

## PROGRAM DIRECTOR RANDOM AUDIT

### **FAILED RANDOM AUDIT FREQUENT PROBLEM LIST**

REVISED: MAY 2011

Below is a list of frequent problems in the Random Audit Class Completion Submissions that result in a failed audit.

- Original documents are missing
- Photocopies are submitted
- Transcript is missing the degree and date of conferral
- Foreign degree evaluation report is from a CDR unapproved agency listed on the website:  
<http://www.eatright.org/CADE/content.aspx?id=5966>
- Declaration of Intent was submitted instead of the official transcript
- Verification Statement for the DPD, DI, CUP or DT is missing
- Verification Statement is missing the full program completion date
- Verification Statement is missing the social security number \*
- Verification Statement is missing the program director's signature
- Verification Statement is missing the program director's verification date
- Verification Statement is signed in black ink
- Verification Statement is pre-dated
- Verification Statement has been altered
- Verification Statement verifies a Plan IV completion instead of the DPD

It is important for the Coordinated, Dietetic Internship and Dietetic Technician program director to verify all legal documents to ensure they are an original and that all required information is provided on each form. This is a requirement for the Dietetic Internship program director to review the transcript and DPD Verification Statement when the student is admitted into the program. We recommend obtaining two official transcripts, one for the student's file, if the Registrar's Office retains the original. This will ensure there are no unnecessary delays during the audit process.