



## The Florida Department of Health in Pasco County Dietetic Internship

### Spring 2024 Dietetic Internship Match – Second Round

#### Admission and Application Information

The Florida Department of Health in Pasco County Dietetic Internship is looking to fill our remaining seats in the Class of 2025 through the second round of the Spring Dietetic Internship Match. This document supports those candidates applying to the internship through the second round and includes admission requirements and application information.

We are looking to fill seats in the following regions:

- Duval: 3 seats available
- Escambia: 2 seats available
- Miami: 2 seats available
- Palm Beach: 3 seats available
- Pasco: 1 seat available

#### Admission Requirements for WIC Track:

- 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, Dietetic Professional Studies (online). Information on this program can be found at: <https://www.unf.edu/brooks/nutrition/professional-studies-ms-online.html>  
**Candidates who intend to complete the UNF MS in Nutrition and Dietetics program are required to show proof of degree earned before they earn their verification statement of completion from the internship and can sit for the RD exam.**

\*For candidates with degrees from foreign institutions, 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 a GPA of 3.0 or greater in an undergraduate degree, DPD coursework, or graduate degree is preferred. However, leadership, work, and volunteer experience could bolster a candidate with a GPA less than 3.0 if the candidate provides evidence of that experience and how it relates to their 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) or ACEND-accredited Foreign Dietitian Education program (FDE). If the completion date is before 2019, the candidate will need to show recency of education.

### **Recency of Education**

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

Candidates with a DPD verification statement of completion date in a calendar year greater than 10 years from the year in which the internship starts must show evidence of recent coursework in dietetics. A candidate that is beyond the 10-year cut-off time must complete six (6) credit hours of DPD coursework within the two years before the application deadline. 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 2025, recency of education classes must have been completed since 2021.

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

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

For the class of 2025, waiver requirements must have been completed since 2021 (graduate degree) or June/July of 2020 (RD exam).



### **Licensed Dietitians:**

Dietitians licensed in Florida (LD) can apply for the WIC Track of 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 on the home page.

### **Application Considerations:**

We want our Match candidates to know before they apply that:

- The FDOH in Pasco County Dietetic Internship is a graduate-level internship. If candidates do not already have a master's degree, they **must apply for and graduate from** the MS in Nutrition and Dietetics, Dietetic Professional Studies (online) program through the University of North Florida which will be completed concurrently with the internship. **Dietetic Internship Verification Statements of Completion will not be awarded to interns without a graduate degree.**
- As payback for the internship, graduates who came to the program through the Match are expected to complete a work service obligation of 4680 hours in a Florida WIC Agency after the internship.
- Interns entering the internship through the Match who are not WIC employees will need to complete the training required of a Florida Department of Health WIC Nutrition Educator before the start of the internship. This training is mostly online but will require at least a week's worth of in-person training before the start of the internship.
- Although interns are assigned to a regional location, they will be required to travel to Pasco County for a clinical didactic week and the literature review and to Tallahassee for public policy week at the intern's expense.
- Although the Florida Department of Health does not mandate the flu or COVID-19 vaccination as a condition of employment, interns may need these vaccinations before placement in clinical and food service rotations. Exemptions are not guaranteed and must be provided by the supervised practice facility as the internship is unable to provide them. Additional vaccinations expected of our supervised practice sites include hepatitis B, varicella, MMR, Tdap, and PPD. Please contact the director if you have questions related to vaccination.



## Application Requirements for the WIC Track

Candidates who apply to the internship through the Spring Match must abide by the “Computer Matching Applicant Responsibilities of the Academy of Nutrition and Dietetics. A full description of those responsibilities can be found at the following link:

<https://www.eatrightpro.org/acend/students-and-advancing-education/application-process-for-students/computer-matching-applicant-responsibilities>

Candidates in the second round must also:

- **Register for an account** with the Dietetic Internship Centralized Application Services (DICAS) 3.0 Platform and select the Florida Department of Health in Pasco County Dietetic Internship to send us your application. The DICAS application fee for the first designation is \$50 and \$25 for each additional designation. Access the application portal at: <https://dicas.liaisoncas.com/applicant-ux/#/login>
  
- **Include the following** in their letter of intent (personal statement):
  - Candidate's reason for entering dietetics
  - Candidate's interest in public health
  - Candidate's attributes that make them a good fit for the program
  - Candidate's short-term and long-term goals in dietetics
  - Candidate’s expectations of the internship

The letter of intent is a great opportunity to address potential holes in an application like less than favorable grades or lack of volunteer experience. Having these addressed helps application reviewers get a more holistic picture of each candidate.

Selection criteria is based on a review of the DICAS application and supporting documents with consideration of work experience, leadership and initiative, academic record, letter of intent (personal statement), and references in addition to impressions made during a virtual interview in which the candidate will be assessed on motivation, communication, teamwork, decision making, dependability, integrity, and achievement.

The internship director, Amanda Maucere, will call or email you to schedule your interview.



**Contact information:**

The internship director can be reached on appointment day at 727-619-0323 or [amanda.maucere@flhealth.gov](mailto:amanda.maucere@flhealth.gov)

If the contact information provided by the candidate differs from that on their application, they should contact the director with the updates to their information.

**Application fee:** If selected for the internship, candidates who entered through the dietetic internship match will be asked to submit a non-refundable application fee of \$50 which is separate from the fees collected by DICAS. Candidates do not need to pay this application fee to have their applications reviewed.

**Application materials:** Candidates who submit additional application materials outside of DICAS can request that those materials be returned. Once the requestor's identity is verified, the request will be accommodated in a reasonable time not to exceed 30 days.