

## **Georgia Department of Public Health Dietetic Internship**

### **ADMISSION REQUIREMENTS OF GDPH DIETETIC INTERNSHIP**

#### **Criteria for Application to the program**

The Dietetic Internship program has established eligibility criteria for admission to the program. The application deadline is March 31<sup>st</sup>.

#### **An intern must have:**

The Dietetic Internship program has established eligibility criteria for admission to the program.

An intern must have:

- Current full-time status as a GDPH employee with at least one FTE year of working experience. (The one year period is from hire date to internship application date).
- Letter of support from the Health Director in the public health district in which the applicant is employed
- Letter of support from the Nutrition Services Director in the public health district in which the applicant is employed.
- Supervisor's confirmation of applicant's job performance as satisfactory or better. (Submit a copy of the most recent PMF)
- Signed community preceptor agreement from a Registered Dietitian in the public health district in which the applicant is employed.
- Complete academic requirements as defined by ACEND for an undergraduate didactic program verification statement.
- A Baccalaureate Degree from an AND accredited didactic program
- A reliable laptop computer, e-mail address and internet service
- A Overall GPA of 2.80 or above\*
- Completion of recency of education requirement if applicant has been out of college more than five years\*\*

#### **An applicant who meets the following criteria may still be considered:**

##### **\*Guideline for low grade point average:**

- Earn a GPA of 3.0 or higher in a minimum of 9 semester hours in dietetics related courses from an accredited college or university after graduation and prior to application to the Dietetic Internship Program. Transcripts must include evidence of this course work. Prospective interns will need to obtain prior approval from GDPH Dietetic Internship Director on acceptable coursework to meet this requirement.

##### **\*\*Recency of Education requirements:**

- If an applicant has received an undergraduate or graduate degree from an AND (Academy of Nutrition and Dietetics) accredited college or university more than five years prior to the time of submission of application, the applicant is required to take one college-level course (a minimum of 3 semester hours) in the area of dietetics from

an accredited college or university. The applicant must earn an A or B in that course prior to applying to the internship program. Transcripts must include evidence of this coursework. Prospective interns will need to obtain prior approval from GDPH Dietetic Internship Director on acceptable coursework to meet this requirement.

- If an applicant has received an undergraduate or graduate degree from an AND (Academy of Nutrition and Dietetics) accredited college more than 10 years at the time of submission of application, the applicant is required to take two college-level courses (a minimum of 6 semester hours) in the area of dietetics from an accredited college or university. The applicant must earn an A or B in those courses prior to the applying to the internship program. Transcripts must include evidence of this course work. Prospective interns will need to obtain prior approval from GDPH Dietetic Internship Director on acceptable coursework to meet this requirement.

### **Application Procedures**

The Application packet may be requested from:

GDPH Dietetic Internship  
Nutrition Unit  
2 Peachtree Street NW, Suite 10-283  
Atlanta, GA 30303-3142  
404-657-2884

**The following items must be submitted** (One original for each of the following):

- Official verification of completion of ACEND approved academic requirements from an accredited college or university.
- Official transcripts from all universities attended for undergraduate and graduate coursework. Transcripts must show the date of graduation and major. Interns should order official transcripts in a sealed envelope from the universities and include the unopened transcripts in the application packet.
- Recommendations from one academic professor and two recommendations from employers with one of them from the current supervisor. If the applicant agrees for the recommendation to remain confidential as indicated on the recommendation request form, the unopened, sealed letters should be included in the application packet.
- Supervisor's confirmation of applicant's job performance as satisfactory or better. (Submit a copy of the most recent PMF)
- Public Health Dietetic Internship Contract signed by District Health Director.
- Community Rotation Preceptor Agreement signed by applicant, community preceptor and District Nutrition Services Director.
- A bound folder containing copies of each of the following documents
  1. Completed GDPH Application for Dietetic Internship, Supervised Practice Program
  2. Personal statement (following GDPH Personal Statement guidelines)

3. Letters of support from District Health Director and District Nutrition Services Director
  4. One page resume
- Applications must be postmarked no later than March 31<sup>st</sup> to be considered. Incomplete application packets will not be considered. All materials submitted for application to the GDPH Dietetic Internship Program become the property of the Georgia Department of Public Health and will not be returned to the applicant.
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### **Pre-Entrance Requirements**

- Once the intern accepts placement into the GDPH dietetic internship, the intern will be required to send a photo with resume and proof of AND student membership, driver's license, health insurance, automobile insurance, medical clearance, proof of immunization to MMR, tetanus, Hep B, and varicella as well as PPD results.
- Interns will be sent an orientation module which must be completed prior to attending general orientation. The homework is assigned to provide a review of medical terminology and abbreviations, self assessment, code of ethics and standards of practice.
- Each intern accepted into the GDPH DI is expected to have proficient understanding in using medical terminology. A proficiency exam in medical terminology will be given during the internship orientation. Interns will not be allowed to begin clinical rotations until they have demonstrated proficiency in medical terminology.