Participation Agreement

Your application will be accepted when you meet and agree to the following guidelines and submit payment.

As a **STUDENT, YOU** agree to:

- be currently employed (at least part-time) as a food service employee in an institutional foodservice facility. OR arrange for 150 hours of field experience in an institutional foodservice facility.
- complete at least 50 of the required 150 field experience hours in a healthcare setting, such as a hospital or skilled nursing home.
- be a high school graduate, have a GED certificate, or a letter of endorsement from your supervisor and administrator.
- be endorsed by the administrator of the facility and the registered dietitian who will act as your preceptor.
- verify that both the administrator and preceptor are aware of the participation agreements below.
- verify that you and your preceptor have experience with computers and online learning if you want to take the course online.
- complete your own work with honesty and integrity. Copying another student’s work, or work not exhibiting these qualities is defined as scholastic dishonesty. Scholastic dishonesty may result in dismissal from the course.

The **ADMINISTRATOR** at your facility agrees to:

- allow and financially support a registered dietitian to act as preceptor for a minimum of 50 hours of supervision for each student taking the course (25 hours if a CDM, CFPP or DTR preceptor is available for supervision, unless the services of a UND RD Preceptor is utilized).
- provide records and equipment necessary for learning.
- allow the preceptor(s) and student to participate in administrative and allied health meetings and other appropriate learning experiences.

The **RD PRECEPTOR** at your facility:

- is a registered dietitian with at least 1 year of full-time experience post-registration. At least 6 months of this experience must be related to the course subject matter.
- directly supervises each student in the facility for at least 50 of the required 150 field experience hours and monitors the total 150 hours. The minimum 50-hour direct supervision requirement is reduced to 25 hours in the NUTRITION-related experiences if a CDM, CFPP or DTR preceptor is able to assist the RD as a preceptor for up to 25 hours in other areas of the course.
- helps the student plan the experiences and projects.
- reports on student learning experiences to the University instructor by signing evaluation forms provided to the preceptor for each lesson.

The **CDM, CFPP or DTR PRECEPTOR** (optional):

- has at least 1 year, full-time equivalent employment, post-certification as a CDM, CFPP or DTR.
- reports on student learning experiences to the UND instructor by evaluating and signing evaluation forms provided to the preceptor for NON-NUTRITION-related lessons.

"This is a training option for facilities that have a CDM, CFPP or DTR as part of their foodservice personnel. A CDM, CFPP or DTR preceptor may precept up to 25 hours of the required 50 hours for each student in NON-NUTRITION-related learning experiences (Units 1, 2, and 4).

All parties must agree to abide by the University of North Dakota’s policies prior to enrollment in this course. Submission of your application is presumed verification of agreement with these policies.

---

Serving Dietary Manager Students Since 1973!

Nutrition & Foodservice Professional Training Program

- Enroll anytime, online or by mail
- RD preceptor available (online)
- Excellent ANFP exam rates
- Spanish translation now available

Register online anytime!

dietarymanagers.UND.edu 1.800.CALL.UND
Choose Online or Correspondence by Mail

Work at your own pace and submit lessons on your own schedule – whether online or correspondence by mail. You may also choose the Spanish translation course on the registration form.

**Online**

- **You AND your RD preceptor must:**
  - Provide UND with a current email address; all communication will be via email (applications without an email address will not be processed). The student and preceptor will each receive an email with course information.
  - Have access to the Internet.
  - Have experience with computer technology and navigating the Internet. You will also be required to save documents and send/receive emails with attachments.
  - Submit assignments as Microsoft Word documents.

**Correspondence by Mail**

- Choose this format if you **AND your RD preceptor do not have access to or feel comfortable with computer technology and the Internet.**
- You will receive 4 student manuals and 1 preceptor manual.
- Students are required to mail their lessons to the instructor. Students are responsible for postage expenses.
- Once the instructor grades a lesson or assignment, it is mailed back to you (a 2-week process).

---

**Course Completion**

You can enroll at any time. You have **12 months** from your enrollment date to complete all course requirements in the following topics:

- Human resource management
- Nutritional care
- Sanitation and food safety
- Quantity food preparation

Course requirements are:

- 120 hours of classroom experiences
  - 12 lessons (No more than two lessons may be submitted per month.)
  - 4 exams
- 150 hours of field experience coordinated by your preceptor
  - Field experience is required to be in an institutional foodservice facility
  - May be completed at your job
  - Must include at least 50 hours in a healthcare facility
- 50 hours with an approved preceptor*
  - 25 hours with an RD in the nutrition portion
  - 25 hours with a CDM/DTR preceptor in non-nutrition portions

**NOTE:** If a CDM/DTR preceptor is not available, the RD will oversee the entire 50 hours.

---

**Questions?**

UND Office of Extended Learning
1.800.CALL.UND
UND.info@UND.edu
dietarymanagers.UND.edu
Live Chat Available

---

**Course Cost**

- The course cost is $525, which includes the course tuition, required materials, preceptors materials, and course exams. **No refunds after 30 days.**
- The cost of your textbooks is not included in the course cost. You are responsible to purchase the required textbooks from ANFP (www.anfponline.org/students). UND does not accept payment for textbooks.

**Application Checklist**

Before you submit your application, please be sure to:

- Read the entire brochure, including the disclosure statement below:
  - By submitting the course application form, I verify all parties have read, understood, and agreed to abide by the Participation Agreements for the Student, RD preceptor, DTR or CDM, CFPP preceptor, and administrator as described in this brochure.
  - I further verify that my RD preceptor, DTR or CDM, CFPP preceptor, and administrator fully agree to this participation agreement, are supportive of my enrollment, and have granted me permission to enroll in this course.
  - I also agree to allow UND to send verification of my student status to the ANFP.

- Choose either the online or correspondence by mail format.
- Provide all the required information on the application. If taking the online format: include active email addresses for you and your preceptor(s).
- Submit full payment for your course with your application. Enrollment does not begin until full payment is received. Checks are made payable to: "University of North Dakota."
- Order the required textbooks ANFP (www.anfponline.org/students). Textbooks are not included in the course costs and cannot be ordered through UND.
- Select the Spanish version of the course if you wish to access course objectives, terminology and lesson discussions in Spanish. Quizzes, exams and assignments must be completed in English.