**Assessment of Prior Learning Application Competency Checklist**

Applicant name:

Email:

Phone number:

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Instructions

* Include this checklist as the first page of your application.
* Choose the competencies met in your position.
* To meet a competency, you must submit requested supporting documents.
* Supporting documents should be < 500 words.
* Only submit supporting documents from one position.

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| **√ Complete** | **Competency** | **Supporting Documents** |
|  | Select indicators of program quality and/or customer service and measure achievement of objectives. (1.1) | Quality management outcome project |
|  | Justify programs, products, services, and care using appropriate evidence or data. (1.3) | Cost benefit analysis |
|  | Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies. (1.4) | Needs assessment |
|  | Incorporate critical-thinking skills in overall practice. (1.5) | Write a summary on a time you identified a problem and how you formulated a solution. |
|  | Demonstrate professional writing skills in preparing professional communications. (2.2) | Scientific abstract (no more than 250 words). |
|  | Actively contribute to nutrition and dietetics professional and community organizations.(2.9) | Write a reflection on how you contributed to the community organization. |
|  | Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. (2.13) | Write a summary of your experience advocating for information in this competency. Include any supplemental documents.  OR  Submit a letter you wrote to congress advocating for a change for your organization. |
|  | Design, implement and evaluate presentations to a target audience. (3.8) | Submit a copy of a presentation given to colleagues or patients/clients/customers. |
|  | Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. (3.9) | Submit a copy of an educational handout you created on a nutrition related topic. |
|  | Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. (3.13) | Write a summary of an event you planned that encompasses the CRDN components. Include anything supplemental such as pictures, menus, etc. |
|  | Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals. (3.14) | Submit a recipe you created or modified to meet specific cultural or health needs. If you modified a recipe, submit the original recipe and your modifications as well as a brief explanation of why you made those changes. |
|  | Participate in management functions of human resources (such as hiring, training and scheduling). (4.1) | Submit a staff schedule that you created with employee names removed (use initials). |
|  | Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects). (4.3) | Submit a copy of an acceptance survey you created to evaluate the needs of a target market. Be sure to include the quality management tool you used. |
|  | Analyze quality, financial and productivity data for use in planning. (4.5) | This CRDN can be met if you selected a piece of kitchen equipment to replace. Include information about how you researched new equipment, compared costs etc. and submit a summary of what you chose and why. If applicable, attach supplemental documents such as a photo of the new equipment. |
|  | Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. (4.6) | To fulfill this CRDN you must have completed a plate waste study. Write a summary of your study. |
|  | Promote team involvement and recognize the skills of each member. (5.6) | Write a summary on how you promoted team involvement such as through an employee engagement project. |