

Effective Date: April 15, 2018

Date Revised or Reviewed: 05/20/2020

---

**POLICY:**

Continuing Professional Education Units (CPEU) are provided by the Aramark Dietetic Internship Program for Preceptors as outlined by the Commission on Dietetic Registration (CDR).

**PURPOSE:**

To delineate the process and provide information for obtaining Continuing Professional Education Units for Aramark Dietetic Internship Program Preceptors.

**PROCEDURE:**

There are ways to obtain CPEUs as an Aramark Dietetic Internship Program preceptor:

1. Credit for hours spent as a Preceptor
2. Clinical Rotation Journal Club
3. Nutrition and Dietetic Educators and Preceptors (NDEP) Effective Preceptor Webinar
4. Molly Kellogg Counseling Program
5. Commission on Dietetic Registration Preceptor Training

**1. Credit for Hours Spent as a Preceptor**

As of June 1, 2017, internship preceptors can earn CPEUs. Accreditation Council for Education in Nutrition and Dietetics (ACEND) defines a preceptor as a practitioner who serves as faculty for students/interns during supervised practice by overseeing practical experiences, providing one-on-one training, and modeling professional behaviors and values. Learning acquired while serving as a preceptor for dietetics students in an ACEND accredited dietetics program may be awarded CPEUs.

In order to receive CPEU credit:

- The precepting must have been completed during the current re-certification cycle.
- Preceptors will need to complete the Confirmation & Self-Reflection Form in Survey Monkey using the following link: <https://www.surveymonkey.com/r/BGDZXNH>.
- The Aramark Internship Program Director will review the completed Confirmation and Self-Reflection Form Survey and email the preceptor a CPE certificate for the hours completed. Preceptors must retain the certificate as documentation to be submitted to CDR, if audited.

A maximum of 3 CPEUs per year or a total of 15 CPEUs per 5-year reporting period can be awarded to RDNs or RDs, and NDTRs or DTRs for this activity. Activity Type 190: Professional Leadership and Precepting.

**2. Clinical Rotation Journal Club**

Journal Club is one to three CPEs per year depending on the number of interns who are at your site. Interns are required to host a Journal Club during their clinical rotation under the supervision of a registered dietitian. Journal Clubs are 1 CPEU per hour. NOTE: Preceptors may recommend topics of interest to their intern(s).

**3. NDEP Effective Preceptor Webinar**

The NDEP Effective Preceptor webinar is available within the Aramark Preceptor training in module three. It offers one hour of CPE at no cost. The training contains the following objectives:

- a. Differentiate effective versus ineffective preceptors.
- b. Identify characteristics of effective preceptors.
- c. Demonstrate how to be an effective preceptor and mentor

To access the webinar, click on the following link:

<https://eatright.webex.com/eatright/ldr.php?RCID=00b439e0615cff9ba448a070ee8e73de>

The accompanying handout can be accessed at: <https://drive.google.com/file/d/0B-CtTzsJshC1R1Zsd2owMThGS3c/view>

**4. Molly Kellogg Counseling Program**

The Molly Kellogg Counseling Program was originally designed to complement Dietetic Internship Outpatient Rotations. The focus here is on the basic skills that are the foundation of quality nutrition counseling. Preceptors may complete the 10 module counseling skills program to obtain CPEUs.

Click on the below link to access the Molly Kellogg ‘Step by Step Counseling Program’.

<http://www.mollykellogg.com/programs/dietetic-intern-step-by-step-program/>

NOTE: To access Molly Kellogg’s website, you will need a password. **The current password is Respect.**

After completing the modules, scroll to the bottom of the Molly Kellogg website homepage for further instructions on how to obtain ‘CPE Credits for Preceptors’.

**5. CDR’s Free Preceptor Training Program**

The Commission on Dietetic Registration is offering the Dietetics Preceptor Training Program, free of charge, to help preceptors of dietetics students prepare for and excel in their important role. It includes 7 modules covering:

- a. Preparing for Your Role as Preceptor
- b. Planning for Student Learning
- c. Facilitating Student Learning
- d. Assessing Student Learning
- e. Communicating Effectively
- f. Managing Your Time
- g. Keeping Current

The program can be found on [www.cdrcampus.com](http://www.cdrcampus.com) and will provide 8 CPEUs.

Individuals completing the program will be able to access it at their convenience on CDR’s online campus.