

Board Certified Specialist in Gerontological Nutrition (CSG)



**Board Certified  
Specialist in  
Gerontological  
Nutrition Examination**

*Handbook for Candidates*

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
INTRODUCTION	<b>1</b>
TESTING AGENCY	<b>1</b>
STATEMENT OF NONDISCRIMINATION	<b>1</b>
CONFIDENTIALITY	<b>1</b>
EXAMINATION APPOINTMENTS	<b>1</b>
HOLIDAYS	<b>2</b>
TEST CENTER LOCATIONS	<b>2</b>
SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES	<b>2</b>
RESCHEDULING OR CANCELING AN EXAMINATION APPOINTMENT	<b>2</b>
INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY	<b>3</b>
EXAMINATION CONTENT	<b>4</b>
COPYRIGHTED EXAMINATION QUESTIONS	<b>4</b>
ON THE DAY OF YOUR EXAMINATION	<b>4</b>
SECURITY	<b>4</b>
PERSONAL BELONGINGS	<b>4</b>
EXAMINATION RESTRICTIONS	<b>5</b>
MISCONDUCT	<b>5</b>
COMPUTER LOGIN	<b>5</b>
PRACTICE TUTORIAL	<b>5</b>
TIMED EXAMINATION	<b>5</b>
CANDIDATE COMMENTS	<b>6</b>
FOLLOWING THE EXAMINATION	<b>6</b>
PASS/FAIL SCORE DETERMINATION	<b>6</b>
INTERPRETING YOUR SCORE REPORT	<b>6</b>
QUALITY CONTROL/SCORING	<b>7</b>

<b>TABLE OF CONTENTS CONTINUED</b>	<b>PAGE</b>
SCORES CANCELLED BY THE CLIENT OR AMP	<b>7</b>
IF YOU PASS THE EXAMINATION	<b>7</b>
RE-ESTABLISHING ELIGIBILITY	<b>7</b>
FAILING TO ARRIVE FOR AN EXAMINATION	<b>7</b>
DUPLICATE SCORE REPORT	<b>7</b>
APPEALS PROCESS	<b>7</b>
CERTIFICATION MAINTENANCE	<b>7</b>
GERONTOLOGICAL NUTRITION TEST SPECIFICATIONS	<b>8</b>
SAMPLE QUESTIONS	<b>9</b>
REFERENCE LIST	<b>11</b>
REQUEST FOR SPECIAL EXAMINATION ACCOMODATIONS FORM	<b>12</b>
DOCUMENTATION OF DISABILTY-RELATED NEEDS	<b>13</b>

## **INTRODUCTION**

Specialist board certification for registered dietitians is offered by the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics in the areas of gerontological nutrition, oncology nutrition, pediatric nutrition, pediatric clinical care nutrition, renal nutrition, sports dietetics as well as an interdisciplinary certification in obesity and weight management. CDR specialist board certification is granted in recognition of the applicant’s documented practice experience and successful completion of a computerized examination in the specialty area. Beginning in July 2018, the Board Certification Specialist in Gerontological Nutrition exam will be administered year round. The examination consists of 150 multiple-choice questions. Candidates will have 3 hours to complete the exam. It is essential that you keep this Candidate Handbook readily available for reference until you have successfully completed the examination. You are responsible for knowing its contents.

## **TESTING AGENCY**

AMP, a PSI business, (PSI/AMP) is currently the professional testing agency retained by CDR to assist in the development, administration, scoring, and analysis of this specialty examination. PSI/AMP is a research and test development company that specializes in conducting professional competency assessment research and providing examination services through its nationwide network of test centers and has worked with a number of health practitioner credentialing programs.

## **STATEMENT OF NONDISCRIMINATION**

CDR and PSI/AMP do not discriminate among candidates on the basis of race, color, creed, gender, religion, national origin, disability or marital status.

## **CONFIDENTIALITY**

Information about candidates for testing and their examination results are considered confidential. Test question drafts and other materials used to create examination questions (except for test content outlines or reference lists) are secure and confidential. All such materials shall be kept in secure, locked storage, accessible only by authorized personnel, and not disclosed to or shared with others. All questions written and materials developed for questions are considered a “work for hire,” and remain the property of CDR. Question writers are not allowed to conduct “review courses” or other programs designed to prepare candidates to take a CDR Specialty examination. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

## **EXAMINATION APPOINTMENTS**

After you have received notification of your eligibility from CDR, and about one month before the examination dates, you may schedule an examination appointment by one of the following methods. Be prepared to confirm a date and location for testing and to provide your unique identification number, which was sent in your eligibility email.

### **1. Schedule Online:**

Follow these steps:

- Go to <http://online.goAMP.com>
- Select “Category”- “Healthcare”
- Select “Program”- “Commission on Dietetic Registration”
- Select “Examination” – “Specialist in Gerontological Nutrition Examination”
- Click On “Register for this Exam”

- If you have never used PSI/AMP's online system before, you will have to register as a new user by clicking on "New user?"
- After scheduling your examination appointment online, you will receive an email confirmation.

2. Telephone Scheduling: Call PSI/AMP at 888-519-9901 to schedule an examination appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday.

If special accommodations are requested, please submit the two-page Request for Special Examination Accommodations form included at the end of the Handbook, prior to contacting PSI/AMP.

The examinations are administered by appointment only Monday through Saturday at various times based on location. Individuals are scheduled on a first-come, first-served basis.

When the appointment is made, the applicant will be sent an email providing the time to report to the Test Center. The applicant will only be allowed to take the examination for which the appointment has been made. No changes in examination type will be made at the Test Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Test Center.

## HOLIDAYS

The examinations are not offered on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day

## TEST CENTER LOCATIONS

Examinations are administered by computer at approximately 300 Test Centers geographically distributed throughout the United States. Test Center locations and detailed maps are available on the PSI/AMP website, <http://online.goAMP.com>. Specific address information will be provided once an appointment has been scheduled.

## SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

PSI/AMP complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. PSI/AMP will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call PSI/AMP at 1-888-519-9901 to schedule their examination.

Wheelchair access is available at all established Test Centers. Candidates must advise PSI/AMP at the time of scheduling that wheelchair access is necessary.

Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to CDR using the form at the end of the Candidate Handbook, at least 45 calendar days prior to your desired examination date. Please inform PSI/AMP of your need for special accommodations when scheduling your examination appointment.

## RESCHEDULING OR CANCELING AN EXAMINATION APPOINTMENT

A candidate may reschedule an examination appointment during the current testing window one time, at no charge by calling PSI/AMP at 1-888-519-9901 at least two business days prior to the scheduled testing session. (Chart to follow.)

If your examination is scheduled on...	You must call PSI/AMP by 3:00 p.m. Central Time to change your appointment by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/Saturday	Tuesday

A candidate who does not schedule his/her examination appointment during the current test administration window may have their application and examination fee transferred to the next test administration window free of charge by contacting CDR at (800) 877-1600, exts. 4816, 4705, or 4718 or [specialists@eatright.org](mailto:specialists@eatright.org). Candidate's eligibility and examination fee will only extend one test administration window. A new application and examination fee will need to be submitted if the candidate does not take an examination after transferring once to the next test administration window.

A candidate who does not schedule his/her examination appointment after confirmation of eligibility may request a full refund if they do not wish to test during the current or subsequent test administration window. Requests for refunds must be made in writing and mailed, faxed or e-mailed to CDR. If the candidate wishes to take the examination again, a new application and examination fee will need to be submitted.

A candidate who wishes to reschedule his/her examination appointment, but fails to contact PSI/AMP at least two business days prior to the scheduled testing session will be required to pay a \$85 fee to reschedule the examination. *The fee applies even if the candidate waits until the next testing window to reschedule their appointment.* In order to reschedule your appointment, you will need to contact CDR at (800) 877-1600, ext. 4816, 4705, or 4718 or [specialists@eatright.org](mailto:specialists@eatright.org).

Note that your examination eligibility expires after the next test administration window.

### **INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY**

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI/AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

Candidates may visit PSI/AMP's website at <http://online.goamp.com> prior to the examination to determine if PSI/AMP has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during a test administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

### **EXAMINATION CONTENT**

The examination consists of 150 multiple-choice questions (125 scored questions and 25 pretest questions), and is constructed using approximately the number of items indicated in the Content Outline. Pretesting is done to see how well items perform before they are used in the scored portion of the examination. The pretest questions cannot be distinguished from those that will be scored, so it is important that you answer all questions to the best of your ability. Candidates will have to choose the one best answer from either three or four options provided. Candidates will have 3 hours to complete the examination.

## **COPYRIGHTED EXAMINATION QUESTIONS**

All examination questions are the copyrighted property of CDR. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

## **ON THE DAY OF YOUR EXAMINATION**

On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED.

To gain admission to the Test Center, a candidate needs to present two forms of identification; one must be a valid government issued identification with photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will also be required to sign a roster for verification of identity.

Acceptable forms of identification include a current:

1. State Issued Driver's License with photograph
2. State Issued Identification card with photograph
3. US Government Issued Passport
4. US Government Issued Military Identification card with photograph
5. US Government Issued Alien Registration Card
6. Social Security Card (secondary form)
7. CDR Registration Identification Card (secondary form)
8. Credit Card (secondary form)

Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as primary identification. Candidates are prohibited from misrepresenting their

identities or falsifying information to obtain admission to the Test Center.

## **SECURITY**

CDR and PSI/AMP maintain examination administration and security standards that are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, computers, pagers or cellular phones are allowed in the testing room. Possession of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- Candidates may be subjected to a metal detection scan upon entering the examination room.

## **PERSONAL BELONGINGS**

No personal items, valuables, or weapons should be brought to the Test Center. Coats must be left outside the testing room. You will be provided a locker or secure folder to store your belongings during testing. You will not have access to these items until after the examination is completed.

You will be asked to pull out your pockets to ensure they are empty. If any personal items are observed in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

## **EXAMINATION RESTRICTIONS**

- Pencils will be provided during check-in.

- You will be provided with one piece of scratch paper at a time to use during the examination. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your participation report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks. You may not leave the testing building during your break.

## **MISCONDUCT**

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or

- are observed with notes, books or other aids.

## **COMPUTER LOGIN**

After your identification has been confirmed, your photograph will be taken. This photograph will also print on your score report. You will be directed to a workstation where you will be instructed on-screen to enter your unique identification number (which starts with a Y).

## **PRACTICE TUTORIAL**

Prior to attempting the examination, you will be given the opportunity to take a practice tutorial on the computer.

The time you use for this practice tutorial is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination. Please note that this practice tutorial is to help you become familiar with the computerized examination format; it is possible that the problems will not be nutrition related.

## **TIMED EXAMINATION**

Following the practice tutorial, you will begin the 3-hour timed examination. Before beginning, instructions for taking the examination are provided on-screen.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. A digital clock located at the top of the screen updates as you record your answers and indicates the time remaining for you to complete the examination.

Only one examination question is presented at a time. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left hand of the computer screen or clicking in the option using the mouse.



To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination, question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for you to return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

### **CANDIDATE COMMENTS**

During the examination, comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided. Once you leave the test center, if you still have comments you may forward written comments to CDR at [specialists@eatright.org](mailto:specialists@eatright.org). All comments should be sent to CDR (Attn: Specialty Certification) no later than five business days after the close of the examination window. Please note that the appeal process is different.

### **FOLLOWING THE EXAMINATION**

After completing the examination, candidates are asked to complete a short survey of their examination experience. For the February 2019 exam, candidates will receive a written score report via US Mail within 6-8 weeks after the close of the testing window. Beginning in July 2019, candidates will be instructed to report to the examination proctor to receive their written score report.

### **PASS/FAIL SCORE DETERMINATION**

The methodology used to set the minimum passing score is the Angoff method, based upon data gathered during the performance of a Passing Point Study by a panel of experts in the field. The experts evaluated each question on the examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required to pass this examination portion. Your ability to pass the examination depends on the knowledge and skill you display, not on the performance of other candidates.

Passing scores may vary slightly for each version of the examination to accommodate for variances in examination difficulty. To ensure fairness to all candidates, a process of statistical equating is used. Slight variations in difficulty level are addressed by adjusting the passing score up or down, depending on the overall difficulty level statistics for the group of scored questions that appear on a particular version of the examination.

### **INTEPRETING YOUR SCORE REPORT**

The content area scores on the score report are not used to determine pass-fail decision outcomes. They are only provided to offer a general indication regarding candidate performance in each content area. The examination is designed to provide a consistent and precise determination of a candidate's

overall performance and is not designed to provide complete information regarding a candidate's performance in each content area. Candidates should remember that areas with a larger number of items will affect the overall score more than areas with a fewer number of items. The precision and consistency of scores diminishes with fewer items, and therefore, sub-scores should be interpreted with caution, especially those that correspond to content areas with very few items.

### **QUALITY CONTROL/SCORING**

Before the examination is administered, each form undergoes quality control checks. A thorough item analysis is completed and is used as part of the statistical review of the performance of the examination.

### **SCORES CANCELLED BY THE CLIENT OR PSI**

CDR and PSI/AMP are responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. CDR and PSI/AMP reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

### **IF YOU PASS THE EXAMINATION**

All candidates who pass the examination will receive an online orientation email and a mailed wall certificate approximately four weeks after the close of the testing window.

### **RE-ESTABLISHING ELIGIBILITY**

To take the examination again during a subsequent testing opportunity, a new application will need to be submitted. Candidates are not allowed to retest during the same examination window.

### **FAILING TO ARRIVE FOR AN EXAMINATION**

A candidate who fails to report for an examination forfeits the registration and all fees paid to take the examination. A new eligibility

application and examination fee are required to reapply for examination.

### **DUPLICATE SCORE REPORT**

Candidates may purchase additional copies of their results at a cost of \$25 per copy. Requests must be submitted to CDR, in writing. The request must include the candidate's name, registration number, mailing address, telephone number, date of examination and examination taken. Submit this information with the required fee payable to CDR in the form of a check, money order or cashier's check. Duplicate score reports will be mailed within approximately two weeks after receipt of the request and fee.

### **APPEALS PROCESS**

An individual may appeal decisions regarding Commission policy/procedures (certification, eligibility, certification maintenance, and recertification) by filing a written appeal. Appeals must be sent to CDR within 30 calendar days after notification of an adverse decision and will be considered by the CDR Appeals Panel at its next scheduled meeting. A \$20.00 Appeals Review Fee will be required with every appeal submitted. Appeals submitted without the \$20.00 fee will not be heard by the CDR Appeals Panel. A comprehensive copy of the procedures can be found on the CDR website [here](#).

### **CERTIFICATION MAINTENANCE**

At the end of the specialist five-year certification period, specialists who wish to recertify must be a current Registered Dietitian with CDR and:


1. Successfully complete an eligibility application – including the required minimum number of specialty practice hours
2. Submit an examination fee
3. Pass the specialist examination

The reason for requiring recertification testing is that specialist board certification is a practice credential—a credential representing to the public that the certificant possesses the knowledge, skills and experience to function

effectively as a specialist in that area. The nature of the knowledge and skills to practice at a specialist level is subject to change due to technological and scientific advances. Recertification testing helps to provide continuing assurance that the certified specialist has indeed maintained their knowledge in the specialty area. Current registration as an RD or RDN is required to maintain specialist certification. If an RD or RDN status lapses

during the specialist certification period, the specialist certification will also lapse. Once the RD or RDN registration is re-established, the specialist certification will also be reinstated provided the specialist certification period has not expired. If the specialist certification has expired, RDs or RDNs must reapply for specialist certification eligibility and pass the examination to be credentialed as a specialist.

## TEST SPECIFICATIONS

		# of Items
Commission on Dietetic Registration Board Certified Specialist in Gerontological Nutrition (CSG) Examination Specifications*		
1.	Nutrition Assessment	51
	A. Screening and Assessment	17
	B. Health History	20
	C. Cultural and Psychosocial Factors	14
2.	Nutrition Interventions	46
	A. Food and Nutrition-Related Interventions	19
	B. Education and Counseling	13
	C. Care Planning and Coordination	14
3.	Foodservice and Food Safety	28
	A. Food Safety	15
	B. Foodservice Operations	13
<b>Total</b>		<b>125</b>

## SAMPLE QUESTIONS\*

1. In a facility that emphasizes resident-centered care restaurant-style service, what would be the flow of food?
  - A. Procurement, production, meal reheating, service to the customer
  - B. Procurement, production, hot holding, meal assembly, service to the customer
  - C. Procurement, production, meal assembly, service to the customer
  - D. Procurement, production, hot holding, service to the customer
2. What service is sponsored by the Older Americans Act, nationwide, to help older adults find community-based services?
  - A. Supplemental Nutrition Assistance Program
  - B. Eldercare Locator
  - C. Home and Community Based Medicaid Waiver
  - D. Senior Farmers' Market Nutrition Program
3. An 88-year-old woman with a history of Parkinson's disease is admitted to the emergency room from home with confusion and signs of delirium and no recent change in muscular function. Her caregiver assures the admitting nurse that she is compliant with all her medications and saw her physician 10 days earlier. What is the most likely cause of her confusion?
  - A. Malnutrition
  - B. TIA
  - C. Multi-infarct dementia
  - D. Dehydration
4. Which of the following factors defines polymeric nutrition support formulas used with older adults?
  - A. Nutritionally complete, tends to have a higher osmolality
  - B. Nutrients are in an elemental form, tends to have a higher osmolality
  - C. Nutritionally complete, predominantly casein-based
  - D. Nutrients are in an elemental form, predominantly casein-based
5. Which of the following health behaviors have been shown to lower mortality rates in older adults by 50 percent?
  - A. Mediterranean diet, physical activity and not smoking
  - B. High fiber diet, physical activity and not smoking
  - C. DASH diet, weight training, stress reduction
  - D. Low carbohydrate diet, weight training, prayer
6. Which of the following interventions would be used for older adults with sensory impairments?
  - A. Using medical treatment to enhance intake and providing dentures to edentulous persons
  - B. Offering food on contrasting colored plates and having a well-lit dining area
  - C. Offering food on contrasting colored plates and using medical treatment to enhance intake
  - D. Having a well-lit dining area and providing dentures to edentulous persons
7. Which of the following programs can provide adult care, chore service, transportation, assistive devices, emergency response, nursing, and home-delivered meals?
  - A. Home Health Care Programs
  - B. Medicaid Home and Community-based Service Waivers
  - C. Older Americans Act Programs
  - D. Child and Adult Care Food Programs

8. What is a frequently overlooked cause of hypokalemia in the older adult?
- A. Excessive use of fiber
  - B. Excessive use of antidepressants
  - C. Excessive use of laxatives
  - D. Excessive use of statins

Answers:

- 1. C
- 2. B
- 3. D
- 4. C
- 5. A
- 6. B
- 7. B
- 8. C

**\*Note:** Sample questions do not appear for all areas of the examination. Examination sample questions do not necessarily reflect the difficulty of the examination.

## REFERENCE LIST

### References for Board Certification as a Specialist in Gerontological Nutrition Examination

Academy of Nutrition and Dietetics. Nutrition Terminology Reference Manual (eNCPT): Dietetics Language for Nutrition Care. <http://ncpt.webauthor.com>

Centers for Medicare and Medicaid Services (CMS). MDS 3.0 RAI Manual. October 2014.

<http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/NursingHomeQualityInits/MDS30RAIManual.html>

Center for Medicare and Medicaid Services (CMS). State Operations Manual (Appendix PP). Washington DC: US Department of Health and Human Services; Revised 2017. [http://cms.hhs.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap\\_pp\\_guidelines\\_ltcf.pdf](http://cms.hhs.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf)

Chernoff, R. Geriatric Nutrition: The Health Professional's Handbook. 4<sup>th</sup> ed. Burlington, MA: Jones and Bartlett Learning; 2013. ISBN: 0763782629

Food and Water in an Emergency. Federal Emergency Management Agency (FEMA) and American Red Cross. August 2004. <https://www.fema.gov/pdf/library/f&web.pdf>

Gregoire MG. Foodservice Organizations: A Managerial and Systems Approach. 8<sup>th</sup> ed. Upper Saddle River, NJ: Prentice Hall; 2012. ISBN: 0132620812

Mahan K, Escott-Stump S, Raymond, J. Krause's Food and the Nutrition Care Process. 13<sup>th</sup> ed. Philadelphia, PA: WB Saunders; 2011. ISBN: 978-1437722338

Niedert KC, Carlson, MP. Nutrition Care of the Older Adult: A Handbook for Nutrition throughout the Continuum of Care. 3<sup>rd</sup> ed. Chicago, IL: Academy of Nutrition and Dietetics; 2016. ISBN: 0880914888 (print ed.) 0880914802 (eBook ed.).

US Department of Health and Human Services, Public Health Services, Food and Drug Administration. FDA Food Code 2013. College Park, MD;2013.

<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/ucm374275.htm>

### Position Papers

Position Paper of the American Dietetic Association: Individualized Nutrition Approaches for Older Adults in Health Care Communities. *J Am Diet Assoc.* 2010 Oct; 110(10):1549-1553. <http://www.eatrightpro.org/resource/practice/position-and-practice-papers/position-papers/individualized-nutrition-approaches-for-older-adults>

Position of the American Dietetic Association, American Society for Nutrition, and Society for Nutrition Education: Food and Nutrition Programs for Community-Residing Older Adults. *J Am Diet Assoc.* 2010 Mar; 110(3):463-472.

<http://www.eatrightpro.org/resource/practice/position-and-practice-papers/position-papers/food-and-nutrition-programs-for-community-residing-older-adults>

## REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality. Please return this form to CDR within 45 days of the desired testing date.

### CANDIDATE INFORMATION

CDR Registration Number _____		
Last Name _____	First Name _____	Middle Initial _____
Address _____		
City _____	State/Province _____	Zip Code/Postal Code and Country _____
Daytime Phone Number _____	Fax Number _____	E-mail Address _____

### SPECIAL ACCOMODATIONS

I request special accommodations for the \_\_\_\_\_ examination.

Please provide (check all that apply):

- Reader
- Extended examination time (time and a half)
- Reduced distraction environment
- Other special accommodations (please specify)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of disability: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this form to:  
**Attn: Specialty Certification, Commission on Dietetic Registration,**  
**120 S Riverside Plaza, Ste 2190, Chicago, IL 60606-6995**  
[specialists@eatright.org](mailto:specialists@eatright.org)

## DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (**education professional, physician, psychologist, psychiatrist**) to ensure that AMP is able to provide the required examination accommodations.

### PROFESSIONAL DOCUMENTATION

I have known \_\_\_\_\_ since \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in my capacity  
as a \_\_\_\_\_ Examination Applicant Name

\_\_\_\_\_  
Professional Title

The applicant discussed with me the nature of the examination administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodates by providing the special arrangements listed on the previous page.

Description of disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **License # (if applicable):** \_\_\_\_\_

Return this form to:  
**Attn: Specialty Certification**  
**Commission on Dietetic Registration,**  
**120 S Riverside Plaza, Ste 2190, Chicago, IL 60606-6995**  
[specialists@eatright.org](mailto:specialists@eatright.org)



**Commission on Dietetic Registration**  
**120 S Riverside Plaza, Ste 2190**  
**Chicago, IL 60606-6995**  
[specialists@eatright.org](mailto:specialists@eatright.org)