

RENEWAL APPLICATION FOR DIETITIAN LICENSURE

Your Dietitian license will expire February 28

Name _____
Address _____
City, State, Zip _____

License#: _____
Renewal Fee: \$135
CE Hrs Due: 15

NOTE: ONLY use this application form if NOT using the online renewal process.

Disciplinary/Conviction History

To renew your license the following question must be answered:

During this licensure period, has your license, certification, or registration issued by Kansas or another state or entity been denied, refused for renewal, suspended, revoked or subjected to any disciplinary action, or have you been convicted of a crime by any state or federal court in the United States?

() No () Yes If yes, attach explanation.

Continuing Education Attestation

The following attestation statement regarding continuing education must be signed to renew your license:

By signing this application, I affirm that I have completed the continuing education required by regulation (KAR 28-59-5). I understand that an audit will be conducted of a percentage of all applications, and should my application be subject to audit, I will provide all documentation as requested. I understand that my license will not be renewed until all required documentation is reviewed and approved. I also know that falsifying any of this documentation may result in disciplinary action against my license.

Signature _____ Date _____

If NOT renewing please indicate below:

I do not intend to renew my Kansas Dietitian license at this time because:

(Please return this application to the address below so we can update your records)

Before mailing your renewal application please assure that you have:

- **Enclosed** a nonrefundable fee of \$135.00 made payable to the Kansas Dept for Aging and Disability Services (KDADS). Or completed and enclosed the authorization form to charge fees to your Visa or MasterCard.
- **Answered** the disciplinary question.
- **Signed** the continuing education attestation.

NOTE: As mentioned above, applications postmarked after 02/28 and before 04/01 can still be processed for renewal if the required CE was obtained by 02/28/2022 but a \$50 late fee must be paid in addition to the \$135 renewal fee. After 04/01, licenses are considered lapsed and would have to be reinstated. The fee for reinstatement is \$235.

Please submit application materials to:

KDADS.Licensure@ks.gov

or mail to:

Health Occupations Credentialing

503 S Kansas Ave, Suite 300 C

Topeka, KS 66603-3404

KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES
 SURVEY, CERTIFICATION AND CREDENTIALING COMMISSION
 HEALTH OCCUPATIONS CREDENTIALING
 CREDIT CARD AUTHORIZATION FOR VISA OR MASTERCARD

NAME OF INDIVIDUAL: _____

Please Print

As payment of fees for:

Certification CNA/CMA/HHA ONLY
Course # _____
_____ Certified Nurse Aide
_____ Interstate
_____ Certified Home Health Aide
_____ Certified Medication Aide
_____ CMA Renewal
_____ Reschedule State Test
_____ Allied
Fee amount paid _____

Licensing - SLP, Audiology, Diet, Admin, Operator	
Circle Type to Select	enter credential number if known or X if new
Temporary	
Initial/Full	_____ Speech Language Pathologist
Reciprocal	_____ Audiologist
Renewal	_____ Dietitian
Reinstatement	_____ Adult Care Home Administrator
	_____ Operator Registration
\$	Fee amount paid _____

FACILITY USE ONLY

FACILITY NAME AND ID FOR CRC: _____

Criminal Record Check Facility Use Only
Number of names checked: _____
\$10.00 per name _____
Total Paid \$ _____

VISA OR MASTERCARD NUMBER: _____ EXPIRATION ____/____

PRINTED NAME OF CARD HOLDER (REQUIRED) _____

AUTHORIZED SIGNATURE (REQUIRED) _____

Credit Card company service fee of 3.04% will be added to the total

FOR OFFICE USE ONLY:		
AMOUNT: _____	SERVICE FEE: _____	TOTAL CHARGED _____

Kansas Dietitian License Renewal Instructions

Enclosed is your Kansas Dietitian Licensure card which verifies your Kansas Dietitian license until expiration. A full license, initial and reciprocity, will expire the last day of February of the year that is less than two years from issuance. Thereafter, the license will expire biennially. Acquisition of 15 clock hours of continuing education will be required to renew.

NOTE: Each licensee whose initial licensure period is less than 24 months shall be required to obtain not less than one-half hour of continuing education for each month in the initial licensure period.

Month in which license was issued	Total CE hours required for renewal
Mar (expires 2/28 2 yrs later- 24 mo license)	15 hours
Apr (23 month license)	11.5 hours
May (22 month license)	11 hours
Jun (21 month license)	10.5 hours
Jul (20 month license)	10 hours
Aug (19 month license)	9.5 hours
Sep (18 month license)	9 hours
Oct (17 month license)	8.5 hours
Nov (16 month license)	8 hours
Dec (15 month license)	7.5 hours
Jan (14 month license)	7 hours
Feb (13 month license)	6.5 hours

Please refer to the enclosed "Methods for Earning Continuing Education" sheet for information about obtaining continuing education. There is a listing of the acceptable topics of education on the reverse side of the Methods sheet. For a listing of approved continuing education programs and approved continuing education sponsorships visit our website at www.kdads@ks.gov/hoc

Licensees must keep all CE documents (certificates, course content, objective, time-frame agenda) in the event your renewal is randomly audited, but only then must you submit the information. CE content must meet regulation standards. A copy of the regulations which outline allowable topics of education is enclosed. A continuing education transcript form is enclosed as a tool for use in tracking continuing education. However, at the time of renewal licensees will be asked only for an attestation statement rather than requiring a completed transcript form.

At least thirty days prior to expiration of license, the department will mail a renewal notice. Failure to receive the notice does not alleviate the dietitian from the responsibility for renewal application. K.A.R. 28-59-8 requires each licensee notify the department of any changes in name or mailing address within 15 days of such changes.

Should you have any questions concerning licensure renewal, please contact Karen Torbert at KDADS.Licensure@ks.gov.

KANSAS DEPARTMENT FOR AGING & DISABILITY SERVICES
Continuing Education Transcript
Kansas Dietitian License

This transcript form is a tool you may utilize to track your continuing education hours. A Kansas Dietitian license may be renewed upon meeting requirements of KSA 65-5909 and KAR 28-59-5. For a full two year license you will be required to obtain at least 15 hours of continuing education. The continuing education must be obtained between the effective and expiration dates of the license. Note: Each licensee whose initial licensure period is less than 24 months shall be required to obtain not less than one-half hour of continuing education for each month in the initial licensure period.

Licensure # _____

Name _____

other last name used

Licensure Period from _____ to _____

KDADS Approval Number ONLY required if program was pre-approved. If not, leave this column blank.	Program Title	Sponsor	Date	Clock Hrs
Total				

**** REMINDER: A licensed professional must keep all CE documents** (certificates, course content, objectives, time-frame agenda) in the event the licensee's renewal application is randomly audited. If the renewal application is audited, the licensee must then submit the CE documents named above. CE content must meet regulatory standards. A Methods for Earning Continuing Education table with a list of allowable topics is sent to the licensee with each license issued and with each renewal notice. Licensees may seek prior approval of a CE offering.

METHODS FOR EARNING CONTINUING EDUCATION DIETITIANS

Type of Educational Activity	Procedure/Definition
PRIOR APPROVED PROGRAMS	SPONSOR OR LICENSEE SUBMITS APPLICATION FOR PRIOR APPROVAL AT LEAST 3 WEEKS PRIOR TO THE PROGRAM.
Workshops, meetings, seminars, conferences, journal club meetings, etc.	The department reviews educational activities for content, objectives and clock hours. Sponsor gives licensee verification of attendance, program approval number and hours attended.
LONG TERM CE SPONSORSHIPS	
www.kdads.ks.gov/hoc	Check this site for lists of KDADS approved sponsorships and prior approved CE programs.
OTHER PROGRAMS	
National Meetings	CE credit for individual program sessions if verified by sponsor, OR five hours CE credit for national conferences if verified by sponsor but without breakdown of sessions.
Conferences, seminars, workshops, journal club meetings not prior approved.	Multi-session or concurrent sessions must be individually verified by the sponsor attesting to the maximum hours attended. Licensees must maintain proof of attendance, course content, objectives and agendas.
Preparation and presentation of a new seminar, lecture or workshop.	Two (2) clock hours of continuing education may be awarded for each hour of contact between presenter and audience. Clock hours are prorated if presentation has more than one instructor. Hours may be awarded for same presentation one time only.
College courses from an accredited college or university	For Credit: 1 semester credit hour = 15 clock hours 1 trimester credit hour = 14 clock hours 1 quarter credit hour = 10 clock hours For Audit: = 8 clock hours = 7 clock hours = 5 clock hours
AADE/ANCC or ASPEN certified nutrition support dietitian (CNSD); CDR board certified specialist in pediatric nutrition or renal nutrition; AADE or NCBDE certified diabetes education, IBLCE certified lactation consultant	Fifteen (15) continuing education clock hours may be awarded for initial certification in these programs. Certification date must be within the licensure period for which credit is claimed.
Publication of a journal article or book	Five (5) clock hours may be awarded for the first-time publication of an article in a peer reviewed journal or a chapter of a book. Documentation would include a copy of the publication. Ten (10) clock hours may be awarded for the first time publication of a book. Documentation would include a copy of the title page, copyright page and table of contents. Can not be part of the licensee=s job duties.
Journal articles	Journal of the ADA, a dietetic practice group journal or Today=s Dietitian: credit given if documentation currently required is provided. Maximum of seven (7) articles per licensure period.
Self-study: audio tape, video tapes, study kits, journal articles, web-based	Clock hours are determined by sponsor. Licensees must maintain course content, objectives and proof of completion. Maximum of ten (10) clock hours, including journal articles, per renewal period.
Poster sessions and food exhibitions	One clock hour of continuing education may be awarded for verification of six poster sessions or six food exhibits. Maximum of two (2) clock hours per renewal period.

Educational activity must be related to practice of dietetics as defined by KSA 65-5902(d). CDR record or registration receipt is not acceptable as verification of attendance at a continuing education activity. Educational activity shall be in the practice of dietetics to update knowledge, techniques and shall NOT be a part of the dietitian's job responsibilities. Clock hours shall not carry over to following renewal periods. Clock hours are awarded in full hour or half hour sessions only. "Meeting" means conference, convention, workshop, seminar, etc., but excludes such activities as business, committee, or work related meetings, etc.

Dietitian Topics of Education

I. - Nutrition Services

Topic A - Individuals: Screening, Assessment and Monitoring

1. Identify and select indicators/data sources to determine health needs and nutrition status.
2. Obtain health and nutrition related data (e.g., physical, anthropometric, biochemical and behavioral).
3. Analyze and interpret data to identify health and nutrition related problems.
4. Monitor health status and nutrition related behaviors and patterns.
5. Document client care.

Topic B - Groups: Screening, Assessment, and Monitoring

1. Identify and select indicators/data sources to determine health and nutrition status.
2. Obtain health and nutrition related data (e.g., demographic, environmental and nutrition surveillance survey data).
3. Analyze and interpret data to identify health and nutrition related problems.
4. Monitor health status and nutrition related behaviors and patterns.
5. Document program services.

Topic C - Normal Nutrition/Health Promotion: Planning and Intervention.

1. Use screening and assessment data to develop and direct nutrition care plan.
2. Recommend and adapt oral diets to meet individual/group needs.
3. Implement nutrition plan/program to include referral to additional resources, providers and programs.
4. Monitor and evaluate nutrition plan/program.
5. Plan and/or assist community organizations with nutrition programs (e.g., health promotion/risk reduction programs).

Topic D - Clinical Nutrition: Planning Intervention

1. Use screening data to develop and direct nutrition care plan.
2. Recommend and adapt diets to meet individual/group needs (e.g., oral, enteral and parenteral).
3. Implement nutrition care plan for specific clinical problems.
4. Monitor and evaluate nutrition care plan.
5. Refer clients to other resources.

II. - Foodservice Systems

Topic A - Food Planning and Production

1. Forecast demand for products and services (e.g., market trends, client preferences and operational demand).
2. Plan menu to meet client and facility needs (e.g., client need/satisfaction; human, material, physical resources, procurement, production and service systems).
3. Manage the procurement and receipt, storage and distribution of food and supplies (e.g., to include specifications, vendor selection, contracts and inventory control).
4. Manage food production systems (e.g., standards, procedures, schedules and preparation).

Topic B - Service Distribution

1. Manage the assembly, distribution and service of food (e.g., establish standards and procedures, develop schedules, monitor compliance, assess quality and client satisfaction).

Topic C - Sanitation and Safety

1. Manage safety and sanitation of food.
2. Manage sanitation and safety of facilities, equipment and supplies.

Topic D - Facility Management

1. Access /design/maintain facilities and equipment (e.g., records, maintenance /replacement and equipment purchase).

III. - Management

Topic A - Human Resources: Personal Management

1. Manage the staff selection process (e.g., job description, recruitment, labor legislation and orientation).
2. Supervise and develop staff (e.g., direct, monitor, counsel and evaluate).

3. Design and maintain effective human resource utilization (e.g., productivity studies, cost containment, inter and intra organizational relationships).

Topic B - Finance and Materials: Resource Procurement, Financial Management

1. Manage financial resources (e.g., salary decisions, budget planning, allocation, control analysis and efficiency studies).
2. Manage material resources (e.g., develop purchasing policies, negotiate and authorize purchase contracts and implement risk management program).

Topic C - Products and Services: Marketing

1. Market products and services (e.g., design, conduct analyze, test, price and promote).

Topic D - Functions: Management Responsibilities

1. Establish long range and strategic plan.
2. Organize, coordinate, monitor and evaluate operation (e.g., establish policies and procedures, comply with regulations).

IV. - Education and Communication

Topic A - Assessment and Learner Evaluation

1. Assess learning needs of clients/students (e.g., current knowledge, needs assessment and learning theory).
2. Evaluate educational outcomes.

Topic B - Planning: Program Development

1. Develop goals and objectives (e.g., client/class/program).
2. Develop instructional plan and determine evaluation criteria.

Topic C - Implementation

1. Provide education/counseling program to clients and specific population groups (e.g., instructional strategies and counseling).
2. Communicate with clients/audiences (e.g., various modes, techniques and channels).

V. -Evaluation

Topic A - Research

1. Review and evaluate research and other relevant information.
2. Propose/design and/or assist in applied research (e.g., develop hypotheses, collect data analyze and interpret data including statistics).

Topic B - Program/Services Evaluation

1. Develop standards for quality for food and nutrition services.
2. Monitor quality and evaluate effectiveness of programs and services.
3. Develop and implement quality assurance program.
4. Conduct evaluation studies (e.g., productivity, cost benefit).

Topic C - Professional Standards

1. Comply with professional code of ethics.
2. Comply with established standards for professional performance.
3. Engage in the political/legislative process.

Other Topics

1. Environment
2. Computer user
3. Stress management
4. Nutritional methods -self/others