

2024/25 Supervised Practice Application Checklist

Check off as completed:	Deadlines:
<input type="checkbox"/> Set up a DICAS online account	
<input type="checkbox"/> Read through the <i>DICAS Applicant Help Center</i> documents located under the question mark at the top of DICAS	
<input type="checkbox"/> Begin completing your application on DICAS <input checked="" type="checkbox"/> Make sure to fill out all sections completely; especially the <i>Supporting Information</i> section (do not expect DI Directors to refer to your resume)	
<input type="checkbox"/> Take GRE (Graduate Record Exam), if needed (refer to individual program websites for requirements)	
<input type="checkbox"/> Create a resume listing education, experiences, memberships, awards/honors, certifications, etc. Ideally one page; 2-3 pages maximum. Include <u>all</u> college experiences. High school & high school experiences should not be included.	
<input type="checkbox"/> Begin writing your Personal Statement <input checked="" type="checkbox"/> Refer to individual program requirements; PS should be tailored to each program <input checked="" type="checkbox"/> Here is a link for basic PS requirements <input checked="" type="checkbox"/> Make an appointment with health professions advising or career center to review strong draft of PS	
<input type="checkbox"/> Select a minimum of 15 programs you're interested in (you will whittle them down; however, it is recommended to apply to around 5+ programs). Resources: <input checked="" type="checkbox"/> Academy's Accredited Programs Directory <input checked="" type="checkbox"/> Applicant Guide to Supervised Practice – access through your DPD Director (pdf and excel)	
<input type="checkbox"/> Develop an application checklist for each program (make note of early application deadlines & multiple applications!)	
<input type="checkbox"/> Enter all colleges/universities attended on DICAS under <i>Academic History</i>	
<input type="checkbox"/> Request transcripts to be sent to DICAS under <i>Academic History > Colleges Attended</i> (request to include most recent Fall grades)	
<input type="checkbox"/> Upload DPD program's DPD Course List to DICAS under <i>Supporting Information > Documents</i> ; obtain from your DPD program	
<input type="checkbox"/> Enter coursework from all colleges/universities attended on DICAS under <i>Academic History</i> . Use the <i>DPD Course List</i> above to designate courses as DPD Professional or DPD Science courses.	
<input type="checkbox"/> Select the programs you will be applying to under the <i>Add Program</i> tab. Each program will list important information here. Once you've selected programs, they will show up in <i>My Application</i> and you will be able to add documents under <i>Program Materials</i> . Here you will find each program's instructions for applying and links to each program's website.	
<input type="checkbox"/> Request letters of recommendation (typically 2 academic & 1 professional) from your letter writers. Most programs require 3 references. Ask at least 30 days before deadline. UC Davis Letter of Recommendation Request Form A	
<input type="checkbox"/> Input the names and contact information of your references for Letters of Recommendation within each program's DICAS page under <i>Program Materials</i> . (ask your letter writers first!)	
<input type="checkbox"/> Input your DPD Director's name and email on DICAS under <i>Supporting Information > DPD Documents</i> . If you've already graduated: request the <i>Verification Statement</i> ; if you have not graduated: request the <i>Declaration of Intent to Complete</i>	
<input type="checkbox"/> Final drafts of Personal Statements (personalized for each program)	
<input type="checkbox"/> Final draft of Resume	
<input type="checkbox"/> Final draft of DICAS Application	
<input type="checkbox"/> Compare DICAS application to individual program application checklists you created	
<input type="checkbox"/> Upload any additional items required by individual programs under <i>Program Materials</i>	
<input type="checkbox"/> Upload final Personal Statements to each program's DICAS page under <i>Program Materials</i>	
<input type="checkbox"/> Upload final Resume to DICAS under <i>Supporting Information > Documents</i>	
<input type="checkbox"/> Submit your applications under the <i>Submit Application</i> tab. <input checked="" type="checkbox"/> Pay DICAS Fees (\$50 for First Application, \$25 for Each Additional Application); click submit! (You may "submit" even though transcripts and letters of recommendation are not yet showing as received) <input checked="" type="checkbox"/> You can also add additional programs later for \$25 each	
<input type="checkbox"/> Mail supplemental materials/fees to programs, if required	
<input type="checkbox"/> Fall cycle deadlines: August - October <input checked="" type="checkbox"/> Notification of acceptance date: November 1 <input checked="" type="checkbox"/> Programs cannot require a decision before November 15 <input checked="" type="checkbox"/> Programs that don't fill can reopen their applications November 16 - December 15 for new applicants	
<input type="checkbox"/> Spring cycle deadlines: December - February <input checked="" type="checkbox"/> Notification of acceptance date: March 1 <input checked="" type="checkbox"/> Programs cannot require a decision before March 15 <input checked="" type="checkbox"/> Programs that don't fill can reopen their applications March 16 - July 15 for new applicants	

Types of programs:

- Dietetic Internships (with or without graduate degrees)
- Coordinated Programs (CP)
- Future Education Model Graduate Programs (FG)
- Individualized Supervised Practice Pathways (ISPPs)

IMPORTANT:

[Academy's Application Process Instructions](#)
[Applicant Code of Conduct and Traffic Rules](#) for the 2024-25 application cycle

This checklist is to help you plan for the Supervised Practice application process and does not include all steps in the application process. It is your responsibility to visit DICAS & individual program websites for instructions & deadlines.