



# Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

## DIETETIC INTERNSHIP PROGRAM – ADMISSION REQUIREMENTS

### Eligibility Criteria

The Georgia (GA) Department of Public Health (DPH) WIC Dietetic Internship (DI) Program has established eligibility criteria for admission to the program.

An applicant must have:

- Full-time status as an employee with the GA DPH WIC Program
- Work performance meeting or exceeding GA DPH WIC Program expectations
- A total of 2080 paid hours of work experience in the GA DPH WIC Program by the DI start date unless otherwise deemed competent by the employing agency
- Support from the applicant's employing agency to include a committed community preceptor
- Completion of a Didactic Program in Dietetics (DPD) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)
- Completion of a graduate degree\* or,
- A graduate degree in process with at least 75% of degree coursework completed prior to application to the Internship
- A reliable laptop computer (equipped with videoconference capability and Microsoft 365, e.g., PowerPoint, Teams, Word, Excel, etc.) and @dph.ga.gov email address
- Experience using Microsoft Teams videoconference and chat features

*\*By a university accredited by a United States Department of Education recognized accrediting agency or foreign equivalent*

### Application Criteria and Procedures

The application packet and checklist on the [DI website](#) contain all required criteria and procedures for application, which include exemption from application fees and self-identification of supervised practice sites. Each of the following items must be completed and submitted for admission consideration:

- Application checklist
- Application form
- Personal statement
- Candidate showcase project
- Letters of support from agency leadership
- Resume
- Official DPD verification statement
- Official transcripts from all colleges/universities attended for graduate coursework (and undergraduate coursework when the graduate degree is in progress)
- Graduate Coursework Completion Plan (when the graduate degree is in progress)
- Letters of recommendation from professors/employers
- Copy of the most recent Performance Management Form (PMF)
- Community Preceptor Agreement



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### Submission Procedures

Application packets must be submitted by the appointed supervisor (i.e., NSD or designee, director of the GA DPH WIC Program or designee) to DI staff via the assigned local or state agency SharePoint folder no later than March 31st of the application year to be considered. Incomplete application packets are not considered.

To confirm receipt of the application packet, DI staff send an email to the appointed supervisor.

### Application and Admission Timeline

Action	Date
Internship Open House	December and January
Applications due	March 31st
Applicants notified of applicant status <sup>1</sup>	April
Conduct interviews <sup>2</sup>	May
Notification of acceptance or rejection sent to all eligible candidates	June
Accepted applicants notify DI staff of their intent to enter and complete the Internship and submit additional documents	June
Internship Orientation	September
Community Rotation Orientation	September
Internship begins	September

<sup>1</sup>All complete application packets received by the deadline are reviewed and scored for interview eligibility. Applicants being considered for the Internship should expect to receive an email with notification of a date and time for an interview with the selection panel. Applicants not being considered should expect to receive an email indicating they are not eligible for consideration.

<sup>2</sup>Applicants are interviewed by a panel using a standardized rubric.



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### Selection of Interns

Applicants are scored and ranked with ratings based on the following factors:

- Work experience in dietetics/nutrition
- Work performance (based on the most recent PMF)
- Personal statement
- Research project and presentation
- Recommendations from academic professor and supervisors
- Interview
- Bonus points may be awarded for grade point average (GPA), extracurricular activities, credentials (e.g., dietetic technician, registered™ (DTR™) / nutrition and dietetics technician, registered™ (NDTR™), Certified Lactation Counselor® (CLC®), etc.), and commitment to public health.

### Acceptance/Rejection Letters

Applicants are informed by letter of their acceptance/rejection via email. This notification is sent to the email address noted on the application form. Applicants accepted as interns are required to take the following steps within 14 days of notification:

- Inform DI staff in writing, via email, of acceptance to participate in the Internship
- Provide a signed and dated [Commitment Agreement](#)
- Provide a signed and dated Intern Agreement (with [County Board of Health](#), [Lead County Board of Health](#), or [GA DPH WIC](#))
- Coordinate with DI staff to complete a current criminal background check and drug screening

If the accepted applicant does not complete the steps above within the specified timeframe, the offer to participate in the Internship is withdrawn.

### Pre-Entrance Requirements

Once acceptance of the DI placement is confirmed, interns are required to send copies of the following documents to DI staff prior to Internship Orientation:

- Government-issued photo identification<sup>1</sup>
- AND student membership card
- Automobile insurance, when applicable
- Health insurance
- Medical clearance – using the [Medical Clearance Form](#)
- Tuberculosis (TB) screening<sup>2,3</sup>
- Tetanus, diphtheria, pertussis (Tdap) vaccination within the last 10 years
- Measles, mumps, and rubella (MMR) vaccination (two (2) doses)<sup>3</sup>
- Varicella vaccination (two (2) doses; history of disease is not accepted)<sup>3</sup>



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- Hepatitis B vaccination (three (3) doses)<sup>3</sup>
- Seasonal influenza vaccination
- COVID-19 vaccination<sup>4</sup> (two (2) doses)
- Current American Heart Association provided [Basic Life Saving \(BLS\) certification](#) card

<sup>1</sup>If the intern plans to drive to supervised practice sites and/or DI activities, a valid driver's license is required.

<sup>2</sup>May be inclusive of a skin test or chest x-ray. Multiple TB skin tests may be required depending on specific supervised practice site placement.

<sup>3</sup>A blood test for immunity titers and/or TB may be required depending on clinical site placement.

<sup>4</sup>While the Internship does not require the COVID-19 vaccination, some clinical practice sites may, including booster shots. As of June 1, 2022, ACEND requires that more than 50% of the major rotations, including clinical, be in-person. Therefore, a completely virtual clinical rotation is not an option. While some clinical practice sites may accept medical or religious exemptions, there is no guarantee that placement at such a site is available. Interns who choose to decline the COVID-19 vaccination are not allowed to complete the program and earn a verification statement if they are unable to complete the required clinical rotations. Interns are responsible for reimbursing the employer for unfulfilled obligations pursuant to the Intern Agreement.

Some supervised practice sites may require additional medical tests (e.g., chest x-ray, etc.). Interns are responsible for associated costs and must provide documentation to the requesting sites for any testing required. Documentation required by supervised practice sites for onboarding is submitted by interns as directed.