

## Chapter DI 2

### APPLICATIONS AND CREDENTIALS

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**DI 2.01 Applications and credentials.** An applicant for initial certification as a dietitian shall submit all of the following:

- (1) A completed application form.
- (2) The fee specified in s. 440.05 (1), Stats.
- (3) Evidence satisfactory to the board that he or she has done any of the following:

(a) Received a bachelor's, master's or doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from a regionally accredited college or university and is located in a state or territory of the United States.

(b) Received a bachelor's, master's or doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from a program at a college or university that is not located in a state or territory of the United States if the board determines that the program is substantially equivalent to a program under par. (a). The board shall use an approved foreign graduate evaluation service to assist it in determining substantial equivalencies. An applicant under this section shall submit a verified copy of transcripts from the schools in which secondary education was obtained; a verified copy of the diploma from the school at which professional dietetics training was obtained; and a record of the number of class hours spent in each subject, for both preprofessional and professional courses. Information shall include whether the subjects have been taken at basic entry or advanced levels.

(c) Received a degree from or otherwise successfully completed a program in human nutrition, nutrition education, food and nutrition, dietetics or food systems management that is approved by the board.

(4) Evidence satisfactory to the board that he or she has completed at least 900 hours of dietetics practice in any state or territory of the United States under the supervision of any of the following:

- (a) A certified dietitian.
- (b) A registered dietitian.
- (c) An individual who received a doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from any of the following:

1. A program at a regionally accredited college or university and is located in a state or territory of the United States.

2. A program at a college or university that is not located in a state or territory of the United States if the board determines that the program is substantially equivalent to a program under sub. (3) (a).

(5) Official verification of having passed the registration examination for dietitians established by the commission on dietetic registration of the American dietetic association, or passes an equivalent examination approved by the board, and held under s. 448.84, Stats., to determine fitness to practice dietetics.

(6) All pertinent information relating to any criminal convictions or pending criminal charges.

**Note:** Application forms are available upon request to the Dietitians Affiliated Credentialing Board, 1400 East Washington Avenue, P.O. Box 8935, Madi-

son, Wisconsin 53708. An otherwise qualified applicant with a disability shall be provided with reasonable accommodations.

**History:** Cr. Register, June, 1995, No. 274, eff. 7-1-95; am. (3) (b) and (5), Register, November, 1997, No. 503, eff. 12-1-97.

**DI 2.04 Temporary certificates.** (1) Upon application and payment of the fees specified in s. 440.05 (6), Stats., the board may grant a temporary dietitian certificate to an individual who satisfies the following:

(a) Provides evidence satisfactory to the board that he or she has done any of the following:

1. Received a bachelor's, master's or doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from a regionally accredited college or university that is located in a state or territory of the United States.

2. Received a bachelor's, master's or doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from a program at a college or university that is not located in a state or territory of the United States if the board determines that the program is substantially equivalent to a program under par. (a). The board shall use an approved foreign graduate evaluation service to assist it in determining substantial equivalencies. An applicant under this section shall submit a verified copy of transcripts from the schools in which secondary education was obtained; a verified copy of the diploma from the school at which professional dietetics training was obtained; and a record of the number of class hours spent in each subject, for both preprofessional and professional courses. Information must include whether the subjects have been taken at basic entry or advanced levels.

**Note:** The board annually reviews and approves foreign graduate evaluation services. A list of board-approved services is available from the board upon request.

3. Received a degree from or otherwise successfully completed a program in human nutrition, nutrition education, food and nutrition, dietetics or food systems management that is approved by the board.

(b) Provides evidence satisfactory to the board that he or she has completed at least 900 hours of dietetics practice in any state or territory of the United States under the supervision of any of the following:

1. A certified dietitian.
2. A registered dietitian.
3. An individual who received a doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from any of the following:

a. A program at a regionally accredited college or university that is located in a state or territory of the United States.

b. A program at a college or university that is not located in a state or territory of the United States if the board determines that the program is substantially equivalent to a program under par. (a) 1.

(c) Submits an application for examination along with the fee specified in s. 440.05, Stats.

(d) Submits evidence that the individual will be practicing under the supervision of an individual meeting the following criteria:

1. A certified dietitian.
2. A registered dietitian.
3. An individual who received a doctoral degree in human nutrition, nutrition education, food and nutrition, dietetics or food systems management from any of the following:
  - a. A program at a regionally accredited college or university and is located in a state or territory of the United States.
  - b. A program at a college or university that is not located in a state or territory of the United States if the board determines that the program is substantially equivalent to a program under par. (a) 1.

(2) All pertinent information relating to any criminal con-

victions or pending criminal charges.

(3) A temporary certificate granted under this section is valid for a period designated by the board, not to exceed 9 months, and may be renewed only once by the board.

**History:** Cr. Register, June, 1995, No. 474, eff. 7-1-95; am. (1) (a) 1., 2., (b) 3. a., Register, November, 1997, No. 503, eff. 12-1-97; **CR 05-021: am. (1) (c) Register August 2005 No. 596, eff. 9-1-05.**

**DI 2.05 Reciprocal certificates.** Upon application and payment of the fees specified in s. 440.05 (6), Stats., the board shall grant a dietitian certificate to an individual who holds a similar certificate or license in another state or territory of the United States if the board determines that the requirements for receiving the certificate in the other state or territory at the time of application are substantially equivalent to the requirements under s. 448.78, Stats.

**History:** Cr. Register, June, 1995, No. 474, eff. 7-1-95.