

# Commission on Dietetic Registration

## *Board Certification as a Specialist in Sports Dietetics*



### Responses to Frequently Asked Questions

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#### List of Abbreviations:

CDR	Commission on Dietetic Registration
AMP	Applied Measurement Professionals, Inc
CSSD	Board Certified Specialist in Sports Dietetics
RD	Registered Dietitian
SME	Subject Matter Expert



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**Commission on Dietetic Registration  
Board Certification as a Specialist in Sports Dietetics  
Responses to Frequently Asked Questions**

**General Specialty Examination Questions**

**Question:** Why did the Commission on Dietetic Registration (CDR) choose to implement computerized testing for its Specialty examinations?

**Answer:** The Commission decided to implement computerized testing for the Specialty examinations because of the many advantages it offers to examinees. These include:

- More test dates- there will be two, three-week testing windows a year. Examinees will be able to take the examination at any time within regular computer center hours during the testing windows.
- More test sites- there will be over 100 test center locations nationwide.
- Faster retest- available within six months to eligible candidates.

**Question:** How can I receive an eligibility application?

**Answer:** Eligibility applications can be requested by telephone, e-mail, or letter to CDR.

Commission on Dietetic Registration  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
1-800/877-1600 ext 5500  
E-mail: [cdr@eatright.org](mailto:cdr@eatright.org)

Applications can also be downloaded and printed from CDR's website at the following link: <http://www.cdrnet.org/whatsnew/Sports.htm>.

**Question:** Where will the computerized examinations be administered?

**Answer:** CDR's testing agency, Applied Measurement Professionals, Inc (AMP), uses approved H&R Block sites to administer the Specialist examinations.

**Question:** How often will the computerized examinations be administered?

**Answer:** The examinations will be administered two times a year, during three-week testing windows. Examinees will be able to take the examination at any date or time within regular computer center hours during the testing windows at over 100 approved H&R Block test center locations nationwide based on availability. All test sites are open Monday through Friday

during business hours. Eligible candidates will be instructed to call AMP at a toll-free number or to visit AMP's website to schedule an appointment to take the examination.

**Question: How much is the specialty examination fee?**

**Answer:** The specialty examination fee for the specialty examination is \$250.00 and must be sent with a completed examination application. The fee can be paid by credit card (Visa, MasterCard, Discover, American Express), check, cashier's check, or money order payable in U.S. dollars and drawn on a bank in the United States. Checks or money orders should be made payable to CDR. Do not send cash.

**Question: Are specialty examination fees refunded?**

**Answer:** 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. 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.
- A candidate who wishes to reschedule their examination, but fails to contact AMP at least four business days to the scheduled testing session will be required to pay a \$79 fee to reschedule the examination.
- Other requests for refunds must be made to CDR Specialty Appeals Panel and are considered on a case-by-case basis.

**Specialty Eligibility Application**

**Question: What are the requirements to be eligible to take the Board Certification as a Specialist in Sports Dietetics examination?**

**Answer:** The requirements to be eligible to take the Board Certification as a Specialist in Sports Dietetics examination are as follows:

- Current Registered Dietitian (RD) status by the Commission on Dietetic Registration.
- Maintenance of RD status, for a minimum of 3 years from original examination date (by the time of the specialty examination date)

- Documentation of 1,500 sports specialty practice hours 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.

**Documentation of Specialty Hours**  
**Verification of Employment Form C-1:**

**Question: How does one document employment hours?**

Answer: There is a form with the application (C-1 Verification of Employment), where the amount of specialty practice hours with in the past five years would be estimated and then an authorized individual would sign the form to verify the hours that is documented.

**Question: What are some examples of specialty practice hours that can be documented on the C-1 Verification of Employment form in the application?**

Answer: Examples of sports specialty practice experiences include the following:

- Assess athletes and active individuals.
- Educate students, coaches, parents, athletic trainers, MDs, and other healthcare professionals.
- Counsel/consult with athletes and active individuals.
- Participate as a member of a multidisciplinary sports medicine team.

**Question: How does a consultant document employment hours?**

Answer: For consultants, to document employment hours an authorized individual to sign the form can be the person or MD who refers clients to you. Another option for consultants to document hours would be to include tax/income documentation as well as a brochure about your business.

**Question: Do all of the hours documented on the Verification of Employment form in the application need to be within the past five years?**

Answer: Yes, documented hours must be within the past five years (by the date the application is due):

**Documentation of Specialty Hours**  
**Verification of Professional Experiences Form C-2:**

**Question:** What are some examples of specialty practice hours that can be documented on the C-2 Verification of Professional Experiences form in the application?

**Answer:** Examples of sports specialty professional experiences include the following:

- Primary author of an article in a peer-reviewed scientific publication.
- Co-author of an article in a peer-reviewed scientific publication
- Author of a sports dietetics textbook/manual
- Author of a chapter in a sports dietetics textbook/manual
- Presenter at a peer-reviewed national, state and/or regional scientific conference.
- Research-sole or principal investigator
- Research co-investigator

**Question:** How many specialty practice hours are provided with professional experiences?

**Answer:** The number of specialty hours range from 5-100 hours depending on the experience documented. The specific amount of specialty hours for professional experiences is listed in the eligibility application. Please note documented hours must be within the past five years (by the date the application is due).

**Question:** What type of documentation is required for professional experiences?

**Answer:** Form C-2 Documentation of Professional Experiences must be completed. Other required documentation varies depending on the type of activity and is listed in the eligibility application.

**Documentation of Specialty Hours**  
**Substitution of Education Form C-3:**

**Question:** What types of degrees can substitute for specialty hours?

**Answer:** Certain Masters and Doctorate degrees can substitute for specialty practice hours. The degrees and hours are listed in the specialty application.

**Question:** Do educational degrees need to be within the past five years?

**Answer:** No, the educational degrees do not need to be within the past five years.

**Question: Can you “double up” on the educational degrees for hours?**

Answer: As long as the degrees are on the list, you can substitute hours until you reach the maximum of 1200 hours.

**Question: What type of documentation is required to for the substitution of education hours?**

Answer: Form C-3 Substitution of Education must be completed. An official transcript (not a copy) is required.

**Question: Once my application is received, how long does it take to be reviewed?**

Answer: Candidates will receive notification regarding their eligibility status within four- six weeks of receipt by CDR, dependent on first-class mail delivery and prompt candidate response to the examination application mailing.

### **Sports Specialty Certification Examination**

**Question: How is the examination content outline (test specifications) determined?**

Answer: The content of the examinations is based on the 2005 Sports Dietetics Practice Audit. The examinations have been developed by content experts to objectively measure the knowledge and skills required for Board Certification as a Specialist in Sports Dietetics. CDR introduces new items to the pool each year. Please refer to the eligibility application or CDR's website for the content outline of the examinations.  
(<http://www.cdrnet.org/whatsnew/Sports.htm>)

**Question: How many questions will be on the Board Certification as a Specialist in Sports Dietetics Examination?**

Answer: There examination consists of 150 multiple choice questions (130 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. Please note that the pretest questions can not be distinguished from those that will be scored so it is important that all questions are answered.

**Question: How much time will examinees have to complete the examination?**

Answer: Examinees will be allowed three hours to take the examination. The computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination.

**Question: At the computer center will examinees be given an opportunity to become familiar with the computer before beginning the test?**

Answer: Yes. Examinees will be allowed familiarize themselves with the computer process before beginning the actual examination. Candidates will be able to practice on a computerized sample problem at the test site. The sample problem will not necessarily be dietetics related.

**Question: Will a calculator be provided at the test center?**

Answer: No. Examinees are permitted to use their own calculators during the examination. Only silent, hand-held, solar- or battery-operated calculators without paper-tape printing capabilities or alphabetic keypads may be used. The use of a calculator that does not meet this description constitutes grounds for immediate dismissal from the test. In addition, calculator malfunction during a test does not constitute grounds for challenging test scores or requesting additional testing time.

**Question: Will examinees be allowed to change question responses, skip questions, or review question responses?**

Answer: Only one question is presented at a time. The question number appears in the lower right hand corner of the screen. You may move forward and backward through the examination. You may also change your answers. Be sure to provide an answer for each question before ending the examination or by the end of the examination.

**Question: Will there be staff available at the test center, in case the computer malfunctions?**

Answer: Yes. Each test center will be staffed with personnel to assist examinees in the event of a computer malfunction. If it is not possible to resolve the problem, examinees will be rescheduled to test as soon as possible.

**Question: How should I report scheduling or onsite testing problems?**

Answer: If you experience difficulty during scheduling, please contact AMP at 913/541-0400. If you experience problems with testing, please contact H&R Block personnel.

**Question: Will the Commission continue to make special accommodations for examinees with disabilities?**

**Answer:** 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 *Candidate Handbook* for specific documentation requirements.

**Question: What if I have comments regarding examination questions?**

**Answer:** During the examination comments may be provided for any question by clicking on the button displaying the exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

**Question: What if I have comments regarding examination questions once I leave the examination?**

**Answer:** Once you leave the test center, if you still have comments you may forward written comments to CDR at [specialists@eatright.org](mailto:specialists@eatright.org). All comments sent to CDR should be to the attention of Specialty Certification and sent to CDR no later than five business days after the close of the examination window.

**Question: Are there materials available to assist examinees in preparing to write the examination?**

**Answer:** The Commission on Dietetic Registration provides a detailed content outline and a reference list. There are sample questions in the Candidate Handbook that is provided with eligibility notification and is also available on CDR's website at the following link:  
<http://www.cdrnet.org/whatsnew/Sports.htm>

### **Examination Score Report/Retests**

**Question: When will examinees receive their score report?**

**Answer:** Score reports will be distributed to examinees approximately eight weeks after the last date of the examination. Candidates who passed the examination will receive a certificate and orientation packet with their score report. Scores are reported in written format only by U.S. Mail. Scores are not reported over the telephone, by electronic mail or by facsimile.

**Question: Why does it take so long to receive my score?**

**Answer:** Before the final scores are released to the candidate, each examination undergoes quality control checks. A thorough item analysis is completed and is used as part of the statistical review of the performance of the examination. CDR, AMP, and subject matter experts (SME's) review examination data and candidate comments. All these materials are reviewed during a key validation meeting with SME's to ensure that the scoring of the questions is appropriate.

**Question: How is a pass/fail score determined?**

**Answer:** The methodology used to set the minimum passing score is the Modified Angoff method, based upon data gathered during the performance of a Passing Point Study by a panel of experts in the field. For more information regarding pass/fail score please refer to the Candidate Handbook, received once eligible for the examination or it can be downloaded and printed from CDR's website at the following link: <http://www.cdrnet.org/whatsnew/Sports.htm>

**Question: What information will be included on the examinee score report?**

**Answer:** The examinee score report will include scores by content, your score and the max score. Refer to the *Candidate Handbook* for more details regarding score reporting.

**Question: How soon can unsuccessful examinees retake the specialty examination?**

**Answer:** Examinees will be allowed to retest at the next examination window. They must contact the Commission on Dietetic Registration to receive another eligibility application. Candidates will have to be reauthorized as examination-eligible and pay the current examination application fee. Applications from previous examinations or photocopies of applications will not be accepted.

**Question: Under what conditions must the examinee contact the Commission on Dietetic Registration to be reauthorized to test?**

**Answer:** The examinee must contact the Commission to be reauthorized to test:

- when the examinee fails the examination,
- 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.

**Question: How often may examinees take the specialty examination?**

**Answer:** As long as eligibility requirements are met, there is no limit on the number of times an examinee may take the examination. However, candidates may take the examination only once during the three-week testing window.

**Recertification**

**Question: Once the five year specialty certification period ends, how can specialists recertify?**

**Answer:** At the end of the five-year certification period, specialists who wish to recertify must be a registered dietitian, by CDR and:

- successfully complete an eligibility application
- successfully complete a specialty examination
- submit a specialty examination fee

If you have any questions about CDR's specialty certifications, Please contact 1-800/877-1600, ext. 4705 or [specialists@eatright.org](mailto:specialists@eatright.org)