



The Florida Department of Health in Pasco County Dietetic Internship

Dietetics Application Process 2026-2027 Cycle

(Fall and Spring for acceptance in the Class of 2028)

This document supports applicants applying to the program 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 program, you can apply during the Fall as a priority selection applicant and mail your application to Pasco using the documents found in the *Admission and Application Information* section of our website.

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

Please see the homepage of our [website](#) for information on any upcoming open houses.

Admission Requirements:

1. Degree requirement (must meet one of the below):

- Master's degree or higher from a U.S. accredited institution* or
- Bachelor's degree from a U.S. accredited institution **and** a signed intent to complete a student-identified graduate degree by Spring semester of 2028.

Students who choose to earn a graduate degree concurrently with the program are required to show proof of degree earned before they can graduate and sit for the RD exam.

*For applicants 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 program director will review the Foreign Degree Evaluation to determine whether it is acceptable to meet the admission requirements of the program. 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>



2. Evidence of an Overall GPA, Didactic Program in Dietetics (DPD) GPA, or graduate degree GPA of 3.0 or greater. Leadership, work, and volunteer experience could bolster your application rating if your GPA is less than 3.0 if you can provide evidence of that experience and how it relates to your ability to succeed in the program.
3. Official Verification Statement of Completion or “Declaration of Intent to Complete” form from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited DPD.
4. DPD Verification statement signed within five (5) years of the year in which the program starts. For the class of 2028, if your verification statement is dated prior to 2022, 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 program 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 program 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 2028, recency of education classes must have been completed since 2024.

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

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

For the class of 2028, waiver requirements must have been completed since 2024 (graduate degree) or July of 2023 (RD exam).



Licensed Dietitians and Prior Assessed Learning:

Dietitians licensed in Florida (LD) can apply for the program 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 program. For more information on opportunities for Licensed Dietitians, see "Licensed Dietitians" in the *Program Information* section of our website.

PAL (Prior Assessed Learning) Track Update

The program is no longer accepting students into the PAL Track of the program. All students 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 of our Dietetics Application Process (DAP) applicants to know that:

- The FDOH in Pasco County Dietetic Internship is a graduate-level program. If you do not already have a master's degree, you may concurrently complete a student-identified graduate degree program with an anticipated graduation date in Spring 2028. **Dietetic Internship Verification Statements of Completion will not be awarded to students without a graduate degree.**
- As payback for the program, students who entered the program through the DAP are expected to complete a work service obligation of 4680 hours in a Florida WIC Agency after the program.
- Students entering the program through the DAP 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 program. This training is mostly online but will require at least a week's worth of in-person training before the program start date.
- Although most of your supervised practice experience will occur in your regional location, you will be required to travel, at your expense, to Pasco County for clinical didactic week and the literature review and travel to Tallahassee for public policy week.
- 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 students and must be provided by a medical doctor for health reasons or a religious authority for religious reasons. The program is unable to provide exemptions. 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 vaccinations.

- Although the program fee for our program is only \$250, being in a supervised practice experience program is a costly endeavor. We have calculated total costs of being in the program, not counting room, board, and the graduate program costs around \$21,000.00. We encourage you to review our “Program Expenses and Fees” document in the *Program Information* section of our website.

Application Requirements:

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has released information on the application process for students that you can access [here](#).

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 accept applications for Fall selection through October 5th.**
 - **We accept application for Spring selection through February 1st.**
 - The DICAS application fee for the first designation is \$50 and \$25 for each additional designation. Access the application portal [here](#).
- **Provide all documentation requested in DICAS.** Our program 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.
 - **Fall notifications will be sent on November 1st.**
 - **Spring notifications will be sent on March 1st.**
- **Respond to Notification:** If offered a seat in the program, you will be expected to return an acceptance or declination letter by the following dates.
 - **Fall response by November 10th.**
 - **Spring response by March 10th.**

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

Contact information:

The program director can be reached for notification of acceptance or declination at 727-619-0323 or amanda.maucere@flhealth.gov

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

Additional considerations:

Additional application fee: If selected for the program, applicants who entered through the Dietetics Application Process – DICAS will be asked to submit a non-refundable application fee of \$50 which is separate from the fees collected by DICAS. Applicants do not need to pay this fee to have their applications reviewed.



Application materials: Applicants 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.

Traffic Rules for All Applicants

Applicants to dietetics programs are bound to legal and ethical standards of behavior during the admission process. As an applicant, you must abide by the Admission Traffic Rules for Applicants which are as follows:

- You may **not** be enrolled in more than one program at a time.
- In fairness to other applicants and nutrition and dietetics programs, if you have decided before November 10 (Fall) or March 10 (Spring) not to attend a program that has offered you admission, promptly withdraw your application from the program(s) by contacting the program director.
- Once you have accepted an offer, if you were offered admission to other programs, you **MUST** contact the program director(s) to decline offer(s). This allows waitlisted applicants to be given an offer.
- If you receive and accept an alternative offer after you have already accepted an offer, you **MUST** rescind/withdraw your acceptance at the program where you had previously accepted an offer within 24 hours of accepting the offer at the new program.
- If you are interested in programs starting in the fall, you may apply to those programs with a fall start that have open applications in both the fall application timeframe and spring application timeframe.

A full list of all traffic rules for applicants and programs can be found [here](#).

We look forward to meeting you!