

Applying for Prior Assessed Learning Credit

Our Prior Assessed Learning program is designed to grant varying degrees of internship credit in specific rotations of the internship based on the qualified applicant's learning, as demonstrated through paid work or volunteer experiences.

Experiences considered for PAL must **meet competencies** required by ACEND that are equivalent to an entry-level dietitian. Internship credit is given for learning and gaining knowledge through the work experience of a professional career. The credit is not for work experience, but is given when an applicant demonstrates an increase in knowledge and learning.

The tuition and fees for the Internship will remain the *same*, regardless of the amount of PAL granted.

The Rules

Experiences submitted for PAL will have taken place **after completion of all DPD courses**. The date on your DPD Verification Statement is the date you completed the DPD. Nothing you did before that date can be counted as PAL.

Experiences must document activities that **demonstrate one or more of the ACEND CRDN competencies**. This must be clear in the application. Do not expect that the Internship Director will "figure it out" or "give me something for *this*." Applicants are expected to follow the directions, and are encouraged to discuss potential PAL experiences with the Internship Director prior to preparing and submitting the PAL application materials.

PAL hours awarded will **in no instance exceed the number of hours assigned to interns for a rotation**. For example, the Food Service rotation is 200 hours. (See rotation descriptions.)

Total PAL credit **can not exceed 900 hours**. Do not request more hours with the thought that "something will count" or that it will be "bargained down" or that you "want to show how MUCH work you have done over a number of years." Applications including an excessive number of hours will *not be evaluated*, and will *be returned without credit* given.

PAL applications are evaluated **only after the Match**. Program applicants are welcome to discuss potential PAL activities with the Program Director, but applications are not accepted or evaluated prior to matching to the program.

Decisions regarding the awarding of PAL credit are at the **sole discretion of the Internship Director**. Submission of a request for PAL credit **does not guarantee** that such credit will be awarded, in full or in part as requested.

Application for PAL credit should be **submitted to the Internship Director at least 2 weeks prior to the start of the internship term**. This allows these applications to be evaluated in a timely manner, and applicants informed of credit awarded (if any) prior to the start of the internship term.

There is **no "advance PAL"** for work that has yet to be completed.

Only one PAL application per intern will be evaluated. "Rolling" addition of materials over time is not allowed. Additions or revisions of applications that have already been submitted are not allowed.

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.

Work done **during the term of the Internship** must be conducted in facilities and with preceptors who have an **affiliation contract with the CUNY School of Public Health**.

There are **no exceptions for "late" or "delayed" PAL**. (PRIOR means it happened BEFORE the start of the Internship.)

PAL Application and Materials

Begin by downloading a copy of **2017 ACEND Competencies – PAL Worksheet**.

Go through this list of the CRDN competencies and think about how any work that you have done has demonstrated each of the competencies. **Answer the questions** as you think about that, and consider what documentation you will submit as evidence of meeting each competency. This is a worksheet for you to develop your PAL application. This is to help you organize your information, should **not be submitted** with your PAL application.

The PAL application should reflect **professionalism**, and not contain hand-written materials, blurry photocopies, photographs done with a cell phone, or other items that are not of **professional quality**.

All materials should be included in **one document**. Do not submit a zip file or other collection of files. The entire PAL application should **not exceed 20 pages**, including supporting materials.

The **FIRST** page of the application is the **PAL Summary Page**. Download that and complete the information requested. (See the example page. Do not include the example page in your application.)

Next comes the narrative. Each separate experience requires a narrative describing how the Competencies have been met, and which supporting materials are applicable. (See the example narrative page. The narrative in your PAL application must be in your own words.)

Finally, attach **supporting materials** to document the activities reported. One example of how you have demonstrated a competency is sufficient. Do not include very long documents here. For example, Powerpoint presentations can be copied as handouts, with multiple slides on a page.

Do not include materials that are **not related** to one or more competencies. These will not increase the number of PAL hours awarded.

Appropriate materials may include: summaries of projects, reports, presentations, and educational materials produced by the applicant, job descriptions, performance evaluations, or letters from clients that *document of knowledge and skills*. Do not include time sheets or payroll documents as part of the packet.

These supporting materials must be **clearly labeled** as to which competencies they are demonstrating. All must be included in a **single report**, all be in the **same format**.

Additional documentation / clarification of activities must be provided to the DI Director **upon request**. Failure to do so in a timely manner may preclude obtaining PAL credit.

Please follow all of the instructions carefully. While it is not possible to send draft applications for pre-review before submission, interns are welcome to ask **specific questions** to clarify their understanding of what is expected in advance of submitting an application for PAL credit.