

# Requirement II: College Accountability

The Program Director is committed to the success of the classroom and field experience components.

## 2.4 Program Commitment

### Classroom Hours

- A minimum of 120 hours is used in didactic or classroom learning activities and is monitored by the Program Director. All of the classroom nutrition hours must be taught by a Registered Dietitian Nutritionist.

### Field Experience Hours

The field experience activities are managed by a Registered Dietitian Nutritionist:

- Oversees, supervises, and records as necessary all field experience activities performed by students.
- Interacts with facility personnel including preceptors as needed to assist with questions or concerns about student assignments.
- Ensures 50 hours of the 150 hours field experience requirement are appropriately precepted by qualified personnel.

The field experience activities are coordinated by the Program Director:

- Arranges relationships with and obtains approval by administrators at facilities where students will perform their field experience activities.
- Ensures the facility has the proper staff and resources for the student to successfully complete field experience activities.
- Receives and approves completed documentation of student field experience activities signed by the RDN who manages the field experience.

### Program Communication

- Criteria outlined in the Program Director's Commitment support the standards of ANFP.



Complete Form 2.4 A



Complete Form 2.4 A



Complete Form 2.4 B Optional III(b) Director's Letter of Commitment if, when approved, the college would like to provide this program to eligible students.



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# Requirement II: College Accountability

## Form 2.4A - Program Director's Commitment

I hereby agree to abide by the following stipulations:

- ANFP Approved Training Programs have met the requirements established by ANFP of the required 120 classroom hours and 150 field experience (FE) hours that are determined by the detailed content outline.
  - Of the 150 FE hours, 50 hours are precepted hours.
  - For the precepted hours, 25 Nutrition hours must be precepted by an RDN or NDTR and 25 Foodservice hours must be precepted by a CDM, CFPP, NDTR, RDN or other healthcare foodservice professionals with the required credentials and experience.
- Students are eligible for ANFP Pre-Professional membership; graduates are eligible to apply for the CDM, CFPP Credentialing Exam (Pathway I) and ANFP Professional membership.
- In order to communicate information regarding ANFP membership and the CDM, CFPP Credentialing Exam, student names/e-mail/ mailing address will be e-mailed (with student permission) to ANFP when students enroll.
- Upon student graduation, the student names/e-mail/ mailing address will be e-mailed to ANFP. A verification will be entered into the student account. This verification is a requirement of Pathway I and Pathway III(b) CDM, CFPP Credentialing Exam eligibility.
- ANFP approval is granted for a five-year period. The education provider must then submit a renewal application. All programs will be given a nine-month advance notice.
- Each year, other than the year renewal is due, an ANFP Approved Training Program Annual Report will be due in August. All programs will be given a six-month advance notice via e-mail.

### PROGRAM DIRECTOR'S COMMITMENT TO STUDENT

I hereby certify that I fully understand the Requirements covering the classroom and field experience and the qualifications of instructors and preceptors as outlined in the ANFP Program Training Requirements.

I agree that I have read the Nutrition & Foodservice Professionals Training Program Requirements document and fully abide by all requirements and policy and confirm that each student enrolled has a qualified preceptor with the required credentials and experience as outlined on Form 2.3.

I will coordinate an agreement with the administrator of each field experience site for scheduling opportunities to provide for the required 150 hours of field experience.

I will arrange for an agreement with the RDN or NDTR preceptor that a minimum of 25 of the nutrition related hours of direct supervision will be provided by the RDN or NDTR preceptor to each student according to the guidelines established in Requirement 2.3.

I certify that I will coordinate and an RDN will manage all 150 hours of the field experience.

I will provide a certificate of completion that contains all the required components to each student who successfully completes the ANFP Approved Training Program.

Form 2.4 - Program Director's Commitment	
Program Director's Name (please print)	
Program Director's Signature	
Program Director's College	
Date	