



## 2026-2027 Admission Requirements

### REQUIREMENTS

- ☐ Current full-time status as an employee in the PA WIC Program with at least one full-time equivalent year of working experience by the Internship starting date.

**NOTE:** If insufficient PA WIC applicants, PA WIC may utilize DICAS to fill vacant positions. Vacant open positions will be posted on PA WIC Dietetic Internship website.

- ☐ A completed graduate degree from an accredited University (USDE) which includes a master's degree, practice doctorate, doctoral degree (e.g., Ph.D., Ed.D., D.Sc.) in addition to completion of the Accreditation Council of Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD). Graduate degree can be in any major or field of study.

**Note:** Individuals are encouraged to review the Frequently Asked Questions (FAQs) produced by the Commission on Dietetic Registration (CDR) here: Graduate Degree Registration Eligibility Requirement FAQ October 2022.pdf ([Commission on Dietetic Registration \(cdrnet.org\)](https://www.cdrnet.org/)).

- ☐ An original Verification Statement
- ☐ A minimum of 2.6 overall GPA or higher.
- ☐ An official college transcript(s) (to include degree date (xx/xx/xxxx), (photocopies are not acceptable). If an original transcript cannot be emailed directly from the college to the PA DOH WIC Dietetics Internship Program Director, the transcript must be mailed and postmarked by **January 17, 2025**. Include confirmation of both bachelor's and graduate degree as well as dates in which they were obtained.
- ☐ For a foreign degree, validation that is equivalent to a graduate degree must be included. Validation of a foreign degree does not eliminate the need for a Verification Statement (VS) of completion of a Didactic Program in Dietetics (DPD). After you have the official document, Credential Evaluation Report, you can request a verification review by a DPD Program Director in the United States. Contact AND/ACEND for information on credentialing requirements for international students.

### FOR MORE INFORMATION

Commission on Dietetic Registration  
ACEND: <https://www.eatrightpro.org/acend>

- ☐ A completed PA WIC DI Waiver/Letter of Recommendation from each of the following:
  - 1 from college/university professors/instructor or additional "acceptable" work reference (Preferably supervisor).
  - 1 from the Nutrition Education/Outreach/Breastfeeding Coordinator/Manager in the agency in which the applicant is employed.
  - 1 from your Director in the WIC local agency in which the applicant is employed.

- ☐ Signed Affiliation Agreement for Community Rotation Site
- ☐ Signed/Completed Community Preceptor Application.

**Note:** Please review minimum criteria for rotation site preceptors in the PA WIC Dietetic Internship Handbook or on website.

- ☐ Verification of applicant's job performance as satisfactory or better. Submit a copy of the most recent Employment Performance Review. Applicant is free of any discipline within the past 12 months up until application deadline date.
- ☐ Completed PA DOH WIC Dietetic Internship Application.
- ☐ Completed ACEND DI Application Checklist.
- ☐ A reliable laptop computer, email address and Internet service.
- ☐ Personal Statement Guidelines consist of no more than 1,000 words, typed in Times New Roman (12 font) and single spaced. In your personal statement address the following items:
  - Why do you want to enter the dietetics profession?
  - The applicant's experiences that have helped them prepare for their career in Community Nutrition/Public Health field.
  - The applicant's short term and long-term professional goals for participating in the PA WIC Dietetic Internship.
  - The applicant's strengths and weaknesses as well as areas needing improvement.
  - Description of any detailed examples of accomplishments in the academic and work field as well as in community group, and organizational activities.
  - Other information that you feel is important to the selection process.

**NOTE:** Make sure your name appears in the upper right corner of the page header.

A selection committee evaluates internship applications on a competitive basis and determines applicants to be interviewed.

**NOTE:** It is each Intern's responsibility; to assure they have transportation to travel to all required rotation/preceptor sites consistent with work schedule hours, throughout the internship program. Failure to do so may result in dismissal from the program.

## APPLICATION PACKETS

All completed application packets are to be mailed via **CERTIFIED MAIL** to the following address and postmarked **by January 23, 2026**. Incomplete application packets will not be considered. All submitted information will not be returned and becomes property of PA Department of Health WIC Program.

**PA Bureau of WIC Dietetic Internship Program  
Department of Health  
625 Forster Street  
7<sup>th</sup> Floor West/ Health & Human Services Building  
Harrisburg, PA 17120-0701**

## **NON-DISCRIMINATION STATEMENT:**

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410

OR

(2) fax: (202) 690-7442

OR

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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