

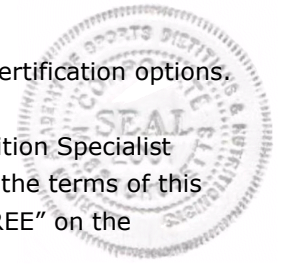


American Academy of Sports Dietitians and Nutritionists  
Nutrition Specialist Certification

## Candidate Terms and Conditions

Please read this Agreement carefully prior to registering for any of the AASDN Nutrition Specialist Certification options.

This agreement is a legal agreement between you and AASDN. By ordering any of the AASDN Nutrition Specialist Certification options or the AASDN Nutrition Specialist Certification Exam you agree to be bound by the terms of this agreement. IF YOU DO NOT AGREE WITH THE TERMS OF THIS AGREEMENT, DO NOT CLICK "I AGREE" on the registration form. Materials will not be mailed unless you agree to the "Candidate Terms".



By enrolling in an AASDN Nutrition Specialist Certification option you are legally bound to the following terms and conditions. Prices, terms and offerings are listed on [www.aasdn.org](http://www.aasdn.org) and [www.aasdn.com](http://www.aasdn.com) and are subject to change at any time without notice.

### **Materials**

"Materials" means all products and services offered by AASDN and provided pursuant to this Agreement

### **Eligibility**

#### **A. Required documents:**

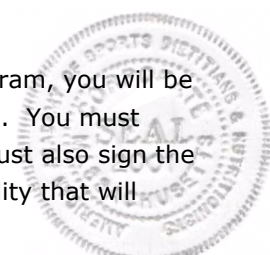
- Candidates must be 18 years of age and a member of a health or fitness profession.
- Candidates must complete the registration form and accept the Terms and Conditions of Candidacy.
- Registrations must be paid in full.
- Candidate must sign the Candidate Initial Affidavit which must be included with the registration form. This affidavit includes information outlining how an exercise component will be adhered to (see C below).
- Candidates must provide documentation of two forms of identification (ID).
- One form of ID must be photo-bearing and must contain a signature. The photo-bearing ID must be: a valid driver's license, state or military ID, or passport.

B. Candidates must complete the exam in the presence of a volunteer (proctor) of their choosing. The Nutrition Specialist Exam package must be opened by the Volunteer (proctor) only. If the package is opened by anyone other than the Volunteer (proctor) the candidacy will be nullified. The Exam Volunteer must be 18 years of age and must confirm, by completing and signing the Volunteer Confirming Affidavit, the Nutrition Specialist Exam package was opened by him/her, that two forms of ID were presented to him/her (one ID must be photo-bearing with a signature), that the candidate completed the exam in his/her presence and that he/she (volunteer) was not involved with, did not provide advice and did not provide answers to exam questions.

The Nutrition Specialist Exam is designed to test the ability of the candidate to find and apply information and knowledge, and problem solve. Hence, candidates are allowed access to the Nutrition for Professionals textbook, study materials (open book exam) and are allowed up to five hours for completion of the exam.

C. AASDN is committed to reducing obesity rates through exercise AND Nutrition. Therefore, all candidates must identify how they will include an exercise component. Candidates are not required to be certified fitness professionals, but must work in conjunction with a certified fitness professional or a fitness facility that will be responsible for implementing the exercise component.

D. All documents (registration form, including payment, Candidate Initial Affidavit) must be including along with payment:



- If you are purchasing the AASDN Nutrition Specialist Exam through the Live Workshop program, you will be issued an exam at the end of the workshop which will contain an ID number specific for you. You must provide two forms of ID and one ID must be photo bearing and contain a signature. You must also sign the "Initial" Affidavit statement and include the name of the certified fitness professional or facility that will provide the fitness/exercise component.
- If you are completing the Exam only, the Home Study Program, the Materials Option Program, or the Previous Graduate program, you will be asked to provide documentation of the same documents as in the Live Workshop Option when purchasing the program/exam. You will receive confirmation notice, appropriate directions, along with any materials ordered within 3 to 5 business days after registration is received.

E. The time and date for exam completion is to be determined by the candidate and Volunteer (proctor). Candidates have 6 months from the date of receipt to complete the exam. Exams are to be opened by the Volunteer (proctor) only. Completed exam must be accompanied by:

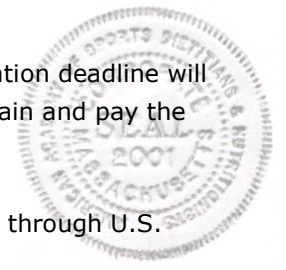
- The correct Candidate Examination ID Number.
- Documentation of two forms of ID (one form must be photo-bearing containing a signature).
- The completed and signed Candidate Confirming Affidavit. The Signatures on the Candidate Initial Affidavit must match the Candidate Confirming Affidavit signature. If the signatures do not match the exam will not be accepted by the AASDN-BOC.
- The completed and signed Volunteer Confirming Affidavit which must be signed by the volunteer (proctor). This affidavit affirms the Nutrition Specialist Exam package was opened by him/her, that two forms of ID were presented to him/her (one ID must be photo-bearing with a signature), that the candidate completed the exam in his/her presence and that he/she (volunteer) was not involved with, did not provide advice and did not provide answers to exam questions.
- All documents, including any accompanying documents and notes must be returned with the exam and Affidavits.
- Missing Examination documents will be considered a breach of examination form security. If any examination documents are missing, the Candidate will receive notice of missing documents and nullification of certification candidacy and no refund will be issued. Candidate may reapply after one year and pay the full fees.

Candidates are NOT required to purchase or participate in any AASDN educational offerings and may purchase the AASDN Nutrition Specialist Exam without participation in any AASDN educational offerings. Candidates have 6 months from date of receipt of the exam to complete the exam.

### **Registration**

Candidates may enroll in any of the program options at any time. However, candidates taking advantage of the AASDN Live Workshop Program are advised to register for the two day Nutrition for Professionals seminar at least 14 days in advance to confirm seating for the chosen date and location. Workshops are provided by Lifestyle Management Associates (see the end of this agreement for their workshop refund policy, cancellation policy and continuing education policy).

Certification for the AASDN Nutrition Specialist will be awarded upon successful completion of the examination. A score of 75 or greater is required for awarding of the AASDN Nutrition Specialist certification. Candidates have six months from original purchase date to complete the exam. Candidates have the option to apply for an extension in writing. To avoid forfeiture, candidates are able to extend their exam deadline for an additional 90 days from the expiration date. Candidates that fail to apply for an extension will nullify certification candidacy. Extension requests



must be approved prior to the 6 month expiration date. A \$50 extension fee to extend the examination deadline will apply. Only one extension may be purchased. After such time, the candidate will need to enroll again and pay the current fees.

Upon successful completion of the AASDN Nutrition Specialist exam, Certificants receive notification through U.S. Postal service mail within 21 days of exam receipt.

Candidates agree not to disclose any portion of the exam to a third party. Candidates agree not to discuss in word or writing any portions of the AASDN Nutrition Specialist Certification exam.

### **AASDN Nutrition Specialist Exam Retest Policy**

Candidates that do not successfully pass the examination may retake the exam with no penalties after a 60 day waiting period. There is a \$100 fee associated with retaking the exam. If a candidate fails the exam a second time, he/she is not eligible to purchase and retake the exam for one year and must pay the current fees.

### **Payment**

AASDN accepts credit card payments (MC, Visa and DI), personal and business checks, cash, money orders, and prior approved purchase orders. If payment is declined for any reason the account will be placed on hold and the completed exam will not be processed or approved. A surcharge of \$50 will be required before the account will be reactivated.

### **Shipping**

In-stock items ship in 3 to 5 business days from date of purchase when orders are placed between 9 am EST to 5 pm EST Monday through Friday, excluding holidays.

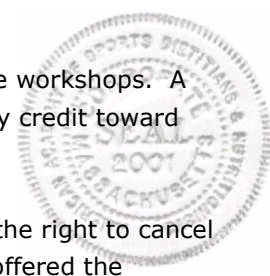
### **Refund / Warranties**

Exam purchases and extensions are nonrefundable. For other materials, AASDN offers a refund, less shipping and handling within 14 days of purchase date provided materials are returned unopened and in saleable condition. All materials are warranted and will be replaced at no charge. All purchases are non-transferable. AASDN will not refund any amounts for materials, workshops or exams returned after 14 days from the date of purchase. All sales are final after 14 days from date of purchase.

Except for returns and refunds as permitted under this agreement, your sole and exclusive remedy for any claim or any type whatsoever, arising out of the materials or services provided by AASDN hereunder, or AASDN's performance under this agreement, shall be limited to proven direct damages caused by AASDN's sole negligence in an amount NOT to exceed: 1. The greater of US \$100; 2. Or the price paid by you for the specific service or material purchased from which such a claim arises.

### **Workshop Refund**

Candidates choosing the Live Workshop program through Lifestyle Management Associates must comply with their refund and continuing education policy. The purpose of a workshop is to provide participants with a live, practical application of the subject matter but is not a guarantee of improved performance on the Nutrition Specialist Exam. Space is limited so preregistration is required. A \$10 late fee is added for registrations received 10 days prior to the class date. A refund is given for cancellations with 30 days notice prior to the beginning date; however, a charge of \$50 will be applied for handling/shipping charges. Additional charges will be applied for materials not returned. All



returned items must be in "saleable" condition. All other cancellations will be credited toward future workshops. A \$50 charge will be applied for changing/switching course dates. A 24-hour notice is required for any credit toward future workshops.

Should fewer than 10 candidates register for a workshop, Lifestyle Management Associates retains the right to cancel the site exam. Those affected will be notified no later than 14 days before the workshop date and offered the opportunity to transfer to a different site at no additional cost. Lifestyle Management Associates is not responsible for expenses incurred by a candidate due to a cancelled workshop.

No-shows who do not arrive at the workshop and who do not cancel or transfer their registrations will forfeit the registration fee. Should they wish to take the workshop at a later date, they will need to register again and pay the full registration fee.

### **Resale**

AASDN materials are not available for resale or redistribution under this agreement.

### **Confidentiality**

Except as permitted by this agreement, no member of the AASDN-BOC, AASDN Credentialing Commission, AASDN-BOC employees, AASDN employees, committees or advisory committees shall divulge candidate or certified member information without express written consent from said individuals. Certified member information and confidential information consists of applications, raw certification member information, confidential numbers and email addresses. You acknowledge and agree that certification status is not confidential information and that AASDN may disclose current certification status, including expiration dates, to third parties. Exam questions and content are not available for review. AASDN will not discuss exam questions with the candidate or third parties.

### **Code of Ethics**

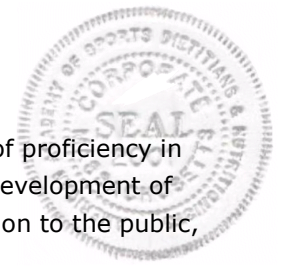
All candidates and AASDN Nutrition Specialist Certificants are required to adhere to the AASDN Professional Code of Conduct and AASDN Scope of Practice. The AASDN-BOC may revoke or otherwise take action with regard to certification or application of an individual who is in violation of the AASDN Scope of Practice.

### **Intellectual Property**

You acknowledge that all AASDN materials are protected by copyrights, trademarks, service marks and other proprietary rights that are owned by AASDN or by third parties that have licensed their use to AASDN. You agree to abide by all copyright notices and restrictions contained on [www.aasd.org](http://www.aasd.org) and [www.aasdn.com](http://www.aasdn.com), on the AASDN materials and in accordance with this agreement. You may not copy, distribute, enter into a database, display, perform, create derivative works, transmit or otherwise use any AASDN materials, except as permitted on the AASDN Nutrition Specialist Member Center.

Documents posted on the AASDN Nutrition Specialist Member Center are for your use only and they may not be modified or altered in any way and may not be distributed for resale. All Materials are provided for your own personal use and are not to be resold. You may not alter the text or remove any trademark or other notice displayed on the AASDN materials. All rights are reserved.

AASDN logos, trademarks ("Marks") are owned by AASDN. You may not use such logos or "Marks" without the prior written approval of AASDN.



## Recertification

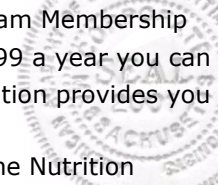
The purpose of recertification is to ensure that qualified professionals maintain and enhance levels of proficiency in their related fields through continuing education requirements. CEC programs promote continuing development of expertise and skills. To support AASDN's commitment to dissemination of sound, scientific information to the public, maintaining the Nutrition Specialist certification includes the following:

- Continuing Education Policy. AASDN requires a total of 15 contact hours every two years. AASDN accepts continuing education contact hours from all national, accredited organizations such as ACE, AFAA, NSCA, ACSM, NATA, ADA, NASM, YMCA, and Wellcoaches.
- Content must fall within the following Domains:
  - Category 1: The Science of Nutrition (biochemistry, energy nutrient utilization during exercise, rest, illness; alternative medicine; nutrition and disease, etc);
  - Category 2: Incorporating nutrition programs (legal terms; adult, youth, aging, athletes, vegetarian programs; stress reduction, entrepreneurial skills);
  - Category 3: Communication/coaching skills;
  - Category 4: Nutrition research (application and methods);
  - Category 5: Professional and legal practices.
- AASDN also accepts documentation of work in the field of nutrition such as nutrition classes, lectures, etc. Candidates must complete the "CEC Course Petition" request form.
- CECs are based on contact hours. Contact hours are defined as the number of actual clock hours spent in direct participation in a structured educational format as a learner. One (1) CEC is equivalent to one (1) contact hour. CECs will be awarded only for activities that are completed within the reporting period. CECs in excess of the amount required cannot be carried over for credit in subsequent reporting periods. CECs cannot be earned prior to certification.
- Change of Address. – Changes in mailing address must be provided to the AASDN-BOC. Failure to keep the mailing address current can result in suspension or revocation of certification. Information can be updated by completing the Contact Form in the member center at [www.aasdn.org](http://www.aasdn.org) or calling 800.682.4933.
- AASDN requires recertification of the Nutrition Specialist certification every two years. All Nutrition Specialists are expected to obtain the required 15 contact hours every two years. All AASDN Certificants are held to higher standards since all Certificants are members of the allied health community. Therefore, AASDN-BOC has instituted a random audit whereby 10% of all Nutrition Specialists will be asked to provide documentation of contact hours. No fees are associated with this process. Certificants that are chosen will be notified via USPS and must show proof of contact hours within 60 days of notification.
- All Nutrition Specialist NOT chosen by the random audit will NOT be required to submit documentation of contact hours but are required to complete the "AASDN-BOC Recertification Documentation Form" and maintain a copy for their records.

## Renewal

All Nutrition Specialists are required to renew their Nutrition Specialist Certification annually and have the option to switch between the 3 membership options:

- Basic Membership. Benefits include entry into the NS member center which includes all documents needed to incorporate a nutrition program. Documents include: caloric needs equation sheet; assessment forms, legal waiver; physician release form, responsibility agreement; ten session outline; individual scripted program; group scripted program; youth program; athletes handouts; portion size handout, menu plans, goal setting sheet and more. Benefits also include AASDN product discounts and listing on the AASDN NS state page. The Basic Membership annual fee is \$25.

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- Team Membership. In addition to the benefits included in the Basic Membership, the Team Membership includes unlimited AASDN Licensed Sports Dietitian support (through email). For only \$99 a year you can consult with a team of sports specialists to answer all your questions. No other organization provides you with a team of experts to support you every step of the way for only \$99 a year.
  - Nutrition Manager Membership. All Nutrition Specialists have the option to upgrade to the Nutrition Manager Membership at any time. This option includes all the benefits of the other memberships and also includes the ability to provide more specialized services, such as diet analysis and individualized menu plans, using software developed for the program. Your AASDN professional not only answers all your questions, but also provides monitoring of client programs. For more details on this membership see [Nutrition Manager](#).

### **AASDN Training Materials**

Candidates are not required to purchase any of the AASDN Nutrition Specialist training materials. The purpose of supporting AASDN Nutrition Specialist training programs is to provide participants with options for practical application of the subject matter. Candidates enrolled in any of the AASDN training programs are not guaranteed improved performance on the exam.

### **Lifestyle Management Associates Refund/Cancellation/CEC Policy**

Candidates choosing the Live Workshop program through Lifestyle Management Associates must comply with their refund and continuing education policy. The purpose of a workshop is to provide participants with a live, practical application of the subject matter but is not a guarantee of improved performance on the Nutrition Specialist Exam.

Space is limited so preregistration is required. A \$10 late fee is added for registrations received 10 days prior to the class date. A refund is given for cancellations with 30 days notice prior to the beginning date; however, a charge of \$50 will be applied for handling/shipping charges. Additional charges will be applied for materials not returned. All returned items must be in "saleable" condition. All other cancellations will be credited toward future workshops. A \$50 charge will be applied for changing/switching course dates. A 24-hour notice is required for any credit toward future workshops.

Lifestyle Management Associates is committed to attaining and maintaining high standards for continuing educations. Therefore, students must attend the entire workshop to receive continuing education.

### **Miscellaneous**

This agreement is:

1. The complete statement of the agreement of the parties and supersedes all prior or contemporaneous agreements between the parties with regard to the subject matter hereof;
2. May be modified only by a written document signed by both parties;
3. Is governed by the laws of Massachusetts, excluding its conflict of law rules;
4. That any litigation arising out of or relating to this agreement shall be filed in and heard by the state or federal courts with jurisdiction to hear such suits located in Boston, MA. In the event that any provision of the agreement is found to be invalid or unenforceable, the remainder of this agreement shall remain valid and enforceable according to its terms. Failure to enforce any term of this agreement will not be deemed as a waiver of future enforcement of that or any other term. Section headings are inserted for convenience only and shall not affect the meaning or interpretation of this agreement. This agreement is not assignable by you without prior written consent of AASDN.

For the most current version of AASDN's Terms and Conditions, visit [www.aasdn.org/aasdn/aasdnterms.pdf](http://www.aasdn.org/aasdn/aasdnterms.pdf). Also, see [www.aasdn.org/aasdn/candidatehandbook.pdf](http://www.aasdn.org/aasdn/candidatehandbook.pdf) for more details.