



## Florida Department of Health in Pasco County Dietetic Internship

### Admission Requirements for Priority Selection – Class of 2026

This document is for WIC employees in the Florida Department of Health who are being sponsored by their local agency to apply for the internship during our Fall application cycle. If you are not a WIC employee or are a WIC employee that doesn't qualify for sponsorship, please refer to the Supervised Practice Application Process-DICAS document on the homepage under Important Documents for information on how to apply through the Dietetics Inclusive Centralized Application Services (DICAS) during our Fall or Spring application cycles. You can access that document directly at the following link: [https://pasco.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/dietetic-internship/\\_documents/SupervisedPracticeApplicationProcess\\_DICAS.pdf](https://pasco.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/dietetic-internship/_documents/SupervisedPracticeApplicationProcess_DICAS.pdf)

#### Admission Requirements:

- Degree requirement (must meet one of the below):
  - Master's degree or higher from a US accredited institution\* or
  - Bachelor's degree from a U.S. accredited institution **and** intent to complete the University of North Florida (UNF) MS in Nutrition and Dietetics. The UNF MS Degree Information Sheet can be found on the homepage under Important Documents. You can access that document directly at the following link: [https://pasco.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/dietetic-internship/UNF\\_MS\\_InformationSheet.pdf](https://pasco.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/dietetic-internship/UNF_MS_InformationSheet.pdf)**Interns who are completing the UNF MS in Nutrition and Dietetics program concurrently with the internship are required to show proof of degree earned before they can graduate from the internship and sit for the RD exam.**

\*For candidates with degrees from foreign institutions, your transcripts must be evaluated by one of the Commission on Dietetic Registration's (CDR) approved foreign degree evaluation agencies to determine degree equivalence. The internship director will review the Foreign Degree Evaluation to determine whether it is acceptable to meet the admission requirements of the internship. This link provides a list of Foreign Degree Evaluation Agencies:

<https://www.eatrightpro.org/acend/students-and-advancing-education/international-students/foreign-degree-evaluation-agencies>

- Evidence of an Overall GPA, DPD GPA, or graduate degree GPA of 3.0 or greater. Leadership, work, and volunteer experience could bolster your application rating if your GPA less than 3.0 if you have provided evidence of that experience and how it relates to your ability to succeed in the internship.
- Official Verification Statement of Completion or "Declaration of Intent to Complete" form from a U.S. accredited Didactic Program in Dietetics (DPD)



- DPD Verification statement signed within five (5) years of the year in which the internship starts. For the internship class of 2026, if your verification statement is dated prior to 2020, you will need to provide proof of recency of education.

### **Recency of Education**

If your DPD verification statement of completion date is in a calendar year greater than five years from the year in which the internship starts, you must show evidence of recent coursework in dietetics. If you are beyond the five-year cut off time but within 10 years, you must complete three (3) credit hours of DPD coursework with a grade of B or better within two years of the application year. A graduate or advanced level medical nutrition therapy or clinical nutrition course is highly recommended.

If your DPD verification statement of completion date is in a calendar year greater than 10 years from the year in which the internship starts, you must show evidence of recent coursework in dietetics. If you are beyond the 10-year cut off time, you must complete six (6) credit hours of DPD coursework within two years of the application year. A graduate or advanced level medical nutrition therapy or clinical nutrition course is highly recommended in addition to another advanced level DPD nutrition course.

For the class of 2026, recency of education classes must have been completed since 2022.

The recency of education requirements can be waived in the following situations:

- You completed a graduate degree program related to nutrition and/or dietetics within three (3) years of the year in which the internship starts.
- You have passed the exam for dietetic licensure in Florida within five (5) years of when the intern is expected to graduate.

For the class of 2026, waiver requirements must have been completed since 2022 (graduate degree) or July of 2021 (RD exam).

### **Additional Requirements for applicants participating in priority selection (FDOH employees that are sponsored for the internship):**

A Florida Department of Health WIC agency nutrition employee with at least nine months (1560 hours) of current work experience in a Florida WIC agency or Florida public health nutrition program. This work experience:

- Must equal a continuous 1560 hours of regular scheduled hours (overtime is excluded). Your agency may require more hours of current work experience for sponsorship. The 1560 is a minimum expectation of the State WIC Office.



- Must be completed with the WIC agency that will be the sponsoring agency for the internship. If completed in a Florida public health nutrition program, must have a WIC agency that is willing to sponsor the candidate and provide work opportunities after the internship.
- Must be completed prior to the application deadline for the internship which is October 7, 2024.

The opportunity to participate in priority selection for the internship applies to Career Service and OPS employees.

Approval for application to the internship is required from the sponsoring agency. See “WIC Eligibility Statement” in the Important Documents of the homepage for the approval form. You can access that document directly at the following link: [https://pasco.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/dietetic-internship/ documents/WIC\\_EligibilityChecklistStatement.pdf](https://pasco.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/dietetic-internship/ documents/WIC_EligibilityChecklistStatement.pdf)

#### **Licensed Dietitians:**

Dietitians licensed in Florida (LD) can apply for the internship and can submit a portfolio of their prior work to earn credit towards supervised practice hours, didactic hours, and competency attainment. Portfolios will be requested after acceptance into the internship. For more information on opportunities for Licensed Dietitians, see "Licensed Dietitians" under Important Documents in the home page. You can access that document directly at the following link: <https://pasco.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/dietetic-internship/ documents/LicensedDietitians.pdf>

#### **PAL (Prior Assessed Learning) Track Update**

The internship is no longer accepting interns into the PAL Track of the internship. All interns participate through the WIC track. Licensed Dietitians are encouraged to apply for the WIC Track and take advantage of the opportunity for Prior Assessed Learning credit.