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FOREWORD

• This Dietetics Program Student Handbook has been prepared by the instructional faculty of the Tarrant County College District’s (TCCD) Dietetics Program, to serve as a communications tool for individuals involved in Dietetics Program. Some of the information contained in this manual is not routinely repeated in any other course documents, so it is important that each student familiarize himself/herself thoroughly with its contents and retain this copy for future reference.

• This Student Handbook is reviewed in class in Introduction to Dietetics (FDNS 1103) and is used as a reference throughout the Program.

• In addition to use by students, this manual is intended for advising students concerning career placement or recruitment, by individuals considering enrollment in the Dietetics Program and by faculty and supervised practice supervisors during program operation.

• It is important that each person concerned with the Dietetics Program reviews the guidelines outlined on the following pages to assure efficient communications and smooth flow of operations. Every step of the educational process requires ongoing review and revision. Information, requirements and regulations contained in this manual are subject to change without prior notice.

TCCD is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, or veteran status.

Copyright Tarrant County College District Dietetics Program, Updated October, 2018
Welcome to the Dietetics Program of Tarrant County College District.

The Dietetics Program Student Handbook contains materials regarding policies relating to the Tarrant County College Southeast Campus Dietetics Program. It is meant to assist you and provide guidance from entrance to graduation. This handbook details program requirements, pathway to become a Certified Dietary Manager (CDM) and a Nutrition and Dietetic Technician, Registered (NDTR), and information on course scheduling.

The Dietary Manager Program is a 20-college credit certificate. Upon completion of all program requirements, students are eligible to sit for the Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®) credentialing exam through the Association of Nutrition and Foodservice Professionals (ANFP).

The Dietetic Technician Program is a 2-year Associate of Applied Science Degree. Upon completion of all program requirements, students are eligible to sit for the national credentialing examination to become a Nutrition and Dietetic Technician, Registered (NDTR) through Commission of Dietetic Registration (CDR).

This handbook is not all inclusive and is designed to supplement the TCCD College Catalog (www.tccd.edu) and TCCD Student Handbook (https://www.tccd.edu/services/student-life/rights-and-responsibilities/student-handbook/).

If answers to your questions cannot be located in the TCCD catalog, or TCCD Dietetics Handbook, please contact:

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Dietetic Technician Program Director  
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christina.liew-newville@tccd.edu

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Business and Technology Division  
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2100 Southeast Parkway |Arlington, TX  76018  
Email your questions to se.technicalprograms@tccd.edu
Dietetics Program Mission Statement

The mission of the Dietetics Program is to train and produce competent entry-level nutrition and dietetic technicians to meet the increased nutritional needs of the community and the demand of the workforce.

Accreditation / Credentialing

Dietetic Technician Program

The Dietetic Technician Program at TCCD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates of the TCC Dietetic Technician Program are eligible to take the national Registration Examination for Nutrition Dietetic Technicians through the Commission on Dietetic Registration (CDR). Those who pass the examination and maintain continuing education requirements may use the title “Nutrition and Dietetic Technician, Registered” (NDTR or DTR), recognized throughout the United States.

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995
Phone 1-800-877-1600 ext 5400
Email: acend@eatright.org or visit www.eatright.org/ACEND/

Commission on Dietetic Registration (CDR)
Credentialing Agency for the Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995
Toll Free: 800-877-1600 Ext. 5500, Fax: 312-899-4772
E-mail: cdr@eatright.org or visit www.cdrnet.org/

Dietary Manager Program

The Dietary Manager Program at TCCD is an approved Training Program through the Association of Nutrition & Foodservice Professionals (ANFP). Graduates of the TCC Dietary Manager Program are eligible to take the Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®) exam.

Certifying Board for Dietary Managers
Association of Nutrition & Foodservice Professionals
406 Surrey Woods Drive, St. Charles IL, 60174
Phone 800.323.1908 | Fax 630.587.6308 | www.ANFPonline.org
Tarrant County College-Southeast Campus
Program Offerings

Special Admission Programs

Dietary Manager Program (20 credits)

Dietetic Technician Program (60 credits)

Open Admission Programs

Healthy Meal Planning Occupational Skills (9 credits)

Nutrition Specialist I Certificate (16 credits)

Food and Nutrition Coach Certificate (43 credits)

Deadline to submit all application materials:

Fall Admission: May 1st
Spring Admission: December 1st
Section 1:
Dietary Manager Program
Approved Training Program/ Credentialing

- The Dietary Manager Program at TCCD is an approved Training Program through the Association of Nutrition & Foodservice Professionals (ANFP).

- Graduates of the TCC Dietary Manager Program are eligible to take the Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®) exam. The exam is administered by Applied Measurement Professionals, Inc. (AMP), which has more than 190 testing sites in the U.S. The CDM certification program is accredited by the National Commission for Certifying Agencies (NCCA®)

- A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) has passed a nationally recognized credentialing exam offered by the Certifying Board for Dietary Managers. Continuing education is required to maintain these credentials.

- A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) has the education, training, and experience to competently perform the responsibilities of a nutrition and foodservice professional and has proven this by passing a nationally-recognized credentialing exam and fulfilling the requirements needed to maintain certified status. The CDM, CFPP also demonstrates specific competency in the area of food protection and sanitation. Most work in healthcare environments such as Continuing Care Retirement Communities (CCRC), nursing homes and hospitals.

Certifying Board for Dietary Managers
Association of Nutrition & Foodservice Professionals
406 Surrey Woods Drive, St. Charles IL, 60174
Phone 800.323.1908 | Fax 630.587.6308 | www.ANFPonline.org
Dietary Manager Program
Goals and Outcome Measures

Goal 1:
To graduate competent entry level Dietary Managers who are employable in the workforce.
Outcome:
The pass rate for Dietary Manager graduates taking the registration examination for the first time will be at least 70%, over a five-year period.

Goal 2:
To promote program growth through student retention and recruitment.
Outcome:
To have an average retention rate of 75% for Dietary Manager students enrolled in practicum courses over a five-year period.

Goal 3:
To provide community service through student and faculty involvement in professional organizations and/or community projects.
Outcome:
Seventy-five percent of students who completed FDNS 1168 will participate in service-learning.
Pathways to Become a

Certified Dietary Manager (CDM)

Pathway 1: for candidates who have graduated from an ANFP-approved dietary manager training program (Tarrant County College-Southeast campus). You must submit a copy of your certificate of course completion, or your name must appear on the official graduate listing that is sent to ANFP by Tarrant County College Southeast campus Dietary Manager Program Director by the application deadline.

Pathway 2: for candidates who hold a two-year or four-year college degree in foodservice management or nutrition, or a related degree such as culinary arts or hotel restaurant management. Please submit a copy of your transcripts with your exam application to ANFP.

Pathway 3: for graduates of a state-approved or other approved 90-hour foodservice course, who also have two years of institutional foodservice management experience. If applying under Pathway 3, you must submit Employment Information Form with your exam application to ANFP. Form is available at: www.anfponline.org/Docs/examApp_Path3.pdf.

Pathway 4: for current and former members of the U.S. military who have graduated from an approved military dietary manager training program and have attained the grade of E-5. You must submit to ANFP your documentation of military training and pay grade when applying under Pathway 4 to determine eligibility. Note that your exam fee may be reimbursable through the Montgomery GI Bill; visit www.gibill.va.gov for information.

Certifying Board for Dietary Managers
Association of Nutrition & Foodservice Professionals
406 Surrey Woods Drive, St. Charles IL, 60174
Phone 800.323.1908 | Fax 630.587.6308 | www.ANFPonline.org
Pathway to Become a CDM at TCCD

Special Admission to Dietary Manager Program

Complete DM Program Courses and Practicum
(Obtain Dietary Manager Certificate)

Complete Verification Requirements
(Dietary Manager Program Director will submit once completed)

Complete exam application through ANFP
(paper or electronic application)

Complete CDM/CFPP exam
- Pass the CDM/CFPP credentialing exam
- Activate certified status and submit the appropriate fee
- Maintain CDM/CFPP certification

Apply Pre-Professional Membership to ANFP
Employment

Certified Dietary Manager, Certified Food Protection Professionals (CDM, CFPPs) are nationally recognized experts at managing dietary operations. Many work in healthcare facilities such as nursing homes, rehab facilities, senior living communities, or hospitals. Some work in correctional facilities, schools, and military facilities. Others work for corporations. Certified Dietary Managers are trained and qualified to manage menus, food purchasing, and food preparation; and to apply nutrition principles to patient care, document nutrition information, ensure food safety, and manage work teams.

The CDM, CFPP credentials indicate that these individuals have the training and experience to competently perform the responsibilities of a dietary manager. CDM, CFPPs work together with registered dietitians to provide quality nutritional care for clients.

Employment Outlook

ANFP 2015 Salary and Benefits Survey Results

- The average full-time salary is $50,766.
- Those with CDM, CFPP credentials continue to earn more than those without them.
- Participants with culinary arts education or a Bachelor’s degree earn the highest salaries.
- Benefits most commonly reported by nutrition and foodservice professionals include regular hours, paid vacations, paid holidays, paid sick days, medical insurance, life insurance, vision and dental insurance and 401 K plan.

Typical Working Conditions

Working conditions may include varied hours, long days, and juggling multiple demands. Certified Dietary Managers work with both people and paperwork. They tend to be energetic, results-oriented problem-solvers who thrive on challenge and enjoy teamwork. Employment in food service is not dependent on economic conditions and is growing steadily. The fastest-growing segment of the market is eldercare, an area where the skills of Certified Dietary Managers are essential.
Roles and Responsibilities of CDMs

The CDM, CFPP credentials indicate that these individuals have the training and experience to competently perform the responsibilities of a dietary manager. CDM, CFPPs work together with registered dietitians to provide quality nutritional care for clients and perform the following tasks on a regular basis:

- Conduct routine client nutritional screening which includes food/fluid intake information
- Calculate nutrient intake
- Identify nutrition problems
- Implement diet plans and physicians’ diet orders using appropriate modifications
- Utilize standard nutrition care procedures
- Document nutritional screening data in the medical records (i.e. care plans, MDS, etc.)
- Review intake records, do visual meal rounds, and document food intake
- Participate in client care conferences
- Provide clients with basic diet information
- Specify standards and procedures for food preparation
- Continuously improve care and service using quality management techniques
- Supervise preparation and serving of therapeutic diets and supplemental feedings
- Manage a sanitary foodservice environment
- Protect food in all phases of preparation, holding, service, cooling, and transportation
- Purchase, receive, and store food following established sanitation and quality standards
- Purchase, store, and ensure safe use of chemicals and cleaning agents
- Manage equipment use and maintenance
- Develop work schedules, prepare work assignments
- Prepare, plan, and conduct departmental meetings and in-service programs
- Interview, hire, and train employees
- Conduct employee performance evaluations
- Recommend salary and wage adjustments for employees
- Supervise, discipline, and terminate employees
- Supervise business operations of dietary department
- Prepare purchase specifications and orders for food, supplies, and equipment
- Develop annual budget and operate within budget parameters
- Develop and implement policies and procedures
Dietary Manager Program Admission Criteria

- Have a TCC Student Identification Number
- Be TSI Compliant

Program Requirements

- Students who are TSI compliant and submitted a Dietetics Program Application will be accepted into the Dietary Manager program.

- Students who completed the certificate and met all verification requirements are eligible to sit for the national Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®) credentialing examination.

- Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening upon request and prior to starting practicum rotation. Student with a felony charges within the last 10 years is unlikely to get a placement in school or clinical settings. Students must also meet the physical requirements of the practicum. Inability to meet the physical requirements may affect practicum placement and performance evaluation. Student must have reliable transportation to and from practicum site. Criminal background check and/or drug screening. Students interested in enrolling in practicum must submit a practicum petition by the deadline and receive a granted petition prior to registering.

- **Students not enrolled in dietetic courses for two consecutive semesters will be removed from the program.**

- **Students must complete all courses with a “C” or better.**
**Dietary Manager Program Requirements**

To become a Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®), the students must successfully complete the (1) coursework and (2) supervised practice (practicum) requirements in order to obtain the CDM certificate. Upon completion of the (3) verification requirements, students are eligible sit for the Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®) exam.

**Students must complete both Coursework and Practicum Requirements.**

1. **Coursework Requirements**

**First Year First Semester**

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<td>FDNS</td>
<td>1103</td>
<td>Introduction to Dietetics</td>
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<td>HECO</td>
<td>1322</td>
<td>Nutrition and Diet Therapy</td>
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<tr>
<td>FDNS</td>
<td>1370</td>
<td>Principles of Food Prep; or CHEF 1301</td>
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<tr>
<td>CHEF</td>
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<td>Sanitation and Safety*; or BIOL 2420</td>
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**First Year Second Semester**

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<td>DITA</td>
<td>1301</td>
<td>Dietary Manager II</td>
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<td>IFWA</td>
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<td>Quantity Procedures</td>
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**Second Year First Semester**

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<td>FDNS</td>
<td>1168</td>
<td>Practicum: Dietetics/Dietitian (Capstone)</td>
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**Total Semester Hours** | 20

- **Students must complete all courses with a “C” or better.**
Dietary Manager Program Requirements

2. Supervised Practice (Practicum) Requirements

Practicum hours are mandated by the Association of Nutrition and Foodservice Professionals (ANFP) and are necessary for successful completion of the Dietary Manager Program. ANFP requires a minimum of 150 hours of supervised field experience be completed by each student for program completion. Of the 150 hours, at least 25 hours must be directly supervised by a Registered Dietitian. Student are required to sign in and out on a Time-log sheet. The course instructor will provide these forms.

Practicum provides supervised practice experience in real life situations. Students are required to complete 1 practicum course with a minimum of 150 hours. Student placements are determined by instructor and depending on the availability of preceptors and supervised practice facilities. All supervised practice facilities must have qualified preceptors, meet program requirements and have a current affiliation agreement with TCCD. Practicum students are not employees and do not receive compensation from the facility.

Strict attendance in supervised practice courses is necessary to satisfactorily accomplish the objectives of the courses, and in order to avoid detracting from or interrupting the ongoing work of the facility. Make-up work is often difficult to schedule for the student, the facility and the instructor.

Practicum Hours

Students must complete a minimum of 14-16 hours a week. Typical practicum hours are on Wednesday and Friday starting between 6:00 am – 8:00 am. Some facilities may require earlier or later hours depending on hours of operation. Students are required to coordinate arrival time with preceptor. Student must be flexible with schedule to complete field experience hours. Students must be available for practicum during practicum hours, have reliable transportation and be flexible with site placement. For additional requirements, please see Supervised Practice Requirements.

3. Verification Requirements

In order to take the credentialing examination to become a Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®), graduates of the CDM certificate must first be verified by the Dietary Manager Program Director. Students must meet the following verification requirements to have information sent to ANFP to sit for credentialing exam.

- Successfully completed all 20 credit CDM certificate courses with a C or better.
- Must receive satisfactory evaluation on core competencies by preceptors
- Attend Dietary Manager Program exit meeting during the last two weeks of class (during last semester) to complete appropriate paperwork for submission to ANFP.
TCCD Dietary Manager Program
Estimated Cost of Completion

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>In County Tuition</td>
<td>1,180</td>
</tr>
<tr>
<td>Books</td>
<td>1,000</td>
</tr>
<tr>
<td>Uniforms and Shoes</td>
<td>250</td>
</tr>
<tr>
<td>Background check and Drug screen</td>
<td>80</td>
</tr>
<tr>
<td>Finger printing</td>
<td>40</td>
</tr>
<tr>
<td>Compliance Tracker</td>
<td>25</td>
</tr>
<tr>
<td>Professional Organization membership</td>
<td>64</td>
</tr>
<tr>
<td>Application for Licensure Exam</td>
<td>400</td>
</tr>
<tr>
<td>CPR Certification</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,089</strong></td>
</tr>
</tbody>
</table>

Scholarships and Financial Assistance

For students in need of financial aid, pamphlets and applications describing all programs of financial assistance at TCC are available through the Financial Aid Office. In addition, scholarships are frequently available through professional organizations, such as the Association of Nutrition & Foodservice Education Foundation. The following scholarships are available specifically for dietary manager students. Please contact the organizations for eligibility requirements and application deadlines.


1. **Student Scholarship:** Scholarships will be awarded to students accepted into or currently enrolled in an ANFP-Approved Training Program [www.anfponline.org/Training/programs.shtml](http://www.anfponline.org/Training/programs.shtml). In addition to the $250 award toward the student’s school program costs, the Nutrition & Foodservice Education Foundation (NFEF) will also cover the certification exam registration fee cost for any scholarship recipient who goes on to take the exam. The exam must be taken within one year of program completion, and registration fee payment will be made one-time only. Any other exam-related costs will be the responsibility of the applicant. Scholarship Amount: $250 program & $399 exam fee; Application Deadline: June 1

2. **CDM Exam Only Scholarship:** Scholarship will cover the cost of the exam; the Foundation staff will confirm scholarship recipients with ANFP exam services staff. Any other exam-related costs will be the responsibility of the applicant. The applicant must register for the exam within 90 days of receiving their scholarship. Scholarship Amount: $399 exam fee; Application Deadline(s): March 1, June 1, September 1, December 1.
Section 2:
Associate in Applied Science (AAS)
Dietetic Technician Program
Dietetic Technician Program

Mission, Goals and Outcome Measures
(Standard 3)

The mission of the Dietetic Technician Program is to train and produce competent entry-level nutrition and dietetic technician to meet the increased nutritional needs of the community and the demand of the workforce. (Std. 3.1)

Goal #1 – Program graduates will demonstrate knowledge and skills as entry level dietetics professionals.

a. Program Completion: At least 80% of students enrolled in the Dietetic Technician Program will complete the program in the following specified time frames: 36 months for full-time students, and 72 months for part-time students. (Std. 3.3.2.1)

b. Graduate Performance: The program's one-year pass rate on the CDR credentialing exam for nutrition and dietetic technicians is at least 70%. (Std. 3.3.2.3.b)

c. Graduate Performance: 50% of graduates will take the CDR credentialing exam for nutrition and dietetic technicians within 12 months of program completion. (Std. 3.3.2.3.a)

d. Program Specific: Eighty percent of graduates who completed the graduate survey will agree or strongly agree that the Dietetic Technician Program provides adequate teaching and training to become a competent Dietetics professional. (Std. 3.3.1)

Goal #2 – Program graduates will successfully obtain employment in dietetics or related field.

a. Program Specific: Eighty percent of graduates who completed the graduate survey will agree or strongly agree that TCC Dietetic Technician Program provides adequate preparation for a job interview. (Std. 3.3.1)

b. Graduate Employment: Of graduates who seek employment, 70% are employed in nutrition and dietetics or related field within 12 months of program completion. (Std. 3.3.2.2)

c. Employer Satisfaction: Eighty percent of the graduates will be rated by their employers as having satisfactory or higher as an entry-level Dietetics professional. (Std. 3.3.4)

Note: Program outcomes data are available upon request.
Nutrition Dietetic Technicians, Registered, (NDTR) are professionals with education and training in food and nutrition. The following are requirements from the Academy of Nutrition and Dietetics to become a Nutrition Dietetic Technician, Registered (NDTR).

- Completed at least a two-year associate degree at a US regionally accredited college or university.
- Completed a dietetic technician program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics to become a Nutrition Dietetic Technician, Registered, (NDTR), including 450 hours of supervised practice experience (practicum) in various community programs, health-care and food service facilities. OR Bachelor of Science degree with an ACEND-accredited Didactic or Coordinated program.
- Passed a national examination administered by the Commission on Dietetic Registration (CDR).
- Completed accrued 50 hours of approved continuing professional education over five-year period.
- Complied with the Professional Development Portfolio (PDP) recertification requirements.
Employment

Dietetic Technicians may work in nutrition services or dietary departments of health care facilities, or as managers in food service operations. Since dietetic technician positions were introduced, dietetic technician(s) and dietitian(s) frequently function as teams, with the dietetic technician performing the daily management or lower-risk nutrition care functions, and the dietitian assuming administrative or higher risk clinical patient care responsibilities.

The majority of dietetic technicians in the Dallas Fort-Worth areas work in hospitals. Other employers include nursing homes, residential and long-term care facilities, public health nutrition programs, nutrition programs for the elderly, weight management centers, child nutrition and school lunch programs, food service management firms, and health & fitness centers. Dietetic technicians are encouraged to explore employment opportunities in management, menu planning, quality improvement and private consultation for the public food service sector (i.e. hotels, restaurants, fast food, cafeterias.)

Employment Outlook

Graduates of TCCD's Dietetic Technician Program have experienced success in finding satisfactory employment in the field. A small number of graduates in relation to the community's needs have typically resulted in the acquisition of employment prior to graduation or shortly thereafter. The professional contacts made while participating in supervised practice courses create opportunities as employers are able to directly assess the competency of the student prior to making employment decisions. In addition, students have the opportunity to work with people who can provide valuable references as the student or graduate begins to seek employment.

The U. S. Bureau of Labor Statistics Employment projects the field for dietitians and nutritionists to grow 16 percent from 2014 to 2024. In recent years, interest in the connection between food and nutrition and health and wellness has increased, particularly as a part of preventive healthcare in medical settings. Fast growth is expected in nursing homes, residential care facilities, and physician clinics.

According to 2015 Compensation and Benefits Survey of the Dietetics Profession, median cash compensation for NDTRs employed in the position full time for at least one year is $43,400. Hourly wages for fulltime employees with at least one year of experience range from $14 - $30. Salary levels vary with region, employment setting, geographical location, scope of responsibility and supply of NDTRs. Typical entry salary in the DFW areas is about $13- $15/hour.
Roles and Responsibilities of NDTRs

NDTRs are integral part of the health care team in Clinical, Community and Food Service. The duties of the dietetic technicians vary depending on the work setting, but often include functions such as the following:

Clinical
NDTRs work under the supervision of RD to screen and assess patients in hospital and nursing homes. Typical duties include

- Perform nutrition screening
- Collect dietary intake
- Calculate nutrients intake
- Assess patient nutrition status
- Modify menus to meet special dietary needs
- Counsel patients on specialized meal plans
- Monitor patient’s nutrition status
- Attend interdisciplinary team conferences

Community
NDTRs promote nutrition and wellness in a variety of settings including government meal programs, WIC, Headstart centers, schools, fitness centers, afterschool programs, community events, food companies, nutrition software companies and assist private practice Registered Dietitian. Typical duties include

- Plan and develop lesson plan
- Present nutrition information to a variety of audience
- Plan health and nutrition promotion programs or events
- Develop nutrition education materials
- Promote or market nutrition messages or products
- Assess nutrition education needs of clients

Dietary Management
NDTRs manage food service facilities for nursing homes and hospital. Typical duties include

- Supervise food production and food service employees
- Purchase and maintain inventory
- Plan and modify menus to meet special dietary needs
- Forecast production needs
- Maintain compliance to safety and sanitation guidelines
- Evaluate and improve customer satisfaction
Pathway to Become a NDTR at TCCD

Admitted to DT program

Complete DT Program Courses and Practicum
  ➢ Obtain AAS Degree

Complete Verification Requirements
  ➢ Obtain Verification Statement

Apply for Registration Eligibility with CDR
  (Through Program Director)

Complete NDTR Exam
  ▪ Pass NDTR Exam
  ▪ Maintain Certification with CDR

Adapted from www.eatright.org
Admission Criteria for AAS Degree in Dietetic Technician

Deadline to submit all application materials:  
**Fall Admission:** May 1st  
**Spring Admission:** December 1st

- Have a TCC Student Identification Number  
- Be TSI Compliant  
- Completed a minimum of 12 college credits (including the following two prerequisite dietetic courses) by the end of the semester.  
  - FDNS 1103 Introduction to Dietetics (1 Credit Hours)  
  - HECO 1322 Nutrition and Diet Therapy (3 Credit Hours)  

*FDNS 1103 and HECO 1322 must be completed with a “B” or better within the last five years from the starting semester. Additional 8 college credits must be completed within the last 5 years with a C or better.*

Note:
Students enrolled in FDNS 1103 and HECO 1322 may apply to the Dietetic Technician program prior to course completion. However, students will not be admitted to the program until the course grade is published on student’s transcript.

Students interested in applying to the Dietetic Technician Program may also register for the following courses prior to being accepted into the Dietetic Technician Program.

- FDNS 1103 Introduction to Dietetics (1 Credit Hours)  
- HECO 1322 Nutrition and Diet Therapy (3 Credit Hours)  
- FDNS 1370 Principles of Food Preparation (3 Credit Hours)  
- FDNS 1371 Child Nutrition and Programs (3 Credit Hours)  
- CHEF 1205 Sanitation and Safety (2 Credit Hours)  

or any of the required general classes.

**Selection Criteria**
A selection committee reviews the applications and selects those applicants based on the Applicant Score. There is no minimum GPA requirement. Thirty students will be selected each semester.

**Applicant Score** = Grade Point Average of Dietetics Courses completed within the last five years + bonus points

Bonus points are assigned based on the following criteria.
- Work or voluntary experience in the field of dietetics and healthcare within the last seven years  
  (Only verified experience within the last 7 years will be awarded bonus points.)  
- Prior Associate, Bachelor or Graduate’s degree (Official Transcript required)  
- Final Grade in Dietetics and Anatomy & Physiology Courses within last 5 years (Official Transcript required)
The Dietetic Technician Program at TCCD is an Associate in Applied Science degree program which consists of 60 semester hours.

Approximately two thirds of the required courses are specialized (related specifically to dietetics subject matter) and are offered only on the Southeast Campus; approximately one-third of required courses are general academic subjects and are offered on any of the four TCCD campuses.

Full-time students who enter in a fall semester and who follow the course sequence outlined may complete the Dietetic Technician Program in two to three years. Required courses are listed in the order recommended for full-time students who begin in a fall semester. Most classes are offered during the day with a few offered in the evening. Several of the Dietetic Technician specialized courses are offered once a year, therefore, it is very important for students to work closely and carefully with an advisor to prevent significant delays in program completion. The entire program cannot be completed by attending only evenings.

Part-time students or those who enter in a spring or summer semester will take longer to complete the program. Part-time students should begin schedule planning early but should remain as flexible as possible.

Some courses have prerequisite or concurrent enrollment requirements and/or recommendations that also affect scheduling. The TCCD Catalog specifies course prerequisites and concurrent enrollment requirements. Please refer to Appendix B for course sequencing and prerequisite/concurrent enrollment requirements.

Graduates of the TCC Dietetic Technician Program are eligible to take the national Nutrition Dietetic Technician, Registered, credentialing examination administered by the Commission on Dietetic Registration (CDR). Those who pass the exam and maintain continuing education requirements may use the title Nutrition Dietetic Technician, Registered (NDTR or DTR), which is recognized throughout the United States.
Dietetic Technician Program Requirements

Students must successfully complete the coursework, supervised practice (practicum) and verification requirements in order to earn the A.A.S. Degree in Dietetic Technician and to take the NDTR credentialing examination.

1. Coursework Requirements

Prerequisite Courses
FDNS 1103 Introduction to Dietetics 1 Semester Hour
HECO 1322 Nutrition and Diet Therapy 3 Semester Hours

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDNS</td>
<td>1370</td>
<td>Principles of Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>CHEF</td>
<td>1205</td>
<td>Sanitation and Safety; or BIOL 2420</td>
<td>2</td>
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<tr>
<td>DITA</td>
<td>1300</td>
<td>Dietary Manager I</td>
<td>3</td>
</tr>
<tr>
<td>DITA</td>
<td>1301</td>
<td>Dietary Manager II</td>
<td>3</td>
</tr>
<tr>
<td>FNDS</td>
<td>1371</td>
<td>Child Nutrition and Programs</td>
<td>3</td>
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First Year First Semester

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDNS</td>
<td>1309</td>
<td>Nutrition in Community</td>
<td>3</td>
</tr>
<tr>
<td>FDNS</td>
<td>1346</td>
<td>Medical Nutrition Therapy II</td>
<td>3</td>
</tr>
<tr>
<td>IFWA</td>
<td>2446</td>
<td>Quantity Procedures</td>
<td>4</td>
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<tr>
<td>FDNS</td>
<td>1168</td>
<td>Practicum: Dietetics/Dietitian</td>
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</tr>
<tr>
<td>BIOL</td>
<td>2401</td>
<td>Anatomy and Physiology I</td>
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Summer

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<tr>
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<th>Course Number</th>
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<tbody>
<tr>
<td>SPCH</td>
<td>1311, 1315, or 1321</td>
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Second Year First Semester

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>FDNS</td>
<td>1341</td>
<td>Nutrition in Life Cycle</td>
<td>3</td>
</tr>
<tr>
<td>FDNS</td>
<td>1447</td>
<td>Medical Nutrition Therapy III</td>
<td>4</td>
</tr>
<tr>
<td>ENGL</td>
<td>1301</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>BIOL</td>
<td>2402</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>FDNS</td>
<td>2168</td>
<td>Practicum: Dietetics/Dietitian</td>
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</table>

Second Year Second Semester

<table>
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<th>Rubric</th>
<th>Course Number</th>
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<th>Semester Hours</th>
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<tr>
<td>FDNS</td>
<td>2400</td>
<td>Food Management Systems</td>
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<tr>
<td>FDNS</td>
<td>1192</td>
<td>Special Topics</td>
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<tr>
<td>FDNS</td>
<td>2169</td>
<td>Practicum: Dietetics/Dietitian (Capstone)</td>
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<tr>
<td>PSYC</td>
<td>2301</td>
<td>Introduction to Psychology or SOCI 1301</td>
<td>3</td>
</tr>
</tbody>
</table>

* Student must complete the Prerequisite Courses with a ‘B’ or better.

Note: All DITA, FDNS, HECO and IFWA courses with a “C” or better to graduate from the Dietetic Technician Program. FDNS 1346 and FDNS 1447 must be completed within five years from graduation.
2. Supervised Practice (Practicum) Requirements

Practicum hours are mandated by Accreditation Council for Education in Nutrition and Dietetics (ACEND) and are necessary for successful program completion. ACEND requires that a minimum of 450 hours of supervised practice be completed by each student for program completion. The 450 hours are divided among the 3 Practicum courses. Students are required to sign in and out on Practicum timesheet. The course instructor will provide these forms.

Practicum provides supervised practice experience in real life situations. Students are required to complete 3 practicum courses with a minimum of 150 hours for each practicum. Full-time students typically start their practicum rotation on the second or third semester with a practicum for each of the following semester. Part-time students typically complete the practicum during the last three semesters prior to graduation.

Student placements are determined by instructor and depending on the availability of preceptors and supervised practice facilities. All supervised practice facilities must have qualified preceptors, meet program requirements and have a current affiliation agreement with TCCD. Practicum students are not employees and do not receive compensation from the facility. Supervised practice sites are typically within 60 miles of TCC SE campus.

Strict attendance in supervised practice courses is necessary to satisfactorily accomplish the objectives of the courses, and in order to avoid detracting from or interrupting the ongoing work of the facility. Make-up work is often difficult to schedule for the student, the facility and the instructor.

Practicum Hours
Students must complete a minimum of 14-16 hours a week. Typical hours are on Wednesday and Friday from 8am-5pm. Some facilities may require earlier or later hours depending on hours of operation. Students must be available for practicum during practicum hours, have reliable transportation and be flexible with site placement. Students are typically placed within 60 miles of TCC SE campus.

3. Verification Requirements

In order to take the credentialing examination to become a Nutrition Dietetic Technician, Registered (NDTR), graduates of the Dietetic Technician Program must first be verified by the program director. Students must meet the following verification requirements to receive verification statement from the program director.

- Successfully completed all dietetic courses (DITA, FDNS, HECO, and IFWA) with a C or better
- A minimum of cumulative GPA of 2.0
- Must receive satisfactory evaluation on core competencies by preceptors
- Must receive satisfactory performance (70% or better) on all CNDT assessments
- Attend exit interview during the last two weeks of class to complete appropriate paperwork for submission to the CDR.
- Graduated with an AAS degree
- Student must pass a NDTR Competencies Exit Exam based on a 70% pass/fail grading system
- Students must arrange to take the NDTR Competencies Exit Exam prior to graduation.
  - Students are given three trials to obtain 70% or more in all three sections of the examination.
  - Students must pass all three sections in three attempts within a one-year time frame. After the one-year time frame, students with remaining attempts must retake and pass all sections in order to be verified.
  - Students who score less than 70% in any three sections can retake the sections after further study. After the second attempt, students must wait 4 weeks to retake the exam to allow adequate time for reviewing and studying the materials.
Students must meet all verification requirements including all three attempts within 12 months post-graduation.

- After passing the exit exam, if the student did not graduate within one year, the student must retake the exit exam and obtain 70% or more in all three sections of the examination.
- If a student fails on the third attempt, the student is required to pursue further coursework based on the needs of the student within a designated time frame as outlined by the program director. After the completion of the courses as specified, the student will be allowed one final opportunity to retake the Dietetic Technician Program exit examination. The student must pass the exit exam in all three components with a 70% or better to be verified by the program director.

- At the discretion of the program director, students may repeat a maximum of four CNDT assessments or complete alternate assignments to meet the competency requirements within a designated time frame.

- Students who decline to take the NDTR Competencies Exit Exam or did not pass the exam will not receive a verification statement to take the NDTR certification examination by CDR.

**Additional Requirements**

Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening upon request and prior to starting practicum rotation. Student with a felony charges within the last 10 years is unlikely to get a practicum placement or obtain employment in the field of dietetics. Students must also meet the physical requirements of the practicum. Inability to meet the physical requirements may affect practicum placement and performance evaluation. Student must have reliable transportation to and from practicum site. Students interested in enrolling in practicum must submit a practicum petition by the deadline and receive a granted petition prior to registering.

**Program Completion Requirements**

- All DITA, FDNS, HECO and IFWA courses with a “C” or better to graduate from the Dietetic Technician Program.
- FDNS 1346 and FDNS 1447 must be completed within five years from graduation.
- All students must complete a minimum of 450 supervised practice hours
- Students who met all verification requirements will be eligible to sit for the national NDTR (Nutrition Dietetic Technician, Registered) credentialing examination.
- Students not enrolled in dietetics courses for two consecutive semesters will be removed from the program.

For graduation, the total number of credit hours shall be at least 60 with a minimum cumulative grade point average of 2.0.

**Length to Program Completion**

Students are highly encouraged to complete the program within 36 months for full-time students, and 60 months for part-time students. Students are given five years to complete courses listed in their degree plan at Tarrant County College. After five years, students are required to switch to a more recent catalog year and meet the new catalog requirements. Students not previously accepted to the Dietetic Technician Program through Special Admission Process must apply to switch to the current catalog. Students not enrolled in Dietetics Courses for 2 consecutive semesters will be removed from the program.
Assessment of Competency

Students are required to demonstrate satisfactory performance on the assessments of the following competencies with a 70% or better. The assessment of the CNDTs will take place in several courses within the dietetics curriculum. Students must meet the competency requirements to be verified to take the NDTR exam.

<table>
<thead>
<tr>
<th>Domain 1: Scientific and Evidence Base of Practice: general understanding of scientific information and research related to the dietetic technician level of practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNDT 1.1: Access data, references, patient education materials, consumer and other information from credible sources.</td>
</tr>
<tr>
<td>CNDT 1.2: Evaluate information to determine if it is consistent with accepted scientific evidence.</td>
</tr>
<tr>
<td>CNDT 1.3: Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria.</td>
</tr>
<tr>
<td>CNDT 1.4: Implement actions based on care plans, protocols, policies and evidence-based practice.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the dietetic technician level of practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNDT 2.1: Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics.</td>
</tr>
<tr>
<td>CNDT 2.2: Use clear and effective oral and written communication.</td>
</tr>
<tr>
<td>CNDT 2.3: Prepare and deliver sound food and nutrition presentations to a target audience.</td>
</tr>
<tr>
<td>CNDT 2.4: Demonstrate active participation, teamwork and contributions in group settings.</td>
</tr>
<tr>
<td>CNDT 2.5: Function as a member of interprofessional teams.</td>
</tr>
<tr>
<td>CNDT 2.6: Refer situations outside the nutrition and dietetics technician scope of practice or area of competence to a registered dietitian nutritionist or other professional.</td>
</tr>
<tr>
<td>CNDT 2.7: Participate in professional and community organizations.</td>
</tr>
<tr>
<td>CNDT 2.8: Demonstrate professional attributes in all areas of practice.</td>
</tr>
<tr>
<td>CNDT 2.9: Show cultural competence in interactions with clients, colleagues and staff.</td>
</tr>
<tr>
<td>CNDT 2.10: Perform self-assessment and develop goals for self-improvement throughout the program.</td>
</tr>
<tr>
<td>CNDT 2.11: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.</td>
</tr>
<tr>
<td>CNDT 2.12: Participate in advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.</td>
</tr>
<tr>
<td>CNDT 2.13: Practice and/or role play mentoring and precepting others.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations at the dietetic technician level of practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNDT 3.1: Perform nutrition screening and identify clients or patients to be referred to a registered dietitian nutritionist.</td>
</tr>
<tr>
<td>CNDT 3.2: Perform specific activities of the Nutrition Care Process as assigned by registered dietitian nutritionists in accordance with the Scope of Nutrition and Dietetics Practice for individuals, groups and populations in a variety of settings.</td>
</tr>
<tr>
<td>CNDT 3.3: Provide nutrition and lifestyle education to well populations.</td>
</tr>
<tr>
<td>CNDT 3.4: Promote health improvement, food safety, wellness and disease prevention for the general population.</td>
</tr>
<tr>
<td>CNDT 3.5: Develop nutrition education materials for disease prevention and health improvement that are culturally and age appropriate and designed for the educational level of the audience.</td>
</tr>
<tr>
<td>CNDT 3.6: Perform supervisory functions for purchasing, production and service of food that meets nutrition guidelines, cost parameters and health needs.</td>
</tr>
<tr>
<td>CNDT 3.7: Modify recipes and menus for acceptability and affordability that accommodate the cultural diversity</td>
</tr>
</tbody>
</table>
and health status of various populations, groups and individuals.

**Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations**

| CNDT 4.1 | Participate in quality improvement and customer satisfaction activities to improve delivery of nutrition services. |
| CNDT 4.2 | Perform supervisory, education and training functions. |
| CNDT 4.3 | Use current nutrition informatics technology to develop, store, retrieve and disseminate information and data. |
| CNDT 4.4 | Participate in development of a plan for a new service including budget. |
| CNDT 4.5 | Implement and adhere to budgets. |
| CNDT 4.6 | Assist with marketing clinical and customer services. |
| CNDT 4.7 | Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment |

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**Estimated Cost of Completion**

**TCCD Dietetic Technician Program**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-County Tuition</td>
<td>$3540</td>
</tr>
<tr>
<td>Books</td>
<td>$3000</td>
</tr>
<tr>
<td>Uniforms and Shoes</td>
<td>$250</td>
</tr>
<tr>
<td>Background check and drug screen</td>
<td>$200</td>
</tr>
<tr>
<td>Finger Printing</td>
<td>$40</td>
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<tr>
<td>Compliance Tracker</td>
<td>$25</td>
</tr>
<tr>
<td>Professional Organization membership</td>
<td>$65</td>
</tr>
<tr>
<td>Application for Credentialing Exam</td>
<td>$120</td>
</tr>
<tr>
<td>CPR Certification</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7290</strong></td>
</tr>
</tbody>
</table>

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**Scholarships and Financial Assistance**

For students in need of financial aid, pamphlets and applications describing all programs of financial assistance at TCC are available through the Financial Aid Office. In addition, scholarships are frequently available through professional organizations, such as The American Dietetic Association, and the Texas Dietetic Association. The following scholarships are available specifically for dietetics students. Please contact the organizations for eligibility requirements and application deadlines.

- Academy of Nutrition and Dietetics
- Texas Academy of Nutrition and Dietetics
- Cristella’s Memorial Scholarship
- Margaret Schilling’s Memorial Scholarship
- Tarrant County Medical Society
Transfer of TCCD Credits to a Four-Year University

Students planning to transfer TCCD course work to another college or university should contact the Dietetic Technician Program Director and the transfer institution to determine its transfer policy. The decision to accept TCCD courses in transfer and/or to apply those courses to individual degree plans is made by the receiving institution. Core courses required for a dietetic technician degree at TCCD apply toward a bachelor's degree in dietetics at area senior colleges or universities. Several dietetic technician specialized courses may not transfer as equivalent to baccalaureate specialized courses in dietetics. See the current University Catalog for additional transfer information, especially concerning general academic courses required for a baccalaureate degree in dietetics.

ACEND accredits two types Baccalaureate degree programs. Coordinated Programs provide for the integration of didactic (classroom) instruction with a minimum of 1200 hours of supervised practice within an academic program. Graduates of accredited Coordinated Programs are eligible to write the registration examination for dietitians. There is one undergraduate Coordinated Program available in this area:

**Texas Christian University, Department of Nutrition and Dietetics, Fort Worth, Texas**

Other baccalaureate degree programs approved by ACEND are called Didactic Programs in Dietetics (DPD). These programs meet the academic requirements for registration eligibility, but graduates must meet supervised practice requirements through further training (Dietetic Internships, Advanced degree coordinated programs) to establish eligibility to write the registration examination for dietitians. DPD programs are offered at the following area schools:

**Texas Woman's University, Department of Nutrition and Food Sciences, Denton, Texas**  
**Texas Christian University, Department of Nutrition and Dietetics, Fort Worth, Texas**

ACEND accredited Dietetic Internship programs for RD provide a minimum of 1200 hours of supervised practice. Internship appointments are awarded on a competitive basis through a computer matching process. Graduates are eligible to write the registration examination for dietitians. Area Dietetic Internship programs are as follows:

**Baylor University Medical Center**  
**Medical City of Dallas**  
**Presbyterian Hospital of Dallas**  
**Texas Woman’s University**

Students with Prior Degrees

- Students graduated from a ACEND accredited bachelor’s degree Dietetics program in should contact their program director to inquire eligibility to take the NDTR exam through Pathway III.
- Students graduated from a non-dietetics degree or other nutrition related degrees not accredited by ACEND must complete the TCC DT program requirements in order to sit for the national NDTR examination.
Section 3:
Supervised Practice Guidelines
SUPERVISED PRACTICE (PRACTICUM) GUIDELINES

Supervised practice courses involve student placement in various hospitals, health care facilities, schools and community agencies throughout the North Texas area to complete planned learning activities to meet course outcomes. Students are required to demonstrate competency, exhibit professionalism, and meet all course learning outcomes during the supervised practice. Student must complete all prequisites and submit a practicum petition packet by the practicum petition deadline for practicum course enrollment.

Student placement is based on consideration of course learning outcomes, facility availability, affiliation agreement status, and student performance. All supervised practice sites must have a current agreement with Tarrant County College district, with the exception that site being part of the Tarrant County College District. Facilities interested in being a supervised practice site are required to sign an affiliation agreement with TCCCD and designate a qualified individual to be the preceptor for the students.

General Guidelines

1. Supervised practice cannot be done:
   • in a facility with which TCCD does not have a training agreement or
   • during a time when responsible facility supervision is not available.

2. The amount of time allowed for meals and breaks will be determined depending on specific facility schedules. Students may take their meal with them or purchase at the cafeteria.

3. Smoking or chewing gum is not permitted in the facility except during breaks in designated areas. Follow smoking policy per facility guidelines.

4. Take paper, pencils, copies of assignments, and any reference materials needed when reporting for supervised practice. No other college related activities should be taken into the facilities.

5. All communications should be positive and reflective of a good attitude. At all times students must remain courteous, tactful and respectful in all communications with clients/patients, administrators, hospital and kitchen staff and their site supervisor. Critique or complaints concerning the facility should be discussed with the instructor for appropriate solution. Students should always exhibit concern for the welfare of the facility, its clients/patients and staff.

6. Students may not request any compensation for supervised practice work.

7. Students whose conduct interferes with the on-going operations of a facility, or is not consistent with facility/college policy, or is unsafe, may be withdrawn from a supervised practice course.

8. Illness or injury occurring during supervised practice courses must be reported to the facility supervisor and the instructor. Documentation or Injury Report Form is to be completed and submitted to the Program Director. Emergency treatment may be available at the facility, however expenses incurred are the responsibility of the student. (TCCD does not provide student health care insurance.)

9. Dietetics students must follow dress code and general appearance guidelines while participating in supervised practice activities. See Guidelines on Dress Code and Uniform Requirements.
10. In addition, every student is required to become familiar with specific facility policies and procedures. This includes policies related to the maintenance of a drug-free work environment, and policies related to the prevention of spread of infectious diseases. Different facilities may have policies or standards that differ from those outlined in this manual. In these cases, the student is expected to observe the stricter policy.

**Confidentiality and Patients’ Rights**

During field experience courses the Dietetics students are entrusted with information of an intimate nature. Students are required to maintain confidentiality of information from medical records, employee records, and financial records must be maintained. Confidentiality in discussion in classrooms or at clinical sites is also essential. All students are required to comply with HIPAA. Students must aware of Patients’ Rights, which are included in the Texas State Code for Hospitals and Nursing Facility Operations. Confidentiality and respect are key components of this portion of the Code.

For additional information, please see Code of Ethics for the Certified Dietary Manager, Code of Ethics for the Profession of Dietetics and Patient’s Bill of Rights.

**Documentation of Supervised Practice Hours**

Students are to complete a minimum of 150 hours in each practicum. Time for completing assignments other than at the assigned facilities does not count towards the 150 hours. All practicum hours must be documented using the approved practicum timesheet.

All supervised practice must be documented in writing:

- Students must document time in and time out using Daily Practicum Timesheet.
- Time on the timesheet is to be recorded in ¼ hour increments.
- Lunch breaks do not count for practicum hours.
- Time must be added correctly on the time sheets.
- Timesheet must be signed by the site supervisor, an authorized alternate person, or the practicum course instructor to verify contact hours at the facility.
- Time sheets should be signed daily by the site supervisor. Failure to obtain a signature for a supervised practice day should be discussed with the instructor during the weekly class meeting following the supervised practice day.
- Each week, students are to record total practicum work hours for the week on the Time Log Form.
- All entries should be in blue or black ink and all handwriting should be neat and legible. (Entry using pencil is not accepted)
- Time sheets are due weekly at the beginning of practicum class for the previous week.
- Students are required to complete their time sheet and weekly summary prior to class. It is the student’s responsibility to turn in the timesheet in the event of absence.
- There will be a 10% late penalty per calendar day on any time sheet turned in late after class.

**Practicum Attendance Policy**

- Attendance at the specified time in your assigned facility is mandatory. Students are expected at each facility from 8:00am – 5:00pm (with an hour lunch break), unless specified by instructor or preceptor of alternate time.
• PUNCTUALITY and attendance are very important. Students are not allowed to leave early except for extenuating circumstances, such as family emergency and illnesses. Please schedule medical or personal appointments around the practicum hours. Students may leave at 4:00pm if lunch break is missed for traveling to off-site assignments.

• Punctuality and attendance will be reflected on the student appraisal form, which in turn will affect the semester grade.

Practicum Absences
• Final grade in the practicum course is affected by student practicum attendance. Students are given two excused absences without affecting the final grade. It is the student's responsibility to turn in assignments and timesheets on time in the event of absences.

• The effect of an absence on your final course average is as follows:
  o Each absence (excused or unexcused) after the first two excused absent will lower your final course average by 5%.
  o Each unexcused absent will lower your final course average by 5%.
  o The final computed average will be adjusted if any absences have occurred as described.

• A valid excuse includes death in immediate family, illnesses, surgeries, emergencies, out of town conference or court appearance.

• Prior scheduled medical appointment, childcare, work related conflicts, etc. is considered unexcused absence.

• Student must provide proper documentation (ex. Doctors note, court appearance form, etc.) for any excused absence occurred during the week by the next class meeting.

• Undocumented absences would count as an unexcused absence. All absences must be made-up.

Illness/Emergency

Attendance at the specified time in your assigned facility is mandatory. Any unexcused absences will be reflected on the final course grade. Being tardy will affect the student evaluations by the preceptors.

In the event that the students will be late or absent due to illness or emergency, the student should:

_In the event of an absence, you are to:_
1. Immediately phone your facility and tell them you will be absent that day.
2. Then, call or leave a text message for your instructor.
3. Complete a Make-Up Approval Form within 1 week of absence.

Make-Up Approval Procedures

All absences must be made-up at the facility of absence. To make up a missed day at the facility student must:

a. Discuss the situation with your site supervisor and agree upon a day and time for the make-up day. Make-up day should occur on non-regular practicum days.

b. Complete a Make-up Approval form and have it signed by site supervisor by the following week after the absence.

c. The completed form must be given to your instructor prior to making up the work.

_Students who are not able to make up at the facility of absence must receive approval from instructor prior to making up time at another facility._
Anticipated Lengthy Absence

In the event of an anticipated lengthy absence (e.g. major illness, surgery, pregnancy, personal problems, etc), each case will be reviewed individually to assess the impact of time lost and the likelihood of completing the course successfully. Lengthy absences may require written documentation by a physician.

Professional Liability Insurance

Student professional liability insurance is provided by the TCCD. It is students’ responsibility to perform as entry level dietetics professionals, maintain patient confidentiality, abide dietetics code of ethics, practice within the scope of practice for NDTR, follow the Standards of Performance and Standards of Professional Practice, respect patient rights, follow directions, demonstrate utmost professionalism and maintain communication with Preceptors and instructors.

Liability of Safety

TCCD is not responsible or liable for accidents occurring in travel to and from assigned facilities. Students must be responsible for providing their own transportation and car insurance to and from the supervised practice facilities to which they are assigned. It is important that transportation be reliable. Students are responsible for their own safety in traveling to and from supervised practice sites.

Injury/Accident

In case of accident or injury occurs at the practicum site, report to the site supervisor immediately and contact the instructor. Emergency assistance, if required, may be accessed through the facility, but the cost of emergency care and/or follow-up care is fully the student's responsibility. Students are responsible for providing their own accident/health insurance. Please complete an Injury/Accident Report Form and submit to your instructor ASAP.

Emergency Contact Procedure for Family

Due to the nature of this practicum, students travel to different sites for the supervised practice experience. In case of family needing to contact you for emergency purposes, please designate two persons to be your emergency contacts and provide them a copy of your schedule and the preceptor's contact information. If you need to talk or text on the phone for family emergency, please keep the preceptor informed of your needs. A copy of the schedule and preceptor's contact information will also be provided to the Department of Culinary Arts, Dietetics and Hospitality. Please keep in mind those contact information is for "REAL Emergency" only, please do not have your family member calling the preceptor for personal issues.

Student Replacement of Employees

TCC Dietetic Program students will not routinely replace regular employees at facilities except for in the case of specific professional staff experience that is necessary to complete assigned learning activities.
Physical Requirements

A variety of working conditions exist depending on the type of nutrition care and/or food services provided by the individual employer. Certain physical abilities may be required depending on specific job responsibilities. In many food service management positions or position involves with food demonstration and nutrition presentation, it is essential to have the ability to stand, bend and carry heavy objects.

Supervised practice/practicum courses involve active participation in activities such as quantity food production in institutional kitchens, and the delivery of certain patient nutrition care functions in health care facilities. Inherent in successful performance is the physical ability to:

- lift heavy objects of up to 25 lbs. for women and 35 lbs. for men (i.e., pans of food, cases or bulk-packed food); some activities may involve repetitive lifting (i.e., loading food carts)
- push equipment (i.e., loaded carts or tray racks)
- handle sharp equipment or utensils (i.e., knives, commercial slicers)
- work with hot items (i.e., pans of food, hot surfaces such as grills, steamers and kettles)
- stretch (i.e., putting up or pulling stock, loading or unloading dish machines, assembling food trays)
- stand or sit for long periods of time
- personal transport (i.e., moving between patient rooms, work stations and units which may involve going up and down stairs).
- carry materials (i.e., papers, books, charts, or food items)
- hearing, manual dexterity, speech, and vision (i.e., screening for malnutrition risk, interviewing and teaching individual patients or classes, computer data entry, and medical record documentation)

All students are required to sign a release of College and facility liability in the case of accident or injury before reporting to the facility for the first day (See Waiver and Indemnity Agreement form.)

It is the student's responsibility to notify their instructor of physical limitations that might interfere with meeting course requirements. Students not able to participate in all class activities due to physical disability, injury or limitations will be required to provide a doctor's statement explaining the limitations before going to the facility for the first time. Because the student may be in areas where emergency situations arise, he/she must be able to move quickly in order not to interfere with access of other health care providers. However, nonparticipation, regardless of the reason, may be reflected in the student's performance appraisal.
**Required Documentation for Supervised Practice**

Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum courses. In addition, students are required to meet physical requirements and Dietetics Program immunization requirements, and provide proof of CPR for healthcare provider, ServSafe Manager Certification, and valid Texas driver license prior to starting practicum rotation.

**Criminal Background Check and Drug Screening**

Students must undergo and pass a criminal background check and drug screening prior to start of Practicum classes. These screenings will be administered through the College and will be at the student's expense. There are no exceptions. Student with previous criminal background is unlikely to receive practicum placement or employment within the field of dietetics.

**Immunization Requirements**

In addition to showing immunity to Varicella and Diphtheria/Tetanus, the Texas Administrative Code (TAC) requires all students in health related programs to be immunized prior to enrollment in classes where patient contact is a component.

**Required Vaccines**

- Tetanus-diphtheria-pertussis (TDAP) – one dose every ten years
- Measles – two doses required
- Mumps – one dose required
- Rubella – one dose required
- Hepatitis B – one series of three doses required (may take six months to complete)
- Varicella – two doses, unless student has proof of immunity to Chickenpox virus
- Influenza (Flu Shot) – one dose every flu season
- Tuberculosis Test – PPD skin test performed once per year or chest x-ray every 2 years

**CPR Certification**

All Dietetics students enrolled in practicum are required to have a current CPR Basic Life Support Certification. In addition to the TCC Continuing Education office, the following locations provide this certification training:

- American Red Cross, 817-336-8710
- Presbyterian Hospital of Dallas, 214-345-6055
- Harris Methodist HEB Hospital, 817-355-7870
- Arlington Memorial Hospital, 817-548-6400
ServSafe Manager Certification
Practicum students are required to obtain ServSafe Manager Certification prior to the beginning of practicum. Students are provided opportunity to take the ServSafe Manager Certification during the CHEF 1205 Safety and Sanitation course or through TCC Continuing Education department. The ServSafe Manager Certification is also required for enrollment in IFWA 2446 Quantity Procedures.

- https://www.servsafe.com/ServSafe-Manager/Buy-Manager-Products

Food Handler card can be obtained through the county health department, if required. Students may attend the training provided by the health department or through the following on-line company. The permit is specific for the city of the practicum sites. Students may be required to obtain one or more permits depending on the practicum sites.

- http://www.texasfoodhandler.com
- http://www.statefoodsafety.com/Texas
- http://www.texasfoodcard.com

Health and Car Insurance
Students are responsible for providing their own health insurance and car insurance in case of accident or illness while participating in supervised practice activities. In case of accident or injury while participating in course activities, the cost of emergency care and/or follow-up care is fully the student's responsibility.
Special Grade Requirements

Dietetics Course Grade Requirement

In order to assure that students have attained an adequate knowledge base and have demonstrated skills sufficient to deliver nutrition services and dietary management functions upon graduation,

- A minimum grade of B is required in FDNS 1103 and HECO 1322 for Dietetic Technician program admission.
- A minimum grade of C is required in DITA, FDNS, HECO and IFWA courses in order to progress to the next course(s) in sequence and to be verified to take the national NDTR exam.

Medical Nutrition Therapy Course Requirements

- FDNS 1346 Medical Nutrition Therapy II and FDNS 1447 Medical Nutrition Therapy III must be completed within 2 years with a C or better from start of clinical practicum.
- FDNS 1346 Medical Nutrition Therapy II and FDNS 1447 Medical Nutrition Therapy III must be completed within 5 years from graduation.

Practicum Course Grade Requirement

- Students are required to complete a minimum of 150 hours to receive a “C” or better grade in practicum course:
Guidelines for General Appearance and Dress Code

General Appearance

The general appearance guidelines apply to all students participating in supervised practice/practicum, simulation activity, and professional meeting.

1. Proper grooming is required at all times, i.e. daily shower, regular teeth brushing, and hair brushing.
2. Breath and body odor must be appropriately controlled. Use of deodorant is encouraged.
3. Use of cologne or fragrances of any kind is prohibited at practicum sites.
4. Avoid heavy makeup, false eyelashes, and excessive jewelry.
5. Limit jewelry to a watch, wedding rings, and small post earrings. All other jewelries including facial jewelries for nose, lip, tongue, cheek, and eye brow must be removed.
6. Hair must be clean and conservatively styled with natural hair color.
7. Long hair should be worn up or tied back, held or gathered (see below on hair accessories).
8. Use of hair accessories, such as barrette, clip, hair band, comb, scarf, and other religious hair covering, must be in neutral color (black, white, gray, and navy) and not be distracting.
9. Use of hat or cap is prohibited.
10. A facility-approved hair covering must be worn when in food preparation areas.
11. Men should be clean shaven or neatly trimmed.
12. Hands and nails must be kept scrupulously clean.
13. Fingernails should be short in length, neatly manicured and in natural color.
14. Artificial nails and nail polish are prohibited during practicum especially in areas where food is prepared or served.
15. Tattoos must be covered and not visible to anyone.

Dress Code for Professional Meeting

1. Men should wear dress-shirt with tie, be clean shaven or neatly trimmed.
2. Women should dress conservatively with shoulder covered with no cleavage visible.
3. Skirt/dress should not be shorter than knee length. Neutral hose should be worn with dress/skirt.
4. Slacks are ankle-length or shoe top. Pants must be worn and maintained at waistline with neutral, dark or white socks. Low rider waist line pants and slacks above the ankle are NOT acceptable.
5. Clothing should fit properly and not be binding or baggy in appearance.
6. No leggings, yoga pants, skin-tight slacks, stained or wrinkled clothing, gym outfit, sweat pants, etc.

7. Shoes must be clean, polished and in good repair. No cloth or canvas shoes, flip-flop or sandals.

**Dress Code for Dietetics Program Center**

1. All students participating in simulation activities must wear the Dietetics scrub with the Tarrant County College Dietetic Technician Program embroidery.

2. Dietetic scrub and pant must be in navy blue.

3. Students must wear closed-toe shoes with Dietetics scrub.

4. If students are unable to present with scrub uniform at scheduled activity time, simulation appointment must be cancelled/re-scheduled.

**Dress Code for Supervised Practice**

Dietetics Program students are required to dress consistent with facility and department/unit standards while participating in supervised practice course activities. Students are required to present a professional image consistent with duties and responsibilities as assigned. Students are to maintain personal hygiene consistent with safe and acceptable food handling and patient health care environments. Students are required to follow the following requirements while participating supervised practice activities.

1. White or Black button-down dress shirt with collar or polo shirt with no graphic or writing (Refer to pictures below for examples of appropriate shirts).

2. Name Tag. All students must wear a TCCD Dietetics Program Student name tag.

3. Black, khaki, or navy slacks that are ankle-length or shoe top. Pants should be worn and maintained at waistline. (Stains, Jeans, low rider waist line pants and slacks above the ankle are unacceptable.) Refer to pictures below for examples of appropriate pants.

4. Enclosed, non-skid, covered-top, closed-toe shoes. No cloth or canvas shoes. Shoes must be clean, polished and in good repair.

5. Neutral, dark or white socks or neutral hose must be worn.

6. TCC Dietetic Technician scrub may be worn to clinical facility if approved by facility.

7. Lab Coats are to be worn over above dress code if the facility or RD requires a lab coat.

Student who does not meet the above uniform guidelines will be asked to leave the practicum site and make appropriate correction prior returning to practicum.
Simulation and Nutrition Clinic Experience

The Dietetics Program Center offers simulation experience to students using standardized patients. Students will participate in patient simulation experience during clinical nutrition courses. Simulation experience is to improve student competencies in interacting with patient and in providing nutrition care. In addition, the Dietetics Program offers nutrition counseling service to all TCC faculty, students and staff. Services are provided by TCC Dietetic Technician interns under the supervision of a Registered Dietitian. Students may be placed at the TCC Dietetic Program Nutrition Clinic to earn practicum hours.

Guidelines for Earning Supervised Practice Hours at the Simulation Lab

Please adhere the following guidelines for earning supervised practice hours at the Simulation Lab.

**Simulation Lab**

1. Students enrolled in FDNS 1346 MNT 2 and FDNS 1447 MNT 3 are eligible to earn hours toward the 450 supervised practice hour requirements by participating in simulation activities.
2. Students who completed a minimum of 50 simulation hours will be required to complete only one clinical rotation during FDNS 2169 Clinical Practicum. **Students who earn less than 50 hours are required to complete two rotations of 80 hours during clinical practicum.**
3. Simulation hours are allocated based on types of simulation activities completed.
4. Students are required to complete simulation assignments as part of their course assignments of FNDS 1346 and FDNS 1447. These simulation hours will be eligible for counting toward the supervised practice hours if performance is satisfactory.
5. Additional simulation hours (in addition to the simulation hours earned during MNT 2 and MNT 3) are **REQUIRED** to meet the 50-hours minimum requirement. Students must meet the frequency requirements for each activity.
6. A maximum hour is allocated for each activity, and a maximum of 75 hours can be accumulated through simulation activities.
7. All simulation activities must be completed within 12-months period to count toward the supervised practice hours.
8. Students will schedule all simulation activity directly with Dietetics Lab Manager.
9. All hours must be documented using the Simulation Activity Documentation Form for Supervised Practice Hours, and signed by the Dietetics Lab Manager, if performance is satisfactory.
10. No partial hours will be granted for unsatisfactory performance.
## Allocated Simulation Hours by Activity

<table>
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<tr>
<th>Simulation Activity</th>
<th>Allocated hours</th>
<th>Required Frequency</th>
<th>Hours Earned (based on requirements)</th>
<th>Maximum Frequency &amp; Hours</th>
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<tr>
<td>Simulation Orientation</td>
<td>1 hr</td>
<td>2</td>
<td>2</td>
<td>2 (2 hours)</td>
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<tr>
<td>SimEMR orientation</td>
<td>1.5 hr</td>
<td>1</td>
<td>1.5</td>
<td>2 (3 hours)</td>
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<tr>
<td>Food Preference, 24-hour recall &amp; doc.</td>
<td>0.5 hr</td>
<td>3</td>
<td>1.5</td>
<td>4 (2 hours)</td>
</tr>
<tr>
<td>Nutrition Screening and doc.</td>
<td>0.5 hr</td>
<td>3</td>
<td>1.5</td>
<td>4 (2 hours)</td>
</tr>
<tr>
<td>Food Frequency, Nutrition interviewing and Documentation</td>
<td>1 hr</td>
<td>2</td>
<td>2</td>
<td>5 (5 hours)</td>
</tr>
<tr>
<td>Physical Assessment and Doc. (including anthropometric)</td>
<td>2 hr</td>
<td>2</td>
<td>4</td>
<td>5 (10 hours)</td>
</tr>
<tr>
<td>Diet Instruction, Debriefing and Documentation</td>
<td>1.5 hr</td>
<td>5</td>
<td>7.5</td>
<td>8 (12 hours)</td>
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<tr>
<td>Outpatient Nutrition Counseling, debriefing and Documentation</td>
<td>2.5 hr</td>
<td>4</td>
<td>10</td>
<td>6 (15 hours)</td>
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<tr>
<td>Nutrition Assessment, Debriefing and Documentation</td>
<td>2.5 hr</td>
<td>8</td>
<td>20</td>
<td>10 (25 hours)</td>
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<td><strong>Total</strong></td>
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<td><strong>50 hours</strong></td>
<td><strong>75 hours</strong></td>
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Guidelines for Earning Supervised Practice Hours at the Nutrition Clinic

The following are guidelines for earning supervised practice hours at the Dietetics Program Center - Nutrition Clinic.

Nutrition Counseling Clinic

The Nutrition Counseling Clinic provides nutrition counseling and coaching services to TCC students, faculty and staff who meet the nutritional risk criteria. Nutrition services are provided by Dietetic Technician interns under the supervision of the Registered Dietitian. The Nutrition Counseling Clinic is considered a clinical site in community settings. It will serve as the supervised practice site for both community and clinical practicum for Dietetic Technician interns. The Dietetics Lab Manager will serve as the preceptor for the interns. Dietetics Lab Manager must maintain the credentials as Registered Dietitian and Licensed Dietitian.

The Dietetics Coordinator and instructors will coordinate the practicum placement for DT interns. DT interns must have successfully completed the following courses prior to starting practicum rotation at the clinic: FDNS 1103, HECO 1322, DITA 1300, FDNS 1309, FDNS 1341, and FDNS 1346.

The DT Interns will complete supervised practice hours on Wednesday and Friday, from 8am – 5pm, or as designated by the Dietetics Lab Manager. DT interns will complete 80 out of the 450 supervised practice hours from the Nutrition Counseling Clinic. DT interns must follow the facility guidelines and maintain patient confidentiality.

Examples of activities performed by DT interns include but not limited to the following:

- Conduct phone nutrition screening
- Review client’s health history
- Collect anthropometric measurement
- Conduct physical assessment
- Collect dietary recall
- Conduct nutrition assessment
- Review and assess client’s goals
- Explore nutrition strategies with clients
- Provide nutrition education
- Provide coaching support
- Monitor client’s outcome
- Refer client as appropriate
- Develop nutrition education materials and resources
- Participate in nutrition promotion activities
- Document using electronic medical record

All hours completed at this site will be documented using the Practicum time-sheet. Timesheet will be verified by the Dietetics Lab Manager and submitted to the practicum instructor at the end of the rotation.

(Updated 5/2017)
Prior Learning Assessment

Transfer of Credits to TCCD
Credit for courses in which a passing grade (D or better) has been earned may be transferred to TCCD from accredited colleges and universities. Transferred D grades, however, will not be accepted in the Dietetic Technician Program to meet specialized course requirements (see Special Grade Requirements). Students wanting to transfer courses to apply toward completion of the Dietetic Technician Program should begin the transcript evaluation process by requesting a transcript evaluation at the Registrar Office. Courses that do not meet program requirements for current content will not be accepted.

The dietetics program will accept current ServSafe Manager Certification as alternative to CHEF 1205 Safety and Sanitation. Students must submit required form to CTE Technical Advisor and appropriate fee to request this certification for college credits.

Request for Practicum Hours based on Prior Experience

The Dietetic program will consider granting practicum hours based on prior professional experience to qualified students in one of the following area of practice: dietary management, community nutrition/wellness or clinical dietetics. Amount of practicum hours granted will be determined based on prior professional experience, employee job performance and skills and competencies. Students are encouraged to discuss individual experience and qualification with program director prior to initiating the process for requesting practicum hours.

The following are eligibility requirements and procedures for requesting practicum hours to be granted based on prior experience.

1. Students who meet the following criteria may request practicum hours to be granted.
   a. Currently enrolled in TCC Dietetics program
   b. A minimum of 2 year full-time or equivalent of professional dietetics experience from one employer within the last five years in one of the following dietetics practice area:
      Management of institutional food service, Community nutrition, or Clinical dietetics

2. Students must submit the following to the program director by October 1 of Fall semester or April 1 of Spring Semester:
   a. Prior Learning Assessment Request Form
   b. Evaluation of Prior Learning Experience Description and Documentation Form
   c. (Please see the program director for the evaluation form corresponds with the course: FDNS 1168, FDNS 2168 or FDNS 2169)
   d. A professional resume
   e. Dietetics Experience Documentation Form by Employer
   f. Letter of recommendation from the employer or a copy of the latest Performance Evaluation from the employer
   g. A detailed job description verified with the supervisor or HR’s signature and contact information (Email, phone and address)
   h. A list of work samples and copies of work samples that correspond to the student learning outcomes listed on the practicum course syllabus
3. Program Director will review the documentation submitted and determine the number of practicum hours to be granted up to **150 hours** for a single practicum course.
4. No more than 300 hours will be granted toward the required 450 supervised practice hours.
5. Incomplete application will be returned to students and students may reapply.
6. **Students who were granted practicum hours are required to register and complete the course within the next 24 months.** All practicum hours granted are considered null after 24 months if student did not register or complete the course successfully with a C or better.
7. Students are required to register in the practicum course, participate in the weekly practicum meeting and complete required class assignments.

**Instruction and Assessment Methods**

**Methods of Instruction**
A variety of instructional methods are used at TCCD. Specific methods will vary in each course and from one instructor to another, but a summary includes:

- Lectures
- Discussion and written in-class exercises
- Supervised practice in actual work settings
- Audiovisuals and computer programs
- Campus laboratory assignments
- Guest speakers, field trips, workshops and conference
- Student reports, oral and written
- Library research/reading assignments
- Formal case study written papers
- Community service projects and participation
- Role playing and simulation activities

**Assessment of Student Learning**
Over the course of the instructional program, Dietetics students are required to demonstrate acquisition of knowledge and the ability to make decisions, judgments and to form professional impressions based on that knowledge, and to develop certain motor and procedural skills in order to provide a full range of patient care nutrition and dietetics services. The broad range of knowledge and skills requires a variety of evaluation strategies, some of which follow:

- Written tests, objective and subjective
- Role playing skills, such as nutrition interviewing or patient instruction in front of a group or video camera
- One-on-one observation of technical skills, such as taking body measurements, documenting patient care information, and interviewing a client
- Case study and presentation
- Evaluations of professional conduct and attitudes in supervised practice courses
- Evaluation conferences

Student grades are published in Blackboard course gradebooks. Student should check the gradebook regularly.
**Student Retention and Performance Monitoring**

**A. Student Retention**
- Instructor will monitor students’ class attendance and performance on blackboard.
- Instructor has the option to send out notification to students who are at-risk to alert students of TCC attendance requirements.
- Instructor has the option to send out notification to students who did not submit assignment.
- Instructor will attempt to discuss attendance issue with individual student.
- Instructor will refer students with attendance issue to advisor.
- Instructor has the option to drop students who miss more than 15% of class attendance.

**B. Monitoring of Student’s Class Performance**
- Instructor will monitor individual student’s class attendance and performance on blackboard.
- Instructor will meet with student with a grade below a ‘C’ average to discuss area for improvements.
- Students who are struggling in their class are encouraged to utilize campus support services, such as supplemental instruction sessions, Dietetics simulation experience, Math, Science, Reading and Writing Resource centers, Disability Support Services, and Library Services.
- Instructor will refer student with academic difficulty to meet with advisor and program director.
- Instructor will refer student with grade below a ‘C’ average in FDNS 1346 MNT II or FDNS 1447 MNT III at mid-term to the program director and advisor. Instructor will email student name, ID, gradebook, and attendance record to program director and advisor.
- Instructor will meet with student with academic dishonesty and report the incidence to Program Director and Department Chair.

**C. Monitoring of Student’s Assessment of Competency (CNDT)**
- Instructor will submit the results of student’s CNDT assessment to program director at the end of the semester.
- Program director will review student performance and contact students who did not pass the CNDT assessment.
- Up to four CNDT assessments may be repeated at the discretion of the Program Director.

**D. Monitoring of Gateway Course to Dietetics**
- The following courses are considered gateway courses of the Dietetics Program.
  - DITA 1300 Dietary Manager I
  - DITA 1301 Dietary Manager II
- Instructor will email the final course grade to the Program Director
- Program Director will contact students with a grade below a ‘C’.

**E. Monitoring of Student’s Overall Performance**
- Divisional Dean will request a list of Dietetics students on academic probation (with a GPA below 2.0) and share with program director and CTE advisor each semester.
- Advisor will advise dietetics students on academic probation to complete MyPlan Career Assessment and to consider career paths that are appropriate to their ability.
F. Monitoring of Student’s Academic Standing

- Students with a cumulative GPA 2.0 is considered at Academic Good Standing.
- TCCD will place students on Academic Probation when cumulative GPA falls below 2.0.
- TCCD will place student who failed to maintain a 2.0 semester GPA while on Academic Probation on Academic Suspension I. Students on Academic Suspension I are required to meet with counselor to develop an action plan.
- TCCD will place student who failed to maintain a 2.0 semester GPA while on Academic Suspension I on Academic Suspension II. Students on Academic Suspension II are required to sit out for one long semester and meet with counselor upon return.
- TCCD will place student who failed to maintain a 2.0 semester GPA while on Academic Suspension II on Academic Dismissal. Students are required to sit out for one calendar year and meet with VPAA or designee upon return and develop an Academic Recovery Plan. Students will remain on Suspension II until GPA improves to “Good Standing”.

G. Monitoring of Supervised Practice Performance

- Instructor will monitor student performance at the supervised practice.
- Instructor will meet with students weekly to review timesheet and supervised practice experience.
- Instructor will maintain communications with preceptors to review student performance
- Instructor will review preceptor’s evaluation on student performance.
- Instructor will discuss student performance issue with student and program director.

In the event that student received an unsatisfactory evaluation on core competencies by preceptor, the instructor will complete the following process:

1. Discuss with preceptor on areas of concern.
2. Discuss with student on areas of concern.
3. Develop a performance improvement plan with the program director for the student.
4. Review the performance improvement plan with student.

Students who receive an unsatisfactory performance evaluation will be required to complete all or part of the following:

1. Attend a mandatory meeting to review performance improvement plan.
2. Receive satisfactory evaluation on additional assignments and/or projects.
3. Receive satisfactory evaluation on written and/or verbal assessment on areas that need improvement.
4. Complete additional practicum hours and receive satisfactory evaluation from the preceptor and/or instructor.
5. Repeat the entire rotation and receive satisfactory evaluation from the preceptor and/or instructor.
Section 4:
Open Admission Programs
Dietetics & Nutrition Certificates
The Dietetics program offers the following certificates that are open admission. Application is NOT required for these certificates. The certificates can be completed as part of the study for the Dietetic Technician degree or as part of the Associate of Arts degree. Students who are interested in pursuing a bachelor degree in Dietetics are recommended to obtain one of the following dietetics certificates as their electives.

**Healthy Meal Planning Occupational Skills Award**

The curriculum for Healthy Meal Planning provides knowledge and training in meal planning to meet the nutritional requirements of general population.

- HECO 1322 Nutrition and Diet Therapy 3
- FDNS 1370 Principles of Food Preparation 3
- Plus one of the following courses 3
  - DITA 1300 Dietary Manager I*
  - FDNS 1309 Nutrition in Community
  - FDNS 1371 Child Nutrition and Programs

*Prerequisite for DITA 1300 is HECO 1322

| TOTAL CERTIFICATE HOURS | 9 |

The following topics are covered in this occupational skills award:
- Nutrients digestion and absorption
- Food sources of nutrients
- Nutrition requirements
- Components of a healthy meal
- Healthy vs. undesirable food choices
- Basic food preparation technique
- Functions of ingredients in cooking
- Use of commercial kitchen equipment
- Estimating nutrition requirements
- Recipes and menu modifications
- Factors to consider in meal planning

This occupational skills award helps completers to obtain entry-level employment in dietetics. Healthy Meal Planning marketable skills achievement award completers may utilize their skills in various places of employment including hospitals, long term care facilities, schools, and daycare centers.

**Estimated Cost**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Tuition</td>
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<td>Books</td>
<td>$ 500</td>
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<td>Uniforms and Shoes</td>
<td>$ 150</td>
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<td><strong>Total</strong></td>
<td><strong>$1,181</strong></td>
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</tbody>
</table>
**Nutrition Specialist I Certificate**

The curriculum for Nutrition Specialist I provides solid nutrition foundation and knowledge to individuals seeking to promote nutrition and healthy eating to the general population.

- **FDNS 1103** Introduction to Dietetics  1
- **HECO 1322** Nutrition and Diet Therapy  3
- **FDNS 1370** Principles of Food Preparation  3
- **DITA 1300** Dietary Manager I*  3
- Plus two of the following nutrition electives  6
  - **FDNS 1309** Nutrition in Community
  - **FDNS 1371** Child Nutrition and Programs
  - **FDNS 1341** Nutrition in Life Cycle
  - **FDNS 1346** Medical Nutrition Therapy II

*Prerequisite for DITA 1300 is HECO 1322

**TOTAL CERTIFICATE HOURS**  16

**The following topics are covered in this certificate:**
- Nutrients digestion and absorption
- Food sources of nutrients
- Nutrition requirements
- Food Labeling
- Healthy vs. undesirable food choices
- Basic food preparation technique
- Estimating nutrition requirements
- Menu planning for different conditions
- Recipes and menu modifications
- Nutrition assessment and care process
- Medical nutrition therapies
- Nutrition interviewing
- Nutrition programs and promotion

This level I certificate helps certificate completers to obtain entry-level employment in dietetics. Certificate completers may utilize their skills in various places of employment including hospitals, long term care facilities, schools, and daycare centers, county extension office, headstart centers, afterschool programs, fitness facility, grocery stores, and specialty meal delivery programs.

**Estimated Cost**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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</thead>
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<td><strong>Total</strong></td>
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</table>
Food & Nutrition Coach Certificate

The curriculum for Food & Nutrition Coach trains individual to function as a competent entry level nutrition professional. Food and Nutrition Coach provides coaching and teaching to help individuals to develop a healthy eating lifestyle.

The following topics are covered in this certificate:
- Nutrients digestion and absorption
- Basic food preparation technique
- Nutrition requirements of individuals
- Estimating nutrition requirements
- Nutrition interviewing
- Nutrition screening and assessment
- Planning and documenting nutrition care
- Nutrition counseling and instructions
- Menu planning for different conditions
- Recipes and menu modifications
- Medical nutrition therapies

Roles and Responsibilities
Roles and responsibilities of a Food and Nutrition Coach:
- Meal planning for a specific health condition
- Providing supermarket tour
- Demonstrating healthy cooking technique
- Teaching individual and group nutrition classes
- Motivating clients for lifestyle change
- Nutrition program development
- Participating in community events
- Writing nutrition articles and blogs
- Nutrition and healthy eating promotion
- Weight management and chronic disease prevention

Certificate completers may utilize their skills in various places of employment including county extension office, head start centers, afterschool programs, fitness facility, grocery stores, health food store, specialty meal delivery programs and companies with wellness program. Most food and nutrition coach are self-employed with contracts for various nutrition services. Certificate completers are strongly encouraged to obtain the NDTR credential by applying to the TCC Dietetic Technician Program.

Licensing laws on nutrition services provider vary from state to state, please check with your state licensing board prior to providing individual nutrition services.
**Food and Nutrition Coach Program Requirements**
Student must complete both coursework and practicum requirements.

**Coursework Requirements**

**First Year**
**First Semester**

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>FDNS</td>
<td>1103</td>
<td>Introduction to Dietetics</td>
<td>1</td>
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<tr>
<td>HECO</td>
<td>1322</td>
<td>Nutrition and Diet Therapy</td>
<td>3</td>
</tr>
<tr>
<td>FDNS</td>
<td>1370</td>
<td>Principles of Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>CHEF</td>
<td>1205</td>
<td>Safety and Sanitation; or BIOL 2420</td>
<td>2</td>
</tr>
<tr>
<td>FDNS</td>
<td>1371</td>
<td>Child Nutrition and Programs</td>
<td>3</td>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DITA</td>
<td>1300</td>
<td>Dietary Manager I (Medical Nutrition Therapy I)</td>
<td>3</td>
</tr>
<tr>
<td>DITA</td>
<td>1301</td>
<td>Dietary Manager II</td>
<td>3</td>
</tr>
<tr>
<td>IFWA</td>
<td>2446</td>
<td>Quantity Procedures</td>
<td>4</td>
</tr>
<tr>
<td>FDNS</td>
<td>1309</td>
<td>Nutrition in Community</td>
<td>3</td>
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</table>

**Summer**

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH</td>
<td>1311, 1315, or 1321</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>KINE</td>
<td>1164</td>
<td>Introduction to Physical Fitness and Sport</td>
<td>1</td>
</tr>
</tbody>
</table>

**Second Year**

**First Semester**

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDNS</td>
<td>1341</td>
<td>Nutrition in Life Cycle</td>
<td>3</td>
</tr>
<tr>
<td>FDNS</td>
<td>1346</td>
<td>Medical Nutrition Therapy II</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH</td>
<td>2301</td>
<td>Introduction to Psych or SOCI 1301</td>
<td>3</td>
</tr>
<tr>
<td>BIOL</td>
<td>2401</td>
<td>Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>FDNS</td>
<td>1168 or 2168</td>
<td>Practicum* (Capstone)</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Semester Hours** 43

* Students enrolled in the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum courses. In addition, students are required to meet physical requirements and Dietetics Program immunization requirements, proof of CPR for healthcare provider and ServSafe Manager Certification, and valid Texas driver license prior to starting practicum rotation.

** Students must be TSI Compliant prior to completion of certificate.
+ Application is NOT required for this certificate.
Supervised Practice (Practicum) Requirements

Practicum provides supervised practice experience in real life situations. Students are required to complete one practicum course with a minimum of 150 hours. Student placements are determined by instructor and depending on the availability of preceptors and supervised practice facilities. All supervised practice facilities must have qualified preceptors, meet program requirements and have a current affiliation agreement with TCCD. Practicum students are not employees and do not receive compensation from the facility.

Strict attendance in supervised practice courses is necessary to satisfactorily accomplish the objectives of the courses, and in order to avoid detracting from or interrupting the ongoing work of the facility. Make-up work is often difficult to schedule for the student, the facility and the instructor.

Practicum Hours
Students must complete a minimum of 14-16 hours a week. Typical practicum hours are on Wednesday and Friday from 8am-5pm. Students must be available for practicum during practicum hours, have reliable transportation and be flexible with site placement. Some facilities may require earlier or later hours depending on hours of operation.

Please refer to section 3 for Supervised Practice Requirements.

Estimated Cost

<table>
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<th>Cost</th>
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<td>Uniforms and Shoes</td>
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</tr>
<tr>
<td>Background check</td>
<td>$25</td>
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<tr>
<td>Drug Screen</td>
<td>$50</td>
</tr>
<tr>
<td>Professional Organization membership</td>
<td>$50</td>
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<tr>
<td>CPR Certification</td>
<td>$50</td>
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<td><strong>Total</strong></td>
<td><strong>$4,962</strong></td>
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Section 5:
TCCD POLICIES AND RESOURCES
Privacy of Information and Access to Dietetic Student File
The Family Education Rights and Privacy Act (FERPA) protects the privacy of academic records. Student grades and performance evaluations are confidential and will not be released except on written request of the student. Student grades will be posted to the TCCD Blackboard and may be accessed only by students upon entering their user name and password. At no time will grades be posted or released by phone. Students are encouraged to consult with the course instructor and /or their advisor with any concerns regarding grades and performance. Practicum students may request to review their student files on practicum experience with the program director.

Course Add, Drop, or Withdrawal
Students must confer with their course instructor and program advisor before dropping, adding, or withdrawing from a course. Completed paperwork must be initiated from and returned to the school office.

Withdrawal from a course may affect enrollment in co-requisite courses and may lengthen the time necessary to complete the program.

Students should consult the College Catalog regarding withdrawal and refund of tuition and fees. Students should also consult the semester calendar for deadline dates.

It is recommended that any student planning to drop a course or to repeat a course to improve a grade, check with the Financial Aid office as this may affect future financial aid eligibility.

Please consult the current TCCD attendance/withdrawal requirements. Because concurrent enrollment is recommended in supervised practice and parallel theory courses, withdrawal from one may necessitate withdrawal from the other. In addition, a student who makes an unsatisfactory grade (D or F) in one parallel but not the other may need to retake both courses.

Because concurrent enrollment is recommended in supervised practice and parallel theory courses, withdrawal from one may necessitate withdrawal from the other. In addition, a student who makes an unsatisfactory grade (D or F) in one parallel course but not the other may retake both courses.

Refund of Tuition and Fees
Refund of tuition and fees is consistent with TCCD refund policy. For date and refund amount please check with the Business Office.
Cancellation of Class and/or Inclement Weather

On rare occasions, classes are canceled by extenuating circumstances or faculty absence. Such conditions or cancellations will be posted on the TCCD website. If an instructor cancels a class, every effort will be made to inform the students in advance. However, when absence is unexpected, students will be informed of class cancellation by email, TCCD Campus Cruiser or posted on the college website.

Students are expected to attend class on campus or at supervised practice facilities during inclement weather unless the College is officially closed. Official closings are announced on the TCCD website, www.tccd.edu, and the local radio and television stations, and a taped message is put on each TCCD campus switchboard. A student who is absent from class or supervised practice when TCCD is open during inclement weather will be counted as absence.

Scholastic Dishonesty

The TCCD "Scholastic Dishonesty" policy has been adopted by the Dietetics Program:

"The College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion". (See Southeast Campus Student Handbook for "Disciplinary Procedure"). Falsification of data, records or signatures in class or facility assignments are also forms of scholastic dishonesty.

Each TCCD student is given a username and a self-assigned password for identity verification when accessing online course materials, assessments, and other services. It is the student’s responsibility to safeguard his or her username and password. Student who allows others to use his or her username and password to access to the course online is considered violating the policy.

Discipline and Termination

Academic probation and dismissal as well as standards for dismissal/probation are detailed in the TCCD Catalog (See http://catalog.tccd.edu/content.php?catoid=4&navoid=210&hl=probation&returnto=search#attendance-policy). A student must maintain a 2.0 grade point average to remain in good standing.

In addition, TCCD has established code of conducts for all students and student organizations. The code of conducts is described in the TCCD Student Handbook. Students who violate the code of conducts shall be required to follow the procedures as outlined in the TCCD Student Handbook (See http://catalog.tccd.edu/content.php?catoid=4&navoid=243).

Dietetics Program specific infractions may lead to dismissal from individual program courses and potentially the program. Examples of such infractions include unethical conduct or dishonesty and unprofessional behavior.
Academic Calendar
Academic Calendar is published each semester at the TCCD website. Please visit the Academic Calendar lists on www.tccd.edu. The following holidays are observed at TCCD: Memorial Day, Labor Day, Thanksgiving Holiday, Martin Luther King Holiday, Independence Day, Spring Break and Winter Break. For specific dates of each semester, refer to the TCCD website.

The following are deadlines specific to the Dietetics Program

- Dietetics Program Application: May 1 and December 1
- Practicum Petition: April 1 and October 1
- IFWA 2446 Quantity Procedure: Wed before the week of final exam

Student Complaint/Grievance
Student who believes that a member of the Dietetics Program faculty has incorrectly reported a grade should first bring the grade to the attention of the individual instructor. If the student is not satisfied with the determination of the instructor, the matter is then presented to the Department Chair who will follow the procedures as outlined by TCCD. The same procedure is to be followed when a student believes he/she has been unfairly treated by another student, a staff person, faculty member, or preceptor.

Notice of Opportunity to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Individual may submit a complaint to ACEND on issues related to the institution’s compliance to the accreditation standards and policies. For issues related to program noncompliance with ACEND accreditation standards, student should first address the issue with the Department Chair and Dean. If the department and institution fail to resolve the situation, student may submit a written complaint to ACEND at acend@eatright.org. The complaint must be signed by the complainant. Anonymous complaints are not considered.

Written complaints should be mailed to
**Accreditation Council for Education in Nutrition and Dietetics (ACEND)**
120 S. Riverside Plaza, Suite 2000, Chicago, IL  60606-6995
Phone 1-800-877-1600 ext 5400
Email: acend@eatright.org or visit www.eatright.org/ACEND/
Student Support Services

Counseling/Advising Services

The Southeast Campus Counseling Department includes the Career and Employment Services Center, Career Information Center, Counseling and Academic Advisement, and Degree Planning Center.

The Career Information Center provides contacts with numerous employers for full-time and part-time jobs for students.

The Career and Employment Center provides assistance for students making career decisions. Career Counselors provide students with guidance in career selection, resume writing and job hunting techniques. Materials about careers and job hunting are provided.

The Counseling Center and the Business and Technology Advisement Center (BTAC) provides, degree planning, and related assistance. The Counseling Center is staffed with licensed professional personnel who may be seen either by appointment or on a drop-in basis. Students are welcome to discuss academic planning, career selection or personal adjustment problems with a counselor. See the Southeast Campus Student Handbook for additional information about services available for students.

Learning Commons/ Library

Library resources are important to a successful college experience. Library resources properly accessed and used allow the student to develop analytical and critical thinking skills as well as effective communication skills. The library catalog is on computer, many books can be checked out, a variety of materials are available for on-premises use (i.e., journals, newspapers, indexes), photocopy machines are available, and professional librarians are available for assistance. Study guide published by Academy of Nutrition and Dietetics for the Dietetic Technician Examination is available at the library.

An Alliance for Higher Education (AHE) or Tex Share card may be obtained at the Circulation Desk at the TCCD library to gain access to other area college libraries. The AHE includes most higher education institutions in the North Texas area, with Austin College in Sherman the northernmost and Baylor University in Waco the most southern location.
Learning Resource Centers

Students may contact the below labs and tutoring centers for assistance to improve math, writing, or English skills. The center offers classes, one-to-one tutorial assistance or computer-aided instruction for students who would like to review and improve their basic skills.

<table>
<thead>
<tr>
<th>SE Campus Resource Center</th>
<th>Location (Building, Room)</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Technology Advisement Center</td>
<td>ESEE</td>
<td>817-515-3051</td>
</tr>
<tr>
<td>Career and Employment Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Technology Center</td>
<td>ESCT 2231</td>
<td>817-515-3368</td>
</tr>
<tr>
<td>Math Resource Center</td>
<td>ESEE 1112</td>
<td>817-515-3806</td>
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<td>Math Testing Center</td>
<td>ESEE 1311</td>
<td>817-515-3339</td>
</tr>
<tr>
<td>Reading &amp; Writing Resource Center</td>
<td>ESEE 2227A</td>
<td>817-515-3808</td>
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<td>Reading/ESOL Tutoring Lab</td>
<td>ESEE 2223</td>
<td>817-515-3812</td>
</tr>
<tr>
<td>Science Learning Center</td>
<td>ESCT 3205</td>
<td>817-515-3518</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>ESEE 1301</td>
<td>817-515-3813</td>
</tr>
<tr>
<td>World Languages Lab</td>
<td>ESEE 2141</td>
<td>817-515-3811</td>
</tr>
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</table>

Disability Support Services

Any student with a documented disability needing academic accommodations is required to contact the Student Accessibility Resources (SAR) Office located on each campus to schedule an appointment with the Coordinator of SAR. All discussions are confidential. Because SAR accommodations may require early planning and are not provided retroactively, students are encouraged to contact SAR as early in the semester as possible. SAR is responsible for approving and coordinating all disability-related services. TCC professors will honor requests for accommodation when they are issued by SAR.

The campus Student Accessibility Resources offices can be reached at the following phone numbers:
- Northeast Campus: 817-515-6333 (Video Phone: 682-334-5533)
- Northwest Campus: 817-515-7733 (Video Phone: 682-200-1408)
- South Campus: 817-515-4554 (Video Phone: 682-200-1344)
- Southeast Campus: 817-515-3593 (Video Phone: TBD)
- Trinity River Campus: 817-515-1295 (Video Phone: 682-200-1616)

Financial Aid

The office of Financial Aid administers all loan, grant, scholarship, and work study programs (campus employment) at the College. Because of the availability of these various financial aid programs, students should not leave school for financial reasons before checking with the Director of Financial Aid.

Health Services

The major emphasis is the promotion of a balanced lifestyle through education. It serves to enhance the college experience to establish life-long health responsibility. Students can receive first aid in the event of an injury, accident, or sudden illness.
**Nutrition Counseling Services**
The Dietetics Program Center Nutrition clinic offers nutrition counseling services, body composition measurement, and resting metabolic rate measurement. All TCC faculty, students and staff.

**Student Activity Office**
The Office of Student Activities provides students with the opportunity to have outside-of-classroom educational experiences.

**Faculty Availability**
Full-time faculty maintains their posted office hours each week. They are there to provide reinforcement of classroom material, answer questions and address problems that might arise. Please check the door of the specific faculty member's office to find current office hours.

**Advisory Committee**
The Dietetic Technician Program has an Advisory Committee which meets at least annually. It is comprised of professionals from the community. Its function is to provide guidance to the program in matters such as curriculum, proposed changes, recruitment, and current operation of the program.
Section 6: Appendices
Appendix A
Definitions

Registered Dietitian/Nutritionist - A Registered Dietitian/Nutritionist (RD or RDN) is a person who has completed a baccalaureate degree from a U.S. regionally accredited college or university sponsoring an ACEND accredited program, has completed pre-professional experience, internship or supervised practice requirements, has passed the national registration examination for dietitians, and meets continuing education requirements. Registered Dietitians are frequently found working in the specialized areas of clinical, community, administrative, research and education, or consulting dietetics.

Licensed Dietitian - A Licensed Dietitian (LD) in Texas is a person who has completed a baccalaureate or post-baccalaureate degree with a major course of study in human nutrition, food and nutrition, dietetics, or food systems management or directly related field, has completed an appropriate program of professional experience, and has passed a competency examination.

Dietary Manager - A dietary manager is a person who has completed a 120-clock hour training program approved by the Dietary Managers Association. A Certified Dietary Manager (CDM) has passed the certification examination for dietary managers and meets continuing education requirements.

Dietetic Technician - A dietetic technician is a person who has completed an associate degree from a U.S. regionally accredited college or university sponsoring a ACEND accredited program. Dietetic technician education at TCCD involves successful completion of courses in normal, community and clinical nutrition, food and food systems management, biological, behavioral or social science, and oral and written communications. Both didactic and supervised practice courses are included in degree requirements. A Dietetic Technician Registered (NDTR) has also passed the national registration examination for dietetic technicians, and meets continuing education requirements in accordance with guidelines of the Commission on Dietetic Registration (CDR). Dietetic Technicians may work in a variety of areas such as clinical, management, business and industry, and community programs.

Diet Clerk - A diet clerk is not considered a part of the professional health care team. The position responsibilities usually include the distribution and processing of paper work such as menus and diet orders, and related clerical duties. Training usually occurs on the job.

Nutritionist - The term "nutritionist" and "certified nutritionist" has no legal definition in Texas, therefore, these may be used by the unqualified as well as the qualified individual. A qualified nutritionist will have at least a baccalaureate degree in nutrition, dietetics or closely related field, and often holds professionally recognized and legally defined credentials such as LD and RD. Beware of the "nutritionist" who holds no degree in the field from a regionally accredited college or university, and no professionally recognized credential. The unqualified person may have only informal, company provided, or self-managed training, or has been trained only to sell products, books, diets or advice.
Nutrition Counselor - Like the term "nutritionist", nutrition counselor is not legally defined in Texas, therefore, the public is not protected with assurance of the competency of the title holder. Again, look for appropriate degrees and other recognized credentials that reflect a high level of rigorous training and verification of competency, such as NDTR, RD or LD. Ideally, the nutrition counselor is a professionally prepared individual who provides guidance in adjusting food intake to meet special health needs.

Professional - A career providing public service requiring specific scientific knowledge, including extensive training in special skills and methods. The standards of training are prescribed and maintained by the power of an organization which is committed to excellence in achievement and conduct. Members of a profession are obligated to continued study in their field of work and to share their knowledge to benefit society. A person engaged in the practice of a profession. A professional person serves the public based on acquired knowledge and skills. This service is directed to fulfill the needs of the client without regard to the personal gains of the professional. The professional provides service and eases need independently and is guided by her/his sense of responsibility and the standards of the profession.
Appendix  B  
Course Description

DITA 1300 – Dietary Manager I (Medical Nutrition Therapy I)
Preparation for supervisory roles in food service departments. Emphasis on normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy, nutritional assessment and care, food production management and purchasing, and regulatory agencies.
Required Prerequisite: HECO 1322, TSI compliant in Mathematics

DITA 1301 – Dietary Manager II
Emphasis on food service sanitation and safety, administrative and personnel management. Major topics include regulatory agencies, computer applications, production management, budgeting and cost control, personnel management, quality assurance, leadership skills, human relations and communications.
Recommended Prerequisite or Co-requisite: CHEF 1205; TSI compliant in Mathematics

FDNS 1103 – Introduction to Dietetics
An introduction to the profession of dietetics in health care delivery systems. Includes roles and responsibilities of dietetics team members, standards, and ethics in dietetic practice. Emphasis on effective professional communications. Introduction to the profession of dietetics in health care delivery systems. Includes roles and responsibilities of dietetics team members, standards, and ethics in dietetic practice.

FDNS 1168 – Practicum: Dietary Management
Practical, general workplace training supported by an individualized learning plan developed by employer, College, and student. The plan relates the workplace training and experiences to the student's general and technical course of study. Application of dietary management techniques and principles in institutional food service.
Required Prerequisites: Admission to the Dietary Manager Program or Dietetic Technician Program; FDNS 1103, FDNS 1370, DITA 1300 and DITA 1301
Required Co-requisite: IFWA-2446
A granted petition is required for this course. All prerequisites courses must be completed with a ‘C’ or better.

FDNS 1192 – Special Topic: Food
Practical, general workplace training supported by an individualized learning plan developed by employer, college, and student.

FDNS 1309 – Nutrition in the Community
Study of the nutritional status of populations at the national, state, and local community levels. Socioeconomic, cultural, and psychological influences on eating behavior, national, and state health objectives; marketing strategies for objective implementation; and community nutrition programs serving risk-group populations. Basic teaching/counseling methods for the nutrition education of small groups and individual clients/patients. Recommended prerequisite: HECO 1322.*
FDNS 1341 – Nutrition in the Life Cycle
Analysis of nutrition assessment indicators for each age group. Special consideration to growth standards, maternal weight gains, eating behaviors of various age groups, and the physiology of aging as it relates to nutrient adequacy in the mature adult. Recommended prerequisite: HECO 1322. *

FDNS 1346 – Medical Nutrition Therapy II
Principles and techniques of nutrition care for clients/patients at low to moderate nutrition risk. Includes a study of the scientific basis of diets for individuals with diabetes mellitus, pulmonary and cardiovascular disease, and weight control needs. Nutrition assessment parameters, nutrition care planning and evaluation, and menu editing methods.
Required Prerequisite: DITA 1300 with a ‘C’ or better
Recommended Pre/Co-Requisite: BIOL-2401

FDNS 1447 – Medical Nutrition Therapy III
Advanced principles and techniques of nutrition care for clients/patients at low to moderate risk. Includes a study of the scientific basis of diets for individuals with cancer, gastrointestinal disease, and renal disease. Also includes nutrition assessment parameters, nutrition care planning and evaluation, and menu editing methods.
Required Prerequisite: FDNS 1346 with a ‘C’ or better
Recommended Prerequisite/Co-Requisite: BIOL-2401

FDNS 1370 – Principles of Food Preparation
A study of the composition of food and the chemical and biological changes that occur in storage and processing. Includes preparation techniques and selection principles included.

FDNS 1371 – Child Nutrition Programs
Study of nutritional requirements and growth assessment for children 0-18 at low or moderate risk. Review of child nutrition regulatory processes and federal child nutrition programs. Develop practical skills in meal planning and providing nutrition education for children.

FDNS 2168 – Practicum - Community Nutrition/Wellness
Practical general workplace training supported by an individualized learning plan developed by the employer, College, and student. The plan relates the workplace training and experiences to the student's general and technical course of study. Participate in nutrition intervention including program planning, nutrition education and promotion, and program evaluation to targeted risk-group populations in the community.
Required Prerequisites: FDNS 1103, HECO 1322, FDNS 1309, and FDNS 1371 or FDNS 1341
A granted petition is required for this course. All prerequisites courses must be completed with a ‘C’ or better.

FDNS 2169 – Practicum: Clinical Dietetics
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The plan relates the workplace training and experiences to the student's
general and technical course of study. Application of nutrition care techniques and principles in acute or long-term health care institutions.
Required Prerequisite: completed within the last three years with a minimum grade of “C” earned.
Enrollment in the practicum requires admission to the Dietetic Technician degree program. All prerequisites must be completed with a grade of “C” or better.
A granted petition is required for this course.

FDNS 2400 – Food Management Systems
Aspects of the organization and management of institutional food service systems. Includes meal planning and evaluation, purchasing, receiving and storage of food supplies, inventory control, sanitation and safety, and quality assurance.
Recommended Prerequisite: DITA 1301

HECO 1322 – Nutrition and Diet Therapy
A study of nutrients including functions, food sources, digestion, absorption, and metabolism with application to normal and preventive nutrition needs. Nutrient intake analysis, energy expenditure evaluation, and diet planning included.

IFWA 2446 – Quantity Procedures
(Formerly IFWA 2445) Exploration of the theory and application of quality procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution. Required prerequisite: Math 0350

CHEF 1205 – Safety and Sanitation
A study of personal cleanliness; sanitation practices in food preparation; causes, investigation and control of illnesses caused by food contamination (Hazard Analysis Critical Control Points); and workplace safety standards.

Course Changes

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<tr>
<th>Current Course Name</th>
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<tr>
<td>FDNS 1370 Principles of Food Preparation</td>
<td>FDNS 1301 Introduction to Foods</td>
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<tr>
<td></td>
<td>HECO 1315 Food Prep and Meal Management</td>
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<tr>
<td>FDNS 1192 Special Topic</td>
<td>FDNS 2133 Dietetics Seminar</td>
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Appendix C

CDM Credentialing Exam

The exam consists of 200 multiple-choice questions based on professional situations in which a dietary manager would have to make a decision or solve a problem. Questions are based on two ANFP textbooks – *Nutrition Concepts and Medical Nutrition Therapy* and *Managing Foodservice & Food Safety*, and the 2009 FDA Food Code.

*For a comprehensive blueprint of exam content, including the number and type of questions from each content area, visit [www.ANFPonline.org/Docs/ExamBrochure2.pdf](http://www.ANFPonline.org/Docs/ExamBrochure2.pdf).*

Exam questions are based on two ANFP text-books, Nutrition Concepts and Medical Nutrition Therapy (2012), and Managing Foodservice & Food Safety (2012). Sanitation and food safety-related questions are also based on the FDA Food Code (2009), available free at [www.fda.gov](http://www.fda.gov).

1. **Gather Nutrition Data 8.5%**
   1.1 Document Nutritional Information in Medical Records
   1.2 Interview Patients/ Clients/ Caregivers for Nutrition-Related Information
   1.3 Conduct Routine Nutrition Screening
   1.4 Utilize Nutrient Intake, Such as Calories and Sodium
   1.5 Identify Nutrition Problems and Resident Rights

2. **Apply Nutrition Data 8.5%**
   2.1 Implement Diet Plans or Menus Using Appropriate
   2.2 Implement Physician’s Dietary Orders
   2.3 Apply Standard Nutrition Care Procedures
   2.4 Review Effectiveness of Nutrition Care Plan

3. **Provide Nutrition Education 6.5%**
   3.1 Help Clients Choose Foods From Selective Menus
   3.2 Use Nutrition Education Materials
   3.3 Adapt Teaching to Client Educational Needs

4. **Provide Foodservices - 10%**
   4.1 Check Meal Service for Food Quality, Portion Size, and Diet Accuracy
   4.2 Manage the Preparation and Service of Special Nourishments and Supplemental Feedings
   4.3 Implement Continuous Quality Improvement Procedures for Foodservice Department
   4.4 Evaluate Food Acceptance Survey
   4.5 Utilize Appropriate Resources to Modify Standard Menus to Suit Patients’ Needs

5. **Hire and Supervise 9.0%**
   5.1 Develop and Maintain Employee Time Schedules and Assignments
   5.2 Define Personnel Needs and Job Functions
   5.3 Interview and Select Employees
   5.4 Manage Department Personnel

6. **Develop Personnel and Communications 8.3%**
   6.1 Implement Required Changes in Foodservice Department
6.2 Prepare, Plan, and Conduct Department Meetings
6.3 Present Work Procedures and Plans
6.4 Teach Employees
6.5 Justify Improvements in the Department Design and Layout
6.6 Meet Goals and Priorities for Department

7. Professional Interaction 6.3%
7.1 Represent Department at External Meetings
7.2 Communicate Client Information to Other Health Professionals
7.3 Participate in Client Care Conferences and Case Presentations
7.4 Participate in Regulatory Agency Surveys

8. Manage Supplies, Equipment Use, Sanitation, and Safety 24%
8.1 Purchase, Receive, Store, and Distribute Food Supplies and Equipment Following Established Sanitation and Quality Standards
8.2 Protect Food in all Phases of Preparation, Holding, Service, Cooking, and Transportation Using HACCP Guidelines
8.3 Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Regulations
8.4 Conduct Routine Maintenance Inspection of Equipment
8.5 Instruct Employees in Equipment Use and Maintenance for Sanitation
8.6 Organize Work Flow and Use of Equipment

9. Manage Production 10.5%
9.1 Prepare Standardized Recipes for Food Production
9.2 Specify Standards and Procedures for Preparing Food
9.3 Supervise the Production and Distribution of Food

10. Manage Business Operations 8.4%
10.1 Prepare Purchasing Specifications
10.2 Manage Revenue-Generating Services
10.3 Prepare Detailed Specifications for Capital Purchases
10.4 Supervise the Purchase of Food and Supplies
10.5 Monitor/Review Cost of Menus Against Budget and Guidelines
10.6 Implement Cost-Effective Procedures
10.7 Administer Salary And Wage Adjustment for Employees
Appendix D

NDTR Registration Examination Specifications

Students who have completed all coursework, practicum and verification requirements are eligible to sit for
the national Registration Examination for Dietetic Technicians. The exam is a computer-based administered
by ACT testing centers. For more information, refer to Dietetic Technician Study Guide published by CDR.
Graduating students and TCC Dietetic Technician are encouraged to attend the NDTR Exam Review
Course.

Dietetic Technician, Registered
Examination - Test Specifications
January 1, 2017 – December 31, 2021
The Registration Examination for Dietetic Technicians is designed to evaluate a dietetic technician’s
ability to perform at the entry-level. The examination content domains and topics are outlined below.

I. Nutrition Science and Care for Individuals and Groups 44%
   A. Principles of Basic and Normal Nutrition
   B. Screening and Assessment
   C. Planning and Intervention
   D. Monitoring and Evaluation

II. Food Science and Food Service 24%
   A. Menu Development
   B. Procurement and Supply Management
   C. Food Production, Distribution, and Service
   D. Sanitation, Safety, Facility and Equipment

III. Management of Food and Nutrition Services 32%
   A. Human Resources
   B. Finance and Materials
   C. Marketing Products and Services
   D. Management Principles and Functions
   E. Quality Processes and Research
Appendix E  
Dietetic Professional Organizations

**Academy of Nutrition and Dietetics** - Any individual who is a student or graduate of an Academy of Nutrition and Dietetics approved dietetic technician program with an earned associate degree, or is a Dietetic Technician Registered (NDTR) is eligible for active membership in the Academy. Among the benefits of membership are monthly receipt of the Journal of the Academy of Nutrition and Dietetics, the newsletter, Food & Nutrition magazine, opportunity to join any of the 23 dietetic practice groups including Dietetic Technician Practice Group, and access to various discounts on insurance, travel and publications. Members of Academy who reside in Texas automatically become members of the Texas Academy of Nutrition and Dietetics.

Dietetic technician students may become Affiliate members of AND. Under the Affiliate category of membership, students pay reduced dues and receive many of the benefits of full active membership. Applications are available from the Dietetic Technician Program Director or the website [www.eatright.org](http://www.eatright.org)

**Texas Academy of Nutrition and Dietetics - Mission:** To empower Texas nutrition students to become future food and nutrition leaders, and to inspire involvement in dietetics at the local, state, and national levels. **Vision:** That all Texas nutrition students are informed of the educational requirements for obtaining the registered dietitian (RD) credential, and that they enter the workforce with professionalism, a mastery of nutritional science, and an understanding of the variety of career opportunities available to them. [www.eatrighttexas.org](http://www.eatrighttexas.org)

**Association of Nutrition & Foodservice Professionals (ANFP)** is a national not-for-profit association established in 1960 that today has over 15,000 professionals dedicated to the practice of providing optimum nutritional care through foodservice management. ANFP members work in hospitals, long-term care, schools, correctional facilities, and other non-commercial foodservice settings. The association provides foodservice reference, publications and resources, employment services for members, continuing education and professional development, and certification programs. ANFP monitors industry trends and legislative issues, and publishes one of the industry's most respected magazines.

Pre-Professional Membership: For individuals with one year of experience in nutrition and foodservice or students enrolled in a comprehensive foodservice management training program. For more information about ANFP, please contact Association of Nutrition & Foodservice Professionals [http://anfponline.org/](http://anfponline.org/)

**Nutrition & Foodservice Education Foundation** - envisions a future in which the health of the nation is improved through advancement of innovations and best practices in food safety and foodservice management.

**Texas Association of Nutrition & Foodservice Professionals** - Texas ANFP is an affiliate of the national not-for-profit association. This chapter has about 600 members. Visit [http://www.anfponline.org/TX/index.html](http://www.anfponline.org/TX/index.html) for more information.
**Student Dietetic Organization (SDO)** - Students in TCCD’s Dietetics Program are invited and encouraged to join the TCC SDO. This organization provides opportunities to meet and work on community service projects with other dietetic technician students.

Membership in this organization allows students to learn and practice valuable leadership and organizational skills. Acquisition of these skills and involvement in volunteer activities are important assets to land that first job.

Membership in the SDO is also one of the requirements for eligibility for the Margaret A. Shilling Scholarship. This scholarship, awarded each spring and fall.
Appendix F
Code of Ethics for the NDTRs

The Academy of Nutrition and Dietetics (Academy) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to nutrition and dietetics practitioners in their professional practice and conduct. Nutrition and dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the profession and to set forth commitments and obligations of the nutrition and dietetics practitioner to the public, clients, the profession, colleagues, and all others to which they provide service. The updated Code of Ethics was approved by the Academy Board of Directors and the Commission on Dietetic Registration, effective June 1, 2018.

The Code of Ethics applies to the following practitioners:
• All members of the Academy who are credentialed by CDR
• All members of the Academy who are not credentialed by CDR
• All CDR credentialed practitioners whether or not they are members of the Academy

The Code is overseen by a three-person Ethics Committee, with representation from the Board of Directors, Commission on Dietetic Registration and House of Delegates. The term of office is three years.

Preamble
When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner’s roles and conduct. All individuals to whom the Code applies are referred to as “nutrition and dietetics practitioners”.

By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

principles and standards
1. Competence and professional development in practice (Non-Maleficence)
Nutrition and dietetics practitioners shall:
   a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
   b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
c. Assess the validity and applicability of scientific evidence without personal bias.

d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.

e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner’s expertise and judgment.

f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.

b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.

c. Maintain and appropriately use credentials.

d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).

e. Provide accurate and truthful information in all communications.

f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.

g. Document, code and bill to most accurately reflect the character and extent of delivered services.

h. Respect patient/client’s autonomy. Safeguard patient/client confidentiality according to current regulations and laws.

i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

a. Participate in and contribute to decisions that affect the well-being of patients/clients.

b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.

c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.

d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.

e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.

f. Refrain from verbal/physical/emotional/sexual harassment.

g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

h. Communicate at an appropriate level to promote health literacy.

i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

a. Collaborate with others to reduce health disparities and protect human rights.
b. Promote fairness and objectivity with fair and equitable treatment.
c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
d. Promote the unique role of nutrition and dietetics practitioners.
e. Engage in service that benefits the community and to enhance the public’s trust in the profession.
f. Seek leadership opportunities in professional, community, and service organizations to health and nutritional status while protecting the public.
Appendix G

Code of Ethics for the CDM

The Certifying Board for Dietary Managers (CBDM) has a formal policy, the Code of Ethics for the Certified Dietary Manager, and procedures which incorporate due process, for the discipline of certificants. The Code of Ethics and procedures include the sanction of revocation of the certificate, for conduct which clearly indicates incompetence, unethical behavior and physical or mental impairment affecting the performance of the Certified Dietary Manager (CDM).

Code of Ethics for the Certified Dietary Manager

The Certifying Board for Dietary Managers believes it is in the best interests of the profession and the public it serves that a Code of Ethics provide guidance to Certified Dietary Managers in their professional practice and conduct. Certified Dietary Managers have voluntarily developed a Code of Ethics to reflect the ethical principles guiding the Certified Dietary Manager and to outline commitments and obligations of the CDM, CFPP to self, client, society, and the profession.

The purpose of the Certifying Board for Dietary Managers is to assist in the effective management of dietary operations, safety and welfare of the public by establishing and enforcing qualifications for Dietary Manager certification and for issuing voluntary credentials to individuals who have attained those qualifications. The Certifying Board has adopted this Code to apply to individuals who hold these credentials.

The Ethics Code applies in its entirety to certified members of the Association of Nutrition & Foodservice Professionals. The Code applies to all CDM, CFPPs who are not ANFP members. All of the aforementioned are referred to in the Code as “Certified Dietary Managers.”

PRINCIPLES

1. The Certified Dietary Manager provides professional services with objectivity and with respect for the unique needs and values of individuals.
2. The Certified Dietary Manager avoids discrimination against other individuals on the basis of race, creed, religion, sex, age, national origin and complies with EEOC & ADA requirements and the Rehabilitation Act of 1973.
3. The Certified Dietary Manager fulfills professional commitments in good faith.
4. The Certified Dietary Manager conducts himself/herself with honesty, integrity and fairness.
5. The Certified Dietary Manager remains free of conflict of interest and personal bias while fulfilling the objectives and maintaining the integrity of the Certified Dietary Manager profession.
6. The Certified Dietary Manager practices dietary management based on professional principles.
7. The Certified Dietary Manager assumes responsibility and accountability for personal and professional competence in practice.
8. The Certified Dietary Manager maintains confidentiality of information.
9. The Certified Dietary Manager exercises professional judgment within the limits of his/her qualifications and seeks counsel or makes referrals as appropriate.
10. The Certified Dietary Manager provide sufficient information to enable clients to make their own informed decisions.
11. The Certified Dietary Manager promotes or endorses products in a manner that is neither false nor misleading.
12. The Certified Dietary Manager permits use of his/her name for the purpose of certifying that dietary services have been rendered only if he/she has provided or supervised the provision of those services.
13. The Certified Dietary Manager accurately presents professional qualifications and credentials.
   a. The Certified Dietary Manager uses “CDM, CFPP” or Certified Dietary Manager, Certified Food Protection Professional only when certification is current and authorized by the Certifying Board for Dietary Managers.
b. The Certified Dietary Manager complies with all requirements of the Certifying Board’s certification program in which he/she is seeking initial or continued credentials from the Certifying Board for Dietary Managers.

c. The Certified Dietary Manager is subject to disciplinary action for aiding another person in violating any Certifying Board certification requirements or aiding another person in representing himself/herself as a Certified Dietary Manager when he/she is not.

14. The Certified Dietary Manager presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

15. The Certified Dietary Manager provides objective evaluation of candidates for professional association memberships, awards, scholarships or job advancement.

16. The Certified Dietary Manager voluntarily withdraws from the professional practice under the following circumstances:
   a. The CDM has engaged in any substance abuse that could affect his/her practice.
   b. The CDM has been adjudged by a court to be mentally incompetent.
   c. The CDM has an emotional or mental disability that affects his/her practice in a manner that could harm the client.

17. The Certified Dietary Manager complies with all applicable laws and regulations concerning the profession. The CDM is subject to disciplinary action under the following circumstances:
   a. The CDM has been convicted of a crime under the local, state or federal laws, which is a felony or a misdemeanor, and which is related to the practice of the profession.
   b. The CDM has been disciplined by a state chapter and at least one of the grounds for discipline is the same or substantially equivalent to these principles contained herein.
   c. The CDM has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or any agency or a governmental body.

18. The Certified Dietary Manager accepts the obligation to protect society and the profession by upholding the Code of Ethics for the profession of Nutrition and Foodservice Management and by reporting alleged violations of the Code through the review process of the Certifying Board for Dietary Managers.
Appendix H
Program Forms

1. Dietetics Special Admission Information Packet
2. IFWA 2446 Petition Form
3. Practicum Petition Packet
4. Prior Learning Assessment Request
Tarrant County College-SE Campus

Dietetics Program Selective Admissions Information Packet
2018–2019

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Visit the TCC Dietetics Program website at www.tccd.edu/dietetics
Dietetics Program Degree and Certificates

The Dietetics Program offers an AAS degree in Dietetic Technician and four certificates. Open admissions programs do not require program application. Special admissions program requires applicants to submit all application materials by the indicated deadlines.

OPEN ADMISSIONS PROGRAMS (No application is required)
The following certificates are open admissions programs. Students may enroll into any open admissions program without going through an application process.

- Healthy Meal Planning Occupational Skills Award (9 credits)
- Nutrition Specialist I Certificate (16 credits)
- Food and Nutrition Coach Certificate (43 Credits)

SPECIAL ADMISSIONS PROGRAMS (Application required)

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<td>Spring Admission: December 1st</td>
</tr>
</tbody>
</table>

Certificate in Dietary Manager and Associate Applied Science Degree in Dietetic Technician are special admissions programs. Students who wish to pursue the degree or certificate must meet the following requirements to apply.

Students who are interested in the dietetics program should review this entire information packet and the Dietetics Program website at www.tccd.edu/dietetics. Students are strongly encouraged to meet with Technical Advisor or respective Program Director prior to applying to the program. The contact information for the respective individuals is listed on the front cover of this packet. The program application is available online at https://tccdforms.tccd.edu/Forms/DieteticProgramApp.
SPECIAL ADMISSIONS PROGRAMS

CERTIFICATE IN DIETARY MANAGER
(Application is required for admission to this program)

First Year  

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
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<tbody>
<tr>
<td>FDNS</td>
<td>1103</td>
<td>Introduction to Dietetics</td>
<td>1</td>
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<td>HECO</td>
<td>1322</td>
<td>Nutrition and Diet Therapy</td>
<td>3</td>
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<tr>
<td>FDNS</td>
<td>1370</td>
<td>Principles of Food Prep; or CHEF 1301</td>
<td>3</td>
</tr>
<tr>
<td>CHEF</td>
<td>1205</td>
<td>Sanitation and Safety*, or BIOL 2420</td>
<td>2</td>
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First Year  Second Semester

<table>
<thead>
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<th>Course Title</th>
<th>Semester Hours</th>
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<tr>
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<td>DITA</td>
<td>1301</td>
<td>Dietary Manager II</td>
<td>3</td>
</tr>
<tr>
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<td>2446</td>
<td>Quantity Procedures</td>
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Second Year  First Semester

<table>
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<th>Course Title</th>
<th>Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>FDNS</td>
<td>1168</td>
<td>Practicum: Dietetics/Dietitian (Capstone)</td>
<td>1</td>
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</tbody>
</table>

Total Semester Hours 20

*Students who hold a valid ServSafe Manager Certificate may petition for Credits by experience/exam.

Admission Criteria
- Have a TCC Student Identification Number
- Be TSI Compliant

Program requirements
Students who are TSI compliant and submitted a Dietetics Program Application will be accepted into the Dietary Manager program. Students who completed the certificate are eligible to sit for the national Certified Dietary Manager (CDM) credentialing examination.
- Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum courses. In addition, students are required to meet physical requirements and Dietetics Program immunization requirements, provide proof of CPR for healthcare provider and ServSafe Manager Certification, and hold a valid Texas driver license prior to starting practicum rotation.
- Students not enrolled in dietetic courses for two consecutive semesters will be removed from the program.
- Students must complete all courses with a “C” or better.

How Do I Apply
If you meet the admission criteria, submit the Dietetics Program Application Packet.

TCC Dietetics Dietary Manager Program is an Approved Program by Association of Nutrition and Foodservice Professionals
AAS DEGREE IN DIETETIC TECHNICIAN

(Application is required for admission to this program)

* Prerequisite Courses
FDNS 1103 Introduction to Dietetics 1 Semester Hour
HECO 1322 Nutrition and Diet Therapy 3 Semester Hours

First Year  First Semester

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
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<tbody>
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<td>CHEF</td>
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<tr>
<td>DITA</td>
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<tr>
<td>FDNS</td>
<td>1371</td>
<td>Child Nutrition and Programs</td>
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First Year  Second Semester

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<td>Medical Nutrition Therapy II</td>
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<td>IFWA</td>
<td>2446</td>
<td>Quantity Procedures</td>
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<tr>
<td>FDNS</td>
<td>1168</td>
<td>Practicum: Dietetics/Dietitian</td>
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<tr>
<td>BIOL</td>
<td>2401</td>
<td>Anatomy and Physiology I</td>
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Summer

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<td>SPCH</td>
<td>1311, 1315, or 1321</td>
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Second Year  First Semester

<table>
<thead>
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<th>Course Title</th>
<th>Semester Hours</th>
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<td>FDNS</td>
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<td>English Composition I</td>
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<td>BIOL</td>
<td>2402</td>
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Second Year  Second Semester

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<th>Rubric</th>
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<th>Course Title</th>
<th>Semester Hours</th>
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<td>Special Topics in Foods, Nutrition and Wellness Study,</td>
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<td>2169</td>
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<tr>
<td>PSYC</td>
<td>2301</td>
<td>Introduction to Psychology or SOCI 1301</td>
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</table>

| Total Semester Hours | 60 |

* Student must complete the Prerequisite Courses with a ‘B’ or better.

See DT Program handbook or [www.tccd.edu/dietetics](http://www.tccd.edu/dietetics) for additional information.
Admission Criteria for AAS Degree in Dietetic Technician

- Have a TCC Student Identification Number
- Be TSI Compliant
- Completed a minimum of 12 college credits (including the following two prerequisite dietetic courses) by the end of the semester.
  - FDNS 1103 Introduction to Dietetics (1 Credit Hours)
  - HECO 1322 Nutrition and Diet Therapy (3 Credit Hours)

FDNS 1103 and HECO 1322 must be completed with a “B” or better within the last five years from the starting semester. Additional 8 college credits must be completed within the last 5 years with a C or better.

Students enrolled in FDNS 1103 and HECO 1322 may apply to the Dietetic Technician program prior to course completion. However, students will not be admitted to the program until the course grade is published on student’s transcript.

Program Completion Requirements

- All DITA, FDNS, HECO and IFWA courses with a “C” or better to graduate from the Dietetic Technician Program.
- FDNS 1346 and FDNS 1447 must be completed within five years from graduation.
- All students must complete a minimum of 450 supervised practice hours (over three practicum courses) and receive satisfactory practicum evaluation to complete the DT program.
- Students not enrolled in dietetics courses for two consecutive semesters will be removed from the program.
- Students who met all verification requirements will be eligible to sit for the national DTR (Dietetic Technician, Registered) credentialing examination.

Students accepted into the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum courses. In addition, students are required to meet physical requirements and Dietetics Program immunization requirements, provide proof of CPR for healthcare provider and ServSafe Manager Certification, and hold a valid Texas driver license prior to starting practicum rotation.

Students interested in applying to the Dietetic Technician Program may also register for the following courses prior to being accepted into the Dietetic Technician Program.

FDNS 1103 Introduction to Dietetics
HECO 1322 Nutrition and Diet Therapy
FDNS 1370 Principles of Food Prep
FDNS 1371 Child Nutrition and Programs
CHEF 1205 Sanitation and Safety
or any of the required general classes.

TCC Dietetic Technician Program is accredited by
Accreditation Council for Education in Nutrition and Dietetics (ACEND).
Acknowledgement of Requirements

Please read the following items carefully. You are required to accept the following requirements as part of the application process.

1. ____ I have applied to Tarrant County College through a TCC campus registrar, or online at www.tccd.edu/Admissions/Apply.html.

2. ____ I have read the entire ‘Dietetics Program Selective Admissions Information Packet’.

3. ____ I acknowledge that I will meet all TSI requirements for Mathematics, Reading and Writing prior to admission.

4. ____ I acknowledge that I am required to meet Dietetics Program immunization requirements prior to petitioning for practicum. I acknowledge that I will not be allowed to start practicum without meeting these immunization requirements.

5. ____ I acknowledge that I am required to pass a Drug Screening and Criminal Background Check within 30 days prior to starting of each practicum or anytime thereafter at the request of the instructor/preceptor. If I fail either of these protocols, I acknowledge that I will be dismissed from the program.

6. ____ I acknowledge that I am required to meet the physical requirements in this program. Inability to meet the physical requirements may affect my practicum placement and performance evaluation. These physical requirements may include, but are not limited to:
   • personal transport (which may include stair climbing)
   • standing, walking and/or sitting for long periods of time
   • bending and stretching
   • lifting heavy objects (up to 25 lbs.- 35 lbs.), carrying materials
   • pushing equipment
   • handling sharp equipment or utensils
   • handling hot items
   • vision, hearing, speech and manual dexterity appropriate for responsibilities

7. ____ I acknowledge that I am required to submit CPR for healthcare providers with practicum petition request.

8. ____ I acknowledge that I have a valid Texas Driver license and a vehicle insurance prior to starting practicum rotation.

9. ____ I acknowledge that I will be required to complete a practicum course (150 hours) for Dietary Manager Program or three practicum courses for Dietetic Technician Program over three semesters (150 hours each) on Wednesday and Friday.

10. ____ I acknowledge that I have reviewed the policies outlined in the Dietetics Program Student Handbook 2017 version. I agree to abide by all applicable policies of the College and of the Dietetic Technician Program.

For Dietetic Technician Program applicants, please complete the following questions:

11. ____ I am currently enrolled or have completed the prerequisite dietetics courses, FDNS 1103 Introduction to Dietetics and HECO 1322 Nutrition and Diet Therapy, with a ‘B’ better within the last five years.

12. ____ I verify that I will have completed a minimum of 12 college credits by the end of this semester (and within the last five years). If any of the 12 college credits are obtained from another institution, the credits have been transferred to TCC.
   • If the credits have not been transferred in to meet the minimum requirements, please enclosed a **sealed official transcript** from the college with the application. (If you have 12 credits completed at TCC, transcript is not required)
   • If you are planning to submit an international (out of the U.S.) transcript, first contact the TCC International Admissions Office at 817-515-5232 to schedule an appointment. Start this process at least eight (8) weeks before the deadline date
Application Process

1. Effective October 15, 2018, the Dietetics Program Application is available online at https://tccdforms.tccd.edu/Forms/DieteticProgramApp.

2. Please read carefully and complete all fields.

3. The application may be saved as draft. You will receive an email with a link for you to return to your draft. Once you submitted the application, you cannot edit your application.

4. If your application is incomplete, you will receive an email to resubmit a new application.

5. The Admission Review Committee will review the completed application and notify all applicants of their application status.

6. If your semester grades for the prerequisites are pending, you will be notified after grades are published on your transcripts.

7. When you receive the program offering email, you are required to reply to the email by selecting “Accept” or “Decline” program offering by the deadline given.

8. If you do not accept the program offering by the deadline, it would be considered you have “declined” the program offering.

9. Students who are not accepted into the program are encouraged to reapply after they meet the admission criteria.

10. Selection for the Dietetic Technician and Dietary Manager Program is based on students meeting the admission criteria. The applicant scores will be used to select applicants if the number of qualified applicants exceed the number of seats available. The selection committee does not consider developmental coursework, whether the applicant has previously applied or been on another program’s alternate list.

11. Applicants are not screened on the basis of race, color, religion, sex, age, national origin, veteran status, disability, or marital status. Letters of reference and interviews are also not used in the selection process.
**Applicant Score**

Applicant Score is based on GPA of Dietetics courses and bonus point. There is no minimum GPA requirement.

Bonus points are assigned based on the following criteria.
- Work or voluntary experience in the field of dietetics and healthcare within the last seven years (Only verified experience within the last 7 years will be awarded bonus points.)
- Prior Associate, Bachelor or Graduate’s degree (Official Transcript required)
- Final Grade in Dietetics and Anatomy & Physiology Courses within last 5 years (official transcript required)

\[ \text{Applicant Score} = \text{Grade Point Average of Dietetics Courses completed within the last five years} + \text{bonus points} \]

**Bonus Points Scale**

Only verifiable experience within the last 7 years will be awarded bonus points.

<table>
<thead>
<tr>
<th>Bonus Points</th>
<th>Hours worked as DT/Nutrition Educator/Nutrition Counselor/ Food Service Management</th>
<th>Others hours worked in field of dietetics (Example: Food service experience or dietary aid/clerk)</th>
<th>Hours worked in other allied health field</th>
<th>Hours volunteered in Dietetics</th>
<th>Hours volunteered in allied health care field</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>80-499</td>
<td>80-499</td>
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<td>80-499</td>
<td>500-999</td>
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<td>200+</td>
<td>500+</td>
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<td>1000-1499</td>
<td>1000-1499</td>
<td>200+</td>
<td>500+</td>
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<td>1500-1999</td>
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<td>500+</td>
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<td>0.5</td>
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<td>2000+</td>
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*Only verified experience will be counted towards the bonus points, see Experience Documentation Form

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<tr>
<th>Bonus Points</th>
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<th>Bonus Points</th>
<th>Final Grade for A &amp; P</th>
<th>Bonus Points</th>
<th>Final Grade for Each Dietetics Course</th>
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<td>0.2</td>
<td>A</td>
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<tr>
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<td>Bachelor Degree</td>
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<td>B</td>
<td>0.1</td>
<td>B</td>
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<tr>
<td>0.5</td>
<td>Master or Higher</td>
<td>0.1</td>
<td>C</td>
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<td></td>
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</table>

* Official transcript is required.
Dietetics/Healthcare Experience Documentation Form

Colleague ID: ________________

Student Name: ________________

This experience documentation form is optional. It is only required if you would like the Selection Committee to consider your previous work or voluntary experience in dietetics/healthcare field. Documented dietetics/healthcare experience may qualify you for bonus point for admission to the Dietetics program. **You do not need to complete this form if you do not want any bonus point for your previous work/voluntary experience.**

Applicant, please complete the top part of this form and give the form to your employer for completion. Please make additional copies of this form if you have more than one employer. Submit one form for each company. Please submit all experience documentation forms with your application. **Form submitted separately will not be considered as part of your application packet.**

The following information must be completed by the applicant’s supervisor or company’s HR department.

<table>
<thead>
<tr>
<th>Job Title of applicant:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Agency Name:</td>
<td></td>
</tr>
<tr>
<td>Number of hours per week worked/Volunteered:</td>
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</tr>
<tr>
<td>Total Number of weeks worked in the stated position:</td>
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</tr>
<tr>
<td>Was the position Paid or Unpaid (Volunteer) ?</td>
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Information of person completing this form

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Title and Credentials</th>
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</thead>
<tbody>
<tr>
<td>Signature and Date</td>
<td>Company Name &amp; Contact Information</td>
</tr>
</tbody>
</table>
OPEN ADMISSION PROGRAMS
(Application is not required for these certificates)

The following certificates may be completed individually or as part of your study for the Dietetic Technician Program. These certificates are stackable. Courses completed in one certificate will apply toward the next level certificate.

**Healthy Meal Planning**
Occupational Skills Award

<table>
<thead>
<tr>
<th>First Year</th>
<th>First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubric</td>
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<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition</td>
<td>Electives</td>
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</tbody>
</table>

**Total Semester Hours** 9

*Prerequisite for DITA 1300 is HECO 1322
+Application is NOT required for this certificate.

**Nutrition Specialist I**
Certificate of Completion

<table>
<thead>
<tr>
<th>First Year</th>
<th>First Semester</th>
</tr>
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<tbody>
<tr>
<td>Rubric</td>
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<table>
<thead>
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<th>First Year</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>DITA</td>
<td>1300</td>
</tr>
<tr>
<td>Nutrition</td>
<td>Electives</td>
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</tbody>
</table>

**Total Semester Hours** 16

*Prerequisite for DITA 1300 is HECO 1322
+Application is NOT required for this certificate.
# Certificate in Food & Nutrition Coach

Certificate of Completion

## First Year

### First Semester

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>FDNS</td>
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<td>Introduction to Dietetics</td>
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<td>HECO</td>
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<td>Nutrition and Diet Therapy</td>
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<tr>
<td>FDNS</td>
<td>1370</td>
<td>Principles of Food Prep</td>
<td>3</td>
</tr>
<tr>
<td>CHEF</td>
<td>1205</td>
<td>Safety and Sanitation; or BIOL 2420</td>
<td>2</td>
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<tr>
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<td>1371</td>
<td>Child Nutrition and Programs</td>
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## Second Semester

<table>
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<th>Semester Hours</th>
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<td>Dietary Manager I (Medical Nutrition Therapy I)</td>
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<tr>
<td>DITA</td>
<td>1301</td>
<td>Dietary Manager II</td>
<td>3</td>
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<td>IFWA</td>
<td>2446</td>
<td>Quantity Procedures</td>
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<td>Nutrition in Community</td>
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## Summer

<table>
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<tr>
<th>Rubric</th>
<th>Course Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>SPCH</td>
<td>1311, 1315, or 1321</td>
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<tr>
<td>PHED</td>
<td>1164</td>
<td>Introduction to Physical Fitness and Sport</td>
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## Second Year

### First Semester

<table>
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<th>Semester Hours</th>
</tr>
</thead>
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<td>FDNS</td>
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<td>Medical Nutrition Therapy II</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH</td>
<td>2301</td>
<td>Introduction to Psych or SOCI 1301</td>
<td>3</td>
</tr>
<tr>
<td>BIOL</td>
<td>2401</td>
<td>Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>FDNS</td>
<td>1168 or 2168</td>
<td>Practicum* (Capstone)</td>
<td>1</td>
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</tbody>
</table>

| Total Semester Hours | 43 |

* Students enrolled in the program must undergo and receive a clear criminal background check and negative substance abuse screening prior to starting practicum courses. In addition, students are required to meet physical requirements and Dietetics Program immunization requirements, provide proof of CPR for healthcare provider and ServSafe Manager Certification, and hold a valid Texas driver license prior to starting practicum rotation. See Additional Requirements at www.tccd.edu/dietetics.

** Students must be TSI Compliant prior to completion of certificate.

+ Application is NOT required for this certificate.
IFWA 2446 Quantitiy Procedures
Petition Form
Instructions for submitting IFWA 2446 Petition:

1. If you are interested in taking IFWA 2446 you are required to submit a petition (p.2) for this course.

2. Deadline to submit IFWA 2446 petition for:
   - Fall semester: Wed before Final Exam Week – by 5:00 PM
   - Spring semester: Wed before Final Exam Week – by 5:00 PM

3. Submit petition to the Department Office (ESED 2132A).

4. The following are the course requirements:
   - Met TSI Math requirement or by completing Math 0361 with a C or better.
   - Completed FDNS 1301, FDNS 1370 or CHEF 1301.
   - Must have a ServSafe Manager Certification.

5. You will be notified by Coordinator of petition status – Granted or Not Granted.

   **Dietetics Program Coordinator**
   Christina Liew-Newville, MS, RD, LD
   Tarrant County College Southeast Campus, ESEE 2331A
   Office (817) 515-3187

   **Culinary Arts Program Coordinator**
   Katrina E. Warner, MS
   Tarrant County College Southeast Campus, ESEE1310J
   Office (817) 515-3609

6. If you are granted petition, you will receive an email from Department of Culinary, Dietetics, and Hospitality Administrative Assistant asking you to register for the course prior to registration closing.
Division of Business and Technology
IFWA 2446 Petition Form

SUBMIT TO DEPARTMENT OFFICE (ESED 2132A) by deadline:
• Fall semester: Wednesday before the Final Exam Week 5:00 PM
• Spring semester: Wednesday before the Final Exam Week 5:00 PM

Name: ____________________  Student ID Number: ______________

TCC email: ___________________________________________________@my.tccd.edu

Phone: ______________________

Semester petitioning for (circle one): Fall  Spring

Major (circle one): Culinary  Dietetics   Other _____________

Are you within 12 hours of graduation (circle one)? Yes or No

When do you plan to graduate? (semester and year) ________________

(Dietetics Students only) Will you be concurrently enrolled in a practicum with IFWA 2446? Yes or No  If yes, which practicum course ______________________________

Please submit the following:

1. Petition Form (pg. 2)

2. ServSafe Manager Certificate

3. Degree Audit from WebAdvisor

Print Student Name: _____________________________

Student Signature: ______________________________ Date __________
Dietetics Practicum
Petition
2018-2019
Practicum Petition Packet

Deadlines:
Oct 1 for Spring Registration
April 1 for Fall Registration

For questions, please contact the respective program director.

Margaret Hearn, RD, LD
Dietary Manager Program Coordinator
Adjunct Instructor of Dietetics
Margaret.hearn@tccd.edu

Christina Liew-Newville, MS, RD, LD
Dietetic Technician Program Director/
Coordinator/Assistant Professor of Dietetics
Christina.liew-newville@tccd.edu

Please turn in the completed practicum petition packet to:
Department of Culinary Arts, Dietetics and Hospitality Management
ESED 2132A
817-515-3317
Instruction for Submitting a Practicum Petition

Students interested in taking practicum courses are required to submit a petition for each dietetics practicum. All items are to be submitted to the practicum instructor by deadlines. *Granting of practicum petition is based on availability of supervised practice placement, completion of preparation courses, documented immunization status and expected graduation date. Students accepted into the practicum course will be required to complete a drug screen and background check at student’s own expense through Castlebranch.*

Name:________________________ Practicum Course: _________

<table>
<thead>
<tr>
<th>Student Checklist</th>
<th>Student Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete the “Practicum Requirements” Checklist</td>
<td></td>
</tr>
<tr>
<td>2. Complete all Immunization requirements.</td>
<td></td>
</tr>
<tr>
<td>• Please retain a copy of all documents provided to Instructor. All files will be stored or archived with Dietetics Program.</td>
<td></td>
</tr>
<tr>
<td>• Do not submit originals of immunization records or other certifications.</td>
<td></td>
</tr>
<tr>
<td>3. Obtain CPR Healthcare Provider or Basic Life Support Certification</td>
<td></td>
</tr>
<tr>
<td>4. Obtain ServSafe Manager Certification.</td>
<td></td>
</tr>
<tr>
<td>• If currently enrolled in CHEF 1205, print and submit score report.</td>
<td></td>
</tr>
<tr>
<td>5. Print a Degree Audit from WebAdvisor for AAS degree in Dietetic Technician or Certificate in Dietary Manager</td>
<td></td>
</tr>
<tr>
<td>• Ensure all the prerequisite courses have been taken</td>
<td></td>
</tr>
<tr>
<td>6. If you have all the required information, please use the following checklist to assist you in completing the practicum petition packet.</td>
<td></td>
</tr>
</tbody>
</table>

**Checklist - Required Documents**

1. Practicum Petition Form
2. Practicum Readiness Checklist
3. Work Experience Form
4. Student Contact Information Form
5. Signed Authorization for Information Release
6. Signed Supervised Practice Waiver and Indemnity Agreement
7. Signed Agreement for Dress code
8. Completed Name Badge Request Form
9. Completed background check/drug screen payment form from Castlebranch
10. Completed immunization checklist
11. Copy of Dietetics Immunization Form and original copy of shot records/titer
12. Copy of CPR for Healthcare Provider Certificate
13. Copy of ServSafe Manager Certificate
14. Degree Completion Plan, signed by Dietetics faculty or Advisor
15. Dietetic Technician/Dietary Manager Degree Audit
### Administrative Assistant’s Checklist

1. Practicum Petition Form
2. Practicum Requirements Checklist
3. Work Experience Form
4. Student Contact Information Form
5. Signed Authorization for Information Release
6. Signed Supervised Practice Waiver and Indemnity Agreement
7. Signed Agreement for Dress code
8. Completed Name Badge Request Form
9. Completed background check/drug screen payment form from Castlebranch
10. Immunization Checklist
11. Copy of Dietetics Immunization Form and copy of original shot records/titer
12. Copy of CPR for Healthcare Provider Certificate  Expiration Date:
13. Copy of ServSafe Manager Certificate  Expiration Date:
14. Degree Completion Plan, signed by Dietetics faculty or Advisor
15. Dietetic Technician/Dietary Manager Degree Audit

**Signature and Date of Administrative Assistant:** ________________________________

### Coordinator’s Checklist

16. Meets Coursework requirements
17. Meets Immunization requirement
18. Clear criminal background check
19. Negative drug screen
20. Valid CPR BLS or for CPR Healthcare Provider
21. Valid ServSafe Manager Certificates

**Petition Granted:** Yes  No  Pending: __________________________

**Signature and Date of Coordinator:** ________________________________

**Comments:**
**Division of Business and Technology**  
**Dietetics Practicum Petition Form**

**Name:** ____________________________  **Student Number:** ________________________  

**TCC email:** _________________________________________________________________  

**Phone:** ___________________________  **Major:** ________________________________  

When do you plan to graduate? (semester and year) ____________________________________  

Are you within 12 hours of graduation after this semester?  Yes or  No  

Circle the practicum you are requesting:  

- FDNS 1168 Dietary Management  
- FDNS 2168 Practicum: Community  
- FDNS 2169 Practicum: Clinical  

**For the requested practicum, please list the semesters you completed the following courses.**

**For FDNS 1168 Practicum: Dietary Management**  

<table>
<thead>
<tr>
<th>Required Prerequisites</th>
<th>Semester completed</th>
<th>Concurrently or prerequisite</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDNS 1103 Intro to Dietetics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FDNS 1370 Principles of Food Prep or CHEF 1301 Basic Food Prep</td>
<td></td>
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<tr>
<td>CHEF 1205 Safety and Sanitation or ServSafe Manager Certification</td>
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</tr>
<tr>
<td>DITA 1300 Dietary Mgr 1</td>
<td></td>
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<tr>
<td>DITA 1301 Dietary Mgr 2</td>
<td></td>
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</tr>
</tbody>
</table>

**For FDNS 2168 Practicum: Community Nutrition/Wellness**  

<table>
<thead>
<tr>
<th>Required Prerequisites</th>
<th>Semester completed</th>
<th>Plus two of the following courses</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDNS 1103 Intro to Dietetics</td>
<td></td>
<td>DITA 1300 Dietary Mgr 1</td>
<td></td>
</tr>
<tr>
<td>HECO 1322 Nutrition &amp; Diet Therapy</td>
<td></td>
<td>FDNS 1371 Child Nutrition &amp; Programs</td>
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<tr>
<td>FDNS 1309 Nutrition in Community</td>
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<td>FDNS 1341 Nutrition in Life Cycle</td>
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</tr>
<tr>
<td>FDNS 1370 Principles of Food Prep or CHEF 1301 Basic Food Prep</td>
<td></td>
<td></td>
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<tr>
<td>CHEF 1205 Safety and Sanitation or ServSafe Manager Certification</td>
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</tr>
</tbody>
</table>

**For FDNS 2169 Practicum: Clinical (Capstone)**  

<table>
<thead>
<tr>
<th>Required Prerequisites</th>
<th>Semester completed</th>
<th>Concurrently or prerequisites</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDNS 1168 Practicum: Dietary Mgmt</td>
<td></td>
<td>BIOL 2402 A&amp;P 2</td>
<td></td>
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<tr>
<td>FDNS 1346 MNT 2</td>
<td></td>
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<tr>
<td>FDNS 1447 MNT 3</td>
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<tr>
<td>BIOL 2401 A&amp;P 1</td>
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</tbody>
</table>
Practicum Requirements

Please initial the following items to prepare yourself for the practicum.

____ I have completed the required prerequisite courses prior to practicum.

____ I have reliable transportation to and from the practicum sites.

____ I am able to meet the physical requirements of the practicum. Inability to meet the physical requirements may affect my practicum placement and performance evaluation.

____ I am willing to submit to criminal background check and drug screening at the request of the instructor or preceptors. I am responsible for all charges related to background check and drug screening. Drug screen will be completed within 30 days of practicum start date or at anytime thereafter at the request of the instructor and preceptors. I understand that I may be asked to withdraw from the practicum course and the Dietetics program if I have an unclear background check or drug screen.

____ I have met all Immunization and TB screening requirements. All documentation for immunization and testing is provided.

____ I have a current CPR for Healthcare Providers or Basic Life Support Certification.

____ I have a current ServSafe Manager Certification.

____ I have health and car insurance for myself. Practicum site may require documentation of insurance.

____ I have a valid Texas driver license prior to starting practicum rotation.

____ I am available on Wednesday and Friday from the hours of 8:00 am -5:00 pm for practicum hours. *Note: For FDNS 1168 Practicum: Typical practicum hours are on Wednesday and Friday starting between 6-8am. Some facilities may require earlier or later hours depending on hours of operation.

____ I understand that I may be placed in a facility within 60 miles from the TCC SE campus.

____ I have reviewed and agreed to follow the policies outlined in the Dietetics Program Student Handbook. I agree to abide by all applicable policies of the College and of the Dietetics Program.

____ I agree to follow dress code and uniform requirements for supervised practice.

____ I agree to follow the General Appearance Guidelines outlined in the Dietetics Program Student Handbook
  • Hair must be clean and conservatively styled with natural hair color
  • Fingernails should be short in length, neatly manicured and in natural color, no artificial nails.
  • Men should be clean shaven or neatly trimmed.
  • Breath and body odor must be appropriately controlled.

By signing here, I understand and agree to comply with all requirements stated above.

Student Signature ____________________________________ Date: __________________
Name: ______________________________

Please provide all work and voluntary experience below. If you do not have any, please put down “none”.

# Work Experience

<table>
<thead>
<tr>
<th>Dates of Employment (e.g. 1/2014 to 2/2015)</th>
<th>Company Name and Job Title</th>
<th>Brief description of your duties and responsibilities</th>
<th>Hours per week</th>
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<tbody>
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</tbody>
</table>

# Volunteer Experience

<table>
<thead>
<tr>
<th>Dates of Employment (e.g. 1/2014 to 2/2015)</th>
<th>Company Name and Job Title</th>
<th>Brief description of your duties and responsibilities</th>
<th>Total Volunteer Hours</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>


STUDENT CONTACT INFORMATION

Name: ______________________________________________________________________________

Home Address: _________________________________ City: _________________________________

Phone (home): _____________________________________ (cell)____________________________

College Email: _______________________________________________________________________

___________________________________________________________________________________

Physician (name/phone #):  ______________________________________________________________

Pertinent medical conditions _____________________________________________________________

(Please put N/A if you do not have any condition to disclose)

I give permission to TCCD and supervised practice location to contact the following people to disclose
my location, safety and pertinent health information during emergency.

Emergency contact person (name/phone #):________________________________________________

Emergency contact person (name/phone #):________________________________________________

I give permission to TCC to release the following information to the supervised practice location.

(Please put your initial on the line)

_____ Phone and Email Address

_____ Medical Information Disclosed Above

Student Signature ________________________________  Date: __________________
Authorization for Information Release Form

Name: _______________________

ID: __________________________

Date: ________________________

I, _______________________________, hereby authorize Tarrant County College District to release the following documents to practicum sites for the purpose of placement for supervised practice experience.

- Immunization Records
- Criminal Background Check Results
- Drug Screen Result
- Tuberculosis Screen Result
- CPR Certificate
- Serve Safe Certification
- Student’s Contact Information (including address, email and phone number)

I understand that the practicum sites may choose to dismiss or not accept me as an intern for supervised practice experience based on the information released.

Student Signature ______________________________ Date: __________________

Print Name: __________________________
TARRANT COUNTY COLLEGE DIETETIC TECHNICIAN PROGRAM

Supervised Practice

Waiver and Indemnity Agreement

Students must complete the Waiver and Indemnity Agreement form before beginning supervised practice.

I ___________________________ verify that I understand the physical requirements for participation

Applicant

in course activities for FDNS 1168, Practicum: Dietary Management, FDNS 2168, Practicum: Community and FDNS 2169, Practicum: Clinical. These physical requirements may include, but are not limited to:

- personal transport (which may include stair climbing)
- standing, walking and/or sitting for long periods of time
- bending and stretching
- lifting heavy objects (up to 25 lbs.- 35 lbs.), carrying materials
- pushing equipment
- handling sharp equipment or utensils
- handling hot items
- vision, hearing, speech and manual dexterity appropriate for responsibilities

For and in consideration given the Applicant herein to participate in the course activities herein described, I, the undersigned Applicant (if eighteen years or older), or We, (the undersigned Applicant, if under the age of eighteen years, and the undersigned parent or guardian), hereby acknowledge that both Tarrant County College, and the facility(ies) which the Applicant is assigned, their officers, their agents, and their employees shall not in any manner be held responsible for any aspect of the FDNS 1168, FDNS 2168, and FDNS 2169, supervised practice courses offered by Tarrant County College effective ______________(date)

I, or We, agree to hold harmless both Tarrant County College, and the facility(ies) to which the Applicant is assigned, their officers, their agents, and their employees from any and all responsibility arising from or in connection with the participation of the undersigned Applicant in such course activities, and I, or We, further agree to Indemnify both Tarrant County College, and the facilities to which the Applicant is assigned, their officers, their agents, them, or any of them, by virtue of any of their acts or omissions related to such course activities. I, or We, understand that health care insurance coverage for the Applicant is not provided by Tarrant County College or by the Facility (ies) to which the Applicant is assigned. The undersigned Applicant further agrees to abide by all local, state and federal laws governing course activities described herein, as well as applicable facility and Tarrant County College regulations. If Applicant is under eighteen years of age, his/her parent or guardian must co-sign below:

Applicant’s signature ___________ Date of Birth ___________ colleague ID ___________

Date: _______________ If under 18, Signature of Parent or Guardian: ______________________

Witness: ____________________________
Dress Code for Supervised Practice

Dietetics Program students are required to dress consistent with facility and department/unit standards while participating in supervised practice course activities. Students are required to present a professional image consistent with duties and responsibilities as assigned. Students are to maintain personal hygiene consistent with safe and acceptable food handling and patient health care environments. Students are required to follow the following requirements while participating supervised practice activities.

1. White or Black polo or button-down dress shirt with collar and no graphic or writing.
2. Name Tag. All students must wear a TCCD Dietetics Program Student name tag.
3. Black, khaki, or navy slacks that are ankle-length or shoe top. Pants should be worn at waistline. (Stains, Jeans, low rider waist line pants and slacks above the ankle are unacceptable.)
4. Enclosed, non-skid, covered-top, closed-toe shoes. No cloth or canvas shoes. Shoes must be clean, polished and in good repair.
5. Neutral, dark or white socks or neutral hose must be worn.
6. TCC Dietetic Technician scrub may be worn to clinical facility if approved by facility.
7. Lab Coats are to be worn over above dress code if the facility or RD requires a lab coat.

General Appearance Guidelines

1. Proper grooming is required at all times.
2. Clothing should fit properly and not be binding or baggy in appearance
3. Limit jewelry to a watch, wedding rings and small post earrings.
4. **Hair must be clean and conservatively styled with natural hair color.**
5. Long hair should be worn up or tied back, held or gathered.
6. A hair covering must be worn when in food preparation areas.
7. Men should be clean shaven or neatly trimmed.
8. Women should avoid heavy makeup and false eyelashes.
9. Hands and nails must be kept scrupulously clean.
10. **Fingernails should be short in length, neatly manicured and in natural color.**
11. Artificial nails and nail polish should not be worn during practicum especially in areas where food is prepared or served.
12. Breath and body odor must be appropriately controlled.
13. Do not wear strong cologne or fragrances.
14. Tattoos must be covered and not visible to anyone.

Student who does not meet the above uniform guidelines will be asked to leave the practicum site and make appropriate correction prior returning to practicum.

I agree to follow above requirements for dress code and general appearance.

_________________________  __________________________
Signature  Date
Name Badge Request From

All TCC Dietetics Practicum Interns must wear their name badge during their practicum rotation. Please complete the Name Badge Request Form to indicate if you need a name badge or not.

TCC Dietetics program will pay your name tag if this is your first practicum or if you had an official name change since your last issued name badge. If your issued name badge is missing or lost, you would need to order the TCC name badge on your own expense. Please contact the department office for ordering information.

Official Name: ____________________________________________________________

(Please print legibly)

_____ I would like to order a name badge for TCC practicum because this is my first practicum.

_____ I would like to order a name badge for TCC practicum because I had an official name change (please provide documentation)

_____ I already have a TCC Dietetics Intern name badge.

_____ I need ordering information because I lost my TCC name badge.
Tarrant County College
Southeast Campus

**Background Check and Drug Screen Procedures**

All TCC Dietetics interns are require to complete a background check and drug screen within 60 days of each practicum start date or at any time thereafter at the request of the instructor and preceptors. Students may be asked to withdraw from the practicum course and the Dietetics program if they have do not have a clear background and negative drug screen results. If drug screen is not completed by established date, then the student will need to drop the practicum course. Request for Background check and drug screen will be done through [https://tccd.castlebranch.com](https://tccd.castlebranch.com)

Click on “Place order”, select the “Dietetic Technician Program”.

FDNS 1168 Practicum in Dietary Management - Select “Background check and drug screen” package -$79
FDNS 2169 Practicum in Clinical - Select “Background check and drug screen” package -$79
FDNS 2168 Practicum in Community Nutrition - Select “Background check” package -$40

In addition, starting Spring 2019, all students will need to order the “Compliance Tracker” - $25.

Complete the payment order, print your “order confirmation receipt”, and submit the receipt with your practicum petition packet.

Once order is submitted, you will receive directions from Castlebranch to do the drug screen.

**Do not do the drug screen until you hear from your instructor on when to do the drug screen. Drug screen must be done on a “time frame” designated by the instructor.**

By signing here, I understand and agree to comply with the background check and drug screening requirements stated above.

Student Signature _____________________________ Date: ________________
**Immunization Checklist**

Review your immunization form and answer the following questions. The original shot records must be submitted with the Dietetics Immunization Form.

<table>
<thead>
<tr>
<th>Do you have the following ...</th>
<th>Listed on Dietetics Immunization Form</th>
<th>Copy of original shot record or titer result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus/Diphtheria within last 10 years</td>
<td>Yes  No</td>
<td>Yes  No</td>
</tr>
<tr>
<td>2 doses of MMR or titer</td>
<td>Yes  No</td>
<td>Yes  No</td>
</tr>
<tr>
<td>3 doses of Hepatitis B or titer</td>
<td>Yes  No</td>
<td>Yes  No</td>
</tr>
<tr>
<td>2 doses of varicella or titer</td>
<td>Yes  No</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Flu shot for this season</td>
<td>Yes  No</td>
<td>Yes  No</td>
</tr>
<tr>
<td>Annual PPD skin test (or X-ray within the last two years)</td>
<td>Yes  No</td>
<td>Yes  No</td>
</tr>
</tbody>
</table>
The immunization form needs to be completed by the healthcare provider. Alternatively, student can bring their shot records to the campus health service, the campus nurse will transfer the information over. Copies of the original shot records need to be submitted with a copy of the completed immunization form (please keep the originals for yourself).

Students who no longer are able to locate their shot records can ask the doctor to check for their immunity with a titer for all the diseases listed below (except flu and tetanus).

Texas Administrative Code* requires the following immunizations or proof of serologic immunity of the diseases prior to direct patient contact. Students are required to provide the documentation prior to start of the Dietetics Practicum. The DFW Hospital Council also places requirements on students to assure the safety of both the student and the patients they encounter. Students may not participate in coursework involved in direct patient contact without the following immunizations:

1. TETANUS/DIPHTHERIA - one dose within the past ten years.

2. MEASLES, MUMPS and RUBELLA:
   a. MEASLES/RUBEOLA - must have two doses since 12 months of age.
   b. MUMPS - one dose since 12 months of age is required.
   c. RUBELLA - one dose since 12 months of age is required.

3. HEPATITIS B - A complete three-dose series or proof of immunity is required prior to submitting a practicum petition.

4. VARICELLA - One dose of varicella (chickenpox) vaccine on or after the student's first birthday or, if the first dose was administered on or after the student's thirteenth birthday, two doses of varicella (chickenpox) vaccine are required. Student with prior chicken pox disease must provide proof of immunity through a blood titer.

5. INFLUENZA – annual seasonal flu shot is mandatory.

6. TB Skin Test– once a year (If skin test is positive, a documented negative chest X-ray by physician is required)

*Texas Administrative Code: Vaccine requirements applicable to institutions of higher education, incorporated in Title 25, Health Services Chapter 97 Rule 97.64
### Tarrant County College – Dietetics Program’s Immunization Form

**Name:** ___________________________  **Colleague ID #:** __________________

<table>
<thead>
<tr>
<th>VACCINES</th>
<th>Date Given/ Titer date</th>
<th>Signature</th>
<th>Lot # (If available)</th>
<th>Expiration Date (if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>TETANUS/DIPHTHERIA</strong> (within 10 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>MEASLES, MUMPS and RUBELLA</strong></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>a. <strong>MEASLES/RUBEOLA</strong> (2 doses)</td>
<td>1.</td>
<td></td>
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<tr>
<td>b. <strong>MUMPS</strong></td>
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<tr>
<td>c. <strong>RUBELLA</strong></td>
<td></td>
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</tr>
<tr>
<td>3. <strong>HEPATITIS B</strong> (3 doses)</td>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <strong>VARICELLA</strong></td>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. <strong>INFLUENZA</strong> (Seasonal)</td>
<td></td>
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</tbody>
</table>

**Date of Tuberculosis Testing:**  
**PPD Skin Test:** Intradermal (Mantoux) or QFT (IGRA blood test)  
**Date Read:**  
**Signature:**  
**Date:**

**Date of Chest X-Ray:**  
**Chest X-Ray Results:** Negative Positive*  
*If positive chest-x ray, has treatment been COMPLETED? NO YES Date of completion:  
**Signature and Date:**

***A copy of original shot records or proof of immunity must be submitted with this document for practicum petition.***
Prior Learning Assessment
Prior Learning Assessment Procedures

Request for Practicum Hours based on Prior Experience

1. Students who meet the following criteria may request practicum hours to be granted.
   a. Currently enrolled in TCC Dietetics program
   b. A minimum of 2 year full-time or equivalent of professional dietetics experience from one employer within the last five years in one of the following dietetics practice area: Management of institutional food service, Community nutrition, or Clinical dietetics

2. Students must submit a portfolio in the following order with the following information to the program director by **October 1 of Fall semester or April 1 of Spring Semester:**
   a. Prior Learning Assessment Request Form
   b. Evaluation of Prior Learning Experience Description and Documentation Form
      (Please see the program director for the evaluation form corresponds with the course: FDNS 1168, FDNS 2168 or FDNS 2169)
   c. A professional resume
   d. Dietetics Experience Documentation Form by Employer
   e. Letter of recommendation from the employer or a copy of the latest Performance Evaluation from the employer
   f. A detailed job description verified with the supervisor or HR’s signature and contact information (Email, phone and address)
   g. A list of work samples and copies of work samples that correspond to the student learning outcomes listed on the practicum course syllabus

3. Program Director will review the documentation submitted and determine the number of practicum hours to be granted up to **150 hours** for a single practicum course.

4. No more than 300 hours will be granted toward the required 450 supervised practice hours.

5. Incomplete application will be returned to students and students may reapply.

6. **Students who were granted practicum hours are required to register and complete the course within the next 24 months.** All practicum hours granted are considered null after 24 months if student did not register or complete the course successfully with a C or better.

7. Students are required to register in the practicum course, participate in the weekly practicum meeting and complete required class assignments.
Prior Learning Assessment Request Form

Colleague ID: ________________
Student Name: ________________

Please initial on the applicable line.

_______ I have a minimum of 2 years or equivalent hours of fulltime professional work experience in the following dietetics practice area:

___ Management of institutional food service
___ Community nutrition
___ Clinical dietetics

Please select a practicum course that corresponded to your experience.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Your Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDNS 1168</td>
<td>Practicum: Dietary Management</td>
<td>Management of institutional food service</td>
</tr>
<tr>
<td>FDNS 2168</td>
<td>Practicum: Community/Wellness</td>
<td>Community nutrition</td>
</tr>
<tr>
<td>FDNS 2169</td>
<td>Practicum: Clinical</td>
<td>Clinical dietetics</td>
</tr>
</tbody>
</table>

Brief summary of work experience:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

_________________ ___________
Student Signature       Date

For office use only

Number of Practicum hours granted: ________ hours toward course __________________________

Reason for non-approval: ____________________________________________________________________________

_________________________ _______
Signature of Program Director      Date
Dietetics Experience Documentation Form

Colleague ID: ________________

Student Name: ________________

You are required to submit Experience Documentation Form if you would like the Dietetics program to consider your previous work experience in dietetics/healthcare field. Documented dietetics/healthcare experience may qualify you for practicum hours.

Applicant, please complete the top part of this form and give the form to your employer for completion.

Please make additional copies of this form if you have more than one employer. Submit one form for each company. Please submit all experience documentation forms with your application.

The following information must be completed by the applicant’s supervisor or company’s HR department.

<table>
<thead>
<tr>
<th>Job Title of applicant:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Agency Name:</td>
<td></td>
</tr>
<tr>
<td>Number of hours per week worked:</td>
<td></td>
</tr>
<tr>
<td>Total Number of weeks worked in the stated position:</td>
<td></td>
</tr>
<tr>
<td>Was the position Paid or Unpaid (Volunteer)</td>
<td></td>
</tr>
</tbody>
</table>

Information of person completing this form

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Title and Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature and Date</td>
<td>Company Name &amp; Contact Information</td>
</tr>
</tbody>
</table>
## Summary of Deadlines

<table>
<thead>
<tr>
<th></th>
<th>Spring</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietetics Program Application</td>
<td>May 1</td>
<td>December 1</td>
</tr>
<tr>
<td>Dietetics Practicum Petition</td>
<td>April 1</td>
<td>Oct 1</td>
</tr>
<tr>
<td>Prior Learning Assessment Evaluation for Practicum Hours</td>
<td>April 1</td>
<td>Oct 1</td>
</tr>
<tr>
<td>IFWA 2446 Quantity Procedures Petition</td>
<td>Wednesday of Final week</td>
<td></td>
</tr>
</tbody>
</table>