**Central Valley WIC Dietetic Internship**

**Prior Assessed Learning (PAL) Portfolio**

**Instructions for Applicants**

**Policy**

* The Central Valley WIC Dietetic Internship (CVWDI) participates in the Prior Assessed Learning (PAL) program recognized by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

**Purpose**

* The PAL will allow applicants with WIC work experience to receive credit for supervised practice hours, for work completed while employed by a California WIC Program. Applicants must have had at least six months of paid work experience at WIC to qualify for PAL hours.
* Previous dietetic related work experience in WIC can be applied to be counted towards the 1000 total supervised practice hours required by the CVWDI curriculum.
* Credit for a maximum of 72 hours of the applicant’s prior learning experiences may be given.

**Policy Standards**

* Interns accepted by the CVWDI, who are seeking credit for supervised practice hours, must complete the PAL Portfolio at least six months prior to the start of their supervised practice rotations.
* Credit may be granted after the Internship Coordinator and Internship Director review and approve the submitted PAL Portfolio.
* Submission of a request for PAL credit does not guarantee that this credit will be awarded.
* An intern must demonstrate achievement of all competencies related to a specific rotation to receive PAL credit for the full rotation. No partial credit will be given. An intern will be exempt from an entire rotation, or an intern must complete an entire rotation.

**Procedures**

* Documents must be submitted on a flash drive.
* Please mail the flash drive to Central Valley WIC Dietetic Internship, Attn: Internship Coordinator, 52 East Herndon Avenue, Fresno, CA 93720.
* Feel free to contact the DI Coordinator with questions, concerns or to verify receipt of PAL portfolio.
* Applicants must organize their PAL Portfolio using the template provided named “PAL Portfolio Template”

The submitted documents must include the following files:

* **PAL Portfolio** (use the PAL Portfolio Template), which must include:
	+ Introductory Letter
		- Must contain applicant’s name, address, phone number(s), email address and a description of how prior WIC work experiences have provided knowledge and skills required for a dietetic professional in community nutrition.
	+ References
		- All previous work experiences must include a reference person to be contacted for verification.
	+ ACEND Learning Objectives & Competencies Table
		- This table lists objectives that will be completed by all interns as part of WIC rotations during the dietetic internship. Previous dietetic work experience may have already provided applicants with knowledge and skills related to specific Learning Objectives & Competencies, which can be credited up to 72 hours.
		- The table will help applicants organize previous WIC work experiences into applicable Learning Objectives & Competencies.
* **Resume**
	+ This will be used by the Internship Coordinator and Internship Director as a reference when assessing previous dietetic work experience.
* **Supporting Documents**
	+ Supporting documents may include:
		- samples of projects, reports, presentations and professional practice completed by the intern
		- an evaluation from a supervisor
		- a signed statement or letter from a supervisor describing the applicant’s activities
	+ Please do not submit job descriptions.

**Appeals**

* If an applicant is not satisfied with the results of their PAL application, they can submit an appeal. The applicant must submit the appeal within fourteen calendar days after receiving notification of the results.

**Important Reminders**

* Not every experience may be awarded credit. For example, credit cannot be awarded for trainings attended or volunteer work.
* All materials must be typed and presented using the template provided.