Prior Assessed Learning (PAL) application and documentation

Documentation required to be considered for Prior Assessed Learning credit must be consistent with that which is described in the NDI Policy and Procedure Manual. Once PAL credit has been approved, the intern will note which competencies were met via this mechanism on the Competencies Summary Worksheet in his/her portfolio.

As per policy, applications for PAL credit shall be prepared as follows:

Experiences submitted for PAL evaluation must be classified according to which of the 2017 ACEND CRDN competencies they demonstrate. Projects, reports, presentations, and educational materials produced by the applicant which demonstrate advanced knowledge and skills will be evaluated for PAL credit. Job descriptions, performance evaluations, letters from clients, and so on, can be used as supporting documentation of knowledge and skills, as applicable. These supporting materials must be clearly labeled as to which experience(s) they are applicable. They must be neatly bound in a folder or portfolio cover. Electronic files are also acceptable, but the PAL packet must all be in the same format. All materials must be typewritten. Hand-written materials are not acceptable.

Application for PAL credit should be submitted to the Internship Director at least 6 weeks prior to the start of the internship term. Applications will be evaluated in a timely manner, and applicants informed of credit awarded (if any) prior to the start of the internship term.

The format for application for PAL consists of:

1. a Summary Page, (see below)

2. A Narrative describing each experience, what was done, what was learned, and how these apply to the ACEND competencies. (See example below.) If more than one experience is being described, a separate narrative is to describe each one. These are to be presented in the same order that the experiences are listed on the Summary Page.

and

3. Supporting Materials. Supporting materials include samples of projects, photos, reports, presentations, publications, newsletters, and educational materials produced by the applicant that demonstrate the competencies described. Supporting materials may be returned to the applicant if requested, after they have been evaluated. Original Summary Form and Narrative(s) will be maintained in the NDI file for the Intern.

PAL Request Summary Page:

<table>
<thead>
<tr>
<th>Date(s) of experience(s)</th>
<th>Position(s)/Location(s)</th>
<th>Activity - Documentation</th>
<th>ACEND Competency met</th>
<th>Hours of Credit Requested</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date(s) of experience(s)</th>
<th>Position(s)/Location(s)</th>
<th>Activity - Documentation</th>
<th>ACEND Competency met</th>
<th>Hours of Credit Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>date/year to date/year</td>
<td>Location of experience</td>
<td>Materials being presented as evidence of the experience</td>
<td>Competency to which this experience applies</td>
<td>Hours of time spent in this activity</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------</td>
<td>--------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Summary Page Example:**

<table>
<thead>
<tr>
<th>Date(s) of experience(s)</th>
<th>Position(s)/Location(s)</th>
<th>Activity - Documentation</th>
<th>ACEND 2017 Competencies Demonstrated</th>
<th>Hours of PAL Credit Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/5/2014 to 8/10/2015</td>
<td>Community Nutritionist at Sodium Savvy Program – Institute of Food and Health, New York, N.Y.</td>
<td>1. Job description 2. Newspaper Articles 3. Promotional Flyer for Community Health Fair 4. Recipe Handouts with Nutrition Analysis 5. Report on analysis of program participation statistics</td>
<td>CRDN 1.1 CRDN 1.3 CRDN 1.5 CRDN 2.3 CRDN 2.6 CRDN 2.9 CRDN 2.11 CRDN 3.5 CRDN 3.6 CRDN 3.7 CRDN 3.8 CRDN 3.10</td>
<td>170 hours</td>
</tr>
</tbody>
</table>

Each separate experience requires a narrative describing how the Competencies have been met, and which supporting materials are applicable. These are formatted as shown in the example below.

**Narrative example for the 1st item listed on the Summary Page Example**

**Type of Experience:** Community Nutrition  
**Dates:** January 5, 2014 to August 10, 2015;  
**Hours:** 35 hours/ week  
**Position:** Community Nutritionist  
**Location:** Sodium Savvy program, Institute of Food and Health  
375 West 188th Street, New York, N.Y. 10040  
**Reporting to:** Penelope Bichon, PhD, RD, CDN  
**Phone:** (212)-867-5309  
**E-mail:** P.Bichon@IFH.org

From January 5th 2014 to August 10th 2015 I was employed as a community nutritionist in the Sodium Savvy project at the Institute of Food and Health. As can be seen in the attached job description (1), the duties of this position included; writing articles on healthy eating for a community newspaper read by a diverse population; preparing hand-outs for a multi-cultural client population, with modified recipes – including nutritional analysis; obtaining diet histories from and providing diet counseling to – participants at Community Health Fairs conducted by the program, and collecting and analyzing statistics on Health Fair participants.

These activities are documented by the following Supporting Materials: examples of newspaper articles written by me during this program (2); a promotional flyer I created for the Community Health Fairs (3); a complete set of my recipe hand-outs with nutritional analysis (4); and a report I compiled to present the statistics collected on program participation to the program’s sponsor agency (5).

Through these experiences I demonstrated my competency in the preparation of educational materials for a diverse client population, having participated in Community Health Fairs in many different locations, including Cornell University Cooperative Extension, AMG Advertising Agency, and Long Island Lighting. Through these activities I also demonstrated skills in interviewing, evaluating, and counseling people from all walks of life.

At the conclusion of the program cycle, I showed my skills in statistical analysis and presentation of statistical results as part of preparing the program evaluation report sent to the program’s sponsor.

I am requesting 170 hours of Community Nutrition credit for these activities, by which I have met the following 2017 ACEND Competencies:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.9 Participate in professional and community organizations.
CRDN 2.11 Show cultural competence/ sensitivity in interactions with clients, colleagues and staff.
CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.
CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Following review of the PAL application by the Internship Director, the intern is informed as to which competencies have been assessed as “met” and the hours of internship time to which this is being applied. Hours are then deducted from the applicable rotation(s), and the intern schedule adjusted accordingly.