

GUIDELINES OF CONTINUING EDUCATION FOR LICENSED NUTRITIONISTS

The purpose of registration is to protect the nutritional health, safety, and welfare of the public by encouraging high standards of performance as licensed nutritionists; therefore, continuing education is mandatory to attain the above endeavor.

A. Continuing education should provide the following:

1. Update or enhance knowledge and skills required for competent performance beyond **entry-level**;
2. Assess knowledge and skills;
3. Provide opportunities for interdisciplinary learning; and
4. Provide opportunities for professional growth and development.

B. Appropriate Continuing Education Activities: (All activities must meet the criteria for continuing education).

1. Self-study programs are defined as educational materials (audio and video materials, study kits and publications) used for individual study. Academic correspondence courses are not considered self-study programs. Approval requests for self-study programs must meet the following criteria:
 - a. content must apply to the field of nutrition and dietetics
 - b. content of the program be "refereed". "Refereed" refers to a review by a minimum of three professionals with demonstrated expertise in the content area
 - c. program addresses one specific subject in depth and a bibliography must be included
 - d. that emphasis of the program be placed on relevant content and the development of quality test items rather than the length of the self-study program
 - e. program will be a minimum of one contact hour and that the program referees be required to attest to the number of hours needed to complete the program
 - f. professional test item writers or individuals with demonstrated capabilities in evaluation/assessment or item writing be required to develop the test items for the program

2. Videotapes of Prior Approved Activities

Videotapes or prior approved activities may be approved provided they include the active discussion which occurred at the activity. All handout materials distributed at the activity must be made available to the viewer of the videotape.

3. Exhibits

Continuing education hours may be approved for viewing trade and educational exhibits. A listing of exhibitors must accompany approval requests. For every 25 exhibits viewed, 1 hour of continuing education will be approved, up to a maximum of 3 continuing education hours per year.

4. Poster Presentations

One (1) continuing education hour may be approved for attending a minimum of 6 poster presentations. Posters must be reviewed by professionals with demonstrated expertise in the content area. Approval is limited to 25 continuing education hours per five-year reporting period.

5. Presentations

Speakers may request continuing education hours for making presentations. Presentations to the lay public do not qualify for continuing education hours. The presenter may request twice the number of hours approved for the activity presented. The presenter may submit a copy of the program indicating his/her name as presenter, and a manuscript of the presentation.

6. Dietetic Demonstrations

Demonstrations related to the field of nutrition and dietetics may be approved provided they are an integral part of the continuing education activity. Demonstrations promoting a product are unacceptable.

7. **Academic Coursework**

Academic courses may be approved if submitted for evaluation within five years of the course completion date. A transcript indicating completion and a passing grade of the course must be submitted.

	Credit	Audit
1 semester credit	15 hours	8 hours
1 trimester credit	14 hours	7 hours
1 quarter credit	10 hours	5 hours

8. **Publications**

Continuing education hours for authoring publications must be requested on a subsequent approval basis within six months of the publication date. Publications must be submitted in published form for review, and, with the exception of books, must appear in professional, peer-reviewed publications. Materials related to employment responsibilities (cookbooks, diet and staff manuals) and publications for the lay public do not qualify for continuing education. Assignment of continuing education hours for publications written by the licensed nutritionist will be based on the same criteria used for registered dietitians as defined in the "Continuing Professional Education" guidelines pages 8-10.

9. **Seminars/Workshops/Conventions**

- a. All seminars, workshops or convention programs that have been approved for continuing education by the Commission on Dietetic Registration or the North Dakota Dietetic Association will be approved continuing education hours.
- b. A copy of seminars, workshops or convention programs not approved for continuing education must be submitted to the Continuing Education Chairperson of the Board of Dietetic Practice for approval and the number of continuing education hours will also be determined.

C. **Submission of Continuing Education Hours**

Continuing education period: June 1-May 31

- 1. Continuing education hours will be submitted with the licensure renewal form.
- 2. For prior approved programs LN's must sign the CE Reporting Form which will be available at the program site. In the case of prior approval for a program submitted by an individual a copy of the program must be included with a copy of the Prior Approval Request form which had been submitted to the BODP. Prior approval forms submitted by a program provider must be postmarked six weeks before the program date in order to guarantee notification of approval or disapproval. Prior approval forms submitted by individual LN's must be postmarked 4 weeks before the program date in order to guarantee notification.
- 3. Programs which have not had prior approval will be reviewed by the Continuing Education committee of the Board of Dietetic Practice. Please note the Subsequent Approval CE Reporting Form which includes required verification in the different categories. Refer to the Guidelines for CE's and LN's for further reference in specific categories.
- 4. Approved continuing education hours will be submitted to the Board of Dietetic Practice annually with renewal of the license. If you need prior approval please see the appropriate forms and follow the instructions given on the form.

All CE credits obtained throughout the year must be submitted to the BODP by July 1 of the licensing year.