



Category F – Information on Requirements

The requirements for licensure are found in N.C. Gen. Stat. § 90-357.5(c) and 21 NCAC 17. 0104. In regards to the supervised practice experience, N.C. Gen. Stat. § 90-357.5(c)(2) requires the applicant to have completed a Board-approved internship or a documented, supervised practice experience in nutrition services of not less than 1000 hours involving at least 200 hours of nutrition assessment, 200 hours of nutrition intervention, education, counseling, or management, and 200 hours of nutrition monitoring or evaluation. Per 21 NCAC 17. 0104(l):

Applicants providing evidence of completing a Board-approved internship or documented, supervised practice experience in G.S. 90-357.5(c)(2) must submit documentation demonstrating at least 1000 hours of documented, supervised practice experience, meeting the requirements as stated in G.S. 90-357.5(c)(2). The scope of activities may include alternate supervised experiential learning such as simulation, case studies, and role playing, but must also include at least 750 hours of direct supervised experiential learning. The 1000 hours must be concurrent with or following completion of the academic requirements for licensure and need not be a paid experience. Learning experiences must prepare students to provide nutrition care services for various populations of diverse cultures, genders, and across the life cycle, which may include infants, children, adolescents, adults, pregnant/lactating females, and older adults and to be able to competently formulate actionable medical nutrition therapies and interventions, education, counseling, and ongoing care for the prevention, modulation, and management of a range of acute and chronic medical conditions, including:

- (1) underweight, overweight, malnutrition, and obesity;
- (2) cardiometabolic;
- (3) endocrine;
- (4) immune and autoimmune; and
- (5) gastrointestinal disorders.

Per 21 NCAC 17 .0104(m) the following shall be necessary for proof of completion of a Board-approved internship or a documented, supervised practice experience in nutrition services under Paragraph (l) of this Rule:

- (1) If there shall be more than one supervisor or facility for different parts of the supervised practice experience, information and verification of each part, as provided in Subparagraphs (2) and (3) of this Paragraph, is required.
- (2) The applicant shall provide to the Board for each supervisor/facility:
 - (A) the name and address of the facility providing the supervised practice experience;
 - (B) the name, address, phone, and title of the supervisor who supervised the supervised practice experience;
 - (C) a summary of nutrition services performed, along with dates, and hours spent performing them;
 - (D) evidence that the supervisor met the requirements as stated in G.S. 90-357.5(c)(2) at the time of supervision; and
 - (E) an attestation that the supervisor is not related to, married to, or domestic partners with the supervisee.
- (3) Each supervisor shall:

- (A) regularly, commensurate with the care provided, observe the provision of nutrition care services by the student or trainee supervised, and evaluate, authorize, and approve all nutrition care services of the student or trainee supervised;
- (B) maintain primary responsibility for and control over all nutrition care services performed by the student or trainee, including clinical record keeping;
- (C) ensure the student or trainee is designated throughout the supervised practice experience by a title that indicates the individual's status as a student or trainee;
- (D) verify that the applicant participated in nutrition services under his or her supervision, stating the total number of hours;
- (E) provide a summary of the nutrition services completed under his or her supervision; and
- (F) provide an evaluation of the applicant for the Board to be able to assess the applicant's performance in the provision of nutrition services, as defined in 21 NCAC 17 .0101(12), to address, at a minimum, the acute and chronic medical conditions listed in Paragraph (l) of this Rule.

Supervisor Credentials

Per N.C. Gen. Stat. § 90-357.5(c)(2), each supervisor must have at least one of the following professional designations, and, per 21 NCAC 17 .0104(m)(2)(D), they must have held the designation at the time of supervision:

- Certified Nutrition Specialist
- Diplomate of the American Clinical Board of Nutrition
- Registered Dietitian Nutritionist
- Licensed Dietitian/Nutritionist
- Licensed Nutritionist
- North Carolina licensed health care practitioner whose licensed scope of practice includes dietetics or nutrition
- Individual with a doctoral degree conferred by a United States regionally accredited college or university with a major course of study in human nutrition, foods and nutrition, dietetics, nutrition education, nutrition, nutrition science, clinical nutrition, applied clinical nutrition, nutrition counseling, nutrition and functional medicine, nutritional biochemistry, nutrition and integrative health, or an equivalent course of study, with a reasonable threshold of academic credits in nutrition and nutrition sciences as described in N.C. Gen. Stat. § 90-357.5 (c)(1).

**Supervisors who obtained their doctoral degree outside of the United States and its territories must have their degrees validated by the Board as equivalent to the doctoral degree conferred by a United States regionally accredited college or university.*

Direct Supervision

A license is required to provide medical nutrition therapy in North Carolina. However, under N.C. Gen. Stat. § 90-368(2), a student completing an experience requirement or pursuing a course of study, who is working under the **“direct supervision”** of a person that meets one of the criteria listed below, is exempt from the requirements of the North Carolina Dietetics/Nutrition Practice Act.

- Certified Nutrition Specialist
- Diplomate of the American Clinical Board of Nutrition
- Registered Dietitian Nutritionist

- Licensed Dietitian/Nutritionist
- Licensed Nutritionist
- North Carolina licensed health care practitioner whose licensed scope of practice includes dietetics or nutrition
- Individual with a doctoral degree conferred by a United States regionally accredited college or university with a major course of study in human nutrition, foods and nutrition, dietetics, nutrition education, nutrition, nutrition science, clinical nutrition, applied clinical nutrition, nutrition counseling, nutrition and functional medicine, nutritional biochemistry, nutrition and integrative health, or an equivalent course of study, with a reasonable threshold of academic credits in nutrition and nutrition sciences as described in N.C.G.S. § 90-357.5 (c)(1).

Under 21 NCAC 17. 0303, **“direct supervision,”** as it pertains to one’s supervised practice experience, means the supervising practitioner:

- (1) together with the supervisee, shall identify and document: competency goals for the supervised practice experience described in G.S. 90-357.5; the supervisee's scope of practice; the assignment of clinical tasks as appropriate to the supervisee's level of competence; the supervisee's relationship and access to the supervisor; and an evaluation process for the supervisee's performance.
- (2) is physically onsite and available for physical intervention where the student or trainee is providing nutrition care that requires physically touching the patient and is either physically onsite and available for physical intervention or continuously available by means of two-way real-time audiovisual technology that allows for the direct, contemporaneous interaction by sight and sound between the qualified supervisor and the supervisee where the student or trainee is providing medical nutrition therapy not requiring touching of the patient;
- (3) shall be available to render assistance during the provision of nutrition care when requested by the patient or client, or shall have arranged for another qualified practitioner lawfully able render nutrition care services, to be available in the absence of the supervising practitioner;
- (4) regularly, commensurate with the care provided, observes the nutrition care services of the student or trainee supervised, and evaluates, authorizes, and approves all medical nutrition therapy provided by the student or trainee supervised;
- (5) maintains primary responsibility for and control over all nutrition care services performed by the student or trainee, including countersigning all clinical encounter notes; and
- (6) ensures the student or trainee is designated throughout the supervised practice experience by a title that indicates the individual's status as a student or trainee.

Documentation

Documentation of the above requirements is demonstrated by completing and submitting Forms A3 (together with a detailed daily tracking log such as A7), A4 (for each supervisor listed on A3), A5 (for each supervisor listed on A3), and A6 (academic requirements). These forms can be found on our website under Forms and Resources and are supplemental to the online application submission. <https://www.ncbdn.org/forms-a3-a4-a5-a6>

Please be aware, that per 21 NCAC 17 .0104(f), an incomplete application **shall be valid for a period of four months from the date the application** is filed with the Board. Four months after submission of an application, if the application and any required documentation has not been completed by the applicant, the application shall be considered **cancelled** due to failure to complete. Thus, please do not submit a Category F application online until you are prepared to also submit the required supplemental documentation.

Once an application is complete and all required paperwork is submitted, the complete application can be scheduled for Board review. After Board review, per 21 NCAC 17 .0104(o), if the Board determines that the application does not demonstrate satisfaction of the requirements, the Board shall notify the applicant in writing. The notification shall include what is required to demonstrate the applicant meets the statutory requirements, and the applicant shall be:

(1) offered the ability to place the application on hold for a time period of up to one year from the date of the letter providing the Board's determination, so long as such a request is made in writing within 30 days of the date of the letter. During this hold time, the applicant may provide other evidence demonstrating the applicant satisfied the requirements the Board determined were not met;

(2) offered the opportunity to appear for an interview before the Board. At any time during that interview, the applicant may stop the interview, and request to have all or any part of requested information provided in writing; and

(3) offered the ability to withdraw the application so long as such a request is made in writing within 30 days of the date of the letter. The applicant will be allowed to apply for licensure at a later time.¹

North Carolina Board of Dietetics/Nutrition

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¹ Of note, per 21 NCAC 17 .0104(p):

If an applicant who received the notice specified in Paragraph (o) of this Rule does not provide a written response to the Board within 30 days of the date of the notification requesting that he or she be granted an interview or his or her application be placed on hold or withdrawn, or after the opportunity for an interview the Board determines the applicant has still not demonstrated satisfaction of the requirements specified in G.S. 90-357.5 and this Rule and the applicant has not requested his or her application be placed on hold or withdrawn, the Board shall issue the applicant an official rejection as provided in G.S. 90-358.

Per 21 NCAC 17 .0104(q), "A rejected applicant shall have 60 days from the date of official rejection to request a contested case hearing in accordance with the rules of this Chapter."