

Appendix 10.1c

Standard 10: ISPP Policies

These policies are to be posted on the program website

The program policies have been established to delineate the responsibility of each intern throughout the program and are the criteria used to determine continuance in the program.

ACADEMICS

- Official BS degree transcripts demonstrating degree conferral and courses for DPD completion (it may be an additional official transcript if the DPD courses are not completed as a part of the bachelor degree) and a DPD Verification Statement must be submitted to the ISPP Program Coordinator by the end of the Orientation week, September 07, 2018 or before starting supervised practice rotations. The interns will be dismissed from the program if they fail to comply with this important requirement.
- Intern must complete the program within 11 months for full-time interns and 22 months for those with part-time option. In special circumstances, ISPP requirements can be extended for one extra quarter at the discretion of the program coordinator and director; and students will be required to pay \$1,000 per quarter. All full-time interns must complete the program within 15 months and part time interns within 30 months or no more than 150% of the normal completion period.
- The interns must comply with the 2018 Academy of Nutrition and Dietetics' Code of Ethics (Appendix E).
- Three or more unexcused absences during any rotation may result in dismissal from the program.
- Three or more lateness/tardiness during any rotation may result in dismissal from the program.
- Interns are discouraged from being employed during internship and they may be warned and be placed on probation if the employment should interfere with the interns' rotation and requirements.
- All assignments must be completed to the satisfaction of preceptor and/or ISPP Program Instructor by the specified date.
- The intern must meet with the ISPP program instructor or director upon request.
- The intern must have an active email address and phone number while completing the ISPP program. (do not use .edu email address)
- The rotation assessment process includes: 1) a satisfactory evaluation (score of 3 or better) by each preceptor; and 2) a minimum score of 75% on all online courses and the exit exam. Interns must successfully pass all the rotations, exams, and submit the portfolio and necessary forms to obtain CSUSB's ISPP Verification Statement, issued by the DPD Director.
- If the preceptor's evaluation of the intern's performance is unsatisfactory in a rotation, the intern will be placed on probation and s/he must repeat the rotation. Failure to perform satisfactorily in the repeated rotation would result in termination from the program.
- All ISPP interns must complete and pass the exams with a minimum score of 75% on the three online course modules: Nutrition Assessment/Community Nutrition, Food System Management and Business/Entrepreneurship, and Medical Nutrition Therapy. The final exam scores of these three course modules serve to assess the intern's strengths and weaknesses. If the final exam score is less than 75%, interns must complete a mandatory review session and/or additional course work assigned by the ISPP Program Instructor, which reflects the intern's areas of weakness in knowledge

and skills. The intern needs to retake and pass the unit exam before s/he may continue in the program. **The intern may be asked to take a leave of absence from the assigned rotation to complete and pass the exam.** For full-time interns, **ALL PROGRAM COURSE EXAMS MUST BE COMPLETED BY THE END OF THE FINAL EXAM WEEK OF THE QUARTER.** Fall 2019: December 23, Winter 2020: March 31, Spring 2020: June 23.

- Upon the completion of all rotations prior to issuance of the ISPP Verification Statement, interns will complete an exit exam to assess their knowledge. Interns must pass the exit exam with a minimum score of 75%. This test may be repeated as needed by July 31, 2020. In order for the ISPP Program Instructor to issue a statement of program completion to DPD Director, interns **MUST** complete all program requirements including submission of the portfolio (hard copy in a binder or a USB drive), successful passage of all didactic courses, and the exit exam, and any documents related to supervised-practice training.
- DPD Director will provide the interns with a signed Verification Statement for ISPP and **the DPD Director will submit the registration exam application to CDR.** This will occur after the intern's completion of the following:
 - ✓ successfully pass three online courses and exit exam,
 - ✓ complete all supervised practice rotations/assignments and other required projects,
 - ✓ submit the program portfolio to ISPP Coordinator,
 - ✓ submit the forms necessary for CDR submission, and
 - ✓ an exit survey/evaluation.
- In order for interns to successfully complete the internship and pass the RD exam on the first attempt, interns are **STRONGLY DISCOURAGED** from being employed during the internship and prior to taking the RD exam. **Remember that the "RD eligible" (RDE) is not a legal professional title and should NEVER be used by interns or recent graduates.**

PROGRAM COMPLETION REQUIREMENTS

1. Satisfactorily complete a minimum of 1,200 rotation hours (see Suggested Rotation Schedule).
2. Meet performance standards and receive passing grades from all preceptors and on all online exams for the courses and exit exam.
3. Maintain professional and ethical standards as outlined in the Academy of Nutrition and Dietetics' Code of Ethics (Appendix E).
4. Read the material on CDR website related to the registration exam (Appendix I).
5. Submit the RDE Mis-Use form, and request for the Verification Statement (Appendix H) to the ISPP Program Coordinator. Use the latest form available for download on the CDR website. Submit the Request for VS for ISPP to DPD Director (dchen@csusb.edu) electronically, you may request for an electronic version of blank request form from Dr. Chen.
6. Submit the completed program portfolio to ISPP Program Manager or Program Coordinator.
7. Complete the online program evaluation/exit survey.
8. Interns will be provided with a signed original verification statement for ISPP after completion of all program requirements.

SUPERVISED PRACTICE HOURS DOCUMENTATION

The program will establish procedures for tracking individual interns' supervised practice hours in the professional work settings, stimulations, case studies and role-playing. Interns will track hours of supervised practice for each rotation. The program director will document and confirm supervised practice hours completed as part of graduate courses.

NON-DISCRIMINATORY POLICY STATEMENT

CSUSB is an Equal Opportunity institution, which does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or handicap as consistent with section 702 of Title VII of the 1964 Civil Right Act. Acceptance of the interns is without prejudice or preference.

Discrimination is not allowed in the university's scholarship and loan programs, education process/policies, and administered programs.

PROGRAM RETENTION AND REMEDIATION PROCEDURES WHEN PERFORMANCE IN THE PROGRAM IS UNSATISFACTORY

After exhaustive attempts to support the intern through completion of the program and when it is determined that an intern has minimal chances of success in the program, the program will meet with the intern to provide counseling on alternate career paths. The ISPP Program Coordinator and/or DPD Director will explore options with the intern and refer them to Career Services on campus for additional advising and support.

An ISPP intern may be terminated from the program for unsatisfactory performance which would include but not be limited to inability or unwillingness to complete assignments or quality of performance below standard set by the affiliating institution. The procedure for termination from the program due to unsatisfactory performance is as follows:

1. The preceptor in the affiliating institution will notify the dietetic intern regarding the unsatisfactory performance.
2. The preceptor in the affiliating institution shall notify the ISPP Coordinator of an ISPP intern's unsatisfactory performance.
3. A conference (face-to-face or virtual) will be held including the ISPP intern, the affiliating institution's preceptor and the ISPP Program Coordinator and/or DPD Director. At this time, a written plan for improvement identifying specific knowledge and skills that must be satisfactorily demonstrated and the expected time frame for completion will be developed and signed by all the parties at the conference.
4. The ISPP Program Coordinator will explore possible tutorial support and remedial instruction available to the intern. The intern will also be informed of any student support services available to them that have the potential to be of assistance.
5. If performance improves to an acceptable level during a time span agreed upon by the involved parties, the ISPP intern will be allowed to continue in the internship program.
6. If there is no improvement, the ISPP intern will be dismissed from the program.
7. If there is a second written notification of unsatisfactory performance, the dietetic intern will be terminated from the program.

DISMISSAL POLICY

The following are specific grounds for immediate dismissal and there will be no refund of tuition:

- Failure to comply with the requirements of the program.
- Failure to comply with the Professional Code of Ethics as outlined by the Academy of Nutrition and Dietetics.
- Failure to comply with the confidentiality policy (HIPAA, Appendix F).
- Unexcused absence or tardiness (three maximum).
- Insubordination.

- Unsatisfactory academic performance (failing in the program exams or other related academic issues).
- Any other reason as determined by the ISPP Program Advisory Committee.

FILING AND HANDLING OF COMPLAINTS/GRIEVANCE PROCEDURES

A dietetic intern should provide in writing any concerns regarding the dietetic internship program to the Coordinator of the Individualized Supervised-Practice Pathway (ISPP) Program. Following the receipt of the complaint, a meeting will be scheduled between the intern and Coordinator of ISPP Program and/or Director of Didactic Program in Dietetics (DPD). If the intern feels that the Coordinator of ISPP does not satisfactorily address the concerns, the intern or preceptor can make an appointment with the Chair of Department of Health Science and Human Ecology (HSCI). If the intern is still not satisfied, a meeting can be arranged with the Dean of College of Natural Sciences (CNS), or Dean of Center for Center for Extended and Global Education (CEGE).

A dietetic intern can request a review and reconsideration of disciplinary action taken against them. The dietetic intern will notify the Coordinator of the ISPP Program in writing to challenge to the prescribed disciplinary action. The intern should submit a written appeal and may meet with Director of DPD, Chair of HSCI Department, Deans of CNS and CEGE to discuss the matter.

Note: The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. A written complaint may be submitted to (ACEND) only after the intern has exhausted all other options available to them on campus.

The contact information for ACEND is:

Accreditation Council for Education in Nutrition and Dietetics
 Academy of Nutrition and Dietetics
 120 South Riverside Plaza, Suite 2190
 Chicago, IL 60606-6995
 (312) 899-5400
www.eatrightpro.org/acend

All intern complaints will be retained for a period of seven years and include documentation regarding resolution of complaints. The records will be kept in the ISPP Program Coordinator's office. **The intern is protected from retaliation as a result of filing a complaint related to the dietetic internship program.**

VERIFICATION OF IDENTITY OF A STUDENT OR INTERN:

The campus blackboard site is accessible only to students enrolled in the course and the intern/student must use their Student Identification Number and log in information. During the examination period, ISPP Coordinator observes and monitors the intern via web cam or computer camera.

FORMAL ASSESSMENT OF STUDENT LEARNING AND REGULAR REPORTS OF PERFORMANCE AND PROGRESS:

The preceptor and intern will meet at midterm rotation for Clinical, Community, and Foodservice (rotations longer than 3 weeks) for a mid-term assessment/evaluation to assess how the intern is performing using the online midterm evaluation form. Both intern and preceptor will sign the document to acknowledge that the evaluation was completed and the intern may submit a

rebuttal to the evaluation to the ISPP Program Coordinator or DPD Director within 10 days after the signing of the evaluation form. At the end of the rotation, both the intern and the preceptor will complete the online final evaluation form and signed the document to acknowledge that the evaluation was completed. The intern and preceptor may submit a rebuttal to ISPP Program Coordinator or DPD Director within 10 days to dispute any discrepancies.

ISPP Student Performance:

CSUSB ISSP created mid and final rotation evaluations by preceptors to detect interns academic and practical skill ability. Program coordinator has regular contact with preceptors to discuss students' performances. If intern's performance does not seem to meet expectation, program coordinator and DPD director will talk to corresponding intern to find the issues for problem solving.

Interns are also giving each module per quarter to detect academic strength. Interns will receive 1:1 assistance to improve <75% exam score during remediation period after taking the exam; interns are given 3 or more chances taking each unit exam with at least 2 weeks apart

REMEDIATION PLAN/POLICY

If the intern does not pass the exam for online didactic course, the intern must reschedule the supervised practice rotations with the preceptors and ISPP Program Coordinator. Interns are given three (3) opportunities to pass the online exam. If the score is less than 75% after three attempts, the intern must complete a mandatory review session and/or additional course work assigned by the ISPP Program Instructor, which reflects this as identified areas of weakness in knowledge and skills. The intern must take a leave of absence from the rotation until the online is completed with a score of 75% or greater. Therefore, the intern needs to retake and pass the program online module exams for continuance in the program.

WITHDRAWAL AND REFUND OF TUITION AND FEES

Students must officially notify the College of Extended and Global Education in writing and prior to the tuition fee deadline to request a withdrawal and a refund of any tuition fee payments made, *minus the \$500 nonrefundable deposit*. The tuition fee deadline can be found in the current year ISPP Brochure.

In the event of a cancellation of the program because of insufficient enrollment or for other reasons, a full refund of fees will be made. An ISPP intern who decides to withdraw from the dietetic internship and is not planning on completing the internship program at CSUSB prior to the start of the supervised-practice may receive a refund if the slot vacated can be replaced by another intern. However, ISPP application fee and program deposit will not be refunded.

Contact Information

To contact the College of Extended and Global Education in writing, please send an email to pace@csusb.edu with your name and course information.

ACCESS TO PERSONAL FILES

Personal files are maintained for each dietetic intern in the ISPP Coordinator's office for 5 year. This file includes application materials, internship experience evaluations, and any other written materials or correspondence related to the dietetic intern's involvement in the dietetic internship program.

All interns have the right of privacy and have access to review their own file. The exception to this is for any documents for which the intern has waived their right to access i.e. recommendation forms/letters or confidential documents from preceptor to director. Intern files are to remain in the program director's office at all times.

Family member or other are not allowed to access the file without the intern's written permission as per FERPA and HIPPA.

CONFIDENTIALITY OF INFORMATION OBTAINED WHILE COMPLETING EXPERIENCES

Interns **must maintain strict confidentiality** for all patients or clients in hospitals, community programs, or any facility. Appendix F contains the website for HIPAA and the HIPAA policy for the California State University System. Please refer to the confidentiality policy of the facility and pay attention to this. Violation of this policy can result in immediate dismissal from ISPP Program.

The following guidelines are to be followed regarding confidentiality of information obtained while completing experiences:

1. No confidential information about an institution's affairs is to be repeated outside that institution.
2. The dietetic intern will request permission from the affiliating institution's dietitian before examining records in the facility.
3. The dietetic intern will not repeat confidential information from personnel records or patient charts unless discussing these records with the dietitian in charge as part of the learning experience.
4. The dietetic interns may share learning experience information with each other in class discussions as long as none of the information is confidential. Information shared in class is to be discussed only for educational purposes and interns are not to repeat shared information outside the classroom.
5. The affiliating institution's dietitian will inform the dietetic intern of any existing policy on confidentiality in that institution. If the procedure differs from the one listed above, the dietetic intern will abide by the policy in the institution.

HEALTH

Interns must complete a thorough physical examination before starting the program. Proof of a negative TB, PPD, and hepatitis tests are mandated before admission into the program, Proof of immunization for MMR, Hepatitis A and B, and DTP are also required. During the supervised practice experiences, each intern must adhere to specific policies of each affiliating site for back ground check, drug testing, health, and safety. Some rotation sites may require additional immunization, drug testing, or back ground checks. It is up to the interns to make sure that these additional requests are completed and cleared by the facility.

HOLIDAYS:

CSUSB observes the following holidays: Thanksgiving and Friday following the observance day, two-weeks Christmas break and New Year's Day, Martin Luther King Jr.'s Birthday, Veterans Day, Cesar Chaves Day, and Independence Day. You are not expected to be present on these holidays; however, the schedule of your facility takes precedence over the University holidays.

ILLNESS/EMERGENCY WHILE IN A FACILITY FOR SUPERVISED PRACTICE:

In the unlikely event that an intern will be late for any reasons, the intern should call the rotation preceptor ASAP as a professional courtesy. If a day must be missed, both the preceptor and ISPP Program Coordinator/Director should be contacted. Make-up of any missed work is the responsibility of the intern and should be arranged with the preceptor as soon as possible.

In the event of an illness or accident occurring while the intern is completing learning experiences, the affiliating institution will provide the same emergency medical care to the intern as that extended to its employees. Payment for treatment of the illness or injury will be the responsibility of the intern. CSUSB does provide the workman comp insurance for interns and a copy of the insurance is with the business office of the rotation site.

If an emergency should occur, interns must make appropriate arrangement with the preceptor and ISPP Program Instructor. If illness or other unusual circumstances causes a prolonged interruption within the program, the intern may continue the program the following year, if approved by the ISPP Program Coordinator. A letter must be submitted to the ISPP Program Coordinator and DPD Director as soon as it is possible for the intern to compose it. The letter must include the following items: 1) the reasons for this interruption, 2) the date the intern plans to complete the program, which should not exceed two years beyond the interruption, and 3) the plan to complete the rotations and objectives that were not completed due to interruption. If the tuition cost increases, only the difference in tuition must be paid.

INSURANCE REQUIREMENT

The CSUSB ISPP will provide the student liability insurance in the amount of not less than two million for each occurrence and five million in aggregate for each intern. The purpose of this general and professional liability insurance is to cover the unexpected injury or illness while in a facility for supervised practice. Evidence of insurance coverage will be given to the rotation facilities upon request. **Interns must submit the evidence of auto and health insurance** for the duration of the program to ISPP Program Coordinator before interns can officially start the program.

DRUG TESTING AND CRIMINAL BACKGROUND CHECKS

Interns are subjected to drug testing and criminal background checks per policy of supervised- practice facility. Department of Justice (DOJ) Criminal Background and other clearances must be completed by the intern before s/he starts that rotation. Therefore, it is pertinent that interns check with the preceptor or ISPP Program Coordinator for any requirements and clearances. If a facility requires additional background check or drug testing, the intern will be responsible for the additional expense if the facility does not cover the cost.

TRAVEL

CSUSB is not responsible or liable for accidents occurred due to travel to and from program assigned areas. Interns are responsible for their own transportation and have a valid auto insurance policy.

ATTENDANCE of PROFESSIONAL MEETINGS:

All interns are required to attend two (2) professional meetings (national, state, or local) and a public policy workshop. After attending the session, interns will need to complete the form, Appendix G, for each of the meetings you attended. It is important that interns attend the

meetings in person rather than online so that they will have a chance to meet other professionals and network. Include these completed forms in your portfolio to be submitted at the end of the program of study.

PROFESSIONAL AND PROGRAM PORTFOLIO

There are two types of portfolio. A portfolio is a compilation of material that an intern completed with reflection/thoughts for each project or activity. The portfolio may be used to showcase the work and accomplishments of an individual to potential employers. ISPP Program and the NTFS Program will use the program portfolio to as a summative assessment tool for accreditation and learning outcome. The interns must complete this program assignment at the conclusion of the supervised-practice and the ISPP Program Coordinator and/or DPD Director will review the program portfolio submitted for program assessment purpose. It is recommended that the interns update the program portfolio and reflective statement for each program (see page 11) on a regular basis during the internship, so it does not become a daunting project at the end.

The content and the process related to the program portfolio will be discussed at the on-campus orientation and the interns will start their program portfolio at that time.

After passage of the RDN exam, all RDNs must complete 75 units of continuing professional education units (CPEU) over the next five years and complete a professional portfolio. This process is completed online and is maintained by the CDR.

PLACEMENT OF INTERNS FOR SUPERVISED-PRACTICE EXPERIENCE ROTATIONS:

- The ISPP program coordinator will take full responsibility to schedule the local interns from CSUSB DPD Program.
- On the other hand, remote interns from CSUSB DPD or from other DPD programs will need to take responsibility in designing their own rotations scheduling with the approval of the ISPP program coordinator and the prospective facilities. Some interns may have rotations set up prior to the application to ISPP. These rotations must meet ISPP requirements; and if they need some modifications, the program coordinator will work with the interns to make sure that the rotations will be in compliance. An agreement will need to be established between CSUSB and rotation site prior to the start of the rotation. The program coordinator will work closely with those remote interns in setting up their rotation schedules.

To help secure and establish supervised-practice experience rotation sites, interns are advised:

1. To use suggested rotation schedule as their guide to secure their rotation sites
2. To attend/participate in local district AND meeting to network with local registered dietitians in their area in order to find preceptors.
3. To talk to their DPD Director to help their graduates look for internship rotation sites.
4. If a rotation site is found, work with ISPP program coordinator to establish ISPP affiliation agreement with the prospective preceptors. The ISPP program manager with program coordinator will help to obtain signature from CSUSB purchasing department to complete the affiliation agreement between CSUSB and rotation site.
5. Interns are suggested to start the process of the affiliation agreement as soon as they are accepted into the ISPP Program. The process can take months to gather signatures.
6. Ask the preceptor to send the ISPP program coordinator "preceptor qualification form" to evaluate their qualifications.
7. Preceptors are encouraged to join AND/NDEP membership and submit receipts to program coordinator for reimbursement.

8. The program coordinator will send a copy of the Preceptor Handbook to all preceptors as an orientation and a guide to support the interns.
9. The program coordinator/DPD program director are available to all local and remote interns and preceptors for any discussions/consultation/problems solving. Please do not hesitate to contact us if you have any questions, concerns, or issues.

ROTATIONS AND SITES FOR SUPERVISED-PRACTICE EXPERIENCE

Minimum requirements of the preceptors:

- Preceptor must be a registered dietitian (membership in the Academy of Nutrition and Dietetics is preferred) and/or other qualified professional with appropriate credential and experience.
- Preceptor must have one year of working experience as a dietitian.
- Preceptor must be able to document appropriate continuing education for the previous two years.
- Preceptor must have adequate time to provide required supervision of the intern.
- Primary preceptor must be employed full-time wherever she/he is employed.
- The “primary preceptor” is the individual who will keep a file of the interns, who will affirm the hours of practice the intern completes, and who will maintain appropriate contact with the Program Coordinator and the intern.

Minimum requirements of the sponsoring facilities include:

- The facility must be accredited by The Joint Commission (TJC) or the State.
- Any facility at which the intern would complete 40 hours or more of practice experience must have a preceptor available on staff.
- Any facility at which the intern would complete more than one week must have completed CDR Education Plan Forms 2 and 3 (appendix F) and submitted to ISPP Program Coordinator.
- Any facility at which the intern would complete more than two weeks must have a signed Affiliation Agreement (please provide the CSUSB agreement form unless the facility chooses to use their own agreement form, which should be submitted to the ISPP Program Coordinator).
- Any facility at which the intern would complete more than one week rotation, must have sufficient resources to support intern’s educational needs such as computer or available space for interns to complete on their assignments.
- If a facility is unable to provide all the required CSUSB rotations/experiences, then the intern needs to find an alternate facility to complete all competencies/experiences required by ACEND.

Choosing sponsored facilities:

- Intern and Program Coordinator will work together to obtain approval for the intern’s chosen sites of rotation after admission to CSUSB ISPP Program.
- Interns completing the distance format need to take responsibility in designing their own rotations scheduling with the approval of the prospective facilities and the ISPP Program Coordinator.

Please complete forms 2 and 3 for possible rotation sites and be sure to request for an agreement form template to be sent to the site (agreement takes time (months) to be signed by both the facility and CSUSB so please start that process as soon as possible).

Note to facilities: Interns must not be used to replace employees on the site.

ASSESSMENT OF PRIOR LEARNING

Assigning credit for prior learning: When the requirements listed in the table are met, the intern may be granted credit equivalent to the number of hours required for that rotation as stated in the “Suggested Rotation Schedule.” The required documentation must be provided along with the application to the program. Credit will be assigned during the admissions process; therefore, applicant must provide documentation with the application be considered for prior experience credit.

Area of Assessment	Requirement (Program Specific Learning and Experiences)	<i>Required Documentation</i>
Job Experience	Training/job experience must have been received at a facility which meets the requirements as stated below: <ul style="list-style-type: none"> • The facility must be accredited by TJC or the state agency • Any facility at which the intern would receive prior learning credit hours must have a qualified supervisor (see “Minimum requirements of the supervisors,” Form 3). • The facility must complete the Facility Form (Form 3) 	<ul style="list-style-type: none"> • Job description of the experience completed. • Completed Facility form (Form 3).
Minimum requirements of the supervisors	<ul style="list-style-type: none"> • Supervisor must be registered dietitian or other qualified professional with a minimum of one year experience on the job. • Supervisor must be able to document appropriate continuing education for the previous two years. • The supervisor must complete Form 2. 	<ul style="list-style-type: none"> • Completed Facility Staff form (Form 2) • Valid CDR license
Length of Experience	<ul style="list-style-type: none"> • A minimum of six-months employment, at least 20 hours per week, in the emphasis area of the rotation. • Supervisor must submit a letter of support verifying the length of applicant’s experience at the facility, the applicant’s responsibilities, accomplishments, performance evaluation, and a recommendation for support of the applicant for prior learning experience and for admission into the CSUSB ISPP program. 	<ul style="list-style-type: none"> • A letter of support from the supervisor.

Competency Skills/Type of competency	<ul style="list-style-type: none"> • Interns must demonstrate mastery of all the competency skills of the supervised practice curriculum for the specific rotation for which they are seeking prior learning credit. • If any of the competency skills have not been met during the experience, the prospective intern must arrange with the facility to complete those skills before credit can be granted. 	<ul style="list-style-type: none"> • A letter of support from the supervisor. • Signed "Supervised Practice Curriculum/Competencies."
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ADDITIONAL ORIENTATION PROGRAM

Some rotation sites require interns to attend their mandatory orientation program. Therefore, interns must check in with the facility at least 3 weeks before the start of the rotation to make sure that any necessary clearance, orientation, or forms are complete. Therefore, DO NOT wait until the first day of rotation to check-in with the facility or preceptor.

TUITION AND FEES

Continued acceptance in the program is contingent on receipt of tuition and fees. Payment of tuition and orientation fee must be received by the deadline provided. For Fall 2019 start date, all documents and fees must be submitted by August 14, 2019. You may make arrangement with ISPP Coordinator, Andrew German agerman@csusb.edu or Luis Duran Luis.Duran@csusb.edu they can help with payment plan also.

ESTIMATED EXPENSES FOR THE 2019-2020 ACADEMIC YEAR FOR FULL/PART-TIME INTERNS

Application fee (check or money order only)	\$75
Tuition (check or money order)	\$9,700 payable to CSUSB
On-site Orientation fee (room and board)	\$300 (September 2 to 7, 2018)
Travel to CSUSB for Orientation	Varies
Additional fee for bank insufficient fund	Varies
Books/Supplies	Varies (\$50-\$1,000)
Housing cost during the program	Varies
Additional drug or background check	Varies
Meals and subsistence	Varies
Transportation/mileage	Varies
Reliable Car and Insurance required	Varies
Health Insurance required	Varies
Phone and internet services	Varies
Personal/miscellaneous expenses	Varies
Fee for Registration exam (CDR)	\$ 200
Part time interns cost for 2 nd year up to 22 months	\$ 3,000 additional payable second year
Cost per quarter after 11 months for full time	\$ 1,000
Cost per quarter after 22 months for part time	\$ 1,000
Student membership to a local district	Varies
Registration to a local/state meeting, transportation, Hotel, per diem expenses	Varies

EXPENSES COVERED BY THE ISPP PROGRAM 2019-20

Lab coat

Malpractice/Professional Liability Insurance

Student membership in AND

\$ 58 (one year)

Student ID badge

Castle branch background check and information depository site, if a facility requires additional background check or drug testing, interns shall pay for additional tests.

RD exam review course provided at the start of the ISPP at the Orientation.

FINANCIAL INFORMATION

Interns may apply for private loans for the certificate ISPP Program. Private grants or scholarship, as well as low interest loans, may be available from corporations, community, civic groups, religious or professional organizations, the Academy of Nutrition and Dietetics Foundation, the California Dietetic Association Foundation, and CSUSB Foundation. These organizations set their own deadline for application so interns need to go to the appropriate websites to obtain information and application. Scholarship eligibility criteria for the Academy for Nutrition and Dietetics Foundation is usually published on the eatright.org pro site. You will need to apply for the ANDF scholarship by the deadline, which varies each year. Go to Foundation of the Academy at eatright.org or CAND Foundation (dietitian.org) for information and application. Your local dietetic association may have some "scholarship or award" that you may apply for study review courses or exam fee.

ISPP Student Retention:

Interns with a minimal chance of success in the program will be directed to take didactic classes including practical training in order to enhance their chances to complete internship program and pass RDN exam.

ISPP Supervised Practice Documentation:

All interns need to complete their timesheet during rotation schedule. If rotation hour does not meet the planned hours then interns need to make up their absent time per preceptor's discretion. Final timesheet has to be signed by preceptor and submitted to program coordinator for evaluation and filing.

Licensure:

California does not have a licensure for RDNs or NDTR, there is a Professional and Business Code which recognizes RDN and NDTR as professionals who are nutrition experts and may work in the capacity of the code. These documents are accessible on the California Academic of Nutrition and Dietetics (CAND) website at

<https://www.dietitian.org/page/business-professions-code>