

Registration Examination for Dietetic Technicians

Handbook for Candidates

Computer-Based Testing

A New World of Options

In Assessment for Dietetics Professionals

**Commission
on Dietetic
Registration**

the credentialing agency for the
Academy of Nutrition
and Dietetics

**eat
right.**

**READ THIS HANDBOOK COMPLETELY
AND KEEP FOR REFERENCE.**

CONTENTS

General Information	1
Examination Application	1
Code of Ethics	1
Application Procedures	1
Registration Examination Eligibility Pathways	4
Registration Examination Program and Pathways	5
Testing of Applicants with Disabilities	14
Test Center Information	18
Fees and Refunds	21
Report of Results	22
Content of the Examination	24
Registration Examination for Dietetic Technicians Test Specifications	25
Commission on Dietetic Registration Computer-Based Testing Q&A Fact Sheet	26

GENERAL INFORMATION

The Commission on Dietetic Registration, the credentialing agency for the Academy of Nutrition and Dietetics, does not discriminate against any applicant because of race, creed, religion, color, sex, marital status, national origin, or ancestry.

EXAMINATION APPLICATION

All candidates approved as examination eligible for the **first** time automatically receive an eligibility to test e-mail from ACT, Inc., the testing service. The e-mail will explain the registration process. Candidates who established eligibility previously must request a reauthorization to test. Candidates must contact the Commission on Dietetic Registration, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, by telephone (312.899.4859) or by fax (312.899.4772) to request an examination application. The request should include name and Academy of Nutrition and Dietetics identification number. **Candidates must register and test within one year (365 days) from the date they are eligible to test. Refer to the Eligibility to Test section for further information.**

CODE OF ETHICS

All candidates applying to take the Registration Examinations for Dietitians or Dietetic Technicians must sign the following agreement when establishing eligibility to take the registration examination:

“As a registered dietitian or dietetic technician, registered, I agree to abide by the Code of Ethics for the Profession of Dietetics (www.eatright.org/ada/files/COE.pdf), and to hold harmless the Commission on Dietetic Registration or other RDs and DTRs, and CDR employees for their activities in enforcing them.”

APPLICATION PROCEDURES

Read this *Handbook for Candidates* completely before completing the Web application.

Registering, scheduling, and paying for the exam must be completed on ACT’s secure website. For questions regarding the online application process, contact ACT at 319.337.1315 between 8:30 a.m. and 5 p.m. Central Time, Monday through Friday, excluding holidays.

Once your eligibility to test has been certified by CDR, you will receive an Eligibility e-mail from ACT. This e-mail is important; it contains your personal user ID and password, and a Web address where you will complete your application. Keep a copy of this e-mail in a secure location.

If you want to apply for test accommodations, please read the Testing of Applicants with Disabilities section beginning on page 14.

Before you begin your application, make sure you have access to a VISA® or MasterCard® credit card.

From your Eligibility e-mail, click on the URL link or copy it directly into a new browser window. At the log in page, enter your user ID and password exactly as shown on your e-mail, and click Login.

Update Your Account Information

Begin by reviewing your Basic Information. You can make changes to your e-mail address, mailing address, and phone numbers by typing the new information in the appropriate fields.

Any time you make changes, you must click on Save Changes, or your changes will not be saved.

You cannot change your first name, last name, or middle initial. If you need to make changes to your name, you must notify CDR. Please submit your changes in writing by mail. (See the last page of this handbook for contact information for CDR.) An original or notarized (must be legible) copy of your marriage license, divorce decree, or court order must accompany ALL name changes. Documents will not be returned.

You are required to have an e-mail address in order to register. Since e-mail will be our main method of communicating with you, please put your permanent e-mail address in the E-mail field. Do not use an academic institution e-mail address (like a school .edu address) unless it is permanent. It is your responsibility to make sure your e-mail address is current.

Please update your address, city, state, and ZIP code fields if necessary. If you do not live in the continental United States or the District of Columbia, please check the bottom of the State/Province drop-down list for your province, territory, or other location. If you do not see your state, province, or territory listed, please leave this field blank by selecting the blank space at the top of the list.

If you have a foreign address, please enter your city and country in the City field and any postal information in the ZIP code field.

At least one telephone number is required. Make sure your permanent telephone number is in the Telephone Number field, and fill out the other telephone number fields as necessary.

In the Release of Candidate Data section, you can select whether or not you want your name released with your exam scores to your program.

Finally, in the Assurance of Confidentiality section, you must agree that you will not disclose any information about the exam to anyone else. **You cannot proceed with your application until you select Yes in this section.**

When you are finished, click on Save Changes.

Your Registration

After you've updated your account, you can schedule your exam by clicking on the Schedule button.

Select Test Site

Select the state, province, or territory you want to test in from the drop-down list and click on Continue. You will be provided with a list of locations and testing sites in your state. Select by clicking the button next to your choice, and click Select.

Select Test Date

Begin by picking a month and year from the drop-down list, and click on Continue. Click on the button next to your choice, and click Select.

Select Test Time

Finally, click on the button next to your preferred time and click on Select. Review and Confirm your appointment by clicking Yes, or click on No and go back through the scheduling process.

After clicking Yes, you will see a summary of your Registration Details. You will have the option to print these details. After printing, click on Continue.

Submit Payment

In the payment section, select either MasterCard® or VISA® from the drop-down list, type in the cardholder's name, the card number, the expiration month and year, and the security code. Then type in the cardholder's address and ZIP Code. Click on the Submit button to pay for your exam. **Once you click on Submit, your credit card will be charged.** Only click on Submit one time.

Within 24 hours of submitting your payment, you will receive your Scheduling Confirmation e-mail. **You are required to print this e-mail and bring it with you in**

order to be admitted to the test center. The Scheduling Confirmation e-mail will list your appointment time and location, your required documents, test center rules and violations, and how to change your appointment.

If at any time you have difficulty registering, scheduling, or paying for your exam, please contact ACT at 319.337.1315 between 8:30 a.m. and 5 p.m. Central Time, Monday through Friday, excluding holidays.

REGISTRATION EXAMINATION ELIGIBILITY PATHWAYS

1. Dietetic Technician Program

Candidate completed approved courses and supervised qualifying experience as stipulated in the Accreditation Council for Education in Nutrition and Dietetics (Accreditation Council) accredited Dietetic Technician Program.

2. Baccalaureate Didactic Program in Dietetics Graduate with an Accreditation Council Accredited Dietetic Technician Program Experience

Candidate completed an Accreditation Council accredited Didactic Program in Dietetics minimum requirements and a supervised qualifying experience as stipulated in the Accreditation Council's accredited Dietetic Technician Program.

3. Baccalaureate Didactic Program in Dietetics Graduate

Candidate completed an Accreditation Council accredited Didactic Program in Dietetics minimum requirements.

4. Reregistration

Candidate is a dietetic technician whose registration status lapsed and who wishes to become reregistered.

REGISTRATION EXAMINATION PROGRAM AND PATHWAYS

ALABAMA

Didactic Programs in Dietetics

- 4002 Auburn University, Auburn
- 4005 Samford University, Birmingham
- 4004 Oakwood College, Huntsville
- 4003 Jacksonville State University, Jacksonville
- 4008 University of Montevallo, Montevallo
- 4001 Alabama A&M University, Normal
- 4007 The University of Alabama, Tuscaloosa
- 4006 Tuskegee University, Tuskegee

ALASKA

Didactic Programs in Dietetics

- 9100 University of Alaska—Anchorage, Anchorage

ARIZONA

Dietetic Technician Programs

- 3002 Central Arizona College, Coolidge
- 3113 Paradise Valley/Chandler-Gilbert Community College Dietetic Technology Consortium, Phoenix

Didactic Programs in Dietetics

- 4104 Arizona State University at the Polytechnic Campus, Mesa (formerly Tempe)
- 4103 University of Arizona, Tucson

ARKANSAS

Dietetic Technician Programs

- 3101 Black River Technical College, Pochahontas

Didactic Programs in Dietetics

- 4206 Henderson State University, Arkadelphia
- 4202 Ouachita Baptist University, Arkadelphia
- 4205 University of Central Arkansas, Conway
- 4203 University of Arkansas, Fayetteville
- 4204 University of Arkansas at Pine Bluff, Pine Bluff (closed 8/2011)
- 4201 Harding University, Searcy
- 4207 University of Arkansas at Pine Bluff, Pine Bluff

CALIFORNIA

Dietetic Technician Programs

- 3005 Orange Coast College, Costa Mesa
- 3088 Grossmont College, El Cajon (closed 6/2001)
- 3080 Loma Linda University, Loma Linda (closed 8/2010)
- 3006 Long Beach City College, Long Beach (closed 5/2011)
- 3007 Los Angeles City College, Los Angeles
- 3109 Merritt College, Oakland
- 3003 Chaffey College, Rancho Cucamonga
- 3115 Cosumnes River College, Sacramento (closed 6/2011)
- 3117 Cosumnes River College, Sacramento (Distance)
- 3092 San Bernardino Valley College, San Bernardino (closed 6/2004)
- 3120 Santa Rosa Junior College, Santa Rosa

Didactic Programs in Dietetics

- 4320 Pacific Union College, Angwin (closed 8/2002)
- 4315 University of California—Berkeley, Berkeley
- 4305 California State University—Chico, Chico
- 4316 University of California, Davis
- 4306 California State University, Fresno

- 4301 California State University, Long Beach
- 4302 California State University, Los Angeles
- 4321 Pepperdine University, Malibu
- 4307 California State University, Northridge
- 4303 California State Polytechnic University, Pomona
- 4323 California State University, Sacramento
- 4322 California State University, San Bernardino
- 4324 Point Loma Nazarene University, San Diego
- 4312 San Diego State University, San Diego
- 4313 San Francisco State University, San Francisco
- 4314 San Jose State University, San Jose
- 4304 California Polytechnic State University, San Luis Obispo

COLORADO

Dietetic Technician Programs

- 3009 Front Range Community College, Westminster (closed 5/2009)

Didactic Programs in Dietetics

- 4404 University of Colorado at Colorado Springs, Colorado Springs
- 4403 Johnson & Wales University, Denver
- 4406 Metropolitan State College of Denver, Denver
- 4401 Colorado State University, Fort Collins
- 4402 University of Northern Colorado, Greeley
- 4405 University of Northern Colorado, Greeley (Distance)

CONNECTICUT

Dietetic Technician Programs

- 3094 Gateway Community College, North Haven
- 3011 Lincoln College of New England, Southington

Didactic Programs in Dietetics

- 4503 The University of Connecticut, Storrs
- 4502 Saint Joseph College, West Hartford
- 4505 University of New Haven, West Haven

DELAWARE

Didactic Programs in Dietetics

- 4602 Delaware State University, Dover
- 4601 University of Delaware, Newark

DISTRICT OF COLUMBIA

Didactic Programs in Dietetics

- 4703 University of the District of Columbia, Washington

FLORIDA

Dietetic Technician Programs

- 3014 Florida State College at Jacksonville–North Campus, Jacksonville
- 3015 Palm Beach Community College, Lake Worth (closed 12/2006)
- 3016 Miami-Dade Community College, Miami (closed 12/2006)
- 3018 Pensacola Junior College, Pensacola (closed 8/2010)
- 3121 Hillsborough Community College, Tampa

Didactic Programs in Dietetics

- 4805 University of Florida, Gainesville
- 4808 University of North Florida, Jacksonville
- 4802 Florida International University, Miami
- 4803 Florida State University, Tallahassee

GEORGIA

Dietetic Technician Programs

- 3112 Life University, Marietta (closed 7/2005)

Didactic Programs in Dietetics

- 4909 The University of Georgia, Athens

- 4907 Georgia State University, Atlanta
4904 Fort Valley State University, Fort Valley
4910 Life University, Marietta
4906 Georgia Southern University, Statesboro

HAWAII

Didactic Programs in Dietetics

- 5001 University of Hawaii—Manoa, Honolulu

IDAHO

Didactic Programs in Dietetics

- 5102 Idaho State University, Pocatello

ILLINOIS

Dietetic Technician Programs

- 3122 Parkland College, Champaign
3019 Malcolm X College, Chicago (closed 6/2004)
3020 Harper College, Palatine

Didactic Programs in Dietetics

- 5208 Olivet Nazarene University, Bourbonnais
5212 Southern Illinois University—Carbondale, Carbondale
5202 Eastern Illinois University, Charleston
5206 Loyola University Chicago, Chicago (closed 5/2006)
5219 University of Illinois at Chicago, Chicago
5207 Northern Illinois University, DeKalb
5218 Benedictine University, Lisle
5216 Western Illinois University, Macomb
5203 Illinois State University, Normal
5201 Bradley University, Peoria
5210 Dominican University, River Forest
5215 University of Illinois at Urbana—Champaign, Urbana

INDIANA

Dietetic Technician Programs

- 3090 Purdue University—Calumet, Hammond (closed 12/2001)
3022 Ball State University, Muncie (closed 7/2006)

Didactic Programs in Dietetics

- 5305 Indiana University, Bloomington
5307 Marian College, Indianapolis (closed 2/2004)
5301 Ball State University, Muncie
5308 Purdue University, Dept. of Foods and Nutrition, West Lafayette
5312 University of Southern Indiana, Evansville

IOWA

Didactic Programs in Dietetics

- 5402 Iowa State University, Dept. of Food Science and Human Nutrition, Ames
5405 University of Northern Iowa, Cedar Falls (closed 9/2003)

KANSAS

Didactic Programs in Dietetics

- 5508 Kansas State University, Dept. of Hotel, Restaurant, Institution Management and Dietetics, Manhattan (on campus)
5509 Kansas State University, Dept. of Hotel, Restaurant, Institution Management and Dietetics, Manhattan (Distance)

KENTUCKY

Didactic Programs in Dietetics

- 5601 Berea College, Berea
5609 Western Kentucky University, Bowling Green
5607 University of Kentucky, Lexington

- 5604 Morehead State University, Morehead
- 5605 Murray State University, Murray
- 5602 Eastern Kentucky University, Richmond

LOUISIANA

Dietetic Technician Programs

- 3095 Delgado Community College, New Orleans

Didactic Programs in Dietetics

- 5703 Louisiana State University, Baton Rouge
- 5709 Southern University and A & M College, Baton Rouge
- 5711 University of Louisiana at Lafayette, Lafayette
- 5712 McNeese State University, Lake Charles
- 5702 Louisiana Tech University, Ruston
- 5704 Nicholls State University, Thibodaux

MAINE

Dietetic Technician Programs

- 3106 Washington County Community College, Calais (closed 12/2003)
- 3026 Southern Maine Community College, South Portland

Didactic Programs in Dietetics

- 5801 University of Maine, Orono

MARYLAND

Dietetic Technician Programs

- 3027 Baltimore City Community College, Baltimore

Didactic Programs in Dietetics

- 5904 Morgan State University, Baltimore
- 5906 University of Maryland, College Park
- 5907 University of Maryland, Eastern Shore, Princess Anne

MASSACHUSETTS

Dietetic Technician Programs

- 3029 Laboure College, Boston
- 3108 North Shore Community College, Danvers (closed 12/2005)

Didactic Programs in Dietetics

- 6009 University of Massachusetts, Amherst
- 6011 Boston University/Sargent College, Boston
- 6007 Simmons College, Boston
- 6004 Framingham State University, Framingham

MICHIGAN

Dietetic Technician Programs

- 3032 Wayne County Community College District, Detroit (closed 8/2000)
- 3116 Wayne County Community College, Detroit

Didactic Programs in Dietetics

- 6109 University of Michigan School of Public Health, Ann Arbor
- 6113 Andrews University, Berrien Springs
- 6104 Marygrove College, Detroit (closed 10/2003)
- 6106 Michigan State University, East Lansing
- 6111 Western Michigan University, Kalamazoo
- 6112 Madonna University, Livonia
- 6107 Northern Michigan University, Marquette (closed 12/2003)
- 6102 Central Michigan University, Mount Pleasant

MINNESOTA

Dietetic Technician Programs

- 3034 Normandale Community College, Bloomington
- 3035 University of Minnesota-Crookston, Crookston (closed 7/2011)

Didactic Programs in Dietetics

- 6203 The College of Saint Scholastica, Duluth (closed 6/2002)

- 6205 Minnesota State University, Mankato
6209 Concordia College, Moorhead
6210 College of St. Benedict/St. John's University, Saint Joseph
6202 St. Catherine University, Saint Paul
6207 University of Minnesota, Saint Paul

MISSISSIPPI

Didactic Programs in Dietetics

- 6306 Alcorn State University, Alcorn State
6304 The University of Southern Mississippi, Hattiesburg
6302 Mississippi State University, Mississippi State
6303 University of Mississippi, University

MISSOURI

Dietetic Technician Programs

- 3037 St. Louis Community College at Florissant Valley, Saint Louis

Didactic Programs in Dietetics

- 6411 Southeast Missouri State University, Cape Girardeau
6412 Northwest Missouri State University, Maryville
6413 College of the Ozarks, Point Lookout
6406 Missouri State University, Springfield
6403 Fontbonne College, Saint Louis
6415 Saint Louis University, Edward and Margaret Doisy School of Allied Health Professions, Saint Louis
6401 Central Missouri State University, Warrensburg

MONTANA

Dietetic Technician Programs

- 3125 Montana State University, Great Falls

Didactic Programs in Dietetics

- 6501 Montana State University, Bozeman

NEBRASKA

Dietetic Technician Programs

- 3039 Southeast Community College, Lincoln

Didactic Programs in Dietetics

- 6601 University of Nebraska at Kearney, Kearney
6603 University of Nebraska–Lincoln, Lincoln

NEVADA

Dietetic Technician Programs

- 3107 Truckee Meadows Community College, Reno

Didactic Programs in Dietetics

- 6702 University of Nevada–Las Vegas, Las Vegas
6701 University of Nevada–Reno, Reno

NEW HAMPSHIRE

Dietetic Technician Programs

- 3098 University of New Hampshire, Durham

Didactic Programs in Dietetics

- 6804 University of New Hampshire, Durham
6801 Keene State College, Keene

NEW JERSEY

Dietetic Technician Programs

- 3040 Camden County College, Blackwood
3041 Middlesex County College, Edison

Didactic Programs in Dietetics

- 6901 College of Saint Elizabeth, Morristown
6904 Rutgers University, New Brunswick

6903 Montclair State University, Upper Montclair

Didactic Graduate Programs in Dietetics

6906 College of Saint Elizabeth, Morristown

NEW MEXICO

Didactic Programs in Dietetics

7002 University of New Mexico, Albuquerque

7001 New Mexico State University, Las Cruces

NEW YORK

Dietetic Technician Programs

3045 LaGuardia Community College, Long Island City

3046 State University of New York Agricultural and Technical College,
Morrisville

3048 Dutchess Community College, Poughkeepsie (closed 5/2004)

3049 Suffolk County Community College, Riverhead

3050 SUNY Rockland Community College, Suffern (closed 6/2004)

3051 Westchester Community College, Valhalla

3043 Erie Community College, Williamsville

3124 Trocaire College, Williamsville

Didactic Programs in Dietetics

7104 Herbert H. Lehman College, Bronx

7101 Brooklyn College, Brooklyn

7121 Long Island University/C.W. Post Campus, Brookville

7114 Buffalo State, SUNY, Buffalo

7110 Queens College—CUNY, Flushing

7103 Cornell University—Ithaca, Division of Nutritional Sciences, Ithaca

7122 Cornell University—Ithaca, School of Hotel Administration,
Ithaca (6/2000)

7105 Hunter College—CUNY, New York

7108 New York University, New York

7123 New York Institute of Technology, Old Westbury (closed 12/2010)

7116 State University of New York at Oneonta, Oneonta

7117 Plattsburgh State University of New York, Plattsburgh

7111 Rochester Institute of Technology, Rochester

7119 Syracuse University, Syracuse

7107 Marymount College of Fordham University, Tarrytown

7120 The Sage Colleges, Troy

7124 Stony Brook University, Stony Brook (closed 2/2011)

NORTH CAROLINA

Dietetic Technician Programs

3111 Lenoir Community College, Kinston (closed 6/2004)

3110 Gaston College, Lincolnton

Didactic Programs in Dietetics

7201 Appalachian State University, Boone

7210 The University of North Carolina at Chapel Hill, Chapel Hill
(closed 5/2010)

7212 Western Carolina University, Cullowhee

7207 North Carolina Central University, Durham

7203 Bennett College, Greensboro (closed 6/2002)

7206 North Carolina A&T State University, Greensboro

7211 University of North Carolina at Greensboro, Nutrition and
Foodservice Systems, Greensboro

7204 East Carolina University, Greenville

7213 Meredith College, Raleigh

NORTH DAKOTA

Didactic Programs in Dietetics

7301 North Dakota State University, Fargo

OHIO

Dietetic Technician Programs

- 3052 Cincinnati State Technical and Community College, Cincinnati
- 3053 Cuyahoga Community College, Cleveland
- 3054 Columbus State Community College, Columbus
- 3055 Sinclair Community College, Dayton
- 3079 Lima Technical College, Lima (closed 6/2002)
- 3057 Hocking Technical College, Nelsonville (closed 9/2009)
- 3083 Owens Community College, Toledo
- 3058 Youngstown State University, Youngstown
- 3099 Muskingum Area Technical College, Zanesville (closed 6/2001)

Didactic Programs in Dietetics

- 7414 The University of Akron, Akron
- 7412 Ohio University, Athens
- 7419 Bluffton College, Bluffton
- 7403 Bowling Green State University, Bowling Green
- 7415 University of Cincinnati, Cincinnati
- 7404 Case Western Reserve University, Cleveland
- 7411 The Ohio State University, Columbus
- 7416 University of Dayton, Dayton
- 7407 Kent State University, Kent
- 7408 Miami University, Oxford
- 7409 Notre Dame College of Ohio, South Euclid (closed 9/2001)
- 7418 Youngstown State University, Youngstown
- 7421 Ashland University, Ashland

OKLAHOMA

Dietetic Technician Programs

- 3091 Oklahoma State University—Okmulgee, Okmulgee
(closed 12/2004)
- 3123 Oklahoma State University—Oklahoma City, Oklahoma City

Didactic Programs in Dietetics

- 7501 University of Central Oklahoma, Edmond
- 7506 Langston University, Langston
- 7503 University of Oklahoma, Health Sciences Center, Oklahoma City
- 7502 Oklahoma State University, Stillwater
- 7507 Northeastern State University, Tahlequah

OREGON

Didactic Programs in Dietetics

- 7601 Oregon State University, Corvallis

PENNSYLVANIA

Dietetic Technician Programs

- 3063 Community College of Philadelphia, Philadelphia
(closed 6/2005)
- 3064 Community College of Allegheny County, Pittsburgh
- 3119 Community College of Allegheny County (Distance), Pittsburgh
- 3065 The Pennsylvania State University, University Park
- 3087 Westmoreland County Community College, Youngwood (closed 12/2009)

Didactic Programs in Dietetics

- 7716 Cedar Crest College, Allentown
- 7708 Messiah College, Grantham
- 7703 Immaculata College, Immaculata
- 7704 Indiana University of Pennsylvania, Indiana
- 7705 Mansfield University, Mansfield
- 7702 Drexel University, Philadelphia (Bachelor's)
- 7719 Drexel University, Philadelphia (Master's)

- 7718 LaSalle University, Philadelphia
- 7713 University of Pittsburgh, Pittsburgh
- 7706 Marywood University, Scranton
- 7709 The Pennsylvania State University, University Park
- 7717 West Chester University, West Chester

PUERTO RICO

Didactic Programs in Dietetics

- 7802 University of Puerto Rico, San Juan

RHODE ISLAND

Didactic Programs in Dietetics

- 7902 University of Rhode Island, Kingston
- 7903 Johnson & Wales University, Providence

SOUTH CAROLINA

Didactic Programs in Dietetics

- 8006 Clemson University, Clemson
- 8004 South Carolina State University, Orangeburg
- 8005 Winthrop University, Rock Hill

SOUTH DAKOTA

Didactic Programs in Dietetics

- 8102 South Dakota State University, Brookings
- 8101 Mount Marty College, Yankton (closed 8/2005)

TENNESSEE

Dietetic Technician Programs

- 3066 Southwest Tennessee Community College, Memphis (formerly Shelby State Community College)

Didactic Programs in Dietetics

- 8214 University of Tennessee at Chattanooga, Chattanooga
- 8211 Tennessee Technological University, Cookeville
- 8215 Carson-Newman College, Jefferson City
- 8204 East Tennessee State University, Johnson City
- 8212 University of Tennessee College of Human Ecology, Knoxville
- 8213 The University of Tennessee at Martin, Martin
- 8207 The University of Memphis, Memphis
- 8208 Middle Tennessee State University, Murfreesboro
- 8203 Lipscomb University, Nashville
- 8210 Tennessee State University, Nashville

TEXAS

Dietetic Technician Programs

- 3068 Tarrant County College, Arlington
- 3067 El Paso Community College, El Paso (closed 9/2006)
- 3070 San Jacinto College Central, Pasadena (closed 8/2010)
- 3085 St. Philip's College, San Antonio (closed 8/2004)

Didactic Programs in Dietetics

- 8301 Abilene Christian University, Abilene
- 8320 The University of Texas at Austin, Austin
- 8304 Lamar University, Beaumont
- 8325 Texas A&M University, College Station
- 8318 Texas Woman's University, Denton
- 8314 Texas Christian University, Fort Worth
- 8315 Texas Southern University, Houston
- 8319 University of Houston, Houston
- 8308 Sam Houston State University, Huntsville
- 8313 Texas A&M University—Kingsville, Kingsville
- 8316 Texas Tech University, Lubbock

- 8311 Stephen F. Austin State University, Nacogdoches
- 8307 Prairie View A&M University, Prairie View
- 8303 University of the Incarnate Word, San Antonio
- 8309 Southwest Texas State University, San Marcos
- 8327 Tarleton State University, Stephenville (closed 6/2004)
- 8326 Baylor University, Waco

UTAH

Didactic Programs in Dietetics

- 8403 Utah State University, Logan
- 8401 Brigham Young University, Provo

VERMONT

Didactic Programs in Dietetics

- 8501 University of Vermont, Burlington

VIRGINIA

Dietetic Technician Programs

- 3071 Northern Virginia Community College, Annandale
(closed 12/2004)
- 3072 J. Sargeant Reynolds Community College, Richmond
(closed 12/2001)
- 3073 Tidewater Community College, Virginia Beach (closed 12/2007)

Didactic Programs in Dietetics

- 8605 Virginia Polytechnic Institute and State University, Blacksburg
- 8603 James Madison University, Harrisonburg
- 8607 Norfolk State University, Norfolk
- 8606 Virginia State University, Petersburg
- 8604 Radford University, Radford

WASHINGTON

Dietetic Technician Programs

- 3074 Shoreline Community College, Seattle (closed 6/2009)
- 3084 Spokane Community College, Spokane (closed 7/2004)

Didactic Programs in Dietetics

- 8707 Central Washington University, Ellensburg
- 8709 Bastyr University, Kenmore (Bachelor's)
- 8710 Bastyr University, Kenmore (Master's)
- 8705 Washington State University, Pullman
- 8708 Seattle Pacific University, Seattle
- 8703 University of Washington, Seattle

WEST VIRGINIA

Didactic Programs in Dietetics

- 8801 Marshall University, Huntington
- 8803 West Virginia University, Morgantown

WISCONSIN

Dietetic Technician Programs

- 3075 Madison Area Technical College, Madison (closed 8/2011)
- 3077 Milwaukee Area Technical College, West Allis

Didactic Programs in Dietetics

- 8903 University of Wisconsin–Green Bay, Green Bay
- 8905 University of Wisconsin–Madison, Dept. of Nutritional Sciences,
Madison
- 8907 University of Wisconsin–Stout, Menomonie
- 8906 University of Wisconsin–Stevens Point, Stevens Point

WYOMING

Didactic Programs in Dietetics

- 9001 University of Wyoming, Laramie

TESTING OF APPLICANTS WITH DISABILITIES

If you want to apply for test accommodations, do NOT log in to your account and register at this time. Instead, read and follow the instructions below carefully. Once you have collected all of your documentation, mail everything together to the address below. Do not ask your physicians, other professionals, or other agencies providing documentation to mail your documents separately. **You must send all documentation together. Mail your documents to:**

Dietetic Registration (82)
Testing Accommodations
ACT
PO Box 168
Iowa City, IA 52243-0168

The Commission on Dietetic Registration makes every reasonable effort to accommodate applicants for the Registration Examination for Dietitians who are disabled, as that term is defined in the Americans with Disabilities Act (ADA) of 2008. Under the ADA, a person is disabled if he or she has a physical or mental impairment that substantially limits him or her in a major life activity.

In an effort to make the Registration Examination for Dietetic Technicians equally accessible to applicants with disabilities, testing accommodations are made available for candidates with diagnosed physical, mental, sensory, or learning disabilities, and who provide appropriate documentation.

All accommodations requests are evaluated by qualified professionals. Requests may also be submitted for independent external reviews by specialists in a particular impairment. It is important to understand that the mere documentation of the presence of a disability does not entitle you to accommodation(s). *Rather, the impact of your disability on your ability to take this examination must be quantifiably documented.*

To avoid delays caused by a request for missing information, please submit the following:

1. **Your own personal letter requesting accommodations** with a detailed description of your disability, indicating the accommodations you believe are necessary for you to take the Registration Examination for Dietetic Technicians. If you received, or are currently receiving, testing accommodations, please provide documentation from the educational institution to confirm your receipt of the accommodations.
2. **If additional time is requested**, submit the documentation prepared by the diagnostician or certified specialist stating the precise amount of additional time

needed such as one-third time, time and a half, or double time, as well as the rationale for the requested additional testing time. A request for an untimed examination is insufficient.

3. **Current documentation** by your clinician, physician, or other qualified specialist licensed or certified to diagnose and treat your diagnosed condition, *prepared within the last five years*.

This documentation must set forth a detailed diagnosis, provided treatment, and the last date of treatment and/or consultation with the qualified professional. It must also provide an explanation of the need for the requested accommodation(s) and how the functional limitation of the qualified condition relates to this test-taking activity. A description of the accommodations deemed appropriate should also be included. Your professional must also include a brief statement of his/her qualifications and areas of specialty.

The following guidelines are intended to assist you in completing your request for accommodations appropriate for diagnoses of **cognitive impairments**, such as, but not limited to, a specific learning disability, a processing deficiency, an attention deficit disorder, or a physical, medical, neurological, or psychological disorder that affects your cognitive abilities.

- You must submit a comprehensive psychoeducational or neuropsychological assessment report that complies with the following requirements and demonstrates the impact of your disability on your ability to complete the Registration Examination for Dietetic Technicians under standard time conditions.
- In cases where a neuropsychological examination is necessary (learning disabilities, neurological injuries or disorders), it is expected that the assessment will be a comprehensive battery of tests administered by a professional with credentials in the field.
- For tests with subtests (such as the WAIS-IV or WJ-III NU), the scores from **all subtests** must also be included. Unless noted below, all standard scores and percentiles should be on age-adjusted rather than education-adjusted norms. Acceptable measures include but are not limited to the Wechsler Adult Intelligence Scale-IV (WAIS-IV), Woodcock-Johnson III: Tests of Cognitive Abilities NU, and the Kaufmann Adolescent and Adult Intelligence Test II. The Nelson-Denny Reading Test (NDRT) may not be used to diagnose a learning disability in reading.
- A complete and comprehensive achievement battery, including current levels of academic functioning in relevant areas such as reading (decoding, rate, and comprehension) and written language (e.g., Woodcock-Johnson Psychoeducational Battery III:

Tests of Achievement and the Scholastic Abilities Test for Adults), Wechsler Individual Achievement Test III (WIAT III). Screening tests such as the Wide Range Achievement Test and the Nelson-Denny Reading Test sometimes provide useful supplemental information but cannot, in and of themselves, determine reading ability.

- An assessment of **information processing** (e.g., short and long-term memory, sequential memory, processing speed, executive functioning, etc.) using appropriate instruments (e.g., Wechsler Memory Scale-III, relevant subtests from the Woodcock-Johnson Psychoeducational Battery III, and Delis-Kaplan Executive Function System).
- **And** other appropriate assessment measures to help support a differential diagnosis or to disentangle the cognitive condition from coexisting neurological and/or personality disorders.

Please note: All tests must be reliable, valid, and standardized for use with an adult population. All standard scores and percentiles (including subtests) must be provided. The diagnostician must provide a specific diagnosis with an interpretation of tests being provided and show evidence that alternative explanations (e.g., poor motivation or study skills, cultural or language differences) can be ruled out.

For diagnoses of **Attention Deficit/Hyperactivity Disorder (ADHD)**, relevant batteries as described above should be provided to determine patterns supportive of attention problems. The diagnostician's report must include a review of your history regarding each of the DSM-IV diagnostic criteria for ADHD and specify which symptoms that cause impairment were present in childhood and which current symptoms have been present to a maladaptive level for at least the past six months. Although self-reporting of symptoms and events is helpful, it is critical that information from other sources (e.g., health care professionals, relatives, teachers, school records, or employers) be presented to the evaluator and summarized in his or her report.

A well-written diagnostic summary, based on a comprehensive evaluative process, is a necessary component of the assessment. The clinical summary must include:

- alternate explanations for the inattentiveness, impulsivity, and/or hyperactivity;
- an indication of the patterns of symptoms across the life span and across settings;
- an indication of the substantial limitation to learning presented by ADHD and the degree to which it impacts the individual in the context for which accommodation is being requested; and

- indications as to why specific accommodations are needed and how the effects of ADHD symptoms will be mediated by the accommodations.

Documentation of a **mood or anxiety disorder** normally includes a review of the family history, age of onset, course of illness, psychological tests used, and the history of treatment for the disorder. If treatment includes medication, please provide evidence of continued impairment despite benefits of medication. Due to the variable nature of these conditions, documentation of a mood or anxiety disorder must be current within the past twelve (12) months.

If you request extended time because of a **visual disability**, a report of a complete ocular examination is required. It must include all test results, a description of functional limitation, a discussion of the extent to which the limitation has been or can be addressed through corrective devices, and a specific recommendation and rationale for accommodations. If you are legally blind, documentation acknowledging this specifically (e.g., from a governmental agency or your eye doctor) can substitute for a complete ocular exam.

Documentation of a **chronic medical or physical disability** must include:

- a clear statement of the medical diagnosis from a physician, neurologist, or other medical specialist.
- an assessment of the functionally limiting manifestations of the condition(s) for which accommodations are needed.
- a description of present symptoms, which meets the criteria for diagnosis.
- a list of medications or treatments currently being used to relieve the functional manifestations of the condition.
- medical information relating to the candidate's needs, including the impact of medication or other treatments on the candidate's current ability to meet the demands of a timed multiple choice format examination.

Because of the changing nature of some physical disabilities, it is critical that documentation be current. The diagnostic report should be less than one (1) year old; documentation that is 12–24 months old will be accepted if it is accompanied by a letter from a qualified professional that provides an update on the diagnosis, the candidate's current level of functioning, changes since the previous evaluation, current treatment, and continued rationale for the requested accommodations.

For all requests: You will be notified by letter whether or not your accommodations have been approved. If your accommodations are approved, your letter will provide

instructions on how to schedule your exam by telephone. If you have not yet registered for your exam, please have your credit card ready when you call.

All candidates, regardless of accommodations, are still required to test before the one-year eligibility period expires. Apply as early as possible in advance so that sufficient time will be allowed to make the proper arrangements as **accommodations must be approved in advance of testing**. It is your responsibility to notify ACT of the need for accommodations.

ACT may refuse accommodations if you do not provide adequate notice accompanied by complete documentation as set forth above.

ACT reserves the right to independently evaluate documentation submitted by all candidates who request accommodations.

If your accommodations are denied, you will be required to test under standard conditions. Please register, schedule, and pay for your exam by following the instructions outlined in your Eligibility e-mail.

Should you have any questions regarding your disability and/or required documentation, contact ACT at 319.337.1283 between 8:30 a.m. and 5:00 p.m. Central Time, Monday through Friday, excluding holidays.

TEST CENTER INFORMATION

Eligibility to Test

Approved candidates are eligible to test for a one-year period between the dates indicated on the Eligibility e-mail sent to the candidate by CDR's testing agency, ACT. Eligibility expires when the:

- candidate takes the examination;
- one-year eligibility period ends;
- candidate fails to cancel the testing appointment within the specified timeline (see page 19, Scheduling, Changing, or Cancelling an Appointment);
- candidate arrives late for the scheduled testing appointment (see page 20, Late Arrivals);
- candidate does not complete the examination during the test appointment (see page 20, Rules for the Examination);
- candidate fails to present the Scheduling Confirmation e-mail at the time of the scheduled test appointment.
- candidate fails to present a valid, US government-issued photo identification that has not expired at the time of the scheduled test appointment.

Candidates seeking reauthorization must contact the Commission on Dietetic Registration, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, by telephone (312.899.4859), or by fax (312.899.4772) to request an examination reauthorization. The request should include your name and **Academy of Nutrition and Dietetics identification number**.

Test Administration

The Registration Examination for Dietetic Technicians is administered at over two hundred and thirty (230) ACT Centers® in the United States, Puerto Rico, and Canada.

Scheduling, Changing, or Cancelling an Appointment

Scheduling, changing, or cancelling your appointment is completed on the CDR/ACT Web Portal.

Login to your personal account using your user ID and password provided to you in your Eligibility e-mail.

Any changes to an appointment made through your on-line account must be completed **at least two (2) days before your current test appointment date**. See the chart below:

If your test appointment is on . . .	All changes must be made by 11:59 p.m. Central Time . . .
Saturday	Wednesday
Sunday	Thursday
Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	Monday
Friday	Tuesday

If you are rescheduling by **telephone, you must call during business hours at least two (2) business days in advance of your current test appointment**.

Anytime you schedule, change, or cancel an appointment, you will be notified by e-mail.

It is your responsibility to verify your receipt of the scheduling or cancellation e-mail and your testing appointment date, time, and location.

If you need assistance regarding your test appointment, please call 800.205.6366 from 8:30 a.m. to 5 p.m., Central Time, Monday through Friday, excluding holidays.

Late Arrivals

Candidates who arrive late for their testing appointment will not be seated. Candidates must contact the Commission on Dietetic Registration at 312.899.4859 to be reauthorized to test. Candidates will be required to complete another examination application and again pay the current examination application fee.

Admission to Examination

You must have your Scheduling Confirmation e-mail with you in order to be admitted to the ACT Center. In

addition, each candidate must present valid, US government-issued photo identification that has not expired (i.e., driver's license, state-issued identification card, or passport). The identification must reflect the candidate's current legal name and match the information on the Scheduling Confirmation e-mail. Workplace, college, university, or non-US government identification will not be accepted.

All candidates are required to place all personal belongings, including cell phones, in secured storage facilities.

If extreme weather conditions prohibit travel to the test center, the candidate must contact ACT by telephone (319.337.1315) within three days after the scheduled examination date in order to be rescheduled at no cost to the candidate. Examination appointments that the test center cancels due to weather or other emergency conditions may be rescheduled at no cost to the candidate.

Rules for the Examination

1. Do not share information relative to examination content with examination candidates, educators, and examination review course sponsors because it compromises the security, integrity, and reliability of the examination.
2. No books, papers, or other reference materials may be taken into the examination room.
3. A calculator and white erase board are provided to each exam candidate. Candidates are not permitted to bring their own calculator.
4. No questions concerning content of the examination may be asked during the examination period. The candidate should listen carefully to instructions given by the Proctor and should carefully read the examination tutorial directions.
5. No test materials, documents, or memoranda of any sort are to be taken from the test center.
6. No food or drink may be taken into the examination room. Candidates who have a medical reason for needing food or drink during the test session must provide documentation to ACT with the application. Requests will be evaluated on a case-by-case basis.

7. Candidates must have the Proctor's permission to leave the room during the examination. Candidates will not be allowed additional time to make up for lost time.
8. The Proctor may dismiss a candidate from the examination for any of the following reasons:
 - if the name on the Scheduling Confirmation e-mail does not match the name on the US government-issued photo identification;
 - if a candidate's admission to the examination is unauthorized;
 - if a candidate creates a disturbance, is abusive or otherwise uncooperative;
 - if a candidate gives or receives help, or is suspected of doing so;
 - if a candidate attempts to remove test materials or notes from the test center;
 - if a candidate attempts to take the examination for someone else;
 - if a candidate has access to a cell phone or other electronic device during the testing session.
9. No visitors will be allowed at the test center.
10. Candidates are required to answer the current question before moving on to the next question. Candidates are not allowed to review previous questions or change previous responses.
11. Examination candidates must respond to the minimum number of examination questions (110) in order for the exam to be scored.

FEES AND REFUNDS

Examination Application Fee

The examination application fee is separate from the Academy of Nutrition and Dietetics membership application fee, membership dues, and CDR registration maintenance fee.

The entire examination fee of \$120 **must** be paid at the time of registration. The fee must be charged to a VISA® or MasterCard® credit card.

Examination Application Fee Refunds

Examination application fees will not be refunded. Candidates may cancel the testing appointment and apply the examination application fee to a new testing appointment, provided:

- the candidate reschedules **two (2) business days before the original scheduled testing appointment time;**
- the candidate's eligibility to test period does not expire on or prior to the new testing appointment. If the eligibility expires before a new testing appointment can be made, the candidate must contact the Commission

on Dietetic Registration to be reauthorized to test and pay another examination application fee.

Refunds are not provided for candidates who fail the examination.

REPORT OF RESULTS

Examinees will receive score results onscreen. As they leave the ACT Center test site following the completion of the examination, they will also receive a printed score report. The examinee score report will provide the examinee's scaled score required to pass the examination. All test results are subject to verification by CDR.

The examination is scored on a scale of 1–50. The scaled score required to pass the examination is always 25. However, the number of questions the examinee must answer correctly to obtain the scaled score of 25 varies from one examination to another. This is because each examination includes a different set of questions. Based on examinee responses over time, we know that some questions may be slightly easier or more difficult than others.

The computer adaptive test format evaluates the examinee's performance compared to the passing standard for the examination. The passing standard for the dietetic technician's examination was established with the implementation of the current test specifications.

In addition to monitoring the examinee's performance, the computer also monitors the difficulty level of the questions administered. If the examinee receives an examination that is slightly more difficult, fewer questions need to be answered correctly to pass the examination. Conversely, if the examinee receives a slightly easier examination, more questions must be answered correctly to pass the examination. This process ensures that examinees are neither rewarded nor penalized because they took an easier or more difficult examination.

In order to protect the security and integrity of the Registration Examination for Dietetic Technicians, the Commission on Dietetic Registration does not release to examinees the examination questions or the correct answers.

Candidates Passing the Examination

Information relative to maintenance of your credential will be sent to you via e-mail to the e-mail address you provided on the application from the Commission on Dietetic Registration within three weeks after testing.

Examination Reauthorization

An examinee who fails the examination or whose eligibility has expired (see page 18, Eligibility to Test) must contact

the Commission on Dietetic Registration in writing or by telephone to be reauthorized. An examination application will **not** be automatically sent to examinees who must be reauthorized. Examinees will be allowed to retest 45 days after taking the examination unsuccessfully.

Score Verification

Examinees may have their examination answers rechecked by completing the Score Verification Request form. To request a form, call 319.337.1315 or write to Dietetic Registration (84), ACT, PO Box 168, Iowa City, IA 52243-0168. The form and required fee of \$31.50 must be submitted to the Commission on Dietetic Registration at the following address:

Commission on Dietetic Registration
120 South Riverside Plaza
Suite 2000
Chicago, Illinois 60606-6995

or by fax 312.899.4772 (credit card payments only).

Appeals Procedure

The Appeals Panel of the Commission on Dietetic Registration evaluates requests to review adverse decisions. The applicant must submit a written petition to the Commission on Dietetic Registration, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, within seven (7) calendar days after notification of an adverse decision.

A \$20 Appeal Review Fee will be required with every appeal submitted. Appeals submitted without the \$20 fee will not be considered by the CDR Appeals Panel.

Confidentiality

The Commission on Dietetic Registration will verify registration status to licensure boards, employers, and the public upon written or verbal request. Examination data and examination scores will not be released without written authorization from the candidate.

CONTENT OF THE EXAMINATION

The examination content is divided into five content domains: Food and Nutrition Sciences (10%); Nutrition Care for Individuals and Groups (34%); Principles of Education and Training (7%); Foodservice Systems (22%); and Management of Food and Nutrition Services (27%). The examination includes questions that are intended to test at either the comprehension or application level. Comprehension questions require accurate understanding of concepts, principles, and procedures, and include the ability to translate information presented in different formats, such as graphs, tables, and formulas. Questions at the application level generally involve using information or knowledge to solve a problem, make a decision, select a course of action, and so on.

The examination is computer based and variable length. Each examinee will be given a minimum of one hundred and ten (110) questions; eighty (80) scored questions and thirty (30) pretest questions. The maximum number of questions possible is one hundred and thirty (130); one hundred (100) scored questions and thirty (30) unscored pretest questions. In order to receive a passing or a failing score report, the examinee **must** complete between 110–130 questions. During the examination, if the examinee does not respond to the minimum of 110 questions (for whatever reason), he/she will receive a failing score report. Pretesting is done to see how well items perform before they are used in the scored portion of any examination. The pretest questions cannot be distinguished from those that will be scored, so it is important that examinees answer all questions.

All of the questions on the examination are intended to be practice-related. Questions from any of the five content domains can appear anywhere in the examination; they are intermingled and do not appear in content order.

REGISTRATION EXAMINATION FOR DIETETIC TECHNICIANS TEST SPECIFICATIONS

(EFFECTIVE JANUARY 1, 2012)

	Percent of Exam
I. FOOD AND NUTRITION SCIENCES	10%
A. Principles of Food Preparation	
B. Food Composition	
C. Principles of Normal Nutrition	
II. NUTRITION CARE FOR INDIVIDUALS AND GROUPS	34%
A. Screening and Assessment	
B. Diagnosis	
C. Planning and Intervention	
D. Monitoring and Evaluation	
III. PRINCIPLES OF EDUCATION AND TRAINING	7%
A. Assessment and Planning	
B. Implementation and Evaluation	
IV. FOODSERVICE SYSTEMS	22%
A. Menu Development	
B. Procurement and Supply Management	
C. Food Production, Distribution, and Service	
D. Sanitation, Safety, and Equipment	
V. MANAGEMENT OF FOOD AND NUTRITION SERVICES	27%
A. Human Resources	
B. Finance and Materials	
C. Marketing Products and Services	
D. Management Principles and Functions	
E. Quality Processes and Research	

The Registration Examination for Dietetic Technicians is designed to evaluate a dietetic technician's ability to perform at the entry level. The content domains and assigned weights reflect the results of the 2010 Dietetics Practice Audit. The Registration Examination for Dietetic Technicians study outline is located at [http://cdrnet.org/PDFs/2011%20DT%20Study%20Outline%204%203%202011%20FINAL%20%20\(2\).pdf](http://cdrnet.org/PDFs/2011%20DT%20Study%20Outline%204%203%202011%20FINAL%20%20(2).pdf)

**COMMISSION ON DIETETIC REGISTRATION
COMPUTER-BASED TESTING
Q&A FACT SHEET**

Q. Why did CDR choose to implement computerized testing for its entry-level examinations?

A. The Commission made the decision to implement computerized testing for the entry-level examinations because it recognized the many advantages it offers to examinees. These include:

- Flexible test administration dates; examinees can schedule testing throughout the year;
- Retesting available forty-five days following the previous test date;
- Unique examination based on each examinee's entry-level competence; and
- Score reports distributed to examinees as they leave the test site eliminating the six-week waiting period required with paper-and-pencil testing.

Q. What is the difference between computer-based testing (CBT) and computer adaptive testing (CAT)?

A. Computer-based testing (CBT) is an umbrella term used to describe several types of examinations administered by computer. These tests may range from conventional multiple-choice tests administered on a personal computer to virtual reality simulations.

Computer adaptive testing (CAT) is a specific type of computer-based testing. An adaptive test is commonly shorter than a traditional paper-and-pencil test. CAT also results in more measurement efficiency as it administers questions that provide the most important information about the examinee's competence.

Q. Where will the computerized examinations be administered?

A. CDR's testing agency, ACT, Inc., has developed their own testing network to administer the examinations at over two hundred thirty (230) approved test sites nationwide, located in universities and community colleges. More centers are scheduled to become available in the future. Candidates will receive the most updated test center listing at the time of test registration. Centers are subject to change.

- Q. How often will the computerized examinations be administered?**
- A. The examinations will be administered year round at over two hundred thirty (230) ACT Centers nationwide. Test sites are open Monday through Friday with some centers also open on Saturdays.
- Q. How much is the application fee?**
- A. The application fee for dietitians is \$200 and \$120 for dietetic technicians.
- Q. Will a candidate's eligibility to test expire?**
- A. Yes. Candidates will have one year (365 days) from the day they receive their Eligibility e-mail from ACT to register, schedule, pay, and complete the test. Candidates that do not test within that one-year period must contact CDR to be reauthorized.
- Q. How many questions will be on the Registration Examination for Dietitians?**
- A. The examination will be variable length. Each examinee will be given, **and must receive**, a **minimum** of one hundred and twenty-five (125) questions: one hundred (100) scored questions and twenty-five (25) pretest questions **in order for the examination to be scored**. The **maximum** number of questions possible is one hundred and forty-five (145): one hundred and twenty (120) scored questions, and twenty-five (25) unscored pretest questions.
- Q. How many questions will be on the Registration Examination for Dietetic Technicians?**
- A. The examination will be variable length. Each examinee will be given, **and must receive**, a **minimum** of one hundred and ten (110) questions: eighty (80) scored questions and thirty (30) pretest questions **in order for the examination to be scored**. The **maximum** number of questions possible is one hundred and thirty (130): one hundred (100) scored questions and thirty (30) unscored pretest questions.
- Q. How often does the examination content outline (test specifications) change?**
- A. The content outline changes following the review and analysis of the Dietetics Practice Audit. The last audit was conducted in 2010. A new content outline took effect in January 1, 2012.

Dietitians

Domain I	Food and Nutrition Sciences	12%
Domain II	Nutrition Care for Individuals and Groups	50%
Domain III	Management of Food and Nutrition Programs and Services	21%
Domain IV	Foodservice Systems	17%

Dietetic Technicians

Domain I	Food and Nutrition Sciences	10%
Domain II	Nutrition Care for Individuals and Groups	34%
Domain III	Principles of Education and Training	7%
Domain IV	Foodservice Systems	22%
Domain V	Management	27%

Q. Why are there more pretest questions on the Registration Examination for Dietetic Technicians than the Registration Examination for Dietitians?

A. It is important that new questions be pre-tested for both examinations on a regular basis. The Registration Examination for Dietetic Technicians was only administered once per year until 1996 and coupled with a small examinee volume reduced the number of pretest questions administered each year. With computerized testing and year-round administration, CDR can pretest more questions and increase the bank of questions.

Q. How much time will examinees have to complete the examination?

A. Examination testing appointments are three (3) hours; consisting of two and one-half (2 1/2) hours to take the examination and thirty (30) minutes to complete an introductory tutorial. The timer/clock will begin with question one of the examination. Examinees will have two and one-half (2 1/2) hours to complete the examination once the timer/clock begins.

- Q. Will examinees be given an opportunity to become familiar with the computer before beginning the test?**
- A. Yes. Examinees will be allowed to take a tutorial on the computer prior to beginning the actual examination. This tutorial will include detailed instructions on taking the computerized examination and provide an opportunity to respond to practice questions.
- Q. Will a calculator be provided at the test center?**
- A. Yes. A simple calculator is provided at each computer workstation. Examinees are not permitted to bring their own calculator. Each calculator should be examined and tested prior to the beginning of the examination.
- Q. Will the test questions be in multiple-choice format?**
- A. Yes. The question format continues to remain the same as it had been on the pencil-and-paper examination.
- Q. Will the test questions be numbered?**
- A. Yes. The examination questions will be numbered.
- Q. Will examinees be allowed to change question responses, skip questions, or review question responses?**
- A. No. Each question will require a response in order to continue the examination process. Once an examinee answers a question and continues to the next question, the examinee is not permitted to review or change previous examination questions/responses.
- Q. Will there be staff available at the test center in case the computer malfunctions?**
- A. Yes. Each test center will be staffed with personnel to assist examinees in the event of a computer malfunction. Examinees will be asked to wait approximately forty-five minutes while the computer problem is investigated. If it is not possible to resolve the problem in this timeframe, examinees will be rescheduled to test as soon as possible.
- Q. How should I report scheduling problems?**
- A. If you experience difficulty during scheduling, please contact ACT at 319.337.1315.
- Q. How should I report onsite testing problems?**
- A. If you experience technical difficulties during testing, please notify the test center personnel **immediately**.

Q. Will the Commission continue to make special accommodations for examinees with disabilities?

A. Yes. The Commission will continue to make reasonable accommodations for candidates with disabilities, provided appropriate medical documentation is submitted with the request for special testing accommodations. Refer to page 15 in the *Handbook for Candidates* for specific documentation requirements.

Q. When will examinees receive their score report?

A. Score reports will be distributed to examinees as they leave the test center. Score reports will also be available in each examinee's account on ACT's website.

Q. Is the score report distributed by the testing center official?

A. No, the examination results are subject to verification by CDR.

Q. What information will be included on the examinee score report?

A. The examinee score report will include the examinee's scaled score and the scaled score required to pass the examination. In addition, the score report will also document the candidate's scaled subscores.

January 1, 2012, to December 31, 2017

Sub-Score Titles	Registration Examination for Dietitians	Registration Examination for Dietetic Technicians
Food and Nutrition Sciences	Domains I and II	Domains I, II, and III
Foodservice Systems/ Management	Domains III and IV	Domains IV and V

- Q. Are there any other materials available to assist examinees in preparing to take the examination?**
- A. The Commission on Dietetic Registration publishes two study guides: *Study Guide for the Registration Examination for Dietitians, 9th edition*; and *Study Guide for the Registration Examination for Dietetic Technicians, 6th edition*. Both study guides include a comprehensive study outline, references, and practice examination. The practice examination is provided in both hard copy and online. The online version has been designed to simulate the actual computerized examination.
- Q. Will dietetics education program directors receive institutional score reports?**
- A. Yes. Program directors will receive institutional reports in February and August of each year. The institutional score report will include scaled scores for program graduates (examinee names will only be included if the examinee authorized release of scores with examinee name), percentile ranks, national mean scores, institutional examinee mean scores, and scaled subscores.
- Q. Will the scaled score required to pass the examination change from the current minimum passing scaled score of twenty-five (25)?**
- A. The scaled score required to pass the examination will remain twenty-five (25) on a scale of one (1) to fifty (50).
- Q. How soon can unsuccessful examinees retake the registration examination?**
- A. Examinees will be allowed to retest forty-five (45) days after taking the examination unsuccessfully. They must contact the Commission on Dietetic Registration to be reauthorized as examination-eligible and pay the current examination application fee.
- Q. If the examinee decides to stop before responding to the minimum number of questions required to make a pass/fail decision, will the examinee's score be reported as a "fail?"**
- A. No. If an examinee does not respond to the minimum number of questions required to make a pass/fail decision, the examination will not be scored. The examinee will receive a form documenting their decision to quit the examination. The examinee must contact the Commission on Dietetic Registration to be reauthorized to test. No refunds will be provided.

Q. Under what conditions must the examinee contact the Commission on Dietetic Registration to be reauthorized to test?

A. The examinee must contact the Commission to be reauthorized to test:

- when the examinee fails the examination,
- when the examinee's one-year eligibility period ends,
- when the candidate fails to cancel the testing appointment within the specified timeline,
- when the candidate arrives late for the scheduled testing appointment, or
- when the candidate does not complete the examination during the test appointment.

Q. How long after candidates complete registration eligibility requirements will it take to be authorized to test?

A. The entire process from the time the Commission on Dietetic Registration receives the eligibility application to the time the candidate receives the Eligibility e-mail is three to four weeks.

Q. How often may examinees take the registration examination?

A. Once an examinee establishes eligibility to take the examination there is no limit on the number of times an examinee may take the examination, provided the examinee waits the required forty-five (45) days between test dates. Please check with your state licensure board for state specific requirements regarding retesting for licensure purposes.

Q. Why did CDR choose to give examinees different questions and a variable length test?

A. The Commission made the decision to administer a unique variable length test to examinees for two reasons:

- Reducing the number of examinees who "see" each question enhances test security and ultimately the credibility of both the RD and DTR credentials.
- Administering only the number of questions needed to accurately assess the individual examinee's competence to practice results in a shorter testing time for all examinees: maximum of 2 1/2 hours versus the maximum of four hours and twenty minutes testing time with the paper-and-pencil test. The length of the test will be shorter for those examinees who clearly pass or clearly fail after responding to the minimum number of questions (110 questions for DTR and 125 questions for RD).

Q. Is a variable length test with different questions for each examinee equitable?

- A.** The computerized examinations are fair to all examinees for the following reasons:
- All examinees are given the opportunity to respond to the precise number of questions required to measure accurately their competence to practice at the entry-level. The minimum/maximum number of questions presented to examinees has been established based on actual simulation studies.
 - All examinations are scored following the same passing standard.
 - All examinations conform to the test specifications (content outline) for either the Registration Examination for Dietitians or the Registration Examination for Dietetic Technicians.

Q. Will the questions change in difficulty as I progress through the CBT exam?

- A.** No. The purpose of CDR's computerized examinations is to classify candidates as ready to practice or not ready to practice safely. Consequently, the item selection process chooses items that are most discriminating at the cut score. If a candidate is borderline, then all items will seem difficult.

Q. Does the difficulty level of the computer-based exam become more difficult if a candidate takes it more than one time?

- A.** No. The CDR registration exams are computer-based exams and there is nothing in the administration algorithm that identifies a candidate as a repeat candidate. The nature of the items or questions that a candidate receives is not based on the number of times the exam is taken.

If you analyze item performance after the fact, it is true that repeat candidates do not perform as well as the total population, but that would be true if we were to look only at failing candidates. When repeat candidates are mixed in with the total population, the high performance of the majority covers over the performance of the failing candidates.

Q. Have the computer-based registration examinations been pilot-tested?

- A.** In preparation for the implementation of computer-based testing for the entry-level registration examinations, CDR's testing agency, ACT, Inc., conducted simulation studies of both the dietitian and dietetic technician question pools. These studies were designed to validate that the questions would provide

the information required to make a valid pass/fail decision on a computer-based examination.

Computer-based examinations have been used by many professions for both licensing and certification, since the early 1990s. Based on the experience of these professions, the psychometric community recognizes computer-based and paper-and-pencil examinations as comparable.

COMMISSION ON DIETETIC REGISTRATION
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