

**Didactic Program in Dietetics (DPD)**

**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.
2. You may use an unofficial SJSU transcript, website printout of courses taken and grades received from SJSU.
3. Complete the Declaration of Intent Form and DPD coursework checklist.
4. Attach a check for \$25 made payable to **SJSU**
5. Submit a complete set of transcripts, declaration of intent form, DPD coursework checklist, and check as one packet to the NUFS department.
6. 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 5 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

## **Registration Eligibility Requirements for Dietetic Technicians**

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 DPD.

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 the following steps to apply for the examination:

1. Contact the DPD program director to inform that you would like to take the exam to become a NDTR.
2. Provide an official final transcript.
3. Complete the steps for requesting a DPD verification statement.
4. Review DTRE Misuse Form <https://www.cdrnet.org/program-director/dtre-misuse>
5. Review the DTR Exam preparation <https://www.cdrnet.org/dtr-exam-preparation>
6. After the DPD program director has submitted your information to CDR, you will receive an email requesting that you complete your personal demographic information and a survey. In order to avoid delays in the processing of your application, complete these requirements as soon as possible.
7. After your application has been approved by CDR, your information will be sent to Pearson VUE. Within 48 hours of approval, Pearson VUE will send you an Authorization to Test email allowing you to schedule your exam.

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

### **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 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 DPD 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.