



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

### Dietetics Supervised Practice Application Process 2024-2025 Cycle (Fall and Spring)

This document supports those candidates applying to the internship who are not Florida Department of Health (FDOH) WIC employees or who are FDOH WIC employees that do not qualify for sponsorship. If you are a FDOH WIC employee looking for sponsorship into the internship, you can apply during the Fall as a priority selection candidate and will mail your application to Pasco using the Admission and Application Information on the homepage.

The Florida Department of Health in Pasco County Dietetic Internship participates in both the Fall (new) and Spring timelines for the Dietetics Supervised Practice Application Process to fill any remaining spots after our priority selection of WIC sponsored interns. This document supports candidates applying through DICAS. It includes admission requirements and application information.

Please see the homepage of our website for information on any upcoming open houses.

<https://pasco.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/dietetic-internship/index.html>

#### Admission Requirements:

- Degree requirement (must meet one of the below):
  - Master's degree or higher from a college or university recognized by the USDE\* or
  - Bachelor's degree from a college or university recognized by the USDE **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) or ACEND-accredited Foreign Dietitian Education program (FDE). If our completion date is before 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).



### 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.

### Application Considerations:

We want all our unsponsored candidates to know before they apply that:

- The FDOH in Pasco County Dietetic Internship is a graduate-level internship. If you do not already have a master's degree, you **must apply for and graduate from** the "Nutrition & Dietetics (MS) Dietetic Professional Studies" 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 Dietetics Supervised Practice Application Process 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 Dietetics Supervised Practice Application Process 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 you will be assigned to a regional location, you 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 your expense.
- Although the Florida Department of Health does not mandate the flu or COVID-19 vaccination as a condition of employment, you may need these vaccinations before placement in clinical and food service rotations. Exemptions are not guaranteed for interns 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.
- Although the program fee for our internship is only \$250, being in an internship is a costly endeavor. We have calculated total costs of being in the internship, not counting room, board, and the graduate program at \$20,277.50. We encourage you to review our Program Expenses and Fees document on our homepage for more details on how we calculated these costs. You can access that document directly at the following link: <https://pasco.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/dietetic-internship/documents/ProgramExpensesFees.pdf>

## Application Requirements:

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has released Information to Applicants for the 2024-2025 Cycle that you can find at the following link:

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

To apply for the Florida Department of Health in Pasco County Dietetic Internship, you will need to:

- **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. **We are accepting application as part of Spring Open Enrollment through May 15<sup>th</sup>.** 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>



- **Provide all documentation requested in DICAS.** Our internship has program specific questions for you to answer and program specific documents for you to provide.
- **Include the following** in your letter of intent (personal statement):
  - Your reason for entering dietetics
  - Your interest in public health and community nutrition
  - Attributes that make you a good fit for the program
  - Your short-term and long-term goals in dietetics
  - Although not mandatory, the letter of intent is the best place to address any deficiencies in your application packet like low GPA or no volunteer experience.
- **Wait for Notification:** Once your application is received, it will be reviewed and you will be offered an interview. After the interview, the program will notify you within a week of their acceptance decision.
- **Respond to Notification:** If offered a seat in the internship, you will be expected to return and acceptance or declination letter within two weeks of receiving the offer.

#### **Selection criteria:**

Selection criteria is based on a review of your 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 you 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 for notification of acceptance or declination 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.



**Additional application fee:** If selected for the internship, candidates who entered through the Supervised Practice Application Process – DICAS 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.

We look forward to meeting you!