

Memorandum of Understanding  
for  
Maryland WIC Employee Participation in the  
Virginia/Maryland/Washington DC WIC Dietetic Internship

This agreement serves to outline the minimum terms and conditions required of the intern, the WIC Local Agency, and Program Administrators as it relates to supporting an employee in the Virginia/Maryland/Washington DC WIC Dietetic Internship (Program). A fully executed 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/Washington DC WIC Dietetic Internship (Program). By initialing next to each item, I acknowledge my understanding of the terms of participation and commitments upon completion.

I, \_\_\_\_\_ (Local Agency Coordinator), am aware of the employee's application to the Program and by initialing next to each item I acknowledge and shall adhere to the various commitments required by the Program if the employee is accepted. I, \_\_\_\_\_ (Local Agency Coordinator), am authorized to sign and enter into this agreement on behalf of the \_\_\_\_\_ (WIC Local Agency).

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

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

Applicant's work email: \_\_\_\_\_

Applicant's personal email: \_\_\_\_\_

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

Applicant's home address: \_\_\_\_\_  
\_\_\_\_\_

## Terms of Participation

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### **Employment Requirement**

- a. By the application date, the WIC Local Agency shall have employed the intern for a minimum of one year (52 weeks).
- b. The intern shall maintain employment with the WIC Local Agency while enrolled in the Program.
- c. The intern shall continue to work for the WIC Local Agency identified in this agreement for two consecutive years (104 weeks) full time after obtaining the Registered Dietitian credential.
- d. If the intern ends employment with the WIC Local Agency before completion of the two year agreement, the intern shall be responsible for paying the remaining balance based on a proration of time served.

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### **Program Start and End Dates**

The program begins on the first day of orientation which is held in October. Attendance for all five days of orientation is mandatory. Orientation is a combination of in person and virtual. In person orientation is held in Richmond, VA for part of the week. Orientation dates are provided at least 3 months before the application deadline. Per the Program website, the orientation dates for the class the intern is applying to are: **October 19-23, 2026**. The last day of the program occurs in the first two weeks of August, 43 calendar weeks after the first day of the program.

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### **Scope of Program Administrators**

The Program Administrators (Dietetic Internship Director and Dietetic Internship Coordinators) hold no bearing on the continued employment or scope of responsibilities assigned to interns before, during, or after enrollment in the Program.

Program Administrators shall:

- a. Provide advice to the intern on professional development.
- b. Provide, upon request, the Local Agency Coordinators with an intern's progress limited to minimum information needed (good standing, terminated, extension granted).
- c. Provide guidance, as requested, to Local Agency Coordinators on how to support an intern.
- d. Seek feedback from the interns and Local Agency Coordinators as to the internship experience, both during and after Program enrollment.

Program Administrators shall not:

- a. Mediate disputes pertaining to accrued paid leave nor educational leave.
- b. Receive or address complaints related to specific performance of duties of employment.
- c. Receive or address complaints about personnel or managerial issues within the Local Agency.
- d. Provide a written or verbal reference or recommendation if the intern is seeking a promotion or position change within the Maryland WIC Program.

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

The Program has organized associated learning activities, didactic coursework, and supervised practice experiences for interns to be able to obtain the breadth and depth of knowledge required for an entry-level Registered 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 the following, totaling 1000 hours.

- Public Health (Community) Rotation: 440 Supervised Practice Hours; 40 Hours Didactic Coursework
- Capstone/Research Project: 80 Hours Didactic Coursework
- Foodservice Rotation: 200 Supervised Practice Hours; 40 Hours Didactic Coursework
- Clinical Rotation: 360 Supervised Practice Hours; 40 Hours Didactic Coursework

The Program makes every effort to schedule group classes and meetings 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 includes but is not limited to:

- Full day virtual and/or in-person meetings every other month; in-person locations rotating between Virginia, Maryland, and Washington DC, when possible
- Virtual meetings and classes (“Webinars” and “Lunch and Learns”), duration varies, twice monthly
- When not in conflict with other Program rotations, attend joint program classes, dates to be determined during the program

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### **Local Agency Responsibilities**

If the Public Health rotation is conducted at the WIC Local Agency, the intern’s Local Agency Coordinator shall identify a qualified individual to perform as the Preceptor as defined by ACEND. The WIC Local Agency shall only be allowed as a rotation when the intern is completing or learning more advanced tasks than their current duties at the WIC Local Agency. The assigned Preceptor must meet Program requirements and should expect to be in regular contact with Program Administrators. If the Local Agency Coordinator or Supervisor is unwilling or unable to appoint a primary preceptor to the intern, then a State Nutritionist shall act as the intern’s preceptor.

The intern shall have additional preceptors during the Clinical, Foodservice, and Public Health supervised practice rotations; each intern shall be responsible for hours, assignments, and preceptor completed evaluations during their respective rotations.

It is the Program’s belief that the program curriculum prepares interns to be capable of leadership roles within the public health sector. The Program routinely encourages interns to seek greater responsibility and opportunities for professional development both during and after enrollment in the Program. Local Agency Coordinators are encouraged to award additional responsibilities to successful interns based on new or advanced skills gained or developed during

enrollment in the Program and to seek guidance from Program Administrators for engaging interns post-credentialing in leadership and professional development opportunities.

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**Progress Evaluations**

The intern shall be updated after each rotation 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 shall remain within the Program and shall not be part of the intern’s personnel file within the WIC Local Agency.

The Clinical, Foodservice, and Public Health preceptors shall evaluate the intern’s performance and progress. These evaluations shall only be shared with the WIC Local Agency on a need-to-know basis.

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**Credentialing Deadlines**

- a. Intern shall make a first attempt to take the Dietetics Registration Exam within 6 months after obtaining a verification statement.
- b. Intern shall obtain credentialing as a Registered Dietitian within one year (52 weeks) after obtaining a verification statement.

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**Estimated Financial Obligation**

In order to complete the Program, the intern may request to use educational leave through their Human Resources as applicable. The use of educational leave and the subsequent acceptance of unearned income render the intern financially obligated to the WIC Local Agency and Maryland WIC Program. The extent of financial obligation is not to exceed the sum of unearned income accepted during enrollment in the Program.

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

The Program shall make every effort but cannot guarantee that an intern shall complete the program within the required schedule. Additional unearned income could be accrued in the event that an intern requires a program extension, and will be accounted for if an extension is needed. If an extension is required, an amendment to this contract shall be made which shall include a recalculation of the financial obligation.

Interns and Local Agency Coordinators shall be aware of the estimated amount of unearned income the intern plans to accept during enrollment in the Program. The Program shall calculate the financial obligation based on the three primary rotations as outlined below.

The sum of the estimated unearned income is \$ \_\_\_\_\_  
(to be calculated after completing the following 3 subsections)

**Public Health Rotation**

The intern shall accept part-time leave for a period of 22 weeks, which may be non-consecutive, during which time the intern shall 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 WIC clinic and with the Program shall be prearranged with preceptors, a clinic supervisor, and Program Administrators to suit the WIC clinic, the intern, and the Program needs.

If the intern receives full salary and benefits during this time; half of the salary payment shall be considered unearned income.

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

**Foodservice Rotation**

The intern shall accept full-time leave for a period of 5 weeks, which should be consecutive, in order to complete the Foodservice Rotation as outlined by the Program.

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

If the intern receives full salary and benefits during this time; full salary payment shall be considered unearned income.

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

**Clinical Rotation**

The intern shall accept full-time leave for a period of 9 weeks, which should be consecutive, to complete the Clinical Rotation as outlined by the Program.

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

If the intern receives full salary and benefits during this time; full salary payment shall 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 released from their financial obligation to the WIC Local Agency after two consecutive years (104 weeks) of full-time employment as a credentialed provider.

In the event an intern has obtained a verification statement but fails to obtain credentials within one year (52 weeks) of verification, the WIC Local Agency shall require repayment of unearned income at a reasonable rate under the condition of continued employment. In the event the intern does successfully credential after repayment has begun, the monetary repayment plan should stop and the prorated two-year (104 week) required work period shall begin. The intern shall not receive a refund for the repayment made to the WIC Local Agency, even if the credential is achieved after the required deadline. The WIC Local Agency's receipt of repayment is final.

In the event the intern meets the credential deadline but resigns from employment before completing 2 years of employment as a credentialed provider, the intern remains responsible for the financial obligation at a prorated amount. The WIC Local Agency shall request repayment of the prorated unearned income prior to the final workday. The WIC Local Agency shall ensure repayment from the intern.

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### **Intern/Employee Termination**

The Program makes every effort to ensure the success of each intern. In the event an intern is terminated from the Program, a written notice will be sent to the intern and the Local Agency Coordinator.

The Local Agency Coordinator shall 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 WIC Local Agency, however the Program supports the following repayment options in such an event:

- a. In the event the intern remains employed by the WIC Local Agency after termination from the Program the Local Agency Coordinator shall determine a reasonable rate at which the employee may repay the WIC Local Agency for the accepted unearned income.
- b. In the event employment is terminated or the intern resigns from employment, the WIC Local Agency shall follow the requirements under the *Release from Financial Obligation* section of this agreement.

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### **Voluntary Intern Withdrawal**

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

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**Expiration of Agreement**

This agreement concludes when all obligations are fulfilled. Fulfillment is achieved by one of the following:

- a. The intern successfully completed all obligations and duties under this agreement. The intern maintained two consecutive years (104 weeks) of full-time employment as a credentialed provider.
- b. The intern did not successfully complete all obligations and duties under this agreement. Full repayment of unearned income has been received by the WIC Local Agency.
- c. The intern successfully completed the Program and obtained credentials but employment was terminated prior to fulfilling the two consecutive years (104 weeks) of full-time employment. The intern has provided full repayment or partial repayment of the financial obligation.

**By signing below, you acknowledge your awareness and understanding of the terms of participation in the Virginia/Maryland/Washington DC WIC Dietetic Internship Program.**

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Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Local Agency Coordinator \_\_\_\_\_ Date \_\_\_\_\_

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Maryland WIC Director \_\_\_\_\_ Date \_\_\_\_\_