



DIETITIANS AFFILIATED CREDENTIALING BOARD
Room 121B, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
November 13, 2014

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Welcome New Board Members
- B) Recognition of Board Members
- C) **Adoption of Agenda (1-3)**
- D) **Approval of Minutes of October 18, 2013 (4)**
- E) **Administrative Updates**
 - 1) Staff Updates
 - 2) Board Meeting Scheduling
 - 3) Appointments/Reappointments/Confirmations
 - a) Tara LaRowe – Appointment **(5)**
 - 4) Wis. Stat. s 15.085 (3)(b) – Biannual Meeting with the Medical Examining Board **(6)**
 - 5) Election of Officers **(7-8)**
 - a) Chair
 - b) Vice Chair
 - c) Secretary
 - 6) Appointment of Liaisons and Alternates
 - a) Credentialing Liaison
 - b) Monitoring Liaison
 - c) Education Liaison
 - d) Legislative Liaison
 - e) Travel Liaison
 - f) Website Liaison
 - g) Rules Liaison
 - h) Professional Assistance Procedure (PAP) Liaison
 - i) Screening Panel
 - j) Other Liaison(s)
 - 7) Delegated Authority Motions

F) Commission on Dietetic Registration – Credentialing Update (9-12)

G) Legislative/Administrative Rule Matters

H) Education and Examination Matters

I) Speaking Engagement(s), Travel, or Public Relation Request(s)

J) Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Administrative Updates
- 3) Education and Examination Matters
- 4) Credentialing Matters
- 5) Practice Matters
- 6) Legislation/Administrative Rule Matters
- 7) Liaison Report(s)
- 8) Informational Item(s)
- 9) Disciplinary Matters
- 10) Presentations of Petition(s) for Summary Suspension
- 11) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 12) Presentation of Proposed Decisions
- 13) Presentation of Interim Order(s)
- 14) Petitions for Re-Hearing
- 15) Petitions for Assessments
- 16) Petitions to Vacate Order(s)
- 17) Petitions for Designation of Hearing Examiner
- 18) Requests for Disciplinary Proceeding Presentations
- 19) Motions
- 20) Petitions
- 21) Appearances from Requests Received or Renewed
- 22) Speaking Engagement(s), Travel, or Public Relation Request(s)

K) Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (Wis. Stat. § 19.85 (1) (a)); consider closing disciplinary investigation(s) with administrative warning(s) (Wis. Stat. § 19.85 (1) (b), and Wis. Stat. § 440.205); consider individual histories or disciplinary data (Wis. Stat. § 19.85 (1) (f)); and to confer with legal counsel (Wis. Stat. § 19.85 (1) (g)).

L) Case Status Report (13)

M) Case Closing(s)

- 1) 13 DAB 002 (M.S.P.) **(14-16)**

N) Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petition(s) for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Administrative Warnings
- 9) Proposed Decisions

- 10) Matters Relating to Costs
- 11) Case Closings
- 12) Case Status Report
- 13) Petition(s) for Extension of Time
- 14) Proposed Interim Orders
- 15) Petitions for Assessments and Evaluations
- 16) Petitions to Vacate Orders
- 17) Remedial Education Cases
- 18) Motions
- 19) Petitions for Re-Hearing
- 20) Appearances from Requests Received or Renewed

O) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

P) Open Session Items Noticed Above not Completed in the Initial Open Session

Q) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

R) Ratification of Licenses and Certificates

ADJOURNMENT

**DIETITIANS AFFILIATED CREDENTIALING BOARD
OCTOBER 18, 2013
MEETING MINUTES**

PRESENT: Scott Krueger, Donna Loveland, and Gail Underbakke

STAFF: Thomas Ryan, Executive Director; Karen Rude-Evans, Bureau Assistant

CALL TO ORDER

Gail Underbakke, Chair, called the meeting to order at 9:02 a.m. A quorum of three (3) Board members was confirmed.

ADOPTION OF AGENDA

MOTION: Donna Loveland moved, seconded by Scott Krueger, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF MARCH 25, 2013

MOTION: Scott Krueger moved, seconded by Donna Loveland, to approve the minutes of March 25, 2013 as written. Motion carried unanimously.

LEGISLATIVE MATTERS

Executive Order 50 – Review of Position Statements

MOTION: Donna Loveland moved, seconded by Scott Krueger, to remove all the Dietitian position statements from the DSPS website. Motion carried unanimously.

ADJOURNMENT

MOTION: Donna Loveland moved, seconded by Scott Krueger, to adjourn the meeting at 10:57 a.m. Motion carried unanimously.



SCOTT WALKER
OFFICE OF THE GOVERNOR
STATE OF WISCONSIN

P.O. Box 7863
MADISON, WI 53707

GOVERNOR'S APPOINTMENT

NAME: Dr. Tara LaRowe

MAILING ADDRESS: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

RESIDES IN: [REDACTED]

TELEPHONE: [REDACTED]

OCCUPATION: [REDACTED]

APPOINTED TO: Dietitians Affiliated Credentialing Board
Dietitian 2

TERM: A term to expire July 1, 2018

SUCCEEDS: Ms. Donna Loveland

SENATE CONFIRMATION: Required

DATE OF APPOINTMENT: July 1, 2014

DATE OF NOMINATION: April 22, 2014

**State of Wisconsin
Department of Safety and Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Taylor Thompson, Bureau Assistant, On behalf of Thomas Ryan, Executive Director		2) Date When Request Submitted: 09/16/14	
		Items will be considered late if submitted after 5 p.m. and less than: <ul style="list-style-type: none"> ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before meeting for all others 	
3) Name of Board, Committee, Council, Section: Dietitians Affiliated Credentialing Board			
4) Meeting Date: 9/23/2014	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Wis. Stat. s 15.085 (3)(b) – Biannual Meeting with the Medical Examining Board	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: <div style="background-color: yellow; padding: 5px;"> 15.085 Affiliated credentialing boards. </div> <p style="margin-left: 20px;">15.085(3) (3) FREQUENCY OF MEETINGS. 15.085(3)(b) (b) The chairperson of an affiliated credentialing board shall meet at least once every 6 months with the examining board to which the affiliated credentialing board is attached to consider all matters of joint interest.</p>			
11) Authorization			
Taylor Thompson		9/16/2014	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Revised 8/13

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Daniel Agne, Bureau Assistant On behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 6/24/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards	
3) Name of Board, Committee, Council, Sections: Dietitians Affiliated Credentialing Board			
4) Meeting Date: 9/23/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Election of Officers & Appointment of Liaisons/Alternates/Delegates	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: The Board will elect officers and approve the Chair's appointments of Liaisons, Alternates, and Delegates See list of current Officer and Liaison Assignments on the next page.			
11) Authorization			
Daniel Agne			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

State of Wisconsin
Department of Safety & Professional Services Current
Dietitians Affiliated Credentialing Board Officers:

MARCH 25, 2013 ELECTION RESULTS	
Board Chair	Gail Underbakke
Vice Chair	Scott Krueger
Secretary	<i>Donna Loveland</i>

Current Dietitians Liaison Assignments:

- a) **Credentialing Liaison:** **Gail Underbakke;**
(**Scott Krueger** as the Alternate)
- b) **Monitoring Liaison:** ***Donna Loveland;***
(**Gail Underbakke** as the Alternate)
- c) **Education Liaison:** **Gail Underbakke;**
- d) **Legislative Liaison:** **Gail Underbakke;**
(**Scott Krueger** as the Alternate)
- e) **Travel Liaison:** (none)
- f) **Website Liaison:** (none)
- g) **Rules Liaison:** (none)
- h) **Professional Assistance Procedure (PAP)Liaison:** ***Donna Loveland;***
(**Gail Underbakke** as the Alternate)
- i) ~~**[Other] Liaison(s):** _____;~~
(~~_____ as the Alternate)~~
- j) **Screening Panel:** **Scott Krueger**

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Taylor Thompson, Bureau Assistant on behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 10/2/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Dietitians Affiliated Credentialing Board			
4) Meeting Date: 11/13/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Credentialing Update from the Commission on Dietetic Registration	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: The Board will discuss the credentialing update from the Commission on Dietetic Registration.			
11) Authorization			
Taylor Thompson		10/02/14	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

DATE: September 22, 2014
TO: State Licensure Boards
FROM: Commission on Dietetic Registration
SUBJECT: **CREDENTIALING UPDATE**

Entry-Level Registration Eligibility Requirements Update

This update is to provide you with information on recent CDR action to change the degree requirement for dietitian eligibility from a baccalaureate degree to a minimum of a graduate degree effective January 1, 2024. A FAQ on the graduate degree requirement is available on CDR's website at the following link:

<http://www.cdrnet.org/vault/2459/web/files/Graduate%20Degree%20FAQ.pdf>.

Registered Dietitian Nutritionist (RDN)

Effective March 13, 2013, the Academy of Nutrition and Dietetics' Board of Directors and the Commission on Dietetic Registration have approved the optional use of the credential "registered dietitian nutritionist" (RDN) by registered dietitians (RD). The RDN credential is offered as an option to RDs who want to emphasize the nutrition aspect of their credential to the public and to other health practitioners. The credentials should be written as follows: "Jane Doe, RDN" or "Jane Doe, RD." The RD and RDN credential have identical meanings and legal trademark definitions. An RDN FAQ is available at the following link <http://www.cdrnet.org/quick-links/guidelines-for-credential-placement>.

Nutrition and Dietetics Technician, Registered (NDTR)

Effective July 31, 2014, the Academy of Nutrition and Dietetics' Board of Directors and the Commission on Dietetic Registration have approved the optional use of the credential "Nutrition and Dietetics Technician, registered" (NDTR) by dietetic technicians, registered (DTRs). The NDTR credential is offered as an option to DTRs who want to emphasize the nutrition aspect of their credential to the public and to other health practitioners. The credentials should be written as follows: "Jane Doe, NDTR" or "Jane Doe, DTR." The DTR and NDTR credential have identical meanings and legal trademark definitions. An NDTR FAQ is available at the following links:

NDTR Credential: Frequently Asked Questions – for DTRs

<https://www.cdrnet.org/vault/2459/web/files/FAQNDTRCredential.pdf>

NDTR Credential: Frequently Asked Questions -- DPD Program Graduates
<https://www.cdrnet.org/vault/2459/web/files/NDTR%20DPD%20Credential.pdf>

Guidelines for Credential Placement for Nutrition and Dietetics Technician, Registered
<https://www.cdrnet.org/vault/2459/web/files/CredentialPlacementGuidelines.pdf>

If you have questions or concerns regarding this new credential option, please contact Christine Reidy at 1-800-877-1600, ext. 4857.

Transition to Practice Competencies

Competencies define the essential knowledge, skill, judgment and attitude requirements across practice and/or within focus areas that are required to provide competent, ethical and safe practice. Competencies provide a structured guide enabling the identification and development of the behaviors in an individual required for competent professional practice.

Historically, like most allied health credentialing organizations, the current Commission on Dietetic Registration's (CDR) recertification system was developed as a knowledge-based program, given the challenges inherent in measuring practitioners' skills and attitudes. However, employers and other organizations have increasingly recognized that successful job performance requires much more than knowledge alone. Recently, some credentialing groups have begun to include competencies as part of their system for renewal or recertification. Competencies provide a more realistic or more complete inventory of knowledge, skills and attitudes that are required for professional practice, and are increasingly used by employers as well as accrediting agencies such as the Joint Commission.

The CDR's Competency Assurance Panel in collaboration with the Academy's Quality Management committee has initiated the transition from the current Professional Development Portfolio (PDP) Learning Need Codes to practice competencies. This new system will benefit RDs, RDNs, NDTRs and DTRs, as well as other stakeholders that are interested in a recertification platform to support the documentation of practice competencies that are more job and profession-related. Practitioners can apply the competencies to support job up-skilling, for changing practice focus areas, or for re-entering practice after an absence.

CDR anticipates that competencies will be integrated into the PDP process for credentialed practitioners whose recertification cycles begin June 2nd, 2015 and after.

The following webinar links are provided should you wish to learn more about this practice competencies initiative:

Practice Competencies National Validation Study
<http://www.cdrnet.org/practice-competencies-national-validation-study>

Introducing Practice Competencies
<http://www.cdrnet.org/cdr-competencies-presentation>

Entry-Level Dietetics Practice Audit

CDR has a commitment to conduct an audit every five years to validate dietetics practice roles and performance competencies needed for entry-level practice and to identify new and emerging roles. The results of the empirical study are used to update test specifications (content outline) for entry-level registration examinations.

CDR has appointed the 2015 Dietetics Practice Audit Committee, to begin planning for the 2015 audit. The Task Force includes representation of dietetics practitioners representing diverse practice perspectives, geographic locations and underrepresented groups. The task force is scheduled to meet in January to update the survey instrument and sampling plans. New test specifications based on the results of the Practice Audit will be implemented January 1, 2017. The updated test specifications content outline will be shared with state licensure boards in 2016.