

BOARD CERTIFICATION AS A SPECIALIST IN SPORTS DIETETICS APPLICATION INSTRUCTIONS

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Introduction:

The Commission on Dietetic Registration (CDR) invites you to apply for Board Certification as a Specialist in Sports Dietetics. Board Certified Specialists are Registered Dietitians (RDs) who have met established criteria and have successfully completed a specialty certification examination.

As a Board Certified Specialist, you will be recognized for your unique expertise and skills in the specialty practice area by your professional peers, the public, medical and allied health professionals and the media. You may be identified as a role model and mentor to other dietetics professionals. Qualified RDs use the designation Board Certified Specialist in Sports Dietetics, "RD, CSSD". Benefits of Board Certification as a Specialist in Sports Dietetics include:

- Specialty lapel pin
- Specialty embroidered patch
- Specialty certificate suitable for framing
- Specialty identification card
- Subscription to the Specialty List Serve
- Listing in the Online Specialists Directory
- Listing on CDR's website
- Copy of *You are the Food and Nutrition Expert: Tips and Tools to Prove It*.
- Attainment of Specialty Certification in Sports Dietetics fulfills the 75 CPEU requirement for recertification as an RD (See the *Professional Development Portfolio Guide* for details).

Journal Articles:

If you would like more information about specialty certification, refer to the following articles:

Bradley RT, Young WY, Ebbs P and Martin J. Characteristics of advanced-level dietetics practice: a model and empirical results. *J Am Diet Assoc.* 1993;93: 196-202.

Bradley RT, Young WY, Ebbs P and Martin J. Specialty practice in dietetics: empirical models and results. *J Am Diet Assoc.* 1998;98: 1339-1353.

Bogle ML, Balogun, L, Cassell J, Catakis A, Holler HJ, Flynn C. Achieving excellence in dietetics practice: Certification of specialists and advanced-level practitioners. *J Am Diet Assoc.* 1993;93:149-150.

Principles of Equal Opportunity:

CDR, the credentialing agency for the American Dietetic Association (ADA), is an equal opportunity organization.

Specialty Examination:

The examination for Board Certified Specialist in Sports Dietetics is developed and administered by the Commission on Dietetic Registration. Subject matter experts contribute to the development and review of each specialty examination prior to its use. These examinations are administered by computers at designated testing locations. The examination consists of 150 multiple choice questions (130 questions scored questions and 20 pretest questions). Pretesting is done to see how well items perform before they are used in the scored portion of the examination. The pretest questions cannot be distinguished from those that will be scored, so it is important that all questions are answered. The content outline and reference list are available in this application instruction booklet and on CDR's website (<http://www.cdrnet.org>).

Sports Dietitian Definition:

Sports dietitians are registered dietitians for a minimum of three years who apply evidence-based nutrition knowledge in exercise and sports. They assess, educate and counsel athletes, active individuals. They design, implement and manage safe and effective nutrition strategies that enhance lifelong health, fitness and optimal performance.

Eligibility Requirements:

Minimum requirements for specialty certification are established and approved by the Commission on Dietetic Registration. In order to be eligible to become a Board Certified Specialist in Sports Dietetics, candidates must meet the following requirements:

- Current Registered Dietitian (RD) status by the Commission on Dietetic Registration.
- Maintenance of RD status, for a minimum of 2 years from original examination date (by the time of the specialty examination date).
- Documentation of 1,500 of specialty practice experience as an RD within the past five years (by the date the application is due). Required experience can include direct and indirect activities. **Please note:** Until May 31, 2009, education will be allowed to substitute for a maximum of 1200 hours of the required experience.

Specialty Examination Dates and Locations:

There are two windows of testing a year, one in the summer and one in the winter. Each window lasts three weeks. You will be able to schedule your examination Monday through Friday within regular computer center hours. The computerized examinations are administered at approximately 100 test center locations around the country. A general list of test center locations is included

with the application materials and is available on CDR's website at the following link: <http://cdrnet.org/certifications/spec/testcenters.htm>. More specific information regarding test centers, testing times and instructions on scheduling an examination appointment will be mailed with the eligibility letter once your application is processed and approved.

Specialty Examination Fee:

The examination fee of \$250 must be submitted with this eligibility application. Checks, money orders, or credit cards (Visa, MasterCard, American Express, Discover) are accepted. Checks or money orders should be made payable to the Commission on Dietetic Registration.

Refunds will be provided under the following guidelines:

- If you are ineligible to take the examination.
- A candidate who does not schedule his/her examination appointment during the current test administration window may have their application and examination fee transferred to the next administration free of charge by contacting CDR at 1-800/877-1600 ext. 4705 or specialists@eatright.org. Candidate's eligibility and examination fee will only extend one test administration window.
- A candidate who does not schedule his/her examination appointment after confirmation of eligibility, may request a full refund, if you do not wish to test during the current or subsequent test administration window. Requests for refunds must be made in writing and mailed, faxed or e-mailed to CDR. If you wish to take the examination again, you will need to resubmit an application and examination fee.
- A candidate who wishes to reschedule their examination, but fails to contact the testing vendor, AMP (Applied Measurement Professionals), at least four business days to the scheduled testing session will be required to pay a \$85 fee to reschedule the examination. This fee applies even if the candidate waits to the next test administration to reschedule their examination appointment. Please note examination eligibility will expire after the next test administration window. We will contact you if your application needs to be updated.
- Other requests for refunds must be made to CDR Specialty Appeals Panel and are considered on a case-by-case basis.

Specialty Application Deadline:

All applications must be mailed postmarked on or before the deadline date for candidates to be considered to take the Specialty examination. Incomplete or improperly submitted applications will be returned to the candidate and may cause the candidate to miss the postmark deadline. Copies of applications will not be accepted. A candidate is required to request and submit a new application for a subsequent examination administration. Candidates will be

notified of eligibility status within three weeks of receipt of their application by CDR. Candidates who are eligible will also receive the candidate handbook and test center information, and instructions for scheduling an examination appointment. The application forms/documents must be sent in one packet to:

Commission on Dietetic Registration
120 South Riverside Plaza
Suite 2000
Chicago, IL 60606-6995
Attn: Specialty Certification

Recertification:

At the end of the five-year certification period, specialists who wish to recertify must be a registered dietitian, by the Commission on Dietetic Registration and:

- Successfully complete an eligibility application
- Successfully complete a specialty examination
- Submit an specialty examination fee

Appeals Process:

Candidates may appeal a decision regarding certification eligibility or assessments results by following the process below:

1. Appeal of certification eligibility or assessment results
2. Written notification shall be submitted to the program manager within fourteen calendar days after receipt of notification of the adverse decision.

The written appeal should include:

- a. The stated appeal
 - b. The reason for the appeal (including relevant supporting materials)
 - c. Appellant's registration identification number, and
 - d. Appellants daytime phone number
3. The program manager will notify the individual of the decision of the Specialty Certification Appeals Panel within fourteen days of the decision. Notification of the decision will be sent by certified mail, returned receipt requested.
 4. Should the Specialty Panel grant an appeal on an issue that impacts the eligibility status or the examination scores of other candidates, a review or regarding will automatically be conducted. The program manager will notify the individuals of the review or the final decision within fourteen days of the decision.
 5. Appeal with the Commission on Dietetic Registration. Further written appeal and the reason for such an appeal of the decision of the Specialty Certification Panel shall be referred to the Commission on Dietetic Registration. For procedures, refer to the brochure *Appeals Procedure for Members of the American Dietetic Association, Credentialed*

Dietetic Practitioners, and Candidates, Section V, C, The brochure can be obtained by calling CDR at 1-800/877-1600 ext. 5500.

Practice Problems:

A few practice questions will be available on CDR's website, to help familiarize you with the computerized delivery of the patient management problems. (<http://www.cdrnet.org>).

Questions? Please contact CDR by telephone at 1-800/877-1600, ext. 5500 or e-mail at specialists@eatright.org.

Instructions for Completing the Examination Application:

Read and follow carefully all instructions when completing the application forms. All candidate information must be complete. Incomplete applications and copies of applications will not be accepted. Applications must have original signatures. The application forms must be mailed together. Please print clearly and in blue or black ink.

Fill in the circle for the examination and date for which you are applying. Darken the circle indicating whether or not you have taken the Specialty examination before. If yes, indicate the date the examination was taken.

Part A- Candidate Information:

- Print your registration number and your social security number. These will be used for identification purposes only.
- Print your credentials. Divide your credentials with commas.
- Print your last name, first name, address, city, state/province, and zip code. Indicate the country if different from the United States. Since your eligibility letter and examination information may be mailed via UPS, do **not** use a post office box as your address.
- Provide a daytime phone number that you can be contacted at if there are questions regarding your application.
- Print your e-mail address in the boxes provided.

Demographic Information: Please darken the appropriate circles to indicate your highest degree completed.

Part B- Specialty Examination Fee Payment:

Indicate how you would like to pay the \$250 examination fee. Payment must be included with the application. Checks and money orders should be made payable to Commission on Dietetic Registration. Make sure your registration number is written on the check. If you would like to pay by credit card (Visa, MasterCard, American Express, Discover), complete the payment information on the application.

Part C- Documentation of Specialty Hours:

A minimum of 1,500 hours of specialty practice as an RD is required within the past five years (by the date the application is due) to meet eligibility requirements. Required experience can include direct and indirect activities, as shown in the table below. Please note: Until May 31, 2009, education will be allowed to substitute for a maximum

of 1200 hours of the required experience. You do not need to document more than 1500 hours.

It is the responsibility of the applicant to obtain the appropriate Part C documentation and forms and to submit them to CDR with the completed application packet. CDR will not retain statements or Part C forms received directly from other individuals or employers. Statements that are predated or pre-issued are invalid.

C-1. Verification of employment: To document employment hours use form C-1. One Part C-1 form must be completed for each position, even if the position is within the same facility. You may need to photocopy the form. **Please note that dates of employment must be within the past five years.** Darken the appropriate circle if you are currently employed in the position that you are documenting. An authorized individual will sign off on the form (employer, supervisor, human resources, if consultant, the person or MD who refers clients to them. Another option for consultants to document hours, would be to include tax/income documentation as well as brochure/information about their business.)

Examples of specialty practice experience include the following (activities must have been completed within the past five years):

Example of Practice Experience	Documentation Required	Hours for Practice Experience
Assess athletes and active individuals	Verification of employment form included with application	Estimate hours spent with this activity, no maximum
Educate students, coaches, parents, athletic trainers, MD and other healthcare professionals	Verification of employment form included with application	Estimate hours spent with this activity, no maximum
Counsel/Consult with athletes and active individuals	Verification of employment form included with application	Estimate hours spent with this activity, no maximum
Participate as a member of a multidisciplinary sports medicine team	Verification of employment form included with application	Estimate hours spent with this activity, no maximum

C-2. Verification of professional experience: To document professional experience, use form C-2. For each professional experience, print the number of specialty hours documented (according to the table below) and enclose the requested information. Dates of professional experiences must be within the past five years.

Example of Practice Experience	Documentation Required	Hours for Practice Experience
Primary author of an article in a peer-reviewed scientific publication	<ul style="list-style-type: none"> • Verification of professional experience form included with application • Copy of the article or letter(s) verifying acceptance for publication in a peer reviewed journal 	20 hours, maximum per article
<ul style="list-style-type: none"> • Co-author of an article in a peer-reviewed scientific publication 	<ul style="list-style-type: none"> • Verification of professional experience form included with application • Copy of the article or letter(s) verifying acceptance for publication in a peer reviewed journal 	10 hours, maximum per article
<ul style="list-style-type: none"> • Author of a sport dietetics textbook/manual 	<ul style="list-style-type: none"> • Verification of professional experience form included with application • Copy of the title page, copy right page, and introduction 	100 hours maximum, per text book
<ul style="list-style-type: none"> • Author of a chapter in a sport dietetics textbook/manual 	<ul style="list-style-type: none"> • Verification of professional experience form included with application • Copy of the chapter 	15 hours , maximum per chapter
<ul style="list-style-type: none"> • Presenter at a peer reviewed national, state and/or regional scientific conference 	<ul style="list-style-type: none"> • Verification of professional experience form included with application • Copy of objectives and handouts for the presentation, copy of the brochure/program agenda 	5 hours, maximum per presentation
<ul style="list-style-type: none"> • Research-sole or principal investigator 	<ul style="list-style-type: none"> • Verification of professional experience form included with application • Published research article, final summary technical report or letter(s) verifying acceptance for publication in a peer reviewed journal 	20 hours, maximum per research activity
<ul style="list-style-type: none"> • Research-co-investigator 	<ul style="list-style-type: none"> • Verification of professional 	10 hours,

	experience form included with application <ul style="list-style-type: none"> Published research article, final summary technical report or letter(s) verifying acceptance for publication in a peer reviewed journal 	maximum per research activity
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C-3. Substitution of education for specialty practice hours*

To document substitution of education for specialty practice hours use form C-3. Education from a US-accredited college or university (or foreign equivalent) will be allowed to substitute for some of the required experience according to the following table (any combination can substitute for up to a maximum of 1200 hours). For each education substitution print the requested College/University, degree and date information the form. An official transcript is required to document education requirements

Possible Substitutions for hours	Degree Type	Can substitute for this Number of Hours Experience
Masters Degree	Sports Nutrition Sports Dietetics	1200 hrs.
Masters Degree	Exercise Physiology Exercise Science Kinesiology MS with emphasis in Sports Nutrition	1000 hrs.
	Dietetics Nutrition	750 hrs.
	Science (Chemistry, Biology) Public Health Wellness Education Health Sciences Related area	500 hrs.

Doctorate Degree	Sports Nutrition Sports Dietetics	1200 hrs.
	Exercise Physiology Exercise Science Kinesiology MS with emphasis in Sports Nutrition	1000 hrs
	Dietetics Nutrition	750 hrs.
	Science (Chemistry, Biology) Public Health Wellness Education Health Sciences Related area	500 hrs.
Fellowship/internship	Supervised hours in a Sports Dietetics or Sports Nutrition Internship or Fellowship (must be post- RD)	500 hrs. maximum (e.g., academic coursework = 15 hrs./semester credit)

* **Please note:** Until May 31, 2009, education will be allowed to substitute for a maximum of 1200 hours of the required experience.

Part D- Candidate Acknowledgement/Signature:

Note that all signatures must be original. Copies will not be accepted.

- Print your first and last name in the space provided.
- Read the verification statement carefully.
- Sign and date the application.

Part E- Final Checklist: Once you have completed the application, darken the circles on the final checklist. This will help to ensure that the application is complete.

Questions? Please contact CDR by telephone at 1-800/877-1600, ext. 5500 or e-mail at specialists@eatright.org.

CDR Sports Dietetics Content Outline

Percent of
Examination
23%

1. Energy Metabolism and Weight Management

A. Energy Metabolism

1. Apply energy metabolism to the design of nutrition strategies for active individuals and populations
2. Explain how energy is stored in skeletal muscle and other tissues
3. Describe oxygen transport in exercise and training (e.g., respiratory and cardiovascular response to exercise)
4. Evaluate factors influencing substrate use and exercise metabolism (e.g., intensity, duration, frequency, nutrition, training status, gender)
5. Evaluate factors that contribute to exercise-induced fatigue

B. Energy Balance and Weight Management

1. Describe energy balance (energy intake and expenditure) in active individuals and populations
2. Design weight loss strategies for active individuals and populations
3. Design weight loss strategies for specific sports (e.g., wrestling, gymnastics, crew, boxing, diving)
4. Design weight maintenance strategies for exercise and training
5. Design nutrition strategies for gaining weight, lean mass and strength
6. Evaluate the role of aerobic training and strength training in management of body weight
7. Evaluate the efficacy of popular diets for training and performance

2. Macronutrients and Micronutrients of Active Individuals and Populations

24%

A. Carbohydrate

1. Explain the use of carbohydrates during exercise training, competition and recovery
2. Design nutrition plans for individuals and groups incorporating exercise-specific recommendations for carbohydrates
3. Evaluate special issues related to carbohydrates (e.g., Glycemic index, low carbohydrate diets, carbohydrate loading, sports drinks, gels)

- B. Fat
 1. Explain the use of fat during exercise training, competition and recovery
 2. Design nutrition plans for individuals and groups incorporating recommendations for fat
 3. Evaluate special issues related to fat intake, fat storage, and health (e.g., omega-3, trans fats, high/low fat diets)
- C. Protein
 1. Explain the use of protein and amino acids during exercise training, competition and recovery
 2. Design nutrition plans for individuals and groups incorporating exercise-specific recommendations for protein
 3. Evaluate special issues related to protein (e.g., protein and amino acid supplements, potential side effects of excessive/inadequate protein intake)
- D. Vitamins, Minerals, and Antioxidants
 1. Describe vitamin and mineral requirements for training and exercise
 2. Evaluate effects of inadequate vitamin and mineral status on performance (iron, calcium, zinc, B vitamins, etc.)
 3. Describe the potential risks of excessive vitamin and mineral supplementation
 4. Describe antioxidant function in relation to exercise, recovery, and long-term training adaptations
 5. Describe the efficacy of vitamin and mineral supplementation on exercise performance and health

3. Nutrition Assessment

8%

- A. Conduct nutritional assessment for active individuals and populations
- B. Evaluate nutritional status for active individuals and populations (e.g., dietary intake, physical assessment, medical and health history, biochemical analysis, anthropometric measurement)
- C. Conduct body composition assessments
- D. Evaluate body composition
- E. Estimate total energy expenditure in active individuals and populations
- F. Describe the effects of nutrition and exercise on immune function
- G. Program Design

4. Training, Competition and Recovery

29%

A. Hydration

1. Evaluate fluid and electrolyte balance in training and performance
2. Evaluate the effects of dehydration, hyperthermia, and hypothermia on training and performance
3. Discuss the risks of hyponatremia on training and performance
4. Design strategies for maintaining hydration and electrolyte balance before, during, and after exercise
5. Evaluate beverages for training and exercise
6. Evaluate the effects of environmental considerations on hydration status (e.g., heat, cold, altitude)
7. Evaluate special issues in hydration status (e.g., salt tablets, alcohol, caffeine, pickle juice, glycerol)

B. Training, Competition and Recovery

Design nutrition strategies for individuals and/or groups...

1. for pre-workout and pre-competition
2. during training and competition
3. to delay fatigue during and following training and competition
4. for recovery and regeneration following training and competition
5. to accommodate special situations regarding food/fluid timing
6. for eating on the road and traveling by athletes
7. for recovery from sports injuries or overtraining
8. for grocery shopping and meal and snack preparation

C. Dietary Supplements

1. Evaluate dietary supplementation practices of athletes
2. Evaluate supplements and ergogenic aids using evidence-based analyses (e.g., effectiveness, quality control, safety, and legality)
3. Advise clients regarding supplements and ergogenic aids using evidence-based analyses (e.g., effectiveness, quality control, safety, and legality)
4. Advise clients on the ethical use of supplements and ergogenic aids
5. Evaluate drug, supplement, and nutrient interactions

5. Disordered Eating and Body Image

8%

- A. Describe clinical and sub-clinical eating disorders
- B. Describe impacts of disordered eating on training and performance
- C. Identify risk factors associated with distorted body image

- D. Identify risk factors associated with disordered eating
- E. Develop nutrition strategies for the treatment of disordered eating
- F. Refer individuals to other professionals when appropriate
- G. Participate as a member of an evaluation and treatment team

6. Nutrition for Special Populations

8%

Design nutrition strategies for...

- A. reducing risk for chronic diseases among active individuals
- B. active individuals exhibiting signs/symptoms of the female athlete triad (disordered eating, amenorrhea, bone mineral loss)
- C. active individuals who are vegetarians
- D. active individuals with acute or chronic illness and/or injury (e.g., gastrointestinal disorders, type 1 and 2 diabetes, cardiovascular disorders, stress fractures, post-surgery)
- E. active children, adolescents, and young adults
- F. active older adults