sixty percent of interns that become registered dietitian nutritionists will be employed by Texas WIC two years after graduation.

\*Those with an asterisk are ACEND required objectives.

Data associated with program goals and objectives is available upon request to prospective interns and the general public.

## **Program Description**

The internship provides the opportunity for nutritionists employed within the Texas WIC program to become registered dietitian nutritionists. The internship is based upon the accreditation standards of ACEND of the Academy of Nutrition and Dietetics which designates the practitioner competencies essential to perform the specialized functions of a registered dietitian nutritionist. The program concentration is nutrition education with an emphasis in community nutrition. This builds on the core professional competencies required to prepare dietetic practitioners for the breadth of dietetic practice including health promotion and disease prevention, nutrition therapy, and food service management. Program graduates should be able to work effectively to plan and participate in nutrition education programs in WIC and other community settings.

The dietetic internship is an eight-month program that begins in January and ends in August. It provides supervised practice experiences reflecting the breadth of dietetics practice. Interns will complete their internship rotations and requirements while remaining employed by Texas WIC State agency or their respective local WIC agency, with the exception of Individualized Supervised Practice Pathways (ISPP) interns. Interns will participate full time (minimum of 40 hours per week) in the internship and are not allowed to work in their regular WIC jobs anytime throughout the internship.

Upon successful completion of the internship, the intern will be eligible to write the CDR's Registration Examination for Dietitians. Interns must agree to work full time for at least 24 months, or the equivalent part-time, within their respective Texas WIC agency after passing the CDR exam (specific length of time required is determined by intern's local agency).

The Texas WIC Dietetic Internship is accredited to sponsor a maximum of twelve students per year. In the selection of interns, consideration is given to the applicant's commitment to service in WIC programs and the need for registered dietitians in specific geographical areas of the state, in addition to standard application requirements.

During the months of September through December, interns will be required to complete a number of pre-internship assignments to prepare them for the formal internship rotations which begin in January. Satisfactory and timely completion of all these assignments is required during this preparation period, and the intern can be dismissed from the internship for failure to show expected progress, timeliness

or competence. If dismissed, depending on the circumstances of dismissal, the intern may be allowed to reapply after the completion of specified college-level nutrition coursework to better prepare them for the rigors of the internship.

Interns will also be expected to arrange to take time from work to meet with the internship administrators and preceptors or participate in internship webinars during this preparation period September through December.

The Texas WIC Dietetic Internship provides over 1200 hours of supervised practice, to achieve the core competencies and nutrition education competencies required for entry-level registered dietitians. Supervised practice experiences will be scheduled to include the following:

Food Service Management.....	153 hours
Medical Nutrition Therapy.....	447 hours
Community Nutrition/Nutrition Education .....	<u>620 hours</u>
<b>Total: 1220 hours</b>	

Registered dietitian nutritionists or other professionals under the direction of the Dietetic Internship Director supervise interns in these experiences. Sites for supervised practice will be individualized for each intern. If possible, supervised practice sites will be utilized in the area of the state where the intern is employed.

**Supervised practice sites may include:**

- School Districts
- Acute Care Facilities (Hospitals)
- Pediatric Acute Care Facilities
- Long Term Care Facilities
- HHSC and WIC State Offices
- WIC Local Agencies
- Lactation Centers
- Senior Nutrition Programs
- Private Practice Dietitians
- Food Banks or Food Pantries
- Early Childhood Intervention
- Other Community Organizations

The internship staff will arrange supervised practice sites for the intern’s Food Service Management and Medical Nutrition Therapy rotations and for certain experiences during the CN rotation. The intern is responsible for securing rotation sites for some CN rotation experiences with the aid of the internship staff and the intern’s WIC Local Agency preceptor.

The supervised practice component of the internship is augmented with seminars and self-paced instructional learning activities. Completion of readings, study guides and reports is to be done at times not designated for supervised experiences.

### **Program Completion Requirements**

Graduates of the Texas WIC Dietetic Internship will meet practitioner competencies stated in the Accreditation Standards specified by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Upon successful completion of the TX WIC DI, interns will receive a verification statement showing they have fulfilled the internship requirements and are eligible to apply to write the CDR Registration Examination for Dietitians.

In order to receive a verification statement, interns must successfully complete all required competencies by due dates set by the dietetic internship director or preceptors and follow the policies and procedures of the internship and facilities. To be verified, interns must demonstrate that they are competent to practice dietetics.

### **Admission Requirements**

The admission requirements for the internship are:

1. Current employment with a Texas WIC local agency or Texas Health and Human Services Commission WIC Program.
2. Supervisor's confirmation of applicant's job performance as satisfactory or better.
3. A minimum of a baccalaureate degree (Note: effective 2023 application year, applicants must have a graduate degree).
4. Completion of an ACEND approved Didactic Program in Dietetics.
5. Ability to provide own transportation.
6. A reliable laptop computer with Microsoft PowerPoint, Excel, Word, Adobe Acrobat Reader, printer, scanner, e-mail address and internet service.
7. Signed approval for applicant to participate in the dietetic internship by:
  - (a) WIC local agency director or HHSC Unit Manager **and**
  - (b) WIC Local Agency CEO, HHSC Regional Director, or HHSC Section Director

## Application Process

The application period for admission to the Texas WIC Dietetic Internship 2020 class begins April 1, 2019. Applications for admission must be submitted by June 1, 2019. The Texas WIC DI participates in the Dietetic Internship Centralized Application System (DICAS). The program can be accessed at <https://portal.dicas.org> (email [DICASinfo@DICAS.org](mailto:DICASinfo@DICAS.org)). The fee is \$45 for the first application and \$20 for each additional application.

DICAS requires a personal statement, online application, official transcripts and 3 letters of recommendation. In addition, we require you to upload the following to DICAS:

1. A current resume
2. Texas WIC DI Supplement (These documents must be requested through email from [Melissa.Mouton@hhsc.state.tx.us](mailto:Melissa.Mouton@hhsc.state.tx.us).)

### Completing the DICAS application:

1. The application can be accessed at <https://portal.dicas.org>
2. **Reference letters:** When completing the online application form, applicants must include the name and contact information (specifically an email address) for each reference. This will trigger an email message to the person writing the reference letter, requesting the completion of a reference form. The form will be completed online. Students submitting more than one application will need to use the same individuals as reference for each application. You should have at least one academic reference.
3. **Personal Statement:** Include content about personal and professional goals, interests, experience, continuing education, strengths, weaknesses, and reasons for pursuing the Texas WIC Dietetic Internship, and any other information helpful to the selection committee.
4. **Transcripts:** Official transcripts from all colleges and universities attended must be sent to **DICAS** (see instructions at <https://portal.dicas.org>).
5. **Verification Statement:** You must provide the requested information on the DICAS application and your DPD Program Director will be emailed for an original verification statement. Students currently enrolled in classes must

submit a "Declaration of Intent" listing courses in progress. Successful applicants must supply signed verification statements and final transcripts to the Texas WIC DI prior to the start of the internship.

6. **Resume:** A current summary of your academic, employment and professional activities. Please include your email address. You will upload to the DICAS application under "Supplement".
7. **Texas WIC DI Supplement:** Email [Melissa.Mouton@hhsc.state.tx.us](mailto:Melissa.Mouton@hhsc.state.tx.us) for a copy. Allow yourself ample time (6-10 weeks) to get these forms completed and signed. This supplement must be uploaded to your DICAS application under "Supplement".

In addition, an interview and critical thinking exercise may be requested. All applicants will be notified by August 1, 2019 as to whether or not they have been selected to participate in the internship for the 2020 class.

### **Computer Matching**

Applicants to the Texas WIC Dietetic Internship are exempt from participating in the Academy of Nutrition and Dietetics' computer matching requirement. This internship only accepts individuals currently employed by Texas WIC State agency and Texas WIC local agencies, and may accept up to two ISPP interns each year.

### **Recency of Education**

If more than 5 years has lapsed since graduation from an accredited DPD program, additional coursework may be required before acceptance into the Texas WIC DI. This will be handled on a case-by-case basis.

### **Costs to Intern and Financial Assistance**

Texas WIC interns are paid their regular salary from their WIC employer during the internship. Dietetic interns do not receive stipends in addition to their salaries provided by their employer. The intern will be responsible for any costs that are not routinely associated with his/her work. The intern is not charged tuition (unless the intern is an ISPP intern), but all costs listed below are the responsibility of the intern.



All intern expenses related to the internship are WIC eligible. The intern's Local WIC agency can request \$1500 from the State Agency to help the intern with these expenses and may choose to help with additional expenses beyond the \$1500 provided by the State Agency. Otherwise, interns are not eligible for any additional financial assistance.

Interns with existing student loans may be eligible for a student loan deferment or forbearance while participating in the internship program. Interns should contact their loan service provider to determine eligibility and to request a deferment or forbearance.

The following costs to the intern are estimates and subject to change

<b>Expenses</b>	<b>Estimated Cost</b>
Books	\$1000
Academy of Nutrition & Dietetics (AND) eNCPT Subscription	\$25
Medical Insurance (provided either by employer or intern)	\$0 - \$1,500
Liability Insurance	\$25-100
AND Student Membership	\$50
Texas WIC NBF Conference (registration, travel, housing)	\$800
Laboratory Coats or uniforms (if required by site)	\$150
Medical Exam and vaccinations	\$200
Criminal background check	\$50+
Drug testing (if required by site)	\$50
Laptop computer, scanner, fax, printer and internet access	\$1500+
Copying cost for research articles	\$100
Transportation	\$500 - \$1,500
Food costs	\$500 - \$1000
Housing Costs (6 - 23 weeks) - Average \$100 - 400/week	\$600 - \$8000
<b>Total estimated costs, depending on housing arrangements</b>	<b>\$5,625 - \$16,025</b>

The expenses above reflect the costs incurred directly by participation in the program. The estimate for housing, car and other expenses are costs that will be

incurred while living away from the present job site. This will occur during seminars and may occur during foodservice management, nutrition therapy and community nutrition supervised experiences.

Other automobile expenses and cost of living expenses (rent, utilities, food, clothing, etc.) already being incurred by an intern while being employed at the present job site are not included. During some of the supervised experiences, interns will continue their present transportation and living arrangements.

Although many interns are able to continue living at home during the supervised practice rotations, there is no guarantee that an intern will have a placement in their community. Interns must be able and willing to relocate, if necessary, for up to 20 weeks of the internship. All expenses will be borne by the intern. The expenses are WIC allowable expenses, so that the interns WIC local agency may help the intern with these expenses.

### **Intern / Employee Obligation**

Prior to beginning the internship, the intern/employee must sign a letter of agreement with his/her employer, e.g., WIC local agency or Texas WIC State agency. This affirms his/her understanding that, upon successfully completing the internship, and passing the CDR credentialing exam for Registered Dietitian Nutritionists, he/she will continue to work with his/her respective Texas WIC agency. It is recommended that the intern remain employed by their respective agency for a minimum of 24 full months, or the equivalent part time, after passing the RDN exam. If the intern/employee terminates his/her employment with his/her agency prior to completing the obligated time, or fails to take the dietetic registration examination by end of the calendar year of program completion, it is expected that the intern will reimburse their employer/agency at the rate of \$25 per hour of completed supervised practice experiences (maximum of 1500 hours/\$37,500).

Interns who choose to leave the internship after successful completion of the initial probation period (the first 160 hours of supervised experience) will be required to make monetary restitution to their employer/agency. Interns who are dismissed from the internship may be asked to make monetary restitution to their employer/WIC local agency. The recommended reimbursement rate is \$25 for each hour of supervised experiences completed. No expenses involved with the internship will be returned to an intern who leaves the internship.

## **WIC/Community Nutrition Prior Learning Credit**

Working as a nutritionist in WIC has afforded the interns an opportunity to achieve many of the ACEND competencies. Interns with WIC experience can apply for up to 233 hours of community nutrition supervised practice prior learning credit. In certain limited circumstances, additional prior learning credit may be provided on a case-by-case basis.

## **Individualized Supervised Practice Pathway (ISPP)**

The Texas WIC Dietetic Internship offers the opportunity for a maximum of two ISPP interns per year. Applicants for the ISPP must first discuss and get permission from the Dietetic Internship Director to apply to the Texas WIC DI.

See pages 1, 3, 4, and 5 for Accreditation Status, Program Description, Program Completion Requirements and Registered Dietitian Credentialing Process, which are the same for ISPP interns.

### **ISPP Admission Requirements**

- ISPP applicants are not required to be current Texas WIC employees, but must be pursuing or engaged in a community nutrition/public health career.
- Prefer minimum 3.0 GPA from DPD program.
- Must have Verification Statement from DPD program.
- Prefer applicants with Master's degrees.
- Applicants whose DPD verifications statements are 5 years or older may be required to take at least one upper-level medical nutrition therapy course from an accredited college or university, and receive a minimum grade of B (3.0).

### **ISPP Admission and Acceptance Process**

- Contact the WIC Dietetic Internship Director to express interest in the ISPP option.
- Follow the Texas WIC application procedures, using the DICAS system and deadlines.
- ISPP applicants are required to complete the entire DICAS application, and upload a resume, but do not need to submit the WIC supplement.
- ISPP applicant will be notified by August 1, 2018 of acceptance status.
- Submit electronically to the Internship Director documentation of any work experience that applicant desires to be reviewed for prior learning credit.

1. The committee will review documentation and notify applicant of approved prior learning credit within 30 days of receipt.
  2. Only work experience that demonstrates ACEND competencies for dietitians will be approved.
- A program contract will be sent electronically to intern from Internship Director.
  - ISPP intern will secure facilities and preceptors to meet program requirements.
  - ISPP intern will secure Affiliation Agreements for each supervised practice site.
  - ISPP intern will complete all preparation assignments as administered by Internship Director.
  - Intern will report to Austin, Texas for didactic seminars according to the 2020 Internship calendar and required supervised practice rotations.

### **ISPP Mission**

The mission of the Texas WIC Dietetic Internship is to prepare competent entry-level dietitians to enhance the quality of nutrition services individuals and their communities.

### **ISPP Goals and Outcome Measures**

**Goal 1:** Prepare graduates to be competent to practice dietetics at an entry-level through high-quality educational offerings.

Objective #1\*: At least 80% percent of program interns complete program requirements within 12 months (150% of the program length).

Objective #2\*: Eighty percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Objective #3\*: 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%.

Objective #4: Eighty percent of responding program graduates will rate the effectiveness of the internship in preparing them to perform the duties of a dietitian as above average (4) or better on a 5-point scale with 5 being excellent.

**Goal 2:** Increase the availability of advanced nutrition skills to Texas communities by increasing the number of registered dietitian nutritionists employed in Texas WIC.

Objective #1\*: Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective #2: Sixty percent of interns that become registered dietitian nutritionists will be employed as a dietitian in Texas two years after graduation.

Data associated with program goals and objectives is evaluated annually using an average of data from the previous three years. Data is available upon request to prospective interns and the general public.

### **ISPP Calendar and Schedule**

ISPP interns will follow the Texas WIC DI calendar and will be required to complete all the intern preparation assignments and attend all intern required seminars in Austin (unless prior learning credit has been given for rotation).

### **Policies and Procedures**

ISPP interns will follow all policies and procedures of the other interns, as outlined in Section 2 of the Intern Manual.

### **ISPP Facility Sites and Contracts**

ISPP interns are responsible for securing all supervised practice sites and affiliation agreements required for each facility. If site visits to supervised practice sites are necessary, expenses will be paid by intern.

### **ISPP Intern Costs and Financial Assistance**

No financial assistance is available from the Texas WIC program to ISPP interns. All costs are born by the ISPP intern.

This will vary according to geographic location of intern, and required supervised practice rotations, but is approximately the same as other interns, as outlined on page 8, under 'Cost to Intern' in this brochure.

In addition, a maximum of \$5,000 in tuition (pro-rated according to required supervised practice rotations) will be required for ISPP interns.

### **Intern Obligation**

ISPP interns may or may not have contract obligations to an employer. Intern obligation is between the ISPP intern and employer, not with the Texas WIC Internship or the Texas Health and Human Services Commission.

### **Other requirements for ISPP Interns**

- Prior participation in a DI computer match is required for ISPP applicants by ACEND.

If you have any questions about the Texas WIC Dietetic Internship application process, please contact:

Melissa Mouton, MS, RDN, LD  
Director, Texas WIC Dietetic Internship  
P.O. Box 149347, Mail Code 1933  
Austin, TX 78714-9347  
Phone: (512) 709-6278 or E-mail: [Melissa.Mouton@hhsc.state.tx.us](mailto:Melissa.Mouton@hhsc.state.tx.us)

See next page for internship calendar

## Texas WIC Dietetic Internship Calendar – 2020 Class

*(DRAFT - All Dates Are Tentative)*

<b>Date - 2020</b>	<b>Activity</b>
<b>Early January</b> (1 Week)	*Seminar: Introductory and Food Service Management
<b>January – February</b> (4 Weeks)	Food Service Management Supervised Experiences
<b>February</b> (2 Weeks)	*Seminar: Medical Nutrition Therapy
<b>February – April</b> (7 Weeks)	Medical Nutrition Therapy Supervised Experiences
<b>April</b> (1 Week)	*Seminar: Pediatrics and Community Nutrition
<b>April – May</b> (4 Weeks)	Medical Nutrition Therapy Supervised Experiences – Pediatrics
<b>May</b> (1 Week)	*Seminar: Community and Nutrition Education
<b>May – July</b> (10 Weeks)	Community/Nutrition Education Supervised Practice & Community Nutrition Education Project
<b>Early August</b> (1 Week)	*Graduation Seminar: Project presentations
<b>Early August</b>	*Graduation

\*Attendance in seminars in Austin, TX required