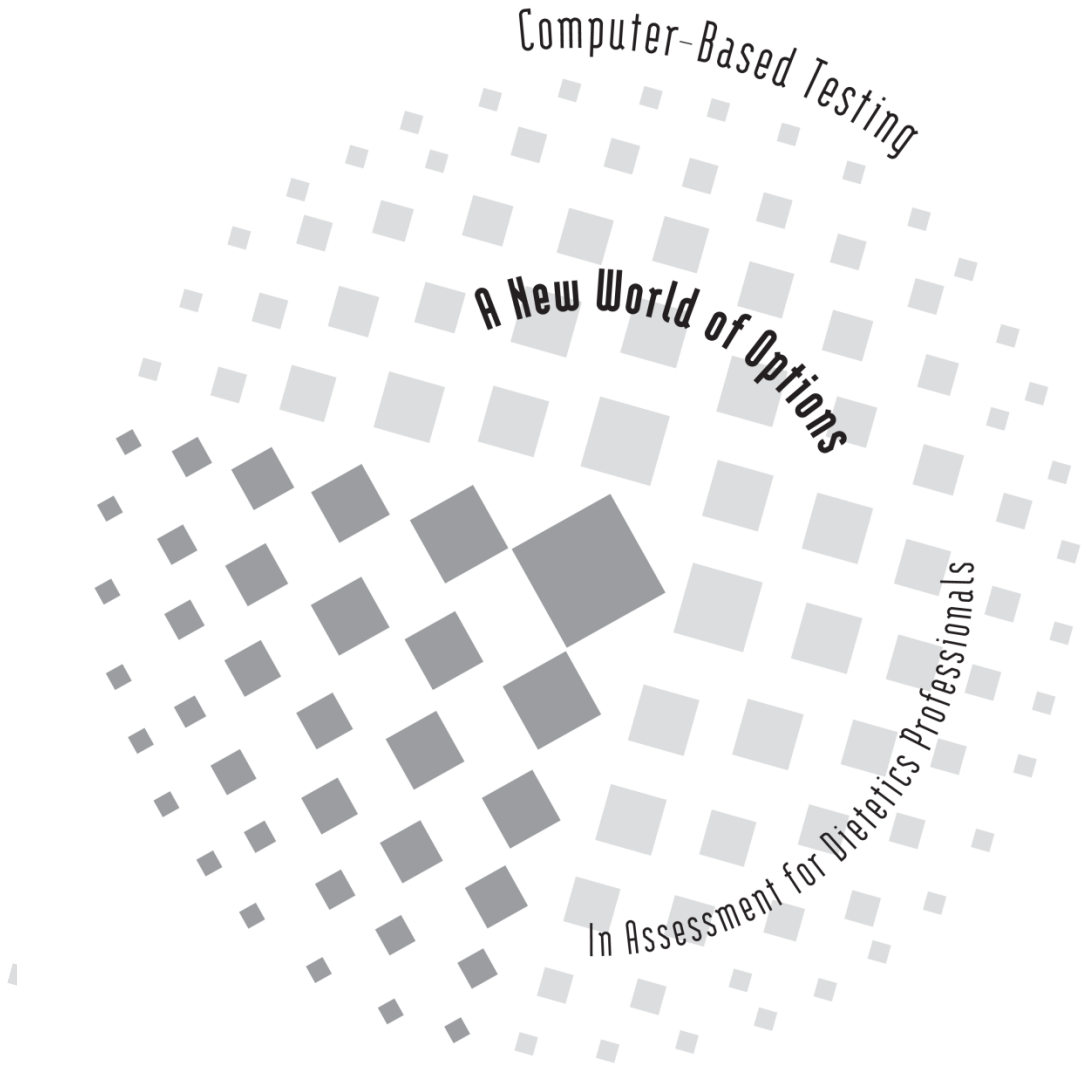


Registration Examination for
Dietetic Technicians
Handbook for Candidates



**Commission
on Dietetic
Registration**

the credentialing agency for the
**Academy of Nutrition
and Dietetics**



READ THIS HANDBOOK COMPLETELY AND KEEP FOR REFERENCE.

CONTENTS

General Information	1
Examination Application	1
Code of Ethics	1
Application Procedures	1
Registration Examination Eligibility Pathways	4
Registration Examination Program and Pathways	4
Testing of Applicants with Disabilities	12
Test Center Information	13
Fees and Refunds	15
Report of Results	15
Content of the Examination	16
Registration Examination for Dietetic Technicians Test Specifications	17
Commission on Dietetic Registration Computer-Based Testing Q&A Fact Sheet	18

GENERAL INFORMATION

The Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics (Academy), 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 authorization to test email from Pearson VUE, the Commission on Dietetic Registration's testing vendor. This email will explain the process to schedule your exam and create login credentials for Pearson VUE's website. If you have not received your authorization to test email within 48 hours, please contact Pearson VUE customer service at 888-874-7651. Candidates who established eligibility previously must request a reauthorization to test. Candidates must contact the Commission on Dietetic Registration, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, by telephone (312/899-4859), by fax (312/899-4772), or online at cdnet.org to request reauthorization. The request should include name and Academy of Nutrition and Dietetics/CDR identification number. **Candidates must register and test within one year (365 days) from the date they are eligible to test.** Refer to the Eligibility 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 when establishing eligibility to take 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 (<http://www.eatright.org/codeofethics/>), and to hold harmless the Commission on Dietetic Registration or other RDs, RDNs, NDTRs, and DTRs, and CDR employees for their activities in enforcing them."

APPLICATION PROCEDURES

Read this Handbook for Candidates in its entirety before completing the Web application.

Registering, paying, and scheduling for the exam must be completed on our secure website. For questions regarding the online application process, contact Pearson VUE at 1-888-874-7651 between 7:00 am and 7:00 pm Central Time, Monday through Friday, excluding holidays.

Once eligibility to test has been certified by CDR, candidates will receive an authorization to test email from Pearson VUE. The authorization to test email contains a personal CDR Candidate ID and dates of initial authorization. It also includes instructions regarding creating an account with Pearson VUE and the web address where the exam may be scheduled. A copy of this email should be kept in a secure location.

To apply for test accommodations, please read the Testing of Applicants with Disabilities section beginning on page 12.

Candidates must have access to a VISA[®], MasterCard[®], or American Express[®], credit card to begin the application process. On your eligibility emails from Pearson VUE, click on the URL link or copy it directly into a new browser window. At the sign in page, enter the username and password you received upon creating your Pearson VUE account, and click log in.

Update of Account

Begin by reviewing your candidate profile. Sign in to the CDR/Pearson VUE web portal using your login credentials. On the home page select "My Profile" under the My Account section. Changes to e-mail addresses, mailing addresses, and phone numbers need to be made in writing to CDR.

For candidate identity protection, **name changes must be submitted with legal documentation via the mail to the Commission on Dietetic Registration (CDR)**, attention Peggy Anderson, Becky Bielinski or Elaine Butler. Candidates must use the Name/Address Change Form located on CDR's website (cdnet.org). Documentation must include the original legal document, such as a marriage license, divorce decree, or court order showing the name change. A notarized copy of the original document will be accepted. Original documents will be returned upon request. Please be sure to identify that you are an exam candidate. Name changes can be sent to: Commission on Dietetic Registration, Attention: Exam Eligibility, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606. We are unable

to accept faxed or scanned copies attached to emails. Should you have any questions regarding your name change, please do not hesitate to contact us.

Only the candidate's legal name as it appears on an *original* (no photo copies), *valid* (unexpired) *government issued ID* that includes their name, photograph, and signature, should be used. Use of nicknames or abbreviations must be avoided. In this Handbook for Candidates, Admission to Examination (page 13), there are directions which state that the candidate's name in Pearson VUE's scheduling system profile must match the name on the government-issued photo identification card to gain access at the test centers.

An e-mail address is required in order to schedule and exam. Since e-mail will be our main method of communicating with candidates, a permanent e-mail address should be listed in the E-mail field. Do not use an academic institution e-mail address (like a school .edu address) unless it is permanent. It is the candidate's responsibility to make sure their email address is current.

Address, city, state, and ZIP code fields should be updated with CDR, if necessary. At least one telephone number is required. Make sure your permanent telephone number is in the Telephone Number field, and fill out the other telephone number fields as necessary.

Schedule an Appointment

To schedule an appointment, the candidate must:

- sign in to the CDR/Pearson VUE web portal using the username and password you received upon creating your Pearson VUE account
- select "RD: Registration Examination for Dietitian Nutritionists" under Pre-approved Exams in the CDR Exams section to schedule an exam
- select "Schedule this Exam"
- on the Additional Questions from CDR page, candidates must select whether or not their name should be released with their exam scores to their program
- candidates must agree that they will not disclose any information about the exam to anyone else. **In order to proceed with the application, the candidate must select "I Agree" and click "Next" to save this selection.**
- use the Test Center Search to locate a test center using either you address or Zip Code. Select and test location and use the "Next" button to proceed
- use the calendar tool to see available test times on a certain date
- select an available test time
- review the appointment details and select "Proceed to Checkout" to pay for a testing appointment
- The system will display the exam policies for cancellation and rescheduling and candidates must agree to the CDR policies to proceed

Please Note: Candidates are required to indicate whether or not the candidate authorizes release of their name with the exam scores to program. In addition, the candidate must agree that he/she will not disclose any information about the exam to anyone else. Agreement to both questions is required in order to proceed with the scheduling.

Submission of Payment

On the Enter Payment screen, start by selecting MasterCard®, VISA®, or American Express® from the drop-down list. Type in the card number, the expiration month and year, cardholder's name, and the security code. Then type in the cardholder's address and telephone number. Click on the next button to proceed to the Submit Order screen. Credit cards will not be charged until Submit is selected at the end of the order process. After the order is submitted, the system will display the complete order information for review. When you click Submit, the order is entered, your credit card is charged and the system will send an email confirmation of the appointment.

For questions about scheduling or paying for the exam, step by step instructions are posted on www.pearsonvue.com/CDR. For further assistance, contact Pearson VUE at 1-888-874-7651, 7:00 am – 7:00 am Central Time, Monday through Friday, excluding holidays.

REGISTRATION EXAMINATION ELIGIBILITY PATHWAYS

1. **Dietetic Technician Program**

Candidate completed approved courses and supervised qualifying experience as stipulated in the Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Dietetic Technician Program.

2. **Baccalaureate Didactic Program in Dietetics Graduate with an ACEND Accredited Dietetic Technician Program Experience**

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

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

Candidate completed an ACEND accredited Didactic Program in Dietetics minimum requirements.

4. **Reregistration**

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

REGISTRATION EXAMINATION PROGRAM AND PATHWAYS

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, School of Nutrition and Health Promotion, Phoenix (formerly Tempe and Mesa)
- 4103 University of Arizona, Tucson

ARKANSAS

Dietetic Technician Programs

- 3101 Black River Technical College, Pocahontas

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 8/2011)
- 4201 Harding University, Searcy
- 4207 University of Arkansas at Pine Bluff, Pine Bluff

CALIFORNIA

Dietetic Technician Programs

- 3005 Orange Coast College, Costa Mesa
- 3080 Loma Linda University, Loma Linda (closed 8/2010)
- 3006 Long Beach City College, Long Beach (closed 5/2011)
- 3007 Los Angeles City College, Los Angeles
- 3109 Merritt College, Oakland
- 3003 Chaffey College, Rancho Cucamonga (closed 8/2012)
- 3115 Cosumnes River College, Sacramento (closed 6/2011)
- 3117 Consumnes River College–Distance (closed 6/2011)
- 3120 Santa Rosa Junior College, Santa Rosa

Didactic Programs in Dietetics

- 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

Didactic Programs in Dietetics

4404 University of Colorado at Colorado Springs, Colorado Springs
4403 Johnson & Wales University, Denver
4406 Metropolitan State University of Denver, Denver (formerly Metropolitan State College of 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 University of Saint Joseph, West Hartford (formerly Saint Joseph College)
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 (closed 9/2015)
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

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 (closed 8/2013)

3020 Harper College, Palatine

Didactic Programs in Dietetics

5208 Olivet Nazarene University, Bourbonnais

5212 Southern Illinois University–Carbondale, Carbondale

5202 Eastern Illinois University, Charleston

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

Didactic Programs in Dietetics

5305 Indiana University, Bloomington

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

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

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 (closed 5/2012)

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

Didactic Programs in Dietetics

6009 University of Massachusetts, Amherst
6011 Boston University/Sargent College, Boston
6012 Simmons College, Boston (Didactic Program in Dietetics only)
6007 Simmons College, Boston (Baccalaureate and Didactic Program in Dietetics)
6004 Framingham State University, Framingham

MICHIGAN

Dietetic Technician Programs

3032 Wayne County Community College District, Detroit (closed 11/2012)
3116 Wayne County Community College, Detroit (closed 11/2012)

Didactic Programs in Dietetics

6109 University of Michigan School of Public Health, Ann Arbor
6113 Andrews University, Berrien Springs
6106 Michigan State University, East Lansing
6111 Western Michigan University, Kalamazoo
6112 Madonna University, Livonia
6102 Central Michigan University, Mount Pleasant

MINNESOTA

Dietetic Technician Programs

3034 Normandale Community College, Bloomington
3035 University of Minnesota–Crookston, Crookston (closed 7/2011)
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

Dietetic Technician Programs

3125 Great Falls College, Montana State University, Great Falls (closed 5/2014)

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

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

3049 Suffolk County Community College, Riverhead

3051 Westchester Community College, Valhalla

3043 Erie Community College, Williamsville

3124 Trocaire College, Williamsville

Didactic Programs in Dietetics

7104 Herbert H. Lehman College, Bronx

7101 Brooklyn College, Brooklyn

7121 Long Island University/Post, Brookville

7114 Buffalo State, SUNY, Buffalo

7110 Queens College–CUNY, Flushing

7103 Cornell University–Ithaca, Division of Nutritional Sciences, Ithaca

7105 Hunter College–CUNY Undergraduate, New York (closed 1/2010)

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)

7125 Hunter College–CUNY Graduate, New York

NORTH CAROLINA

Dietetic Technician Programs

3110 Gaston College, Lincolnton

Didactic Programs in Dietetics

7201 Appalachian State University, Boone

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

3126 Stark State College, North Canton

3083 Owens Community College, Toledo

3058 Youngstown State University, Youngstown

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

7418 Youngstown State University, Youngstown

7421 Ashland University, Ashland

OKLAHOMA

Dietetic Technician Programs

3123 Oklahoma State University—Oklahoma City, Oklahoma City

Didactic Programs in Dietetics

7501 University of Central Oklahoma, Edmond

7506 Langston University, Langston (closed 5/2013)

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

3064 Community College of Allegheny County, Pittsburgh

3119 Community College of Allegheny County (Distance), Pittsburgh

3065 The Pennsylvania State University, University Park (closed 5/2012)

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

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 University, 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 3/2011)
3070 San Jacinto College Central, Pasadena (closed 8/2010)

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
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

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

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 (closed 5/2012)
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 (closed 8/2011)
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

Candidates applying for test accommodations must not sign in to the candidate account and register at this time. Instead, read and follow the instructions provided at www.pearsonvue.com/accommodations. There you will find information about accommodations and the application process. It will also include information on comfort aids which do not require an accommodations application. Follow the instructions in the Guidelines for Candidates. Do not ask your physicians, other professionals, or other agencies providing documentation to mail your documents separately. **You must send all documentation together to the fax number in the Guidelines for Candidates.**

All accommodation requests and supporting documents must be submitted for evaluation each time you want to test with accommodations.

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 2008. 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.

For all requests: Candidates will be notified by letter whether or not your accommodations have been approved. If accommodations are approved, a letter will provide instructions on how to schedule the exam by telephone. If the candidate has not yet registered for the exam, a credit card is required when contacting the Accommodations Program Coordinator.

All candidates, regardless of accommodations, are still required to test before the one-year eligibility period expires. Apply as early as possible in advance so that sufficient time will be allowed to make the proper arrangements as **accommodations must be approved in advance of testing**. It is your responsibility to notify Pearson VUE of the need for accommodations.

Pearson VUE reserves the right to independently evaluate documentation submitted by all candidates who request accommodations.

Pearson VUE may refuse accommodations if adequate notice accompanied by complete documentation as set forth above is not provided. If accommodations are denied, the candidate will be required to test under standard conditions. Please register, pay, and schedule for your exam by following the instructions outlined in the Application Procedures of this Handbook.

Should you have any questions regarding your disability and/or required documentation, contact Pearson VUE at 888/874-7651 and ask for an accommodations Program Coordinator between 7:00 am and 5:00 pm Central Time, Monday through Friday, excluding holidays.

TEST CENTER INFORMATION

Eligibility to Test

Approved candidates are eligible to test for a one-year period between the dates indicated on the Eligibility e-mail sent to the candidate by CDR's testing agency, Pearson VUE. Eligibility expires when the:

- candidate takes the examination;
- one-year eligibility period ends;
- candidate fails to cancel the testing appointment within the specified timeline (see page 13, Scheduling, Changing, or Cancelling an Appointment);
- candidate arrives late for the scheduled testing appointment (see page 13, Late Arrivals);
- candidate does not complete the examination during the test appointment (see page 14, Rules for the Examination);
- candidate fails to present an *original* (no photo copies), *valid* (unexpired) *government issued ID* that includes their name, photograph, and signature. If the candidate does not have the qualifying ID issued from the country they are testing in, a passport from their country of citizenship is required.

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), by fax (312/899-4772) or online at cdnet.org to request an examination reauthorization. The request should include the candidate's name and Academy of Nutrition and Dietetics/CDR identification number.

Test Administration

The Registration Examination for Dietetic Technicians is administered at over two hundred and fifty (250) Pearson VUE professional test centers in the United States and selected international locations.

Scheduling, Changing, or Cancelling an Appointment

Scheduling, changing, or cancelling an appointment is completed on the Pearson VUE Web Portal.

Sign in to your personal account using the username and password you created after receiving your authorization to test email from Pearson VUE. Any changes to an appointment made through your online account must be completed **at least 48 hours before your current test appointment.**

If you are rescheduling by **telephone, you must call at least 48 hours in advance of your current test appointment.** Anytime an appointment is scheduled, changed, or cancelled, the candidate will receive confirmation of the transaction by e-mail. **It is the candidate's responsibility to verify your receipt of the scheduling or cancellation e-mail and your testing appointment date, time, and location.**

If extreme weather conditions prohibit travel to the test center, the candidate must contact Pearson VUE by telephone (888/874-7615) within three days after the scheduled examination date in order to be reauthorized to take the examination 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.

If assistance in scheduling a test appointment is needed, please call Pearson VUE's Candidate Service Center at 888/874-7651, from 7:00 am to 7:00 pm, Monday through Friday, Central Time, excluding holidays. Scheduling outside of these hours must be done on the Pearson VUE Web Portal.

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 pay the current examination application fee.

Admission to Examination

Candidates must bring the Scheduling Confirmation e-mail in order to be admitted to the Pearson VUE professional test center. In addition, each Candidate is required to present one form of *original*

(no photo copies), *valid* (unexpired) *government issued ID* that includes their name, photograph, and signature. If the candidate does not have the qualifying ID issued from the country they are testing in, a passport from their country of citizenship is required. The identification must reflect the candidate's current legal name and match the information on the profile created in the scheduling system. Workplace, college or university identification will not be accepted.

Effective March 9, 2015, all examination candidates who report to a Pearson VUE Test Center will be required to remove their eye glasses and present them to the Testing Administrator for visual inspection. Eye glasses are considered a comfort aid item, which means they are allowed in the testing room following visual inspection to ensure examination security.

For identity authentication, candidates will have their palm scanned using "Palm-Vein Recognition" biometric technology. Palm-Vein Recognition offers an accurate, safe form of positive identification and helps to maintain the examination's integrity.

Rules for the Examination

1. None of the following types of personal items may be taken into the testing room: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (and other head coverings), bags, coats, books and notes. Studying is not allowed in the test center.
2. Candidates must store the following items in a secure area indicated by the administrator. Cellular phones, pagers, and other electronic devices must be turned off prior to placing them in the designated secure area. The testing center is not responsible for lost, stolen or misplaced personal items.
3. The Proctor may dismiss a candidate from the examination for any of the following reasons:
 - if the candidate's name on their government-issued photo identification does not match the name in Pearson VUE's system;
 - 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.
4. No visitors will be allowed at the test center.
5. An erasable note board or exam-specific materials may only be used after the exam has started. The candidate cannot remove these items from the testing room at any time during the exam, and they must be returned to the administrator immediately after the exam.
6. A simple "Pop-Up" calculator is provided online, at each computer workstation. Handheld calculators will not be provided by the testing center. Examinees are not permitted to bring their own calculator.
7. Candidates will sit in an assigned workstation until escorted out by a Test Administrator. Eating, drinking, smoking, chewing gum and making noise that creates a disturbance for other candidates are prohibited during the exam.
8. Candidates are continuously monitored by the administrator during testing. The session may be videotaped or otherwise recorded for security or other purposes.
9. Candidates notify the administrator immediately if there is a problem that affects the candidate's ability to take the exam.
10. The exam timer will not be stopped for any **unscheduled breaks**. The administrator will set the workstation to the break mode and the candidate must take his/her ID when leaving the room. The

administrator will verify ID before the candidate can return to his/her seat. The exam will then be restarted.

11. While taking an **unscheduled break**, candidates are NOT allowed access to personal items other than medication required at a specific time and with the approval of the test administrator. Items not permitted include but are not limited to: cellular phones, exam notes and study guides, unless specifically permitted by the exam sponsor.
12. Candidates are required to answer the current question before moving on to the next question. Candidates are not allowed to review previous questions or change previous responses.
13. Examination candidates must respond to the minimum number of examination questions (110) in order for the exam to be scored.
14. Candidates cannot remove copies of exam questions and answers from the testing center, and cannot share or discuss the questions or answers with other candidates.
15. At the end of the exam, the administrator will ensure that the candidate's exam ended properly. The exam sponsors **will** display the score on the screen after the exam or **will** provide a printed score report. The candidate will receive a printed score report **after** the erasable note board and other materials have been returned to the administrator.

FEES AND REFUNDS

Examination Application Fee

The examination application fee is separate from the Academy of Nutrition and Dietetics membership application fee, membership dues, and CDR registration maintenance fee. The entire examination fee of \$120 **must** be paid at the time of registration. The fee must be charged to a VISA®, American Express®, or MasterCard® credit card.

Examination Application Fee Refunds

Candidate may cancel and obtain a refund of payment provided the cancellation is done a minimum of 48 hours before the appointment. Candidate may reschedule by scheduling and paying for another exam appointment, provided the candidate's eligibility to test period does not expire on or prior to the new testing appointment. If the eligibility 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, or who do not arrive for an appointment.

REPORT OF RESULTS

After completing the exam, examinees will receive a printed score report. Should examinees not receive a score report, they can obtain one by going to the Pearson VUE scheduling portal at pearsonvue.com/CDR and sign in with their user ID and password, provided in the eligibility e-mail sent by Pearson VUE. Examinees can select View Score Report and print. The score report will provide the examinee's scaled score required to pass the examination. All test results are subject to verification.

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 the e-mail address 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 eligibility has expired (see page 15, Eligibility to Test) must contact the Commission on Dietetic Registration in writing by telephone or online at cdrnet.org 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.

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 Appeal Review Fee will be required with every appeal submitted. Appeals submitted without the \$20 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 (10%); Nutrition Care for Individuals and Groups (34%); Principles of Education and Training (7%); Foodservice Systems (22%); and Management of Food and Nutrition Services (27%). 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. 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 1, 2012)**

	Percent of Exam
I. FOOD AND NUTRITION SCIENCES	10%
A. Principles of Food Preparation	
B. Food Composition	
C. Principles of Normal Nutrition	
II. NUTRITION CARE FOR INDIVIDUALS AND GROUPS	34%
A. Screening and Assessment	
B. Diagnosis	
C. Planning and Intervention	
D. Monitoring and Evaluation	
III. PRINCIPLES OF EDUCATION AND TRAINING	7%
A. Assessment and Planning	
B. Implementation and Evaluation	
IV. FOODSERVICE SYSTEMS	22%
A. Menu Development	
B. Procurement and Supply Management	
C. Food Production, Distribution, and Service	
D. Sanitation, Safety, and Equipment	
V. MANAGEMENT OF FOOD AND NUTRITION SERVICES	27%
A. Human Resources	
B. Finance and Materials	
C. Marketing Products and Services	
D. Management Principles and Functions	
E. Quality Processes and Research	

The Registration Examination for Dietetic Technicians is designed to evaluate a dietetic technician's ability to perform at the entry level. The content domains and assigned weights reflect the results of the 2010 Dietetics Practice Audit. The Registration Examination for Dietetic Technicians study outline is located at <http://cdrnet.org/vault/2459/web/files/2011%20DT%20Study%20Outline%20Final%20.pdf>

**COMMISSION ON DIETETIC REGISTRATION
ENTRY-LEVEL REGISTRATION EXAMINATIONS
FOR DIETITIANS AND DIETETIC TECHNICIANS
Q & A/FACT SHEET**

Examination Format and Development Information	
Q 1	What is the difference between computer based testing (CBT) and computer adaptive testing (CAT)?
A	<p>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.</p> <p>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 information about the examinee's competence.</p>
Q. 2	How often will the computerized examinations be administered?
A	The examinations will be administered year round at over two hundred fifty (250) Pearson VUE test centers nationwide. Test sites are typically open Monday through Friday, with some centers also open on Saturdays.
Q. 3	Where will the computerized examinations be administered?
A	CDR's testing agency, Pearson VUE, has over two hundred fifty (250) approved examination test centers nationwide, conveniently located in professional office spaces. Candidates will receive the most updated test center listing at the time of test registration. Center locations are subject to change.
Q. 4	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 2010. The current content outline took effect January 1, 2012. The 2015 Practice Audit is being conducted in 2015. The content outline will be updated based on this audit and the new content outline will be effective January 2017.

	Dietitians		Dietetic Technicians	
Domain I	Principles of Dietetics	12%	Food and Nutrition Sciences	10%
Domain II	Nutrition Care for Individuals and Groups	50%	Nutrition Care for Individuals and Groups	34%
Domain III	Management of Food and Nutrition Programs and Services	21%	Principles, Education and Training	7%
Domain IV	Foodservice Systems	17%	Foodservice Systems	22%
Domain V			Management of Food and Nutrition Services	27%

Q. 5	How many questions will be on the Registration Examination for Dietitians?
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A	The multiple-choice examination will be variable length. Each examinee will be given, and must receive , 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) un-scored pretest questions.
Q. 6	How many questions will be on the Registration Examination for Dietetic Technicians?
A	The multiple-choice examination will be variable length. Each examinee will be given, and must receive , 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 scored questions and thirty (30) un-scored pretest questions.
Examination Authorization and Fee Payment	
Q. 7	How long after candidates complete registration eligibility requirements (academic and supervised practice) will it take to be authorized to test?
A	The entire process, from the time the Commission on Dietetic Registration receives the program director candidate eligibility information to the time the candidate receives the Pearson VUE examination application email, is 3 to 4 weeks.
Q. 8	How much is the examination application fee?
A	The examination application fee for dietitians is \$200 and \$120 for dietetic technicians.
Q. 9	Will the online examination application, sent with the link for the <i>Handbook for Candidates</i> by Pearson VUE, expire?
A	The examination application expires one year after it is issued by Pearson VUE. (Refer to page 1 of the <i>Handbook for Candidates</i> .) If the examination application process and examination are not completed within this one-year time period, the examinee must contact the Commission on Dietetic Registration to request reauthorization and a new application.
Q. 10	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 receipt of the examination application email, whichever occurs first. This means that examinees have 365 days from receipt of the application email from Pearson VUE to register, pay, schedule and complete the examination. If examinees take the test and are unsuccessful, they must contact CDR in order to re-establish eligibility 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.
Examination Experience	
Q. 11	How much time will examinees have to complete the examination?
A	Examination testing appointments are three (3) hours; two and one-half (2 ½) hours to take the examination, twenty (20) minutes to complete an introductory tutorial, and ten (10) minutes to complete the post examination survey. The timer/clock will begin with question one of the examination. Examinees will have two and one-half (2 ½) hours to complete the examination

	once the timer/clock begins. The examinee will have the option to hide the clock during the examination.
Q. 12	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. In addition, prior to the exam appointment, there will be a practice test available at www.pearsonvue.com/CDR for candidates to download to experience the navigation of exams, and use of the online calculator.
Q. 13	Will a calculator be provided at the test center?
A	Yes. An online calculator is included in the exam and is the preferred calculator. A handheld test center simple calculator can be issued to the candidate, upon request. Examinees are not permitted to bring their own calculator. The calculator (either version) should be examined and tested prior to the beginning of the examination.
Q. 14	Will the test questions be in multiple-choice format?
A	Yes. Each question has four (4) answer options.
Q. 15	Will the test questions be numbered?
A	Yes. The examination questions will be numbered.
Q. 16	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. 17	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 has been able to pretest more questions and increase the bank of questions.
Examination Scheduling, and Test Center Issues and Protocols	
Q. 18	How should I report scheduling problems?
A	If you experience difficulty during scheduling, please contact Pearson VUE's Candidate Service Center at 888-874-7651.
Q. 19	How should I report onsite testing problems?

A	If you experience technical difficulties during testing, please notify the test center personnel/proctor immediately. Candidates are responsible for following the instructions for notifying the proctor of a testing problem.
Special Accommodations	
Q. 20	Will the Commission continue to make special accommodations for examinees with disabilities?
A	Yes. Reasonable accommodations for candidates with disabilities, provided appropriate medical documentation is submitted with the request for special testing accommodations, will be made. Refer to the <i>Handbook for Candidates</i> for specific documentation requirements. All evaluations will be done by Pearson VUE staff who are knowledgeable about the Americans with Disabilities Act.
Study Guides	
Q. 21	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; <i>Study Guide for the Registration Examination for Dietitians</i> ; and <i>Study Guide for the Registration Examination for Dietetic Technicians</i> . Both study guides include a comprehensive study outline, references and practice examination. The practice examination is provided in both hard copy and on-line computer versions. The on-line computer version has been designed to simulate the actual computerized examination.
Score Reports: Candidates	
Q. 22	When will examinees receive their score report?
A	Score reports will be distributed to examinees as they leave the test center.
Q. 23	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, the score report will also document the candidate's scaled sub-scores.

January 1, 2012 to December 31, 2017

	Sub-Score Titles	Registration Examination for Dietitians	Registration Examination for Dietetic Technicians
I	Food and Nutrition Sciences	Domains I, and II	Domains I, II, and III
II	Food Service Systems/ Management	Domains III and IV	Domains IV and V

Q. 24	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. 25	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.
Score Reports: Academic Programs	
Q. 26	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, percentile ranks, national mean scores, institutional examinee mean scores, and scaled sub-scores. Examinee names will only be included if the examinee authorized release of scores with examinee name.
Examination Reauthorization	
Q. 27	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. 28	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: <ul style="list-style-type: none"> • 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, and • when the candidate does not complete the examination during the testing appointment.
Q. 29	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.