



Pennsylvania Department of Health WIC Dietetic Internship

Application Requirements

- Current full-time status as an employee in the PA WIC Program with at least one full-time equivalent year of working experience by the Internship starting date.
***NOTE: If insufficient PA WIC applicants, PA WIC will utilize DICAS to fill vacant positions. Vacant open positions will be posted on PA WIC Dietetic Internship website.**
- A completed bachelor's degree from a didactic program accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND). (NOTE: As of January 1, 2024, a completed graduate degree will be required prior to commencement of the PA WIC DI program).
- An original Didactic Program in Dietetics Verification Statement indicating completion of an ACEND accredited Didactic Program in Dietetics (DPD).
- A minimum of 2.6 overall GPA or higher.

Recency of Education:

- If an applicant has graduated from college with an undergraduate degree in dietetics 8 years or more at the time of submission of the application, one college-level courses (a minimum of three semester hours) from an accredited college or university are required and pass, successfully. Course work must be in the area of dietetics and must be completed by the application deadline with proof of coursework with official transcripts.
 - Prospective interns requiring additional coursework will need to obtain prior approval from DOH WIC Dietetics Internship Program Director on acceptable coursework to meet these requirements.
- A graduate degree is desired criteria, but not required until any classes after January 2024. (Beginning in 2024, to be eligible to take the registration exam to become a dietitian, the education requirement will change from a bachelor's degree to a graduate degree according to the Commission on Dietetic Registration (CDR).
 - An official copy of all college transcripts, (photocopies are not acceptable). Include confirmation of bachelor's and/or graduate degree. (NOTE: As of January 1, 2024, an official copy of a bachelor and graduate degree transcript will be required prior to commencement of the PA WIC DI program).
 - For a foreign degree, validation that is equivalent to a baccalaureate or graduate degree must be included. Validation of a foreign degree does not eliminate the need for a Verification Statement (VS) of completion of a Didactic Program in Dietetics (DPD). After you have the official document,



Credential Evaluation Report, you can request a verification review by a DPD program director in the United States. Contact AND/ACEND for information on credentialing requirements for international students.

For More Information:

Commission on Dietetic Registration (CDR):

<https://www.cdrnet.org/>

ACEND: <http://www.eatrightpro.org/resources/acend>

- Completion of recency of education requirement if applicant has been out of college more than eight years.
- A letter of recommendation from each of the following:
 - o 1 from college/university professors/instructor or additional work reference.
 - o 1 from the Nutrition Education/Outreach/Breastfeeding Coordinator in the agency in which the applicant is employed.
 - o 1 from your WIC Director in the agency in which the applicant is employed.
- Signed Affiliation Agreement for Community Rotation Site
- Signed/Completed Community Preceptor Application.
- Note: Please review minimum criteria for rotation site preceptors in the PA WIC Dietetic Internship Handbook or on website.
- Verification of applicant's job performance as satisfactory or better. Submit a copy of the most recent Employment Performance Review. Applicant is free of any discipline within the past 12 months up until application deadline date.
- Personal Statement Guidelines consist of a maximum of 8000 characters or approximately 1,000 words may be entered to address the following items. Typed in Times New Roman and double spaced. In your personal statement address the following items:
 - o The applicant's short term and long-term professional and educational goals for participating in the PA WIC Dietetic Internship.
 - o The applicant's interest and/or experiences that have helped you prepare for your career in Community Nutrition/Public Health field.
 - o The applicant's strengths and weaknesses or areas needing improvement.
 - o Description of any detailed examples of accomplishments in the academic and work field as well as in community group, and organizational activities.



- Other information that you feel is important to the selection process.
- A reliable laptop computer, email address and Internet service.
- Completed PA DOH WIC Dietetic Internship Application.
- Completed ACEND DI Application checklist.

NOTE: A selection committee evaluates internship applications on a competitive basis and determines applicants to be interviewed.

All completed application packets are to be mailed via **CERTIFIED MAIL** to the following address and postmarked **by October 1**. Incomplete application packets will not be considered. All submitted information will not be returned and becomes property of PA Department of Health WIC Program.

**PA Bureau of WIC Dietetic Internship Program
Department of Health
625 Forster Street
7th Floor West/ Health & Welfare Building
Harrisburg, PA 17120-0701
(717) 941-9207**

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.



Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.