

COMMISSION ON DIETETIC REGISTRATION

REGISTRATION ELIGIBILITY APPLICATION PROGRAM DIRECTOR RANDOM AUDIT

FAILED RANDOM AUDIT FREQUENT PROBLEM LIST

APRIL 2009

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/cps/rde/xchg/ada/hs.xsl/career_15536_ENU_HTML.htm
- 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.

*** See reverse side**

Social Security Number Required on all Verification Statements

Commission on Dietetic Registration DEP Area Meeting Questions and Answers Revised/Updated April 2008

Question:

Some dietetics education program directors have indicated that their institutions are no longer permitting social security numbers to be used in college/university records, including transcripts. How will CDR track students without requiring Social Security Numbers (SSN)?

Answer:

CDR's Legal Counsel has provided the following response to questions raised regarding ADA/CDR use of the social security numbers.

The Privacy Act of 1974 that gave rise to the limitations regarding the collection and use of the SSNs. Specifically, that Act is applicable to federal, state and local government agencies, and also to school boards and school districts. All such entities are precluded from denying benefits or rights to individuals on account of their refusal to provide the SSN. The federal, state and local government agencies are also prohibited from requesting that an individual disclose his or her SSN unless the individual is advised whether the disclosure is mandatory or voluntary, by what statutory or other authority the disclosure is solicited, and the uses to which the SSN will be put.

Consequently, the federal law does not prohibit CDR or other private entities from requesting the SSN. However, various advocacy groups are advising citizens to refuse to disclose their SSNs to non-governmental agencies, and it may become somewhat problematic (practically more than legally) to deal with an applicant who refuses to disclose. [It appears, therefore, that CDR can legally continue to require the disclosure of the SSN by its applicants.](#)

CDR currently uses the social security number to prevent the creation of duplicate member and registry records, since CDR shares its demographic database with ADA. Based on this legal input, CDR will continue to request the social security number for each applicant for registration eligibility.