

## **Assessment of Prior Learning**

The University of Northern Colorado Dietetic Internship program participates in the “Assessment of Prior Learning” (APL) recognized by ACEND. Interns with previous experience in a dietetics or related field may apply to reduce the number of hours completed in the foodservice or the community rotation by a maximum of 220 hours.

### **Important dates:**

Application due for DI stand-alone: April 20<sup>th</sup>

Application due for MSDI: Date to be determined.

Notification date: On or before June 1<sup>st</sup>

### **The applicant must meet the following criteria:**

1. Have already been accepted to the MSDI or DI program.
2. Have been employed or have volunteered for a minimum of 500 hours in one position at one facility in a dietetic or related field.
3. Schedule at least 80 rotation hours in the rotation they are choosing for APL to ensure that the equivalent of 300 rotation hours will have been met (220 hours from APL and 80 hours during the internship).
4. Have a plan in place to secure additional internship hours in the event that their APL application is denied or if the full 220 hours are not awarded.
5. Create APL portfolio using the guidelines below.

APL portfolio should include the following material compiled into one PDF document and sent to [dietetic.internship@unco.edu](mailto:dietetic.internship@unco.edu):

- a. A resume, including all relevant job titles, total hours worked in each position, dates of employment, and responsibilities of employment.
- b. An essay detailing the applicant's participation in the leadership role(s) and how their experience qualifies for the APL in the food service rotation **or** the community rotation. There should be a clear indication of which rotation is being selected for APL.
- c. A supervisor letter of corroboration detailing hours the applicant worked, primary job responsibilities, projects completed, any continuing education provided, certifications obtained for the job, performance review(s), and contact information. If the Director has questions, the supervisor will be contacted.
- d. Job performance evaluations (if applicable).
- e. Any additional relevant information including but not limited to long-term projects, presentations, quality improvements, etc.

**Additional information and requirements:**

1. The intern must pay full tuition costs for the MSDI or DI, regardless of their APL status. APL does not change the number of credit hours required, nor does it change the cost of those credit hours.
2. The intern may choose whether to apply APL to the food service rotation OR to the community rotation. Intern cannot split the awarded APL hours between the two.
3. Applications for APL will be reviewed by the Director after an intern has been accepted into the MSDI or DI program.
4. If denied any or all of the 220 hours, it is the intern's responsibility to secure an additional rotation site or extend the hours at their current rotation site to ensure that the minimum of 300 hours are completed in that rotation.
5. UNCO will not accept appeals of the Director's final decision to accept or reject the application.

**UNCO does not allow APL for:**

1. Clinical rotations
2. Graduate coursework
3. Classes, capstones, theses, or dissertations
4. Attending webinars, professional/educational conferences, or meetings
5. Certifications, training, and continuing education coursework
6. Submissions including more than one job or volunteer position to make up the 500 hours of experience. Applicants must choose **one** job or volunteer position that best reflects the rotation for which they are applying to receive APL (foodservice or community) where they have worked for at least 500 hours.