



Pennsylvania Department of Health WIC Dietetic Internship

2025-2026 Admission 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 may utilize DICAS to fill vacant positions. Vacant open positions will be posted on PA WIC Dietetic Internship website.**
- A completed graduate degree from an accredited University (USDE) which includes a master's degree, practice doctorate, doctoral degree (e.g., Ph.D., Ed.D., D.Sc.) in addition to completion of the Accreditation Council of Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD). Graduate degree can be in any major or field of study.

Note: Individuals are encouraged to review the Frequently Asked Questions (FAQs) produced by the Commission on Dietetic Registration (CDR) here: Graduate Degree Registration Eligibility Requirement FAQ October 2022.pdf ([Commission on Dietetic Registration \(cdrnet.org\)](https://www.cdrnet.org)).

- An original Verification Statement
- A minimum of 2.6 overall GPA or higher.
- An official college transcript(s) (to include degree date (xx/xx/xxxx), photocopies are not acceptable). If an original transcript cannot be emailed directly from the college to the PA DOH WIC Dietetics Internship Program Director, the transcript must be mailed and postmarked by April 1, 2024. Include confirmation of both bachelor's and graduate degree as well as dates in which they were obtained.
- For a foreign degree, validation that is equivalent to a 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>

- A letter of recommendation from each of the following:

- 1 from college/university professors/instructor or additional “acceptable” work reference (Preferably supervisor).
- 1 from the Nutrition Education/Outreach/Breastfeeding Coordinator/Manager in the agency in which the applicant is employed.
- 1 from your Director in the WIC local 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 no more than 1,000 words, typed in Times New Roman (12 font) and double spaced. In your personal statement address the following items:
 - Why do you want to enter the dietetics profession?
 - The applicant’s experiences that have helped them prepare for their career in Community Nutrition/Public Health field.
 - The applicant’s short term and long-term professional goals for participating in the PA WIC Dietetic Internship.
 - The applicant’s strengths and weaknesses as well as areas needing improvement.
 - 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.

NOTE: Make sure your name appears in the upper right corner of the page header.

- 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 **January 17, 2025**. 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 & Human Services Building
Harrisburg, PA 17120-0701**

Non-Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, religious creed, sex (including gender identity and sexual orientation), political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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
(866) 632-9992;

or

2. **fax:**

(833) 256-1665 or (202) 690-7442

or

3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.