



District of Columbia WIC Employee Participation  
in the Virginia Department of Health / Maryland WIC / DC WIC Dietetic Internship

This agreement serves to outline the minimum terms and conditions required of the intern, the Local Agency Director, and Program Administrators as it relates to supporting an employee in the VA/MD/DC WIC Dietetic Internship (“Program”). A completed agreement is a required component in the application packet. All parties involved should seek guidance on any item they find unclear or unsuitable before signing.

I, \_\_\_\_\_ (“applicant”), am applying to participate in the Virginia/Maryland/DC WIC Dietetic Internship (“Program”). By initialing next to each item, I am acknowledging my understanding of the terms of participation and commitments upon completion.

I, \_\_\_\_\_ (“Local Agency Director”), am aware of the intern’s application to the Program and by initialing next to each item I am acknowledging and will adhere to the various commitments required by the Program if the intern is accepted.

The applicant currently holds the position of \_\_\_\_\_ at the \_\_\_\_\_ Local Agency.

Date: \_\_\_\_\_

Applicant’s work email: \_\_\_\_\_

Applicant’s personal email: \_\_\_\_\_

Applicant’s personal phone number: \_ \_\_\_\_\_

Applicant’s home address: \_\_\_\_\_



## Terms of Participation

### **TERMS / DEFINITIONS:**

- **Intern** – the selected candidate from the DC WIC program chosen to participate in the VA/MD/DC dietetic internship. The intern must meet all eligibility requirements and adhere to the terms of participation below.
- **State Agency** – DC Health’s Nutrition and Physical Fitness Bureau (NPF) administrative team of the DC WIC program. This agency provides administrative support and program guidance to all grantees (i.e. Local Agencies) of the DC WIC program.
- **Local Agency** – a public or private, nonprofit health or human service agency which provides health services and a current grantee of the DC Health’s DC WIC program.

### Employment Requirement

- a. By date of application, the Local Agency will have employed the intern for a minimum of one year (52 weeks).
- b. The intern will maintain employment with the Local Agency while enrolled in the dietetic internship program.
- c. The intern will continue to work for the Local Agency for two years (104 weeks) full time after obtaining the Registered Dietitian (RD or RDN) credential.

### Program Start and End Dates

- a. The program begins on the first day of orientation; orientation is held in October and attendance to all five days is mandatory. Orientation dates are posted at least three months before the application deadline.
- b. Per the Program website, the orientation dates for the class the intern is applying to are:  

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- c. The last day of the program occurs in the first two weeks of August, 42 calendar weeks after the first day of the Program.

### Scope of Program Administration in Relation to the Local Agency

Program administrators hold no bearing on the continued employment or scope of responsibilities awarded to interns before, during, or after enrollment in the Program.

Program administrators will:

- a. Advise the intern on professional development.
- b. Inform, on request, the Local Agency Director of an intern’s progress limited to the minimum information needed (i.e. good standing, terminated, extension granted).
- c. Provide guidance, as requested, to the Local Agency Director on how to support an intern.
- d. Seek feedback from interns and Local Agency staff as to the internship experience, both during and after program enrollment.

Program administrators will not:

- a. Mediate disputes of use of accrued paid leave and educational leave.
- b. Hear complaints related to specific performance of duties of employment.
- c. Hear complaints of personnel or managerial issues within the Local Agency.
- d. Act as a reference or provide written reference or recommendation if the intern is seeking a promotion or position change within the DC WIC program.

It is the Program's belief that the program curriculum prepares the intern to be capable of leadership roles within the public health sector. The Program routinely encourages the intern to seek greater responsibilities and opportunities for professional development both during and after enrollment in the Program. The Local Agency Director is encouraged to award additional responsibilities to a successful intern based on new or advanced skills gained or developed during enrollment in the Program and to seek guidance from program administrators for engaging the intern post-credentialing in leadership and professional development opportunities.

Please note that successful completion of the Program and credentialing as a Registered Dietitian (RD) does not guarantee a position promotion within the Local Agency. Position promotions are based on the Local Agency's funding and position availability.

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### **Program Activities, Supervised Practice, Classes, Webinars, Meetings, and Homework**

The Program has organized associated learning activities (assignments, projects, classes, and webinars) and supervised practice experiences for interns to be able to obtain the breadth and depth of knowledge required for an entry-level dietitian as outlined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). These supervised practice experiences, didactic hours, and associated learning activities are broken into following, totaling 1000 hours.

- **440 hours in Public Health**
- **200 hours in Foodservice Systems Management**
- **360 hours in Clinical Nutrition**

The Program makes every effort to schedule group classes and meeting within normal business hours however, as is consistent with the academic nature of the program, the intern will encounter preparation and follow up work that requires time and attention outside of normal business hours.

The intern agrees to attend all required class days, which will include but is not limited to:

- Full day virtual and/or in-person meetings every other month with the location rotating between Virginia and Maryland, when possible.
- Virtual meeting and classes (webinars and "Lunch and Learns"), duration varies, twice monthly.
- When possible, attend joint program classes, dates to be determined during the program.

Samples of rotation curriculums and program schedules are available prior to application on written request to a program administrator.

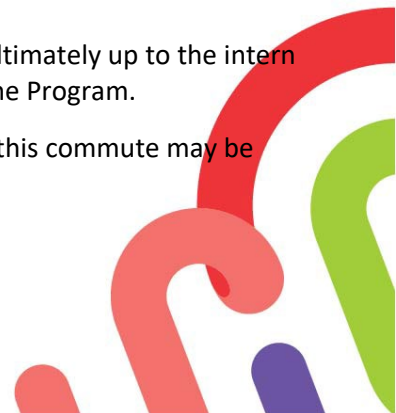
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### **Preceptors**

The intern could have multiple preceptors during the Public Health, Foodservice, and Clinical supervised practice rotations; each will be responsible for hours, assignments, and evaluations during their respective rotations. The intern's Local Agency Director will assist in appointing a WIC rotation preceptor for high-risk counseling and medical prescription form approvals. If the Local Agency Director is unable to appoint an appropriate preceptor, the State Agency will appoint a preceptor for the intern's WIC rotation.

The intern will receive support from the Program in acquiring rotations, however, it is ultimately up to the intern to secure finalized rotation schedules and complete all rotations in order to complete the Program.

The intern acknowledges and agrees to a possible commute to and from rotation sites; this commute may be longer than their normal commute to/from their WIC clinic.



The intern's Local Agency Director will identify an appropriate individual to act as the WIC preceptor to the intern during the Public Health Rotation,

### Progress Evaluations

The intern will be updated regularly on their progress towards demonstrating entry-level practice standards. This is to include but is not limited to written and oral progress reports, evaluations, and performance reviews. These reviews and reports will remain within the Program and will not be part of the intern's personnel file within the Local Agency. The Public Health, Foodservice, and Clinical preceptors will also evaluate the intern's performance and progress. These evaluations will only be shared with the Local Agency on a need-to-know basis.

### Credentialing Deadlines

- a. The intern will make the first attempt of dietetics registration exam within 6 months of obtaining a verification statement.
- b. The intern will obtain credentialing as a Registered Dietitian within one year (52 weeks) of obtaining a verification statement.

### Estimated Financial Obligation

To complete the Program, the intern may elect to use relative educational leave as established by the Local Agency. The use of educational leave and the subsequent acceptance of unearned income render the intern obligated to the Local Agency. The extent of financial obligation is not to exceed the sum of unearned income accepted during enrollment in the Program.

The financial obligation will be released when the intern obtains the Registered Dietitian credential and subsequently works for the Local Agency for two years (104 weeks) full time.

The Program will make every effort but cannot guarantee that an intern will complete the program according to the prescribed schedule. Additional unearned income could be accrued if an intern requires a program extension.

The intern and the Local Agency Director should estimate the amount of unearned income the intern plans to accept during enrollment in the Program. The Program recommends calculating this amount based on three primary rotations as outlined below and based on the anticipated salary rate of the intern at the time of orientation to the Program:

**Total sum of estimated unearned income: \$ \_\_\_\_\_**

### Public Health Rotation (440 hours)

The intern will accept part-time educational leave for a period of 22 weeks, which may not be contiguous, during which time the intern will devote 20 business hours per week to the WIC clinic and a minimum of 20 business hours to the Program. This time includes the didactic coursework hours dedicated to the Capstone / Research project.

The time spent in the clinic and with the Program will be arranged with preceptors, a clinic supervisor, and program administrators to suit the clinic, the intern's, and the Program's needs.

The intern will receive full salary and benefits during this time, half of the salary payment will be considered unearned income.

The estimated amount of unearned income during this period is \$\_\_\_\_\_.

#### **Foodservice Systems Management Rotation (200 hours)**

The intern will accept full-time educational leave for a period of five weeks which should be contiguous, in order to complete the Food Service rotation as outlined by the Program.

The dates of this period of absence from the WIC clinic will be arranged by the intern with the clinic administrator with enough notice as to not negatively affect WIC clinic operations.

The intern will receive full salary and benefits during this time; all of the salary payment will be considered unearned income.

The estimated amount of unearned income during this period is \$\_\_\_\_\_.

#### **Clinical Nutrition Rotation (360 hours)**

The intern will accept full-time educational leave for a period of nine weeks, which should be contiguous, in order to complete the Clinical Rotation as outlined by the Program.

The dates of this period of absence from the WIC clinic will be arranged by the intern with the clinic administrator with enough notice as to not negatively affect WIC clinic operations.

The intern will receive full salary and benefits during this time; all of the salary payment will be considered unearned income.

The estimated amount of unearned income during this period is \$\_\_\_\_\_.

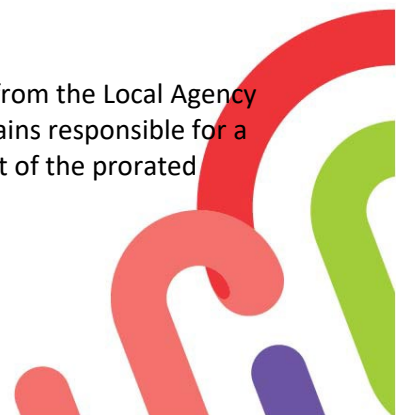
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#### **Release from Financial Obligation**

The intern is considered released of their financial obligation to the Local Agency after two years (104 weeks) of full-time employment as a credentialed provider (i.e. Registered Dietitian, Registered Dietitian Nutritionist).

In the event an intern has obtained a verification statement but fails to obtain credentials within one year (52 weeks) of verification, the Local Agency may require repayment of unearned income at a reasonable rate under the condition of continued employment. If the intern does successfully credential, the repayment plan will stop and the prorated two-year (104 week) required work period shall begin.

In the event the intern meets the credentialing deadline but resigns from employment from the Local Agency before completing two years of employment as a credentialed provider, the intern remains responsible for a prorated portion of the financial obligation. The Local Agency should request repayment of the prorated unearned income before the final workday.





**Intern Termination**

The Program makes every effort to ensure the success of each intern. In the event an intern is terminated from the Program, the intern must communicate this change to their Local Agency Director within 5 business days of initial notice.

The Local Agency will be responsible for determining a repayment plan. The Program will not mediate or act on collecting funds directly from the intern on behalf of the Local Agency, however the Program supports the following repayment options in such an event:

- a. In the event the intern remains employed by the Local Agency after termination from the Program the Local Agency Director should determine a reasonable rate at which the employee may repay the Local Agency for the accepted unearned income.
- b. In the event employment is terminated or the intern resigns from employment, the Local Agency Director should require prorated payment of unearned income accepted by the employee in full at the time of resignation or termination.

**Voluntary Intern Withdrawal**

Voluntary withdrawal from the dietetic internship program is handled on an individual basis and may require a joint meeting between the intern, the Program, and the Local Agency Director in order to determine the appropriate procedure going forward.

**By signing below, you acknowledge your understanding of the terms of participation in the VA/MD/DC Dietetic Internship Program.**

**Applicant**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Local Agency**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**State Agency**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

