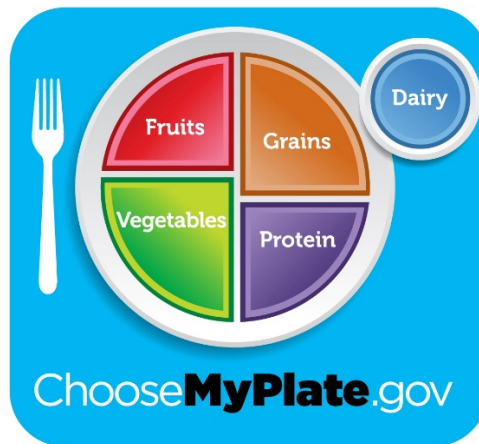




# Dietary Manager & Dietetic Technician Programs



## Association of Nutrition & Foodservice (ANFP)

**Full Approval Status**  
406 Surrey Woods Drive  
St. Charles, IL 60174  
800-323-1908  
[www.ANFPonline.org](http://www.ANFPonline.org)

## Accreditation Council for Education in Nutrition and Dietetics



## Accreditation Council for Education in Nutrition & Dietetics (ACEND)

**Full Accreditation**  
120 South Riverside Plaza  
Suite 2000  
Chicago, IL 60606-6995  
312-899-4898  
[www.eatright.org/ACEND](http://www.eatright.org/ACEND)

## Dietary Managers

### What is a Certified Dietary Manager?

A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) has the education, training, and experience to competently perform the responsibilities of a dietary manager and has proven this by passing a nationally-recognized credentialing exam and fulfilling the requirements needed to maintain certified status. The CDM, CFPP also demonstrates specific competency in the area of food protection and sanitation. In addition to traditional coursework, students can gain valuable experience in the 150 hours of directed practice hours (minimum of 25 hours supervised by a registered dietitian). Students with dietary manager experience may have a portion of these hours waived.

### What are the responsibilities of a Dietary Manager?

A dietary manager is one who is responsible for the management of food service operations. This includes the management of foodservice personnel, the management of food and kitchen materials, the management of the production of the food, as well as the management of the routine nutritional aspect of foodservices.

Dietary managers, under the direction of a dietitian, assist with nutrition therapy, menu planning, budgets, employee management & food safety. Students may earn an associate of science with a concentration in dietary management or a one-year certificate in dietary management.

### What are the duties of a Dietary Manager?

Duties include, but are not limited to:

- Use computer applications
- Answer phone calls and supply information
- Prepare budgets
- Write menus
- Prepare employee schedules and assignments
- Order of food and supplies
- Attend meetings
- Manage a sanitary foodservice environment
- Interview, hire and train new employees
- Manage equipment usage and maintenance
- Implement diet plans and physicians' diet orders using appropriate modifications



### What is the salary for a Dietary Manager?

The average salary for a CDM is \$53,116., with the majority, 97%, having full-time positions. Most participants identified a variety of benefits included in their compensation plans. Medical insurance, paid holidays, pension plan or 401(K) plan, life insurance, and dental insurance were among the top five benefits selected (Association for Food and Nutrition Professionals, 2019).

## **Dietetic Technicians**

### **What is a Dietetic Technician?**

Dietetic technicians, registered (DTRs), are trained in food and nutrition and are an integral part of the health-care and foodservice management teams. DTRs have met the following criteria to earn the DTR credential:

- Completed a dietetic technician program by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, that includes 450 hours of supervised practice experience in various community programs, health-care and foodservice facilities and has completed at least a two year associate's degree at a U.S. regionally accredited college or university. Or, alternatively, has completed coursework in an ACEND-accredited didactic program or coordinated program in dietetics and has completed at least a bachelor's degree at a U.S. regionally accredited college or university.
- After completing the degree and dietetics coursework, passed a national examination administered by the Commission on Dietetic Registration (CDR).
- Completed continuing professional educational requirements to maintain registration.

### **What are the responsibilities of a Dietetic Technician?**

Dietetic technicians are responsible for promoting healthy eating through education and counseling sessions, during which they may instruct patients, clients and their families how to choose and prepare healthy food. Often under the guidance of registered dietitians, technicians can prepare nutritional plans for patients and clients in a variety of settings, including hospitals, nursing homes, and community health agencies or in private practice.

### **What are the duties of a Dietetic Technician?**

Duties include, but are not limited to:

- Plan and prepare patient meals
- Order food and supplies
- Provide direction for nutritional therapy and document patient intake
- Educate healthcare providers, community groups or students about nutrition through programs and training sessions
- Develop, implement or recommend nutrition programs for individuals and groups based on evaluations of dietary needs
- Consult with other healthcare professionals regarding the dietary modifications or restrictions that will best promote patient health and fit in with other treatment methods for conditions, illnesses and diseases

### **What is the salary of a Dietetic Technician?**

The median annual income of all DTRs in the U.S. who have been working in the field for four years or less was \$36,400. As with any profession, salaries vary by region of the country, employment setting, and scope of responsibility and supply of DTRs (Academy of Nutrition and Dietetics Salary Survey, 2014).

# **Stark State College – Dietetic Technician Program**

## **Our Mission**

*Stark State College, through the Dietetic Technician program will provide general and technical didactic coursework and supervised practice experience for students to attain the knowledge, skills, and competencies defined by the Accreditation Council for Education in Nutrition (ACEND) of the Academy of Nutrition and Dietetics (AND). The program is designed to prepare students to successfully address the ever-changing needs of consumers and employers in food service operations and nutrition and dietetics.*

## **Our Goals and Objectives\***

**NEW:**

### **Program Goal 1 and Outcome Measures:**

The Stark State College Dietetic Technician Program (DTP) will prepare the student to practice as an Entry Level Dietetic Technician

- a. Over a five-year period, the pass rate for program graduates taking the registration examination for the first time will be at least 70%
- b. Over a five-year period of time, 70% of the graduates who seek employment will be employed in dietetic-related positions within twelve months of completing the program.
- c. Over a five-year period of time, 70% of students who do not seek full time employment in the dietetics area will apply to a local college to begin a four-degree in Dietetics.
- d. 70% of the students admitted to the program will complete the program within three years of beginning the program. (The student is considered to enter the program in the freshman/first semester. The student is expected to graduate within the planned timeframe of two years or five semesters. If the student needs additional time, 150% of the time would be 8 semesters)
- e. 70% of the graduates with entry level practice skills will be rated by their employer as average or above on an Employer Satisfaction Survey.

**OLD:**

**Goal 1. The Stark State College Dietetic Technician Program (DTP) will prepare the student to practice as an Entry Level Dietetic Technician. (This is a required goal of ACEND)**

- a. Over a five-year period, the pass rate for program graduates taking the registration examination for the first time will be at least 70%.
- b. Over a five-year period of time, 70% of the graduates who seek employment will be employed in dietetics-related positions within twelve months of completing the program, or apply to a local college to begin a B.S. in Dietetics.
- c. 70% of the students admitted to the program will complete the program within 3 years of beginning the program. (The student is considered to enter the program in the freshman/first semester year. The student is expected to graduate within the planned time of 5 semesters or two years. If additional time is required, 150% of the planned time would be 8 semesters).

**Goal 2. Dietary Program staff will prepare interesting and challenging materials for the curriculum that will enhance learning and promote the need for the student to seek advanced education in the area of dietetics.**

- a. At least 90% of the dietary program instructors use a variety of teaching methods to address the curriculum requirements.
- b. At least 90% of the program preceptors will rate the students as “excellent” or “good” in the performance standards on the supervised practice evaluations.

**Goal 3. All competencies and curriculum components are taught successfully and students achieve proficiency in the competencies.**

- a. At least 70% of students will achieve a grade of “C” or better in all dietary coursework.
- b. At least 70% of student will successfully transfer the classroom materials to the competencies performed in the Directed Practice, as indicated by an excellent or satisfactory by their preceptor.

**4. Prepare the student to assume the future role of preceptor and mentor to future students in the area of dietetics, as asked of all dietary professionals.**

- a. Over a five- year period after graduation and successful passing of the examination, 70% of students will participate in community service activities, as indicated on the Alumni Survey.
- b. 70% of the Dietary Program staff will participate in at least one community service activity, each year.

*\* Outcomes data available upon request from the Program Coordinator.*

## **Dietary Program Frequently Asked Questions**

### **How long will it take to get through school and then get certified as a dietary manager or become a registered dietetic technician?**

It will take one year for the one-year certificate in the Dietary Manager Program. It will take 2 years after you meet the requirements and have been accepted into the Dietary Manager Program or the Dietetic Technician Program to graduate if you follow the suggested course sequence to complete the associate degree. You will register to take a credentialing exam after you graduate to get certified as a dietary manager. The Dietary Manager Program is approved through the Association of Nutrition and Foodservice Professionals, [www.ANFPonline.org](http://www.ANFPonline.org), and you are eligible after graduation to sit for the nationally recognized CDM credentialing exam offered through the Certifying Board for Dietary Managers (CBDM). Visit [www.CBDMonline.org](http://www.CBDMonline.org) to learn more information and register for the exam. Contact ANFP at 800-323-1908 with questions. The Commission on Dietetic Registration administers the credentialing exam for the dietetic technician program. This exam may be taken after the student graduates and has successfully completed the required directed practice hours.

### **Can I work while I go to school?**

In today's economic world, the program recognizes the need for the student to maintain employment. Classes are arranged with the best interests of student's schedules. Since many of the students maintain employment, the program will attempt to conduct a variety of online, evening and daytime courses, however not all courses will be offered for both day and evening. Regular student surveys are taken to ensure needs are being met for the majority of students.

Students are advised to take into consideration all of their responsibilities when deciding whether to start a Dietary Program. Almost half of the courses of the certificate program deal with directed practice hours. Directed practice hours occur during the weekdays. The program does not require a full time commitment, but availability is important. The dietetic technician program requires a greater commitment to directed practice hours, and are completed during weekdays. Students must be available two days per week to meet the directed practice requirements for at least 3 semesters.

### **Where can I work after I graduate?**

- Dietary Manager:
  - ✓ Hospitals, nursing homes, retirement centers, assisted living facilities, hospices, correctional facilities, sales representative with food companies, schools and other industrial food production situations
- Dietetic Technician:
  - ✓ Hospitals, clinics, health clubs, community health programs, weight management clinics, nursing homes, retirement centers, assisted living facilities, hospices, home health-care programs, correctional facilities, research facilities, restaurants, Women, Infants, and Children (WIC) programs, schools

**What if I have been out of school for several years or more and am a non-traditional student?**

This should not keep you from being successful in the program. There are several resources available at Stark State that can help you achieve success. The Program or Clinical Coordinators will be able to help you explore these resources.

**Where can I find more information about the dietary programs?**

The college often has Open Houses in the spring and fall. These are excellent opportunities to speak to someone from the program and ask more questions, however you can contact program staff at any time to ask questions. You can also look online at [www.starkstate.edu](http://www.starkstate.edu) and learn more about the dietary programs. Contact information for the Program Coordinator or the Clinical Coordinator is located on the final page of this document.

**Is financial aid available for the program?**

Yes it is. Contact Financial Aid at 330-494-6170 ext. 4301 for any questions and information on filling out the FAFSA form for financial aid. The form may also be filled out online.

**Will I have to travel?**

Yes, there is some traveling involved. You will be required to drive to your directed practice site. The student will discuss this with the Program or Clinical Coordinator.





## How do I apply for the program?

### Step 1

Apply to Stark State College using the online process, have all official transcripts from high school and any colleges you have attended sent to Admissions. Next, call Admissions and arrange to take the Accuplacer entrance tests for your program.

### Step 2

You will receive your eligibility letter from the College. Call the College and make an appointment with Admissions. At this point, ask to be referred to the Dietary Programs Department to be advised by either the Program Coordinator or the Clinical Coordinator so we can set you up with the best pathway of courses to meet your needs.

### Step 3

We will determine your eligibility requirements for the dietary program you are interested in pursuing. (See Eligibility Requirements for Dietary Manager/Dietetic Technician). Meet with the Program Coordinator, Ann Szalay (330-494-6170, ext. 5121) or the Clinical Coordinator, Michelle Igleheart (330-494-6170, ext. 5767). You may choose to speak with either of them earlier to discuss any questions you may have about the program or your progress towards eligibility.

### Step 4

Complete the program checklist application available on the website for dietary manager or dietetic technician programs.

Background checks are required for both programs, but they are no longer required for acceptance. However, the student must have a clear background check to be placed at a site.

\*The background check may be completed after entry to the program, however no student will be placed into a directed practice experience without the successful completion of a clear background check.



## What happens next?

### What happens after my checklist application is accepted and I am admitted?

You will meet with the Program Coordinator or Clinical Coordinator to discuss the dietary program expectation. You may also begin scheduling classes with the advisement of your departmental faculty advisor. Orientation for new dietary students is held each fall before classes begin.

### What if my application is not accepted?

You will receive a letter from Registration indicating the reason why your application was not accepted, and instructed to reapply when those reasons have been corrected. Usually at the time you meet with the Dietary staff, you will know of the reason why you were not accepted.

### What communications should I expect until I start the program?

You can schedule an appointment with the Program Coordinator or Clinical Coordinator to get advice on which classes to take each semester. This is highly advised. Most communication takes place via the student Stark State email account.

### What guidelines do I need to follow to register for the first Dietary class?

Depending on when you are admitted, you will be sent an e-mail asking you to make an appointment with Program Coordinator or Clinical Coordinator. At that time you will be given all of the information about the health physical form and other necessary paper work. If you fail to set up the appointment or enroll in your classes by the given deadline you will lose your place in the upcoming class. **Note: Your deadline for enrolling does not mean you have to pay for your classes at that time.**

### Can I contact the coordinators whenever I have a question?

Yes. The goal of the coordinators is to answer all phone and e-mail messages within a minimum of 2 business days. Please contact Ann Szalay at [aszalay@starkstate.edu](mailto:aszalay@starkstate.edu) or 330-494-6170, ext. 5121 or Michelle Igleheart at [migleheart@starkstate.edu](mailto:migleheart@starkstate.edu) or 330-494-6170, ext. 5767.



## **What are the eligibility requirements to be accepted into a dietary program?**

### **Certificate Program for the Dietary Manager:**

- Meet with the Program Coordinator/Clinical Coordinator to determine suitability for the program, based upon an understanding of the program's requirements, and the work requirements of a CDM.
- Complete the Checklist Application for the Dietary Manager Certificate for the Dietary Manager in the Health and Public Services Division.
- Current status as a student at Stark State College with a student identification number
- Complete the Dietary Manager's Program Student Agreement

**The following requirements must be met before a student may begin any directed practice. ALL students must complete the following items regardless of directed practice location.**

- A Criminal History and Background Check, free of any of the potentially disqualifying offenses, as determined by the Ohio Administrative Code, rule 3701-13-06
- Health Requirements, including completed physical, current immunizations, and a negative two-step TB test.
- Liability Insurance purchased through the College
- Drug testing, only if required by the site

### **Associate of Science for the Dietary Manager:**

- Meet with the Program Coordinator/Clinical Coordinator to determine suitability for the dietary manager program.
- Complete the Checklist Application for the Associate of Science for the Dietary Manager in the Health and Public Services Division.
- Current status as a student at Stark State College, with a student identification number
- Complete Dietary Manager's Program Student Agreement
- Complete Accuplacer tests, College Mathematics (may test out based upon ACCUPLACER score), and College Writing (may test out based upon ACCUPLACER score)

**The following requirements must be met before a student may begin any directed practice:**

- A Criminal History and Background Check, free of any of the potentially disqualifying offenses, as determined by the Ohio Administrative Code, rule 3701-13-06
- Health Requirements, including completed physical, current immunizations, and a negative two-step TB test.
- Liability Insurance purchased through the College
- Drug testing, only if required by the site

### **Associate of Science for the Dietetic Technician:**

- Meet with the Program Coordinator/Clinical Coordinator to determine suitability for the program, based upon an understanding of the program's requirements and the work requirements of a Dietetic Technician
- 2.5 Grade point average
- 50 hours of dietary-related experience or permission
- Complete the Checklist Application for the Dietetic Technician Program in the Health and Public Services Division
- Current status as a student at Stark State College, with a student identification number
- Complete the Dietetic Technician Student Agreement
- Complete the ACCUPLACER test, Intro to A & P (BIO101) or HS biology in past 5 years, and MTH092.

### **The following requirements must be met before a student may begin any directed practice:**

- A Criminal History (FBI) and Background Check, free of any of the potentially disqualifying offenses, as determined by the Ohio Administrative Code, rule 3701-13-06. This must be completed prior to placement in a Directed Practice.
- Health Requirements, including completed physical, current immunizations, and a negative two-step TB test.
- Liability Insurance purchased through the College
- Drug testing, only if required by the site

**NOTE: All programs use Castlebranch, an online documentation manager for verification of directed practice eligibility. All students will be required to purchase an account for \$35 no matter the location of directed practice.**

### **Communication**

*You are responsible for checking your Stark State email on a regular basis. All communications will be sent to that email address. You must also ensure that any changes in name, address, email, or phone number are updated with the Program Coordinator/Clinical Coordinator.*

### **Successful Completion for Graduation**

**What are the requirements for successful completion of classes in the program?**

1. All technical classes in the curriculum must be passed with a C or better.
2. All dietary classes must be completed in the sequence listed for that tract.

3. Attendance is vital to being successful. Repeated absences or tardiness may impact your grade for a class.
4. Completion and submission of the Graduation Application (found online) by the stated deadline on the application form.

**The following will be grounds for dismissal for any/all dietary programs:**

- A grade of “D” or “F” in any repeated required technical course in the Dietary Management Program or Dietetic Technician Program
- A grade of “D” or “F” in any 2 or more technical courses in the Dietary Management Program or Dietetic Technician Program
- Failure to attain a 2.0 cumulative GPA for two consecutive semesters
- Failure to perform at appropriate levels of competency and responsibility
- Violation of the Honest in Learning Policy
- Unprofessional or unethical conduct, as described in the dietary handbooks
- Dismissal from a Directed Practice site due to behavior issues. Documentation will be provided to the student.



## **DIETARY MANAGER ESTIMATED PROGRAM COSTS**

(Subject to change)

	<b>Dietary Manager (Career Certificate)</b>	<b>Dietary Manager (Associate)</b>
<b>Processing Fee</b>	\$95.00	\$95.00
<b>Maintenance/Campus Security Fee</b>	\$35.00 per semester (\$70.00 total)	\$35.00 per semester (\$175.00 total)
<b>Tuition (approx.)</b>	\$2,873.60 (16 hr)	\$11,314.80 (63 hr)
<b>Dietary Textbooks (other course texts vary)</b>	\$748.50* Varies with specific textbook program.	\$748.50* Varies with specific textbook program.
<b>Health Requirements</b>	\$150.00 or more	\$150.00 or more
<b>Medical Insurance (required by some sites)</b>	Varies	Varies
<b>CastleBranch Document Manager</b>	\$35.00	\$35.00
<b>Liability Insurance</b>	\$15.00/year of practice	\$15.00/year of practice
<b>BCI/FBI Background</b>	\$70.00/year or practice	\$70.00/year of practice
<b>ID badge</b>	\$10.00	\$10.00
<b>Drug Testing (only if required by the site)</b>	Varies (\$25-\$100)	Varies (\$25-\$100)
<b>Lab Coat (if doing hospital rotation)</b>	\$40.00	\$40.00
<b>Transportation (car)</b>	Varies	Varies
<b>Professional Association Fees</b>	ANFP - \$64.00	ANFP - \$64.00
<b>Total Estimated Cost</b>	\$4,171.10 +	\$12,802.30 +

\*note: not all expenses may apply to all students depending on credit given for prior experience and directed practice site requirements.

## **DIETETIC TECHNICIAN ESTIMATED PROGRAM COSTS**

(Subject to change)

	<b>Dietetic Technician (Associate)</b>
<b>Processing Fee</b>	\$95.00/yr
<b>Maintenance Fee</b>	\$35.00/sem.
<b>Tuition (approx.)</b>	\$12,751.60 (71 hr)
<b>Dietary Textbooks/Class Resources (other courses vary)</b>	\$2576.00
<b>Health Requirements</b>	\$150.00 or more
<b>Medical Insurance (required by some sites)</b>	Varies
<b>CastleBranch Document Manager</b>	\$35.00
<b>Liability Insurance</b>	\$15.00/year of practice
<b>BCI/FBI Background</b>	\$70.00/year of practice
<b>ID badge</b>	\$10.00
<b>Drug Testing (only if required by the site)</b>	Varies (\$25-\$100)
<b>Lab Coat (if doing hospital rotation)</b>	\$40.00
<b>Transportation (car)</b>	Varies
<b>Professional Association Fees</b>	AND-\$58.00/yr
<b>Total Estimated Cost</b>	\$14,567.00 +

Following graduation students need to apply and take the certification examinations for the respective programs. There are fees associated with each exam. Students may inquire regarding scholarships that may be available from each credentialing agency.

### **Exam fees:**

CBDM (processed by ANFP)/CDM: \$399.00

CDR/DTR: \$180.00

**\*Scholarships are available and can be found on the Financial Aid section of the College website at [www.starkstate.edu](http://www.starkstate.edu). Students may also check with the Program Coordinator or contact Financial Aid.**

## Still Have Questions?

Stark State has a *Student Handbook* that can answer any of your questions, such as:

- Withdrawal,
- Student support services,
- Academic calendar

You can pick up a copy in the Stark State Bookstore, free of charge. Many of these questions can also be answered by viewing the information on the College website at [www.starkstate.edu](http://www.starkstate.edu).

## Dietary Programs Faculty

### Program Coordinator

Ann Carpenter-Szalay, MS, RD, LD [aszalay@starkstate.edu](mailto:aszalay@starkstate.edu) or 330-494-6170, ext. 5121

### Clinical Coordinator

Michelle Igleheart, MS, RD, LD [migleheart@starkstate.edu](mailto:migleheart@starkstate.edu) or 330-494-6170, ext.5767

### Adjunct Instructors:

Erika Smith, RD, LD

Lindsay Jivan, MS, RD, LD

Jeanette Menapace, MS, RD, LD

### Reference materials available at:

Stark State College website (Dietary) at [www.starkstate.edu](http://www.starkstate.edu)

Academy of Nutrition and Dietetics at [www.eatright.org](http://www.eatright.org)

Association of Nutrition and Foodservice Professionals at [www.anfponline.org](http://www.anfponline.org)

Certifying Board for Dietary Managers at [www.CBDMonline.org](http://www.CBDMonline.org)