

# Admission Requirements and Application Procedure

In order to be eligible for admission into the BHS Dietetic Internship program candidates must meet the following criteria.

## Requirements: Non-Degree Track

1. Master's degree from a regionally accredited college or university
2. Minimum cumulative GPA of 3.0 on a 4.0 scale
3. Official transcripts of all college and/or university course work with final degree posted
  - *Candidates are eligible to apply to the Non-Degree Track while in active pursuit of a master's degree so long as they have no more than 12 hours left to completion. If accepted into the program prior to completion of a master's degree, the candidate must provide the official transcript copy with final degree posted prior to completing the internship. Foreign degrees/transcripts must have an official evaluation (i.e., WES, AACRAO) stating equivalency to U.S. degree.*
4. An original verification statement from an ACEND approved/accredited Didactic Program in Dietetics (DPD) or filled out Intent to Complete section of the DICAS.
5. Students whose DPD verification statements are 5 years old or older are required to complete a minimum of 2 academic refresher courses prior to potential admission to the program. Courses may be taken at the undergraduate or graduate level from any accredited college or university (must provide an official transcript(s) to verify the completion of these classes). Due to the clinical intensity of this program, one course must be a general nutrition course and the other must be a diet therapy/clinical nutrition course.

## Requirements: Graduate Degree Track

1. Bachelor's degree from a regionally accredited college or university
2. Minimum cumulative GPA of 3.0 on a 4.0 scale
3. Official transcripts of all college and/or university course work with final degree posted
  - *If accepted into the program prior to completion of a bachelor's degree, the candidate must provide the official transcript copy with final degree posted prior to entering the internship. Foreign degrees/transcripts must have an official evaluation (i.e., WES, AACRAO) stating equivalency to U.S. degree.*
4. An original verification statement from an ACEND approved/accredited Didactic Program in Dietetics (DPD) if you are a graduate, or the Intent to Complete section of the DICAS form filled out.
5. Students whose DPD verification statements are 5 years old or older are required to complete a minimum of 2 academic refresher courses prior to potential admission to the program. Courses may be taken at the undergraduate or graduate level from any accredited college or university (must provide an official transcript(s) to verify the completion of these classes). Due to the clinical intensity of this program, one course must be a general nutrition course and the other must be a diet therapy/clinical nutrition course.
6. Students applying to this track are highly encouraged to take the GRE as many graduate degrees require this. The Baptist Health System Dietetic Internship GRE code is 1988.

7. Once accepted, students must enroll in a graduate degree program. The Baptist Health System Dietetic Internship is currently affiliated with the University of Houston Online master's in science in Nutrition. Students may choose to enroll in another graduate program so long as the program is completely online, asynchronous and can be completed by the following December.

## Application Process

1. The Baptist Health System Dietetic Internship participates in Dietetic Internship Centralized Application System (DICAS).
  - The program may be accessed at <https://portal.dicas.org>, e-mail [DICASinfo@DICAS.org](mailto:DICASinfo@DICAS.org). The online application must be completed for our program by 11:59 p.m. Central Time on February 15 of each year. The fee to use DICAS is \$45 for the first application, \$20 each for additional applications.
2. When completing the application form, applicants must include the name and e-mail address for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed online.
3. When choosing references, the BHS Internship requires two references from an educational institution and one from work/volunteer experience.
  - If you provide more than these three references, the first three will be scored.
  - If you provide only one reference from an educational institution, then a maximum of two references will be scored.
4. Applicants will be asked to fill out work/volunteer history, sports/extracurricular and honors/awards.
  - Please fill these sections out as thoroughly as possible. **If you have work/volunteer history that you include in a resume or your personal statement but do not include this in the work/volunteer history the selection committee cannot grant you points for this experience.**
5. Applicants will be asked to complete a personal statement (1,000 word limit). Questions to be addressed in the personal statement include:
  - Why do you want to enter the dietetics profession?
  - Discuss experiences that have helped to prepare you for your career.
  - What are your short-term and long-term goals?
  - What are your strengths and weaknesses or areas needing improvement?
6. Official transcripts from all colleges and universities attended should be sent to:

*DICAS- Transcript Dept.  
P.O. Box 9118  
Watertown, MA 02472*
7. Applicants must also register online for computer matching at [www.dnddigital.com](http://www.dnddigital.com) and select dietetic internship priority choices by 11:59 p.m. Central Time on February 15th each year. There is a \$55.00 computer-matching fee.
8. Submit the cover sheet found on the BHS Dietetic Internship website and a nonrefundable \$50.00 fee (payable to: Baptist Medical Center).

- Both the cover sheet & payment must be postmarked by February 15 of the current year (note that if payment is not received your application will not be reviewed for consideration to our program).
9. Final candidates will be required to participate in a telephone interview.

Application packets are rated with consideration to GPA (overall/DPD/science), letters of recommendation, personal statement, work experience, honors/scholarship and overall quality of the application packet.

## Acceptance Procedure

- Personal match results will be available online from D & D Digital systems. Visit [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend) for the computer matching dates.
- Applicants must telephone Amanda Stephens, MA, RDN, LD, CNSC at 210-297-8642 or email [axstephe@baptisthealthsystem.com](mailto:axstephe@baptisthealthsystem.com) to confirm the acceptance or rejection of a computer match on or before 6 P.M. CST the following day.
- Applicants must secure position in the internship with a non-refundable payment of a \$600 fee\* (payable to the Baptist Medical Center) on the first day of orientation.
  - \*Please note that the acceptance fee of \$600.00 is a separate fee from the tuition fee of \$6,000, which is due at the start of the internship in August of each year.

## Post-Acceptance Requirements

1. BHS new employee orientation
2. Proof of negative TB skin testing (1 –2 depending on when the last one was completed)
3. Negative drug screening urinalysis
4. Criminal background check
5. Proof of current immunizations: proof of tetanus within the past 10 years or signed declination form and vaccines or titers to Measles, Mumps, and Rubella. If the interns do not have either, they need to have lab work drawn.
6. Proof of health insurance
7. Proof of student liability insurance

## TIPS for using DICAS

1. Consider viewing the videos for DICAS which can be found on the ACEND website (Computer Matching page) <https://www.eatrightpro.org/acend>
2. Payment -- a student is not prompted for payment until he/she clicks "submit." Students can create an account and work on personal statements and information as much as they want without providing any payment. If the student does not decide to submit any applications, they owe DICAS nothing.
3. Changes to application -- once an application has been submitted through DICAS, the student cannot make any changes or withdraw their application through DICAS. If there was a situation that required a change or withdrawal, they would then need to contact the program directly.

4. GPA – it is true that GPA is calculated for the student once they submit some necessary information (i.e. academic format such as semester vs. trimester). However, if a school uses "units" instead, the student must first do these conversions based on the information on the back of their transcript (usually) or with help from their registrar's office. DICAS works in grade points only.
5. Personal Statement -- students can create multiple personal statements in their DICAS account - one for each program they are applying to. However, they should be informed that there are 2 places in the submission process where they need to SELECT the specific personal statement for it to be included in the application. They will get an error message from DICAS if they try to submit without selecting the personal statement.
6. Status Bar -- students can check the status of each submission and be informed of things like whether their transcripts have been received, references have been completed, or GPA has been calculated.

