**Georgia WIC Program**

Non-DPD Nutrition Degree Required Coursework

**CPA Eligibility Verification Worksheet**

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| **Name of Applicant Screened:** | |  | | **Date Form Completed:** |  | |
| **School(s) of Attendance and year:** | | |  | | | |
| **Degree verified as:** Bachelor or Master’s in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition (List Name of Degree Awarded): | | | |  | | |
| **Name of Reviewer:** |  | | | **Approved as a CPA (YES / NO):** | |  |

**CPA Eligibility Verification Worksheet Instructions**

All non-nursing WIC CPA applicants must have earned a bachelors or master’s degree in Nutritional Science, Community Nutrition, Clinical Nutrition, Dietetics, or Public Health Nutrition. Degree may have differing names such as Human Nutrition, Wellness, Human Ecology, Food and Nutrition, Nutrition and Hospitality Management, Food Science and Human Nutrition, or Nutrition and Food Management.

WIC CPA applicants who have earned a verification statement of completion from a Didactic Program in Dietetics (DPD) accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND) are eligible for CPA positions in the Dietitian/Nutritionist job series and this checklist is not required in screening these applicants.

Applicants to WIC CPA positions who have completed all requirements of a DPD accredited by ACEND but did not earn the verification statement are eligible for WIC CPA positions in the Health Educator job series. The applicant must produce a letter on DPD letterhead with original signature of the DPD Director that all DPD requirements were met. This letter will serve as CPA eligibility and completion of this checklist is not required in screening these applicants.

Applicants to WIC CPA positions who have earned one of the degrees stated above, but have not earned an ACEND verification statement from a DPD *may be* eligible for WIC CPA positions in the Health Educator job series The CPA Eligibility Verification Worksheet must be used in screening these applicants.

Screeners can be hiring managers, human resources professionals, or authorized designees. Applicants must submit original transcripts from all colleges/universities attended. The screener will review the transcripts to determine the eligibility of the applicant for a WIC CPA position.

The screener will document the name of the college/university, course, year, and number of credits earned. To be eligible for a WIC CPA position, non-DPD applicants must have a minimum of three (3) semester credit hours each in the following areas of dietetics/nutrition: basic nutrition, nutrition assessment, nutrition across the lifecycle, nutrition counseling and/or education, community nutrition and/or wellness nutrition, nutrition as diet therapy for treatment or management of chronic disease.

| **Course Title/Description** | **Credit Hours**  **(Semester)** | **Rationale** | **School, course name, and year of completion** | **Credit Hours Verified** |
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| Introduction to Nutrition  The concepts of digestion, absorption, transport, and elimination are reviewed. Points of study include: energy obtained from food, which supports ongoing activities of body tissue, and the mechanisms used to maintain energy, water and electrolyte balance. | 3 | Basic course of nutrition, intended to provide the foundation for understanding the science of nutrition, and the application of nutrition principles in daily dietary practice. |  |  |
| Nutrition Assessment  Methods of determining the nutritional status of individuals; dietary assessment techniques; clinical assessment (medical history and physical examination), anthropometric and body composition assessment, and assessment of lab values; planning nutritional care including diet modifications and nutrition support; nutrition counseling; documentation on nutritional care. | 3 | Nutrition Standard 3 identifies nutrition assessment as a core role/responsibility of the CPA.  Nutrition Services Standard 6 identifies nutrition assessment as “necessary to link collected health and diet information to risk assessment and delivery of appropriate and personalized nutrition interventions that lead to improved health outcomes.  Nutrition assessment by the CPA includes use of tools/equipment to collect information (diet, medical history, hemoglobin screening, and anthropometrics, validation of data, and synthesis and interpretation of findings to determine nutritional risks and appropriate interventions such as food prescription, education, or counseling. |  |  |
| Lifecycle Nutrition  The study of special nutritional needs, physiology, and health concerns of pregnant and lactating women, infants, children, adolescents, adults and older adults. | 3 | Nutrition Services Standards 3 – H identifies the role of the CPA as “providing nutrition education, including breastfeeding promotion and support that is responsive to the identified needs/interests of each participant.”  Participant categories include infants, children, pregnant and lactating women (potentially adolescents also), and post-partum women (potentially adolescents). |  |  |
| Nutrition Counseling/Education  The study of communication skills, educational theory, and counseling techniques necessary to elicit nutrition-related behavior changes in individuals | 3 | Nutrition Services Standard 3 states as core functions CPAs provide education and support that is responsive to the needs/interests of participants and identifies need for individual care plans.  Nutrition Services Standard 7 identifies goals of nutrition education and counseling as “emphasizing the relationship between nutrition, physical activity, and health as well as assist in achieving a positive change in dietary and physical activity habits resulting in improved nutrition status and the prevention of nutrition related problems.”  Nutrition education by the CPA considers nutritional needs and concerns, socioeconomics, culture, environment, knowledge, and literacy level of the participant.  Nutrition counseling approaches employed by the CPA are patient centered and outcome focused. |  |  |
| Community/PH Nutrition/Wellness  The study of role of nutrition in promoting, maintain and improving health in the community and population based health services. | 3 | Nutrition Services Standard 3 states referral to other health and social services as a basic role/responsibility of the CPA.  Nutrition Services Standard 11 recognizes the purpose of referrals to health, welfare, and social services in meeting additional needs of participants, assisting in health improvements and positive outcomes. |  |  |
| Medical Nutrition Therapy/Diet Therapy  The study of the application of nutrition principles to the treatment and prevention of diseases | 3 | Nutrition Services Standard 3 states that high risk participants are referred to qualified nutritionist CPAs for implementation of individual care plans.  High-risk conditions requiring the attention of qualified CPA nutritionist include weight management, diabetes, hypertension, food allergies, nutrient deficiencies, and other medical conditions that affect nutrient intake and/or utilization. |  |  |
| **Total Credit Hours Needed:** | **18** |  | **Total Credit Hours Verified:** |  |