

# 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  
American Dietetic  
Association

**eat  
right.**



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



## GENERAL INFORMATION

The Commission on Dietetic Registration, the credentialing agency for the American Dietetic Association, 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 examination application from the testing service. Candidates who established eligibility previously must request an examination application. 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 CDR/ADA identification number. **The examination application expires one year from the date of processing. Expired applications or photocopies of applications will not be accepted. Refer to the “Authorization 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 upon passing 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](http://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

An application for the exam can be completed either by paper or on the web. The paper application was included with this handbook. To access the web, use the web address on the application. Contact ACT for questions regarding the paper or online registration process.

**Read this *Handbook for Candidates* completely before completing either the paper application or the web application.**

### APPLICATION – PAPER

- I. Read the instructions located at the top of the “APPLICATION FOR THE REGISTRATION EXAMINATION FOR DIETETIC TECHNICIANS.”
- II. Complete the following information requested on the application. Please print clearly.

#### SECTION A – Personal Information

If your current name and/or address is different from what is printed on the top left corner of your application form, complete the appropriate line(s) in this section as follows:

1. If your name is different, **print your changes clearly**. Print your last name first, then your first name and middle initial. For example, Smith, John B.
2. Your CDR/ADA identification number is above your name and address. Please check this number with the identification number assigned to you in correspondence from CDR/ADA. If there is a discrepancy, clearly print the number you have been provided above the CDR/ADA identification number printed on your application. **When contacting CDR, please refer to this number.**

**ID Number Security: Please keep this unique identification number in a secure place, and notify CDR immediately at 800/877-1600, ext. 5500, if it is lost or stolen. CDR receives numerous reports of fraudulent use of registration identification numbers by unqualified individuals.**

3. If your address is different, **print** on the line(s) above the word(s) “New Address,” “City,” “State,” and/or “ZIP Code” clearly. Provide only that part of your address that has changed. If your address has changed completely, be sure to provide all information requested concerning your new address.
4. In addition, you must notify CDR of your name

and/or address change. Please submit your change(s) in writing to CDR via mail or fax (see back cover for CDR contact information.) A copy of the marriage license, divorce decree, or court order must accompany ALL name changes.

#### SECTION B – Eligibility/Experience

Select the **one** pathway that best explains how you met the eligibility requirements to take the Registration Examination for Dietetic Technicians and place a check mark in the box that precedes it. Pathway explanations are listed on page 6.

Indicate the appropriate program code number. Refer to the Program Code Numbers list beginning on page 7. **SPECIAL CARE SHOULD BE TAKEN TO INDICATE THE CORRECT PROGRAM CODE NUMBER.**

Following the Program Code Number, indicate the name, city, and state of the institution and the date the program was completed.

If your CADE accredited Dietetic Technician Program is not listed, leave the Program Code Number blank, but be sure to fill in the name of the institution and the city and state in which it is located in the space provided.

Candidates authorizing ACT to release their individual examination score, by name, should indicate permission by placing a check mark in the appropriate box.

Aggregate scores are released to Program Directors whether a candidate checks “yes” or “no.” Program Directors receive the candidate names with scores if “yes” is checked.

#### SECTION C – Gender

Indicate your gender by placing a check mark in the appropriate box preceding “Male” or “Female.”

#### SECTION D – Contact Information

Sign your application on the line above the word “Signature.” Provide all applicable contact information (telephone number, cell phone number, fax number and e-mail address) where you can be reached during the day.

#### SECTION E – Payment

You have the option of charging the application fee(s) to a VISA® or MasterCard®. If you select this option, please complete Section E.

- III. If you did not charge your fee(s) to a credit card, please prepare and enclose a check or money order for \$120.00 U.S. dollars payable to:

### DIETETIC REGISTRATION

### **Do not send cash.**

When you pay by check, you are authorizing ACT, Inc. to convert your check to an electronic entry. You will not receive your check back from your financial institution. If your check is returned to ACT, Inc. due to insufficient or uncollected funds, it may be re-presented electronically and your account will be debited.

- IV. Please check that the application is complete. Incomplete applications will be returned.
- V. Mail the completed application and fee of \$120.00 U.S. dollars to:

Dietetic Registration (82)  
ACT  
P.O. Box 168  
Iowa City, IA 52243-0168

If you wish to request special testing accommodations, see page 16, "Testing of Applicants with Disabilities."

- VI. You will receive the *Authorization to Test Letter* and test center list following ACT's receipt and processing of your payment. This may take 2 to 3 weeks.

### **APPLICATION – ONLINE REGISTRATION**

To access online registration, go to the web address on your paper application. You must use a VISA or MasterCard credit card to register on the web. If you wish to request special testing accommodations, please use the paper application. See page 2, "Application–Paper." If you have any difficulty in registering on the web or obtaining your *Authorization to Test Letter*, **contact ACT at 319/337-1315** between 8:30 a.m. and 5:00 p.m. Central Time, Monday through Friday.

- I. Read the instructions on the welcome page. Enter your CDR/ADA identification number and password from your application. Your ID is located on the top line, above your name and address. Your password is directly beneath your ID. **Your password is case sensitive.**
- II. Complete the following information requested on the application.

#### SECTION A – Personal Information

If your current name and/or address is different from what is shown on this page or is printed on your paper application, correct only the line that is wrong.

Your CDR/ADA identification number is also printed on the application. Please check this number with the identification number assigned to you in correspondence from CDR. If there is a discrepancy, contact CDR

immediately. When contacting CDR, please refer to this number.

**ID Number Security: Please keep this unique identification number in a secure place, and notify CDR immediately at 800/877-1600 ext. 5500 if it is lost or stolen. CDR receives numerous reports of fraudulent use of registration identification numbers by unqualified individuals.**

In addition, you must notify CDR of your name and/or address change. Please submit your change(s) in writing to CDR via mail or fax (see back cover for CDR contact information). A copy of the marriage license, divorce decree, or court order must accompany ALL name changes.

#### SECTION B – Eligibility/Experience

1. Select the **one** pathway that best explains how you met the eligibility requirements to take the Registration Examination for Dietetic Technicians. Pathway explanations are listed on page 6.
2. Indicate the appropriate program code number. Refer to the code numbers list beginning on page 7. **SPECIAL CARE SHOULD BE TAKEN TO INDICATE THE CORRECT PROGRAM CODE NUMBER.**

Following the Program Code Number, indicate the month and year the program was completed.

3. Candidates authorizing ACT to release their individual examination score, by name, should indicate permission by marking “Yes.” If you do not want to authorize release, mark “No.”

Aggregate scores are released to program directors whether a candidate checks “Yes” or “No.” Program Directors receive the candidate names with scores if “Yes” is marked.

#### SECTION C – Gender

Indicate your gender by marking the appropriate box preceding “Male” or “Female.”

#### SECTION D – Contact Information

Provide all applicable contact information (telephone number, fax number, cell phone number, and e-mail address) where you can be reached during the day.

**Assurance of Confidentiality:** You must indicate acceptance or you will not be able to complete your registration.

#### SECTION E – Payment

To register online, you must supply a valid credit card number. You have the option of charging the application fee(s) to a VISA or MasterCard.

- III. Once you have completed your online registration, your *Authorization to Test Letter* will be available for you to download via the link “View and Print Your Authorization Letter.” There will also be a link for you to access the test center list. You will not receive your letter in the mail. If you have difficulty in obtaining your *Authorization to Test Letter* or Test Center List, contact ACT at 319/337-1315 between 8:30 a.m. and 5:00 p.m. Central Time, Monday through Friday.

## **REGISTRATION EXAMINATION ELIGIBILITY PATHWAYS**

### **1. Dietetic Technician Program**

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

Candidates eligible to take the Registration examination for Dietetic Technicians on the basis of completing a CADE accredited Dietetic Technician Program should see the code numbers list beginning on page 7.

### **2. Baccalaureate Didactic Program in Dietetics Graduate with CADE Accredited Dietetic Technician Program Experience**

Candidate completed CADE accredited Didactic Program in Dietetics minimum requirements and a supervised qualifying experience as stipulated in the CADE accredited Dietetic Technician Program.

Candidates eligible to take the Registration Examination for Dietetic Technicians through the pathway “Didactic Program in Dietetics Graduate with CADE accredited Dietetic Technician Program Experience” must indicate the academic code and the experience code.

### **3. Baccalaureate Didactic Program in Dietetics Graduate**

Candidate completed CADE accredited Didactic Program in Dietetics minimum requirements.

Candidate eligible to take the Registration Examination for Dietetic Technicians through the pathway “Didactic Program in Dietetics Graduate” must indicate the academic code.

### **4. Reregistration**

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

# REGISTRATION EXAMINATION PROGRAM CODE NUMBERS

## 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 4/2009)
- 4201 Harding University, Searcy

## 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
- 3007 Los Angeles City College, Los Angeles
- 3109 Merritt College, Oakland
- 3003 Chaffey College, Rancho Cucamonga
- 3115 Cosumnes River College, Sacramento
- 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

**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****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

**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, Lincolnnton

**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  
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

The Commission on Dietetic Registration makes every reasonable effort to accommodate applicants for the Registration Examination for Dietetic Technicians who are disabled, as that term is defined in the Americans with Disabilities Act (ADA) of 1990. 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.*

Requests for accommodations and your documentation must be submitted with your examination application. Do not ask your physician or other professional, or any other individual or agency providing documentation, to send materials directly to ACT at:

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

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.
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 conditions:** Apply as far as possible in advance so that sufficient time will be allowed to make the proper arrangements. It is your responsibility to notify ACT of the need for accommodations at the time you apply for the examination.

ACT may refuse accommodations to a candidate who fails to provide adequate notice accompanied by complete documentation as set forth above.

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

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.

## TEST CENTER INFORMATION

### Authorization to Test

Eligible candidates are authorized to test for a one-year period beginning on the date of authorization indicated on the *Authorization to Test Letter* sent to the candidate by CDR's testing agency, ACT, following receipt and processing of your payment or by downloading the letter by online registrants. Authorization expires when the:

- candidate takes the examination;
- one-year authorization period ends;
- candidate fails to cancel the testing appointment within the specified timeline (see page 21, *Canceling an Appointment*);
- candidate arrives late for the scheduled testing appointment (see page 22, *Late Arrivals*);
- candidate does not complete the examination during the test appointment. See page 22, *Rules for the Examination.*);
- candidate fails to present the *Authorization to Test Letter* at the time of the scheduled test appointment. *Authorization to Test Letters* cannot be faxed to, or downloaded at, the ACT Center;
- candidate fails to present valid, 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 application. The request should include name, reason for retesting, and **CDR/ADA identification number (see page 2, II, Section A, 2)**. The authorization number should not be confused with the CDR/ADA identification number. Expired applications or photocopies of applications will not be accepted. Candidates are required to complete the application and pay the current application fee to be reauthorized to test.

### Test Administration

The Registration Examination for Dietetic Technicians is administered at over two hundred and twenty-five (225) ACT Centers™ in the U.S., Puerto Rico, and Canada. A

current list of test centers and telephone numbers will be included with the *Authorization to Test Letter* or is available online after successful web registration.

### **Appointment Scheduling**

The *Authorization to Test Letter* includes instructions for scheduling your testing appointment at ACT Centers. The phone number provided is **only valid for scheduling or cancelling appointments**.

You must have your *Authorization to Test Letter* to provide your authorization number when scheduling an appointment.

A confirmation e-mail will be sent to you immediately after your testing appointment has been scheduled. If you do not receive the e-mail, please call 800/205-6366 to confirm your testing appointment. Verify the date, time, and location. Please call 800/205-6366 with any discrepancies prior to the **2 days/48 business hours** deadline. **It is your responsibility to verify your receipt of the confirmation e-mail and your testing appointment date, time, and location.**

### **Changing an Appointment**

You must have your *Authorization to Test Letter* to provide your authorization number when changing an appointment.

Candidates may change the scheduled testing appointment by contacting the **ACT** scheduling center at 800/205-6366 at least **2 days/48 business hours** (Monday through Friday only) in advance of the scheduled testing appointment **time**.

A confirmation e-mail will be sent to you immediately after your testing appointment has been changed. If you do not receive the e-mail, please call 800/205-6366 to confirm your testing appointment. **It is your responsibility to verify your receipt of the confirmation e-mail.**

### **Canceling an Appointment**

You must have your *Authorization to Test Letter* to provide your authorization number when canceling an appointment.

Candidates may cancel an appointment by notifying the **ACT** scheduling center at 800/205-6366 at least **2 days/48 business hours** (Monday through Friday only) in advance of the scheduled testing appointment **time**. Candidates must speak with an ACT representative to validate the cancellation of an appointment. Cancellations left on voice mail or e-mail will not be honored/accepted. Candidates who do not keep their scheduled testing appointment and do not cancel their appointment within the established deadline (see page 21, Changing an Appointment) will forfeit the

examination application fee and authorization to test. 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.

A cancellation e-mail will be sent to you immediately after your testing appointment has been cancelled. If you do not receive the e-mail, please call 800/205-6366 to confirm the cancellation. **It is your responsibility to verify your receipt of the cancellation e-mail.**

### **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**

**The *Authorization to Test Letter* must be presented in order to gain admission to the ACT Center.** *Authorization to Test Letters* cannot be faxed to, or downloaded at, the ACT Center. In addition, each candidate must present valid, 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 *Authorization to Test Letter*. Workplace, college, or university 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 is 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 *Authorization to Test Letter* does not match the name on the 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. Examination candidates must respond to the minimum number of examination questions (100) in order for the exam to be scored.

## **FEES AND REFUNDS**

### **Examination Application Fee**

The examination application fee is separate from the ADA membership application fee, membership dues, and CDR registration maintenance fee.

The entire examination fee of \$120.00 **must** be paid at the time of registration. The fee must be charged to a VISA® or MasterCard®, or be in the form of a check or money order, payable in U.S. dollars and drawn on a bank from the United States. Website application accepts credit cards only. Make check or money order payable to:

### **DIETETIC REGISTRATION**

## **Do not send cash.**

When you pay by check, you are authorizing ACT, Inc. to convert your check to an electronic entry. You will not receive your check back from your financial institution. If your check is returned to ACT, Inc. due to insufficient or uncollected funds, it may be represented electronically and your account will be debited.

Applications accompanied by incorrect fees will be returned.

The **complete** application and fee must be submitted by the designated deadline date as described under Examination Application on page 1.

## **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 contacts the **ACT** scheduling center at 800/205-6366 at least **2 days/48 business hours** (Monday through Friday only) before the scheduled testing appointment **time**;
- the candidate authorization to test period does not expire on or prior to the new testing appointment. If the authorization to test period 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 authorization has expired (see page 20, Authorization 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, P.O. 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 \$20.00 Appeal Review Fee will be required with every appeal submitted. Appeals submitted without the \$20.00 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 (8%); Nutrition Care Process and Model—Simple Conditions (40%); Counseling, Education, and Training (7%); Foodservice Systems (21%); and Management (24%). 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. The sample questions starting on page 30 of this *Handbook* are at the same level as those that appear in the examination. 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 2007)**

	<b>Percent of Exam</b>
<b>I. FOOD AND NUTRITION SCIENCES</b>	<b>8%</b>
A. Principles of food preparation	
B. Nutrient composition of food	
C. Principles of normal nutrition	
<b>II. NUTRITION CARE PROCESS AND MODEL—SIMPLE CONDITIONS</b>	<b>40%</b>
A. Nutrition screening and assessment	
B. Nutrition diagnosis	
C. Nutrition intervention (planning and intervention)	
D. Nutrition monitoring and evaluation	
<b>III. COUNSELING, EDUCATION, AND TRAINING</b>	<b>7%</b>
A. Assessment and planning	
B. Implementation and evaluation	
<b>IV. FOODSERVICE SYSTEMS</b>	<b>21%</b>
A. Menu planning	
B. Procurement and materials management	
C. Food production, distribution, service, and facility design	
D. Sanitation and safety	
<b>V. MANAGEMENT</b>	<b>24%</b>
A. Human resources	
B. Finance and materials	
C. Marketing products and services	
D. Principles and processes	
E. Quality improvement and research	

The Registration Examination for Dietetic Technicians is designed to evaluate a dietetic technician's ability to perform at the entry level. The examination content domains and topics are outlined below. The content domains and assigned weights reflect the results of the 2005 Dietetics Practice Audit, Employer Focus Groups/Interview Data, and professional consensus.

## **DOMAIN I—FOOD AND NUTRITION SCIENCES (8%)**

### **TOPIC A—Principles of Food Preparation**

1. Physical and chemical properties of food
2. Food preparation

### **TOPIC B—Nutrient Composition of Food**

1. Macronutrients sources
2. Micronutrients sources

### **TOPIC C—Principles of Normal Nutrition**

1. Nutrients/phytochemicals
2. Basic human physiology
3. Nutrient/calorie needs at various stages of the life span (DRIs/RDAs, macronutrients, vitamins, minerals)

## **DOMAIN II—NUTRITION CARE PROCESS AND MODEL—SIMPLE CONDITIONS (40%)**

### **TOPIC A—Nutrition Screening and Assessment**

1. Nutrition screening
2. Nutrition assessment of individuals
3. Nutrition assessment of populations

### **TOPIC B—Nutrition Diagnosis**

1. Relationships between nutrition diagnosis and medical diagnoses
2. Data sources and tools for nutrition diagnosis of uncomplicated conditions of common conditions
3. Problem definition (diagnostic labels) of uncomplicated conditions of common conditions
4. Etiologies (cause/contributing risk factors)
5. Signs and symptoms
6. Documentation

### **TOPIC C—Nutrition Intervention (Planning and Intervention)**

1. Intervention for individuals
2. Interventions for populations

## **TOPIC D—Nutrition Monitoring and Evaluation**

1. Monitoring progress and updating previous care for uncomplicated conditions of common conditions
2. Measuring outcome indicators
3. Evaluating outcomes for uncomplicated conditions of common conditions
4. Communicating with registered dietitian
5. Determining continuation of care
6. Documentation

## **DOMAIN III—COUNSELING, EDUCATION, AND TRAINING (7%)**

### **TOPIC A—Assessment and Planning**

1. Components of the educational plan
2. Educational readiness assessment

### **TOPIC B—Implementation and Evaluation**

1. Implementation
2. Evaluation of educational outcomes
3. Documentation

## **DOMAIN IV—FOODSERVICE SYSTEMS (21%)**

### **TOPIC A—Menu Planning**

1. Types of menus
2. Menu development
3. Menu modifications (texture, nutrient, cultural, allergy, food sensitivities)

### **TOPIC B—Procurement and Materials Management**

1. Develop specifications for purchase of food/supplies
2. Policies and procedures (purchase, receipt, storage, and distribution of food and supplies)

### **TOPIC C—Food Production, Distribution, Service and Facility Design**

1. Production
2. Distribution and service
3. Facility design

### **TOPIC D—Sanitation and Safety**

1. Safety
2. Sanitation and food safety

## **DOMAIN V—MANAGEMENT (24%)**

### **TOPIC A—Human Resources**

1. Organizational relationships
2. Staff recruitment, supervision, and retention

### **TOPIC B—Finance and Materials**

1. Budget development
2. Financial analysis
3. Cost controls and materials management
4. Financial performance monitoring and evaluation

### **TOPIC C—Marketing Products and Services**

1. Marketing purpose and planning
2. Marketing strategies

### **TOPIC D—Principles and Processes**

1. Management principles
2. Planning process
3. Organizing
4. Professional standards of practice and development

### **TOPIC E—Quality Improvement and Research**

1. Purpose and integration into the system
2. Regulatory guidelines
3. Process and implementation
4. Research

## **SAMPLE QUESTIONS**

The following sample questions are illustrative of those found on the examination.

1. A recent E-Coli outbreak could have been avoided if the tainted hamburger had been
  - A. frozen at 0°F for two days
  - B. cooked to 155°F
  - C. cooked to 145°F
  - D. defrosted in microwave oven
2. As the manager of a nutrition department you find that one of your employees has been tardy to work two consecutive times with no previous incidents. The first step to correct the problem may be to
  - A. give the employee a written warning
  - B. give the employee a two-day suspension
  - C. ignore the problem; it has only been two days
  - D. investigate and verbally counsel employee

3. The best indicator of current visceral protein status is the level of:
- A. albumin.
  - B. prealbumin.
  - C. hemoglobin.
  - D. total protein.

Questions 4 and 5 are a 2-item set, based on the following information.

A 17-year-old girl habitually avoids eating breakfast because she does not have time to eat in the morning. Her typical daily intake is:

<u>Breakfast</u>	<u>Lunch</u>
Carbonated beverage	Hamburger with bun French fries Iced tea
<u>Snack</u>	<u>Dinner</u>
Peanut butter cookies Milk	Meat loaf Rice Gravy Green beans Roll with margarine Milk

4. Nutrients that are deficient in this menu include:
- A. ascorbic acid and calcium
  - B. ascorbic acid and thiamin
  - C. calcium and thiamin
  - D. ascorbic acid, calcium and thiamin
5. In order to meet nutritional needs, an appropriate breakfast menu may include:
- A. an egg sandwich.
  - B. cereal, milk, and a banana.
  - C. toast with jelly and orange juice.
  - D. cheese toast and orange juice.

6. A dietetic technician is asked to present a program at a congregate meal site. The audience is elderly and may have cardiovascular disease. The importance of a low-fat, low-cholesterol diet must be emphasized. The most effective method of presentation includes a:
- A. game that identifies high-cholesterol, high-fat foods.
  - B. movie that shows the effects of a high-fat diet on arteries.
  - C. slide program on the preparation of meals low in fat and cholesterol.
  - D. lecture that emphasizes the health hazards of fat and cholesterol.
7. The average daily intake of an 18-year-old man is 95g of protein, 98g of fat, and 260g of carbohydrate. What is the average daily intake of kilocalories?
- A. 1873
  - B. 2010
  - C. 2302
  - D. 2704
8. The administrator implements new scheduling procedures for the dietary department. What is the best way for the dietetic technician to explain the changes to employees?
- A. Post the new schedule with a memorandum explaining the changes.
  - B. Discuss the changes with each employee in the office.
  - C. Tell the employees that the administrator made the decisions.
  - D. Meet with the employees to explain the changes.
9. In this 2,000-kcal diet plan, carbohydrates provide 55% of the calories, fats provide 25%, and protein provides the remainder. This diet contains approximately how many grams of carbohydrates, protein, and fats, respectively?

	CHO	PRO	FAT
A.	250	100	75
B.	275	100	75
C.	275	100	56
D.	300	80	60

10. Which of the following aspects of good menu planning are demonstrated in this menu?

Lasagna  
Tossed salad with dressing  
Broccoli  
Hot garlic bread  
Fresh fruit compote  
Coffee, tea, or milk

- A.** Color and texture  
**B.** Color and preparation method  
**C.** Texture and preparation method  
**D.** Color, texture and preparation method
11. A patient experiences rapid weight loss over a 2- to 3-day period due to treatment with the diuretic Lasix. To enhance the therapeutic goal, the dietetic technician should first:
- A.** suggest a high-potassium, sodium-restricted diet.  
**B.** suggest a low-potassium, sodium-restricted diet.  
**C.** obtain food preferences for optimum nutrition.  
**D.** provide snacks between meals.
12. An infant who is formula-fed and is growing normally has a hemoglobin level of 10.5g/dl. The dietetic technician should first determine:
- A.** the type of formula the infant is receiving.  
**B.** how much formula the infant is receiving.  
**C.** how the formula is being prepared.  
**D.** how often the infant receives the formula.
13. What is the dollar value of this section of inventory?

Inventory/Price List

Food Item	Pack	Price	Amount on Hand	Total Cost
Cornstarch	24/lb	\$10.08	2 lb	
Crackers, individual	1/300	\$13.50	1/2 case	
Flour, plain	50-lb bag	\$ 6.80	5 lb	

- A.** \$7.32  
**B.** \$8.15  
**C.** \$8.27  
**D.** \$9.10

14. A muffin recipe yields 5 dozen muffins. A luncheon is scheduled for 150 people, and each person will receive 2 muffins. By which factor should the recipe be multiplied?
- A. 3
  - B. 5
  - C. 6
  - D. 8
15. To ensure that vegetables will retain their nutritional value and green color during the cooking process:
- A. add baking soda
  - B. add lemon juice
  - C. reduce cooking time
  - D. reduce heat
16. The dietetic technician instructs the cook to use a no. 10 dipper for portioning. The number of the dipper indicates the:
- A. weight of the portion.
  - B. number of tablespoons in the serving.
  - C. number of ounces in the serving.
  - D. number of portions per quart.

**ANSWER KEY**

- |      |       |       |
|------|-------|-------|
| 1. B | 7. C  | 13. C |
| 2. D | 8. D  | 14. B |
| 3. B | 9. C  | 15. C |
| 4. A | 10. D | 16. D |
| 5. D | 11. A |       |
| 6. A | 12. A |       |

## REFERENCES

The following references have been consolidated and arranged into two groups: Food and Nutrition Services, and Foodservice Systems/Management. The Food and Nutrition Services sources relate directly to domains I, II, and III. The Foodservice Systems/Management references relate directly to domains IV and V. Other, equivalent sources may be utilized by examination candidates for review.

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**COMMISSION ON DIETETIC REGISTRATION  
COMPUTER-BASED TESTING  
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;
- 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, has developed their own testing network to administer the examinations at over two hundred twenty-five (225) 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 twenty-five (225) ACT Centers nationwide. Test sites are open Monday through Friday with some centers also open on Saturdays. Eligible candidates will be instructed to call a toll free number to schedule an appointment to take the examination.
- Q. How much is the application fee?**
- A. The application fee for dietitians is \$200.00 and \$120.00 for dietetic technicians.
- Q. Will the examination application, sent with the *Handbook for Candidates by ACT*, expire?**
- A. The examination application expires one year after it is issued by ACT. (Refer to page 1 of the *Handbook for Candidates*, Examination Application.) If you do not complete and return the examination application within this one-year time period, you must contact the Commission on Dietetic Registration to request a new application.
- Q. Does the authorization to take the examination expire?**
- A. Yes. The CDR Authorization to Test expires after the test is taken or one (1) year after authorization, whichever occurs first. This means that if examinees are unsuccessful they must contact CDR in order to take the test again. It is important to note that some employers and licensure boards may establish shorter limits on the testing authorization period.
- 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 respond to**, a **minimum** of one hundred and twenty-five 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 respond to**, 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 2000. The current content outline took effect in September 2002. (Domain I: Food and Nutrition—15%; Domain II: Clinical and Community Nutrition—40%; Domain III: Education and Research—7%; Domain IV: Food and Nutrition Systems—18%; Domain V: Management—20%). The 2005 Dietetics Practice Audit has recently been completed. New examination specifications will take effect January 1, 2007; dietitian (Domain I: Food and Nutrition Sciences—12%; Domain II: Nutrition Care Process and Model—Simple and Complex Conditions—40%; Domain III: Counseling, Communication, Education and Research—10%; Domain IV: Foodservice Systems—17%; Domain V: Management—21%) dietetic technician (Domain I: Food and Nutrition Sciences—8%; Domain II: Nutrition Care Process and Model—Simple Conditions—40%; Domain III: Counseling, Education and Training—7%; Domain IV: Foodservice Systems—21%; Domain V: Management—24%).

**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, 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. The examinee will have the option to hide the clock during the examination.
- 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-paper examination. (Refer to the *Handbook for Candidates* sample questions.)
- 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 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.

**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, scaled subscores for the Food and Nutrition Sciences (Domains I, II, and III) and Foodservice Systems/Management (Domains IV and V) areas will be reported.

- Q. Are there any other materials available to assist examinees in preparing to write the examination?**
- A. The Commission on Dietetic Registration publishes two study guides; *Study Guide for the Registration Examination for Dietitians*; and *Study Guide for the Registration Examination for Dietetic Technicians*. Both study guides include a comprehensive study outline, references and practice examination. The practice examination is provided in both hard copy and CD-Rom versions. The CD-Rom has been designed to simulate the actual computerized examination. Refer to back cover for CDR contact information.
- 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 for Food and Nutrition Sciences (Domains I, II, and III) and Foodservice Systems/Management (Domains IV and V).
- 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 authorization 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,
  - 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 *Authorization to Test Letter* is 3 to 4 weeks dependent on first-class mail delivery and prompt candidate response to the examination application mailing. This can be expedited if registering online. Please refer to the February 1999 *JADA* article entitled *Computer based testing: A new experience in 4 easy steps*, for a description of the application process. (<http://www.cdrnet.org/PDFs/Feb%201999%20PE.pdf>)

**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-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 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 cover over the performance of the few.

**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, 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-pencil examinations as comparable.

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