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 foodservice 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.
- verify that you understand all course exams must be taken online whether in the correspondence by mail course, or the online course.
- 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.

* any student may request and pay for the services of an online UND RD Preceptor at an additional fee.

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 and 2).

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.

Required Reading!

The assignments in UND’s training program were challenging but helped me grow professionally. - Susan Tackaberry, CDM, CFPP, Dietary Director, The Wellstead of Rogers & UND Graduate

ND’s NFP Training Program

- $550 course fee
- Online or by mail
- More than 1,000 annual enrollments

Take the steps to becoming a certified dietary manager today!

Register online anytime!
dietarymanagers.UND.edu
Choose Online or Correspondence by Mail

Work at your own pace and submit lessons on your own schedule - whether online or correspondence by mail.

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 do not feel comfortable with computer technology and the Internet.
• You will receive 3 student manuals and your Preceptor will receive 1 Preceptor manual.
• Students are required to mail their lessons to the instructor. Students are responsible for postage expenses.
• Students understand that all required course exams must be taken online by computer.
• Once the instructor grades a lesson or assignment, it is mailed back to you (a 3 week process).

You can enroll at any time. You have 12 months from your enrollment date to complete all course requirements in the following topics:
• Food Preparation and Sanitation and Food Safety
• Foodservice Management and Human Resource Management
• Basic Nutrition and Medical Nutrition Therapy

Course requirements are:
• 120 hours of classroom experience
  ▪ 12 lessons
  ▪ 3 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/DR preceptor in non-nutrition portions.

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

UN-Provided Online RD Preceptor Services

If you do not have an RD preceptor, you may use an online UND preceptor for an additional $300 fee. The fee is non-refundable once your application has been processed. The student is required to arrange for the 150 hours of field experience in an institutional foodservice facility.

Course Cost

• The course cost is $550.00, which includes tuition, required materials preceptors materials, and course exams. There are no enrollment ‘holds.’ There are no refunds after registering for this course.
• 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). Use the UND school code: 340102 for a student discount. 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 Agreement for the Student, RD preceptor, DTR or CDM, CFPP preceptor and administrator as described in this brochure.

I further verify 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.

☐ Choose either the online or correspondence by mail format.

☐ Provide all the required information on the application. 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.” There are no refunds after registering for this course.

☐ Order the required textbooks ANFP (www.anfponline.org/students). Textbooks are not included in the course costs and cannot be ordered through UND.

Register online anytime!

dietarymanagers.UND.edu