

San Jose State University  
Department of Nutrition, Food Science & Pkg  
Didactic Program in Dietetics (DPD)

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## INSTRUCTIONS FOR DIETETIC TECHNICIAN (DT) PATHWAY

### **DPD Transcript Evaluation for Declaration of Intent:**

1. Collect official copies of transcripts of community colleges, colleges, and universities which you have attended. You may use an unofficial website printout copy of courses taken and grades received from SJSU. Use the curriculum plan for dietetics as a checklist.
2. Submit a complete set of transcripts with your curriculum plan checklist. On the checklist, please indicate the year and semester, grade, and institute for each course which was completed. If you had permission to replace a course with a substitute, please indicate this on your checklist.
3. Attach a cover letter providing the following information:
  - Your official name (w/ middle initial) to be used on the *Declaration of Intent / Verification Statement*.
  - The month/year of degree(s) (B.S. or M.S.) received or expected.
  - Your phone numbers (home and work) and your email address. Give hours where you can be reached, and your address for mailing (during summer/winter breaks).
  - Indicate the date you need the transcript evaluation and how you plan to pick it up.
4. Attach a check, made payable to **SJSU**:  
  
\$25 for students pursuing a degree in Nutritional Science
5. Allow approximately two weeks for the evaluation and preparation of *Declaration of Intent / Verification Statement*.

### **DPD Verification Statement**

1. The *Declaration of Intent* is the first document issued upon transcript evaluation by the DPD Director. The *Verification Statement* is the last document issued upon graduation.
2. When you have completed all the courses listed on the *Declaration of Intent*, you should request that the final *Verification Statement* to be issued to you. No additional fee is required. During summer breaks, please allow 6 weeks.

3. When requesting the final *Verification Statement*, you need to provide your **official transcript** indicating the completion of each course on the *Declaration of Intent*. Please note that **official transcripts** are required for all courses completed outside of SJSU, i.e., Community Colleges, etc.
4. Please verify that your **official** transcript states “Degree Conferred with Concentration in Dietetics” before requesting the *Verification Statement*.
5. *Verification Statement* is the final form you will need for this evaluation. You will receive a total of 6 copies of this statement. One copy is used for each of the following:
  - a. To submit to the DPD Director
  - b. For the DTR or R.D. exam
  - c. To apply for AND membership
  - d. For some state license/certificate (not required in California)
  - e. Others
  - f. For yourself

### **Registration Eligibility Requirements for Dietetic Technicians: New Pathway III**

Completion of a Baccalaureate degree granted by a US regionally accredited college/university, or foreign equivalent, and completion of Accreditation Council of Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD) or Coordinated Program in Dietetics (CP).

For security reasons, all candidates must be processed through the CDR REPS for eligibility to take the examination by their DPD Program Director.

All candidates must complete and submit the following to the DPD Director:

1. Registration Eligibility application, available on CDR’s Web site at:  
<https://www.cdrnet.org/program-director/student-instructions>
2. DTRE Mis-Use Form:  
<https://admin.cdrnet.org/vault/2459/web/files/NDTRE%20and%20DTRE%20Misuse%20-%20Student%20Copy.pdf>
3. Copy/Proof of AND membership
4. An official transcript
5. Students will need to complete the demographic information to ensure their application can be processed.

For further assistance with the eligibility examination process, please go to the CDR website:  
<https://www.cdrnet.org/certifications/dietetic-technician-registered-dtr-certification>

**Please note:** DT paperwork will be processed by the DPD Director to be sent to the Commission for

Dietetic Registration (CDR) twice a year only. Please make sure to submit all the required documents to the DPD Director by Feb 28 or June 30.

### **Examination Candidate Information and Study Resources**

Computer-Based Testing FAQ:

<https://www.cdrnet.org/vault/2459/web/files/CBTFACNOV2016.pdf>

Study Guide for the Registration Examination for Dietetic Technicians, 7th edition (2016):

<https://www.eatrightstore.org/product-type/study-guides/study-guide-for-the-registration-examination-for-dietetic-technicians-7th-edition>

### **Important Information**

- Students may do the support courses listed in the DPD course requirements advising sheet at Community Colleges as long as the classes articulate and are equivalent to courses offered at San Jose State University. These courses are all below 100 level and also include NUFS 8 Nutrition for Health Professions. Please refer to [www.assist.org](http://www.assist.org) for more information on articulation.
- All major requirements listed in the DPD advising sheet including Chem 132 Biochemistry and Chem 132 (L) Biochemistry Lab must be taken at San Jose State University (SJSU).
- Students may not transfer more than two DPD major courses from other four-year colleges to be eligible for the DPD Verification Statement from SJSU.
- SJSU Department of Nutrition, Food Science and Packaging program requires a 7-year recency from the date of transcript evaluation on all science based support courses and DPD courses. Students will be required to repeat courses completed more than 7 years prior.
- DT paperwork will be processed by the DPD Director to be sent to Commission for Dietetic Registration (CDR) twice a year only. Please make sure to submit all the required documents to the DPD Director by Feb 28 or June 30.