

Application Process

Complete application packets must be postmarked by June 15. **Incomplete packets will not be considered.** The following materials must be included (and mailed as one complete packet) to apply to the Program.*

- ◇ Completed Dietetic Internship application form. The following application components can be downloaded from www.depdpg.org. (*requires Acrobat Reader) Or contact the Dietetic Internship Director for an application packet.
- ◇ Dietetic Internship Application
- ◇ Recommendation Forms

- ◇ An original Didactic Program in Dietetics Verification Statement (Plan V) signed by the program representative.

- ◇ An official copy of **all** college transcripts, (photocopies are **not** acceptable). Include confirmation of baccalaureate or master's degree. For a foreign degree, validation that it is equivalent to a baccalaureate or master's degree must be included.

- ◇ Documentation of a passing grade in a 3 credit hour advanced MNT course completed within 5 years of the internship program must be provided. If the advanced MNT course is included on an official college transcript further documentation is not necessary. If the course was taken from another college or university since college graduation, an official transcript is required in the packet.

- ◇ Three recommendations forms: from 1) current supervisor, 2) a professor and 3) a registered dietitian, using the "ADA Recommendation Form."

- ◇ A letter clearly stating what the applicant hopes to gain from participating in the Dietetic Internship Program, career goals, and why he/she chose public health. (Mandatory)

- ◇ Signed Memorandum of Understanding from the applicant's district director.
To download the Virginia Memorandum of Understanding:
<http://www.vahealth.org/wic/dieteticintern/files/pdfs/mou.pdf>

To download the Maryland Memorandum of Understanding and Education Leave Form:
<http://www.vahealth.org/wic/dieteticintern/files/pdfs/mound.pdf>

- ◇ Educational Leave Form:
To download the Virginia Form for Educational Leave:
<http://www.vahealth.org/wic/dieteticintern/files/pdfs/edleave.pdf>

- ◇ The Dietetic Internship Program may require a personnel interview of applicants as part of the selection process.

All application packets are to be mailed to:

Kathleen M. Sergent, MA, RD
Virginia Department of Health
109 Governor Street 9th Floor
Richmond, VA 23219

**The only exception to this is if the school will not release official transcripts or recommendations to the student. In this case, the applicant must notify the Dietetic Internship Program Coordinator in writing prior to the materials being mailed by the school.*

Dietetic Internship Selection Process

The selection committee consists of RDs from foodservice management, clinical practice, school foodservice management, a prior internship graduate, an RD from another internship program, a health department RD, the Dietetic Internship Director, and Maryland Dietetic Internship Coordinator.

Each application is reviewed by each committee member and scored based on the scoring guidelines. Any incomplete applications will not be considered for the program. The selection committee meets to make a final decision on the applications. Interns are notified by phone and letter regarding their acceptance into the program by July 30.