



Board Certification as a Specialist in Oncology Nutrition Eligibility Application Instructions

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Introduction:

The Commission on Dietetic Registration (CDR) invites you to apply for Board Certification as a Specialist in Oncology Nutrition. Board Certified Specialists are Registered Dietitians (RDs) who have met established criteria and have successfully completed a specialty certification examination. As a Board Certified Specialist, you will be recognized for your unique expertise and skills in the specialty practice area by your professional peers, the public, medical and allied health professionals and the media. You may be identified as a role model and mentor to other dietetics professionals. Qualified RDs use the designation Board Certified Specialist in Oncology Nutrition, “RD, CSO”.

Principles of Equal Opportunity:

CDR, the credentialing agency for the Academy of Nutrition and Dietetics is an equal opportunity organization and does not discriminate among candidates on the basis of race, creed, gender, religion, national origin, disability or marital status.

Confidentiality:

Information about candidates for testing and their examination results are considered confidential. Test question drafts and other materials used to create examination questions (except for test content outlines or reference lists) are secure and confidential. All such materials shall be kept in secure, locked storage, accessible only by authorized personnel, and not disclosed to or shared with others. All questions written and materials developed for questions are considered a “work for hire,” and remain the property of CDR. Question writers are not allowed to conduct “review courses” or other programs designed to prepare candidates to take a CDR Specialty examination. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate

Specialty Examination:

The examination for Board Certification as a Specialist in Oncology Nutrition is developed and administered CDR. Subject matter experts (SMEs) contribute to the development and review of each specialty examination prior to its use. This examination is administered on computer at designated testing locations. The examination consists of 150 multiple-choice questions and key feature questions (130 questions scored questions and 20 pretest questions), and is constructed using approximately the number of items indicated in the Content Outline. Pretesting is done to see how well items perform before they are used in the scored portion of the examination. The pretest questions cannot be distinguished from those that will be scored, so it is important that all questions are answered to the best of your ability. A key feature question is a multiple choice question that requires more than one answer (see sample question toward the end of this handbook). The content outline and reference list are available in this application instruction booklet and on CDR’s website (<http://cdrnet.org/certifications/board-certification-as-a-specialist-in-oncology-nutrition>).

Oncology Nutrition Dietitian Definition:

RDs working directly with individuals at risk for, or diagnosed with, any type of malignancy or pre-malignant condition, in a variety of settings (e.g. hospitals, clinics, cancer centers, hospices, public health) OR indirectly through roles in management, education, industry, research practice linked specifically to oncology nutrition.

Eligibility Requirements:

Minimum requirements for specialty certification are established and approved by CDR. In order to be eligible to become a Board Certified Specialist in Oncology Nutrition candidates must meet the following requirements:

- Current Registered Dietitian (RD) status by CDR.
- Maintenance of RD status with CDR, for a minimum of two years from original examination date (by specialty examination date).
- Documentation of 2,000 hours practice experience as an RD in the specialty area within the past five years (by the date the application is due). Related experience can include direct and indirect activities. **Please note:** certain education and professional experiences can be used as substitution for the required 2,000 specialty practice hours up to a maximum of 40% (800 hours).

Recertification:

At the end of the specialist five-year certification period, specialists who wish to recertify must be a current Registered Dietitian with the CDR and:

- Successfully complete an eligibility application – including the required minimum number of specialty practice hours
- Successfully complete a specialty examination
- Submit an application fee

The reasoning for requiring recertification testing is that the Specialty Board Certification is a practice credential, a credential that represents to the public that the certificant possesses the knowledge, skills and experience to function effectively as a specialist in that area. The nature of the knowledge and skills to practice at a specialty level is subject to change due to technological and scientific advances. Recertification testing helps to provide continuing assurance that the certified specialist has indeed maintained their knowledge in the specialty area.

Examination Dates and Locations:

There are two windows of testing a year, in March and September. Each window lasts three weeks. You will be able to schedule your examination Monday through Friday within regular computer center hours. Some Saturday appointments may be available in certain areas. The computerized examinations are administered at approximately 100 test center locations around the country. A general list of anticipated test center locations is included with the application materials and is available on CDR's website (<http://cdrnet.org/certifications/board-certification-as-a-specialist-in-oncology-nutrition>). More specific information regarding test centers and testing times will be mailed with the eligibility letter once your application is processed and approved.

Specialty Application Deadline:

All applications must be mailed postmarked on or before the deadline date for candidates to be considered to take the Specialty examination. Incomplete or improperly submitted applications will be returned to the candidate and may cause the candidate to miss the postmark deadline.

A candidate is may be required to submit a new application for a subsequent examination administration. The application forms/documents must be sent in one packet to:

Attn: Specialty Certification
Commission on Dietetic Registration
Suite 2000
120 South Riverside Plaza
Chicago, IL 60606-6995

Instructions for Completing the Examination Application:

Read and follow carefully all instructions when completing the application forms. All candidate information must be complete. Incomplete applications will not be accepted. The application forms must be mailed together. Please print clearly in blue or black ink.

Part A- Candidate Information:

- Print your registration number. This will be used for identification purposes only.
- Print your last name, first name, address, city, state/province, and zip code. Indicate the country if different from the United States.
- Print your credentials. Divide your credentials with commas.
- Provide a daytime phone number.
- Print your e-mail address so that you can be contacted at if there are questions regarding your application.
- Please check the box indicating your highest academic degree completed.
- Please indicate which examination month/year that you are applying.

Part B- Specialty Examination Fee Payment:

Indicate how you would like to pay the \$350 examination fee. Payment must be included with the application. Checks and money orders should be made payable to Commission on Dietetic Registration. Make sure your registration number is written on the check. If you would like to pay by credit card (Visa, MasterCard, Discover, or American Express), complete the payment information on the application.

Please note there is different examination fees associated with different postmark deadline dates. For examination fee schedule, please visit CDR's website: <http://cdrnet.org/certifications/board-certification-as-a-specialist-in-oncology-nutrition-examination-and-fee-schedule> or e-mail specialists@eatright.org .

	Examination Fee	Examination Fee for Non CDR Canadian RDs	Examination fee for CDR RDs requesting Canada, Puerto Rico, or Other International Test Center Locations
First Application Postmark Deadline	\$350	\$475	\$500
Second Application Postmark Deadline	\$375	\$500	\$525
Third Application Postmark Deadline	\$400	\$525	\$550

Refunds will be provided under the following guidelines:

- If you are ineligible to take the examination.
- A candidate who does not schedule his/her examination appointment during the current test administration window may have their application and examination fee transferred to the next administration free of charge by contacting CDR at 1-800/877-1600 ext. 4705 or 4816 or specialists@eatright.org. Candidate's eligibility and examination fee will only extend one test administration window.
- A candidate who does not schedule his/her examination appointment after confirmation of eligibility, may request a full refund, if he/she does not wish to test during the current or subsequent test administration window. Requests for refunds must be made in writing and mailed, faxed or e-mailed to CDR. If you wish to take the examination again, you will need to resubmit an application and examination fee.
- A candidate who wishes to reschedule their examination, but fails to contact the testing vendor, AMP (Applied Measurement Professionals), at least four business days to the scheduled testing session will be required to pay an \$85 fee to reschedule the examination. This fee applies even if the candidate waits to the next test administration to reschedule their examination appointment. Please note examination eligibility will expire after the next test administration window. We will contact you if your application needs to be updated.
- Other requests for refunds must be made to CDR Specialty Appeals Panel and are considered on a case-by-case basis.

Part C- Documentation of Specialty Hours:

A minimum of 2,000 hours of specialty practice experience, as an RD with CDR is required within the past five years (by the date the application is due), to meet eligibility requirements. Required activities can include direct and indirect activities. You do not need to document more than 2,000 hours. Please note that certain education and professional experiences can be used as substitution for the required 2,000 specialty practice hours up to a maximum of 40% (800 hours).

It is the responsibility of the candidate to obtain the appropriate Part C documentation and submit them to CDR with the completed application packet. CDR will not retain statements received directly from other individuals or employers. Signatures must be original. Statements that are predated or preissued are invalid.

C-1 Verification of Employment:

To document employment hours use form C-1. One C-1 form must be completed for each position, even if the position is within the same facility. You may need to photocopy the form. **Please note that dates of employment must be within the past five years (from the application deadline date).** The dates should reflect the timeframe for the hours that you are documenting (which may not necessarily be your start date of employment). Indicate the specialty hours worked with in the dates/timeframe documented. Indicate if you are currently employed in the position that you are documenting. An authorized individual will sign off on the form to verify the hours that you are documenting (employer, supervisor, human resources, if consultant, the person or MD who refers clients to them. Another option for consultants to document hours would be to include tax/income documentation as well as brochure/information about their business.)

C-2 Verification of Professional Experience:

To document professional experiences, use form C-2. For each professional experience, print the number of specialty hours documented (according to the table below) and enclose the requested information. Professional experience(s) must be related to oncology nutrition. Dates of professional experiences must be within the past five years. Note that substitution of the required 2,000 specialty practice hours cannot exceed 800 hours, even when combined with an education substitution.

Specialty Work Experience	Documentation Required
Primary author of an article in a peer-reviewed scientific publication <i>(20 hours, maximum per article)</i>	■ Copy of the article(s) or letter(s) verifying acceptance for publication in a peer-reviewed journal
Co-author of an article in a peer-reviewed scientific publication <i>(10 hours, maximum per article)</i>	■ Copy of the article(s) or letter(s) verifying acceptance for publication in a peer-reviewed journal
Author of a oncology nutrition textbook/manual <i>(100 hours, maximum per textbook/manual)</i>	■ Copy of the title page, copyright page and introduction for each textbook/manual
Author of chapter in a oncology nutrition textbook/manual <i>(15 hours, maximum per textbook/manual)</i>	■ Copy of the chapter (s), copy of the title page, copyright page and introduction for each textbook/manual
Presenter at a peer-review national, state, and/or regional scientific conference <i>(5 hours, maximum per presentation)</i>	■ Copy of objectives and handouts for presentation, copy of the brochure/program agenda for each presentation documented
Research– sole or principal investigator <i>(20 hours, maximum per research activity)</i>	■ Copy of published research article/final summary technical report for each research activity documented
Research– co-investigator <i>(10 hours, maximum per research activity)</i>	■ Copy of published research article/final summary technical report for each research activity documented

C-3 Substitution of Education for Specialty Practice Hours:

To document substitution of education for specialty practice hours use form C-3. Education from a US-accredited college or university (or foreign equivalent) will be allowed to substitute for some of the required experience according to the following chart (any combination can substitute for up to a maximum). Note that graduate academic coursework and fellowship hours, even if combined with more than one degree of specialty professional experiences hours, cannot substitute for more than the 800 hours (40%) of the required 2,000 hours of specialty practice experience. For each education substitution print the requested college/university, degree and date information on the form. An official transcript is *required* to document education requirements. If you used your masters and/or doctorate degree to substitute for the required specialty practice hours when you initially applied for the

certification, you *cannot* use the same degree again. Only completed degrees can be used for the education substitution, not individual classes or continuing education classes. Degrees do not need to be completed within the past five years.

Part D- Candidate Acknowledgement/Signature:

- Print your first and last name in the space provided
- Read the verification statement carefully
- Sign and date the application

Part E- Final Checklist:

Once you have completed the application, check off the boxes on the final checklist. This will help to ensure that the application is complete.

Appeals Process:

Applicants may appeal a decision regarding certification eligibility or assessments results by following the process below:

1. Appeal of certification eligibility or assessment results
2. Written notification shall be submitted to the Program Manager within fourteen calendar days after receipt of notification of the adverse decision. The written appeal should include:
 - a. The stated appeal
 - b. The reason for the appeal (including relevant supporting materials)
 - c. Appellant's registration identification number, and
 - d. Appellants daytime phone number
 - e. The Program Manager will notify the individual of the decision of the Specialty Certification Panel within fourteen days of the decision. Notification of the decision will be sent by mail.
 - f. Should the Specialty Certification Panel grant an appeal on an issue that impacts the eligibility status or the examination scores of other candidates, a review or regarding will automatically be conducted. The Program Manager will notify the individuals of the review or the final decision within fourteen days of the decision.
3. Further written appeal and the reason for such an appeal of the decision of the Specialty Certification Panel shall be referred to the Commission on Dietetic Registration. For procedures, refer to the brochure *Appeals Procedure for Members of the Academy of Nutrition and Dietetics (formerly the American Dietetic Association), Credentialed Dietetic Practitioners, and Applicants*, Section V, C, The brochure can be obtained by calling CDR at 1-800/877-1600 ext. 5500.

Questions? Please contact CDR by telephone at 1-800/877-1600, ext 4705 or ext 4816 or e-mail at specialists@eatright.org