PROGRAM DIRECTOR RANDOM AUDIT SYSTEM

IMPLEMENTED: JANUARY 2003

REVISED: April 2012

The intent of this new process is to assist in ensuring that applicants for registration eligibility have completed the minimum of either an associate degree (dietetic technician applicants only) or a baccalaureate degree granted by a U. S. regionally accredited college/university, or foreign equivalent; a Didactic Program in Dietetics, and supervised practice program.

1. Randomly system select 10% each of the total Coordinated, Dietetic Internship and Dietetic Technician programs to be audited during a calendar year. Initiated after the Program Director submits to CDR the CRMS on-line Registration Eligibility Application process.

2. CDR will send standard e-mail to the Coordinated, Dietetic Internship and Dietetic Technician Program Director advising that they have been selected to participate in a mandatory random audit and that their recent class submission to CDR is in pending awaiting audit finalization prior to processing and submission to ACT. CDR will advise the Program Director that the requested documentation received after the required deadline will result in processing delays of the current class and future Class List submissions until the current audit is concluded.

   The following documentation for each student/candidate must be received in CDR within five business days for review.

   a)   Original transcript confirming degree and date of conferral, official letter from the Registrar or Dean of the Graduating School, or Original Foreign Degree Equivalency Report confirming the degree equivalent.

   b)   Original Didactic Program in Dietetics Verification Statement, if applicable.

   c)   Original Coordinated, Dietetic Internship or Dietetic Technician Verification Statement.

   d)   Original RDE or DTRE MisUse Form signed by each student.

3. Verification process of documents received in CDR

   a)   Review and verify the documents submitted for the audit.

   b)   Inconsistencies that can occur with the document verification

      1.   If the Program Director fails the audit, send e-mail to Program Director advising disposition of the audit, stating the problems with the class that occurred during the audit.

      2.   Program Director must submit, within five business days and in writing, the appropriate information or an explanation about the inconsistencies discovered during the initial audit.

      3.   CDR reviews the additional information/documentation to determine audit status.

      4.   If Program Director fails the audit and remains in non-compliance, the Registration Eligibility Services Manager meets with the CDR Directors to discuss the next step(s).

      5.   Upon passing the audit, return audit documents to the Program Director.

      6.   Remove the Class Completion documents from pending and process for the exam.

      7.   Enter audit status [pass/fail] on the Random Audit Report for CDR and CADE.