

AASDN

The American Academy of Sports Dietitians and Nutritionists

Licensed and Non-Licensed Professionals Disseminating Sound, Scientific Sports/Wellness Nutrition Information



AASDN NS Handbook

www.aasdn.org



American Academy of Sports Dietitians and
Nutritionists
Nutrition Specialist Certification

Candidate Handbook
Includes Professional Code of Conduct
And Scope of Practice

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INTRODUCTION



About This Handbook

The AASDN Nutrition Specialist Certification Handbook contains critical information regarding exam eligibility requirements, registration, and completion procedures. Please take the time to read this Handbook carefully. It is your guide to successful completion of the AASDN Nutrition Specialist Certification. We thank you for choosing AASDN as your nutrition certification and nutrition resource center.

AASDN Board of Certification

AASDN Mission Statement

The American Academy of Sports Dietitians and Nutritionists is dedicated to establishing and maintaining high professional standards for the dissemination of sound, accurate, scientific nutrition information to the public by qualified professionals. In furtherance of the AASDN mission, AASDN is the first national organization to recognize the achievements of licensed dietitians and nutritionists who possess extensive experience and education in a fitness/wellness related field. These highly qualified and experienced professionals are equipped to monitor programs implemented by other allied health professionals, including fitness and wellness professionals. This process permits implementation of safe, effective, scientific nutrition programs by allied health professionals that adhere to all state licensure laws and the ADA guidelines.

Also in furtherance of this mission, AASDN is pleased to announce the establishment of the AASDN Nutrition Specialist Certification Program. The Nutrition Specialist certification advances professional standards through rigorous training of allied health and fitness professionals. These highly trained Nutrition Specialists incorporate nutrition into their fitness/wellness programs using materials developed by AASDN licensed professionals. Nutrition Specialist programs are also monitored by AASDN licensed professionals.

AASDN-BOC Mission Statement

In furtherance of the AASDN mission, AASDN is pleased to announce the establishment of the AASDN Nutrition Specialist Certification Program. The Nutrition Specialist Certification advances professional standards through rigorous training of health, allied health and fitness professionals. Trained AASDN Nutrition Specialists incorporate nutrition into their fitness /wellness programs using materials developed by AASDN licensed professionals. These programs are also monitored by AASDN licensed professionals.

Also in furtherance of the AASDN Mission, AASDN is pleased to announce the establishment of the AASDN Online Sports Nutrition Certificate Programs.

With the focus on health, fitness, and disease prevention, this certificate program is designed to expand knowledge related to the field of sports nutrition and to enable students of other disciplines to relate this knowledge to their specific fields.

The curriculum of the AASDN Online Sports Nutrition Certificate Programs is designed to allow participants to progress from the Nutrition Specialist Certification (or equivalent) to the Sports Nutrition Certificate program; with the opportunity to progress to the Advanced Sports Nutrition Certificate program and Master Sports Nutrition Certificate program.

Purpose Statement

AASDN-BOC provides a nutrition certification – The Nutrition Specialist Certification – for all health, allied health and fitness professionals.

The AASDN-BOC serves independently to uphold the stringent standards of professional certification and monitor the integrity of the AASDN Nutrition Specialist certification, and to implement the standards, guidelines and policy created by the AASDN Credentialing Commission regarding obtaining, and/or maintaining the AASDN Nutrition Specialist certification.

The AASDN-CC assesses the knowledge and skills required for the performance of tasks required by Nutrition Specialists. The AASDN-CC awards the Nutrition Specialist Certification credential to allied health and fitness professionals that fulfill the requirements for certification and recertification.

AASDN, AASDN-BOC and AASDN-CC maintain a strict Conflict of Interest Policy for its staff, volunteers and board members. AASDN has no legal or financial connection to accreditation organizations from which it seeks accreditation. AASDN-BOC has no financial or legal connections to NOCA or NCCA or any other accreditation organization.

Funding for AASDN programs is achieved through AASDN memberships and the AASDN Nutrition Specialist Certification. AASDN accepts no advertising, no corporate funds or government funds. AASDN extends its sincere gratitude to members and Nutrition Specialist Certificants who provide support for all AASDN programs.

NUTRITION SPECIALIST CANDIDACY POLICIES



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. 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.

Requirements Summary

A. Requirements:

- Candidates must be 18 years of age and have a certificate, certification or degree in an exercise/fitness/health related.
- Candidates must possess a high school diploma, GED or equivalent.
- Candidates must complete the registration form and accept the Terms and Conditions of Candidacy.
- Registrations must be paid in full.

B. Candidates must complete the exam in the presence of a volunteer (proctor) of their choosing. This volunteer must agree to be present during the entire exam process and must sign the Volunteer Confirming Affidavit at the completion of the exam. The Exam Volunteer must be 18 years of age and must confirm, by completing and signing the Volunteer Confirming Affidavit, that the sealed Nutrition Specialist Exam package was opened by him/her; that the Candidate presented two forms of ID (one form must be photo-bearing with a signature); that the Candidate is known to him/her; and 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, other textbooks, study materials (open book exam) and are allowed up to 5 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. 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 ID Number.
- The completed and signed Candidate Confirming Affidavit.
- The completed and signed Volunteer Confirming Affidavit must be signed by the volunteer (proctor) which affirms that the Nutrition Specialist Exam package was opened by him/her, that the Candidate presented two forms of ID (one ID must be photo-bearing and contain a signature), that the Candidate is known to him/her, 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 written notes pages 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.

Candidacy Policy

A. Non-discrimination Policy. AASDN-BOC does not discriminate against any individual on the basis of gender, religion, ethnic background, or physical disability. Nutrition Specialist exam procedures allow for exam completion at a facility of one's own choosing in the presence of a Volunteer (proctor) of one's own choosing and hence provides for accommodations for Americans with disabilities.

B. Candidate Eligibility Policy. Candidates are not required to enroll in any AASDN educational programs or purchase AASDN materials. Candidates must:

- Be 18 years of age and have a certificate, certification or degree in an exercise/fitness/health related.
- Must possess a high school diploma, GED or equivalent.
- Must complete the registration form and accept the Terms and Conditions of Candidacy.
- Registrations must be paid in full.

C. Candidate Ineligibility

A candidate may be deemed ineligible for either insufficient documentation to assess eligibility or documentation provided or fees do not meet eligibility requirements for the exam. The AASDN-BOC reserves the right to cancel exam scores if an individual is deemed ineligible to take the exam. If a candidate is determined to be ineligible, a refund of registration fees will NOT be provided.

D. Volunteer (Proctor) Non-Discrimination Policy

Non-discrimination Policy. AASDN-BOC does not discriminate against any individual on the basis of gender, religion, ethnic background, or physical disability. Nutrition Specialist exam procedures allow for exam completion at a facility of one's own choosing in the presence of a Volunteer (proctor) of one's own choosing and hence provides for accommodations for Americans with disabilities.

E. Volunteer (Proctor) Eligibility Policy

Volunteer proctors must be 18 years of age and must be willing to complete and sign the "Volunteer Confirming Affidavit which affirms that he/she opened the sealed Nutrition Specialist Exam, that the Candidate is known to him/her, that two forms of ID were presented to him/her (one ID must be photo-bearing with a signature), that he/she was present during completion of the exam and did NOT in any way provide advice, opinions, or answer 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. The volunteer must collect the exam, and all accompanying papers and documents at the end of the maximum 5 hours allowed for completion of the exam. The volunteer must mail all documents, along with the completed exam, signed documents and return to AASDN-BOC, Box 759, Fruitland Park, FL 34731.

F. Candidate Information Confidentiality Policy. 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. Candidates 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 Policy

A. Exam Completion Policy

Candidate must complete the exam within 6 months of purchase of the exam receipt date. 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 each time an extension is purchased. Only one extension may be purchased. The extension period will begin from the 6 month expiration date through an additional 90 days.

B. Exam Delivery Policy. Exams purchased will be mailed at the end of the 2 day workshop or upon completion of the home study course. Each exam issued will have a sequential, specific ID number. Exams are sealed with specific instructions that they are not to be opened. Only the Volunteer (proctor) may open the exam at the beginning of the exam process.

C. Exam Taking Policy. Candidates are expected to conduct themselves in an ethical manner while completing the exam. 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. The Volunteer (proctor) is held to the same standards as the candidate. Candidates may comment on any exam questions they believe may be misleading or inaccurate. Each comment is reviewed by the exam committee before test scoring. Individual responses to questions, comments are not provided and such comments do not affect exam scores.

The Volunteer (proctor) must sign the "Volunteer Confirming Affidavit specifying that he/she opened the sealed Nutrition Specialist Exam package, that the candidate is known to him/her, that the Candidate presented two forms of ID (one form must be photo-bearing with a signature) and that the candidate completed the exam in his/her presence and that he/she was not involved with, did not provide advice and did not provide answers to exam questions.

- The Volunteer (proctor) must be present during the entire exam process. Candidates have 5 hours to complete the exam. At the completion of the exam, the candidate must sign the Candidate Confirming Affidavit and the Volunteer (proctor) must sign the Volunteer Confirming Affidavit.
- The Volunteer must collect all materials (including notes pages and all accompanying documents, affidavits, etc.) and return the exam, signed documents, all papers, accompanying documents and notes pages to the AASDN address listed on the exam. 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.

D. Exam Security Policy. Candidates and Volunteers (proctors) are not allowed to share, discuss, in any form or manner the contents of the AASDN Nutrition Specialist Certification Exam. Sharing of any information contained the AASDN Nutrition Specialist Exam is in direct violation of Federal Copyright laws governing AASDN published materials. Violations of the confidentiality agreement will result in suspension or revocation of the AASDN Nutrition Specialist Certification. To maintain security and integrity of the AASDN Nutrition Specialist Exam, examination materials are not available for review. After review and documentation of score, all exam documents will be destroyed through shredding.

E. Exam Confidentiality Policy. Exam questions and content are not available for review. AASDN will not discuss exam questions with the candidate or third parties.

F. Exam Scoring Policy. Candidates must receive a score of 75 or greater to pass the exam. Research questions are an important part of the exam development process. Five research questions are incorporated throughout the exam and are not identified. Candidates must answer all questions to the best of his/her ability. The research questions will NOT count against the Candidate's score.

G. Exam Results Reporting. If the Candidate passes the exam, a letter containing scores for each domain along with weighted scores and a certificate is sent by AASDN to the Candidate via USPS mail within 21 days following receipt of the completed exam by AASDN. If the Candidate does not pass the exam, a letter containing scores for each domain along with weighted scores and details outlining his/her options for retaking the exam will be sent via USPS within 21 days. The Candidate may reapply after a 60 day waiting period and pay the \$100 retake fee. Candidates that do not pass the exam the exam a second time may not reapply for one year and must begin the candidacy procedure again and pay full fees.

H. Exam Disciplinary Action. Candidates may be refused the Nutrition Specialist Certification if: he/she obtained or attempted to obtain the certification by fraud, deception or artifice; knowingly assisted in obtaining or attempting to obtain certification by fraud, deception or artifice; illegally used or falsified certification certificate, credential or any other AASDN document; knowingly obtained or received unauthorized possession and/or distribution of any official Nutrition Specialist testing materials which included copying, reproducing in any manner any part of the Nutrition Specialist exam which includes AASDN or certification logos.

I. Exam Results Appeal. To maintain the security and integrity of the exam, exam materials are not available for review. Candidates may send written appeal to the AASDN-BOC. Address all appeals to AASDN-BOC, P O Box 759, Fruitland Park, FL 34731. Requests must be made no later than 30 days following the release of the examination results. Requests received later than 30 days will not be processed. AASDN-CC will provide a response to appeals within 60 days of receipt of written appeal. Decisions by the AASDN-CC will be considered final.

J. Request to retake the exam. Candidates that do not pass the exam may reapply after a 60 day waiting period. There is a \$125 fee associated with retaking the exam. The candidate may reapply after a 60 day

waiting period and pay the \$125 retake fee. Candidates that do not pass the exam the exam a second time may not reapply for one year and must begin the candidacy procedure again and pay full fees.

K. Application Expiration. Candidate must complete the exam within 6 months of purchase of the exam receipt date. 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 and will be required to reapply and pay an enrollment fee (\$100 retake fee). 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.

L. Maintain/Update Personal Information. It is the responsibility of all candidates to notify AASDN of status and address changes before materials are shipped or attending workshops. Candidates can update their information by phone (800.682.4933), fax (800.617.4615) or mail to AASDN, Box 759, Fruitland Park, FL 34731.

Cancellation and Refund Policy

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

Workshop Cancellation/Refund/Transfer 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.

Lifestyle Management Associates Refund Policy:

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.

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

Recertification Policy

Due to the rapid advances in nutrition research and addition of nutritional products AASDN Credentialing Commission has determined that recertification of the Nutrition Specialist Certification every two years is warranted. The purpose of recertification is to ensure that qualified professionals maintain and enhance levels of proficiency in their related fields through continuing education requirements. Continuing education 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. 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. Certificants must complete the Continuing Education Course Petition form for approval of work completed in the field of nutrition.
- 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 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 Policy

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.
- **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](#).

Fee Structures

Examination	FEE
Extension Fee	\$50
Retake Fee	\$100
Workshop Rescheduling Fee	\$50

NS Annual Renewal Fee	FEE
Basic Fee (Due by December 31st)	\$25
Late Fee (Jan 1st through Jan 31st)	\$35
Late Fee (Feb 1st through Dec. 31st)	\$50
Termination (After one Year Grace Period)	Must recertify

EXAM CONTENT



The AASDN-NS Job Analysis Study defines the current knowledge, skills and abilities that must be demonstrated by AASDN Nutrition Specialist certification holders to safely and successfully practice the profession. AASDN is in the process of completing the 2009 job analysis survey and results will be available in June of 2009.

The last job analysis survey was completed by Lifestyle Management Associates in June of 2005. Lifestyle Management Associates appointed an advisory committee (LMA-AC) of subject matter experts in the fitness and nutrition fields to represent Nutrition Specialists (personal trainers that incorporate nutrition education). The purpose of the LMA-AC was to construct and validate the Nutrition Specialist Examination. The committee consisted of 6 subject matter experts. These experts represented a variety of education levels and experience in the fitness and nutrition fields.

The five performance domains (statistically weighted) identified by the LMA-AC include:

Performance Domains*	Weight
The Science of Nutrition	19%
Incorporating Nutrition Programs	20%
Communication/Coaching Skills	23%
Nutrition Research – Applications and Methods	21%
Professional and Legal Practices	17%

* Performance Domains validated 2005 AASDN-NS Job Analysis Study

The statistically weighted performance domains were used to produce the exam content outline.

Content Outline

Domain 1 – The Science of Nutrition

This domain ensures that the Nutrition Specialist has the knowledge and skills to adequately answer questions pertaining to the essential nutrients, energy requirements, nutrient timing, catabolic factors, nutrition and disease, and alternative medicine therapies.

A. Nutrition Basics

1. Understand general nutrition basics: Physiology, digestion, absorption, transport
2. Define homeostasis and provide examples of homeostatic conditions in the body
3. Understand the many factors involved in the control of metabolism
4. Describe how the Dietary Reference Intakes are determined, including daily values.

5. Describe the development of the 2005 Dietary Guidelines: Thirteen member committee of scientists that developed the guidelines; limitations to the guidelines; and describe the Food Guidance system

B. Carbohydrate Metabolism

1. Understand the process of carbohydrate digestion
2. Understand the process of glucose absorption and the factors that determine absorption rate
3. Understand the process glucose transport and storage
4. Provide examples of insulin and noninsulin dependent cells and explain the biochemical reactions
5. Understand how the Glycemic Index was developed and describe the limitations associated with this index
6. Understand the role of fiber in health: amounts needed for health, foods that provide fiber and biochemical importance of adequate amounts in the diet
7. Understand the metabolic responses to alcohol: breakdown, absorption, transport, utilization, storage
8. Define nutritive sweeteners and provide examples
9. Define nonnutritive sweeteners and provide examples
10. Understand the controversy over high fructose corn syrup

C. Understand Fat Metabolism

1. Understand the physiology of fats
2. Understand the types of fats found in the diet: triglycerides, phospholipids and cholesterol
3. Describe the biochemistry of each fat found in the diet and provide examples of each
4. Understand how fats are digested and absorbed
5. Understand how the products of fat digestion are transported throughout the body and describe the different forms of transportation molecules
6. Describe the roles of fats in the body: triglycerides, phospholipids and cholesterol
7. Name the two essential fatty acids: roles in the body, recommendations and food that contain large amounts of these two essential fatty acids

D. Protein Metabolism

1. Understand the physiology of proteins
2. Understand the biochemistry of protein digestion
3. Understand the absorption and transport of amino acids
4. Describe the catabolic process of amino acids
5. Describe the formation of glucogenic amino acids
6. Describe the process of nitrogen removal from the body
7. Describe the Alanine/glutamine cycle in muscle cells as it relates to glucose formation
8. Describe the different ways of determining protein quality and which process is used today.

E. Energy Nutrient Utilization

1. Understand glycolysis, TCA cycle and electron transport
2. Understand the catabolism of the energy nutrients and the process of energy production from each
3. Understand the factors involved in nutrient utilization under differing circumstances: types of food in the diet; exercise intensity; exercise duration; fitness levels
4. Understanding the major factors involved in muscle hypertrophy: genetics, gender, nutrient intake, exercise
5. Understand the factors involved in nutrient timing as it relates to exercise performance and body composition change

6. Understanding catabolic factors that prevent muscle hypertrophy: caffeine, alcohol, sleep, stress
 7. Calculate nutrient needs based on basal metabolic rate, activity level, thermal effect of food and muscle mass
 8. Determine percentages of energy nutrient requirements based on total caloric needs and muscle mass: protein, carbohydrates and fat
 9. Understand the different modes of measuring body composition and the advantages and disadvantages of each
- F. Micronutrients
1. Understand the physiology, absorption, roles and food Sources of fat soluble and water soluble vitamins
 2. Understand the physiology, absorption, roles and Food Sources of the major and trace minerals.
- G. Basics of Nutrition and Disease
1. Understand the role of genetics, nutrition and exercise in Diabetes
 2. Understand the role of genetics, nutrition and exercise in Cardiovascular Disease
 3. Understand the role of genetics, nutrition and exercise in Hypertension
 4. Understand the role of genetics, nutrition and exercise in Stroke
 5. Understand the role of genetics, nutrition and exercise in Cancer
 6. Understand the role of genetics, nutrition and exercise for other health and disease processes: celiac disease, Crohn’s disease, gastrointestinal reflux disease, ulcerative colitis
- H. Introduction to Alternative Medicine
1. Understand the origin of the National Center for Complimentary and Alternative Medicine (NCCAM)
 2. Identify and describe the classifications of NCCAM): Alternative Medical Systems; Mind-Body Interventions; Biologically Based Therapies – Supplements, Botanicals Ergogenic Aids; Manipulative and Body Based Therapies; and Energy Therapies
 3. Define functional foods and provide examples of foods that qualify as “functional” foods.
 4. Understand the origin of the Office of Dietary Supplements (ODS) and define the purpose and responsibilities of ODS

Domain 2 – Incorporating Nutrition Programs

This domain ensures that the Nutrition Specialist can provide safe and effective nutrition programs that protect the safety and health of the public and that adhere to all state licensure laws and the ADA guidelines.

- A. Prerequisites to Incorporating a Nutrition Program
1. Understand the legal terms associated with implementing a nutrition program: Dietetics defined; Nutritionist defined
 2. Understand the different types of State Licensure Laws
 3. Understand the limitations associated with the ADA Guidelines
 4. Understand the rewards and factors associated with implementing a nutrition program. Rewards include: New skill; improved client success; reducing obesity rates. Factors include: long hours, risk taking, strong ethics, entrepreneurial skills, choosing a client base, developing a pricing scheme, attracting business (sales) and advertising
- B. Business of Nutrition
1. Understand the rewards associated with implementing a nutrition program. Rewards include: New skill; improved client success; reducing obesity rates.

2. Understanding the possible negative factors associated with implementing a nutrition program. Factors include: long hours, risk taking, strong ethics, entrepreneurial skills, choosing a client base, developing a pricing scheme, attracting business (sales) and advertising
- C. Implementing a Nutrition Program
1. Implement a nutrition program for adults that consists of one-on-one sessions: Initial interview, first appointment (keeping a food record), energy calculations, second appointment, third appointment, fourth appointment and follow up appointments
 2. Implement a nutrition group program for adults that consist of 8 group meetings: Informational meeting, keys to a successful class, 8 class outlines, and follow up.
 3. Implement a youth program using pre-approved materials: k-2nd grade materials, 3rd through 6th grade materials.
 4. Implement a program for athletes: Initial interview, first appointment (keeping a food record), energy calculations, second appointment, third appointment, fourth appointment and follow up appointments.
 5. Implement a program for aging adults: Initial interview, first appointment (keeping a food record), energy calculations, second appointment, third appointment, fourth appointment and follow up appointments.
 6. Implement a program for vegetarians: Initial interview, first appointment (keeping a food record), energy calculations, second appointment, third appointment, fourth appointment and follow up appointments.
- D. Promoting Success
1. Understanding the history of dieting and why diets are a “big fat lie”.
 2. Understanding and teaching food labeling regulations.
 3. Understand and teach how to eat healthy when eating out
 4. Understand and teach how to deal with: problem foods in the home, deprivation of favorite foods, friendly saboteurs, etc.
- E. Case Studies - *Pages 348 through pages 375 in the Nutrition for Professionals Textbook*
1. Using knowledge from the previous categories, complete the process of working with clients through examples of case studies: older client, obese client, athlete, vegetarian.

Domain 3 – Communication/Coaching Skills

The Nutrition Specialist must be able to implement coaching techniques when working with clients to bring about lifestyle changes. Without adequate coaching skills, the Nutrition Specialist will not be effective in bringing about these lifestyle modifications.

- A. What “Coaching” Is
1. Understand the differences between coaching and counseling: psychological versus behavior; role of the counselor versus the coach; look to the past or the present and future
- B. Motivational Interviewing
1. Understand the interviewing process as it pertains to nutrition clients – motivational interviewing
 2. Understand and implement the technique of asking “meaningful” questions: open ended, never ask why, never tell clients what they must do, etc.
- C. Listening
1. Understand the importance of listening during coaching sessions
 2. Listen to what is being said; fully connect with the client through “presence”

3. Never make assumptions
 4. Learning to “embrace” silence
- D. “Stages of Readiness to Change”
1. Define and identify the “Stages of Readiness to Change” when coaching clients: Precontemplation, contemplation, preparation, action, maintenance, relapse and recycling
- E. Change Process
1. Understand the change process when coaching clients
 2. Understand the Choice process
 3. Understand the fear of change
 4. Understand and teach the importance of controlling the environment
 5. Understand the Cost-benefit analysis
 6. Understand goal setting using the SMART Rule when coaching nutrition clients: specific, measurable, a value, realistic and time frame

Domain 4 – Nutrition Research – Applications and Methods

With the passage of the 1994 Dietary Supplement Health and Education Act, consumers must understand the difference between sound nutrition research and marketing tactics. The Nutrition Specialist must be able to understand, apply and teach the difference between scientific nutrition research and clever marketing tactics.

- A. Nutrition Research
1. Understand the Scientific Method
 2. Understand the process of scientific analysis - questions to be asked
 3. Understand “Critical” analyses techniques and apply to current nutrition research: Study Design and limitations associated with each design; publishing journal; sample size; duration of the study; control group; replication of the research; how applicable is the research
- B. Biased Research
1. Understand what constitutes unbiased research and differentiate from popular marketing tactics
 2. Understand how to identify biased research: funding sources, falsifying data, not properly disclosing involvement with firms whose products are based on the research, failure to present data that conflict with previous research changing the study design in response to pressure from a funding source
 3. Understand “Critical” analyses techniques and apply to current nutrition research: Study Design and limitations associated with each design; publishing journal; sample size; duration of the study; control group; replication of the research; how applicable is the research
- C. Reputable Resources
1. Where to find reputable resources: government agencies, universities, non-government agencies, other nonprofit agencies

Domain 5 – Professional and Legal Practices

This domain ensures that the Nutrition Specialist will continue to improve in competence in the profession through a professional code of conduct, maintain competence through continuing education, and adhere to a defined scope of practice.

- A. Professional Code of Conduct

1. Understand the Don'ts of the Professional Code of Conduct: terms that can not be used; clients that must be referred to more qualified professionals; marketing terms that can not be used; medical terms that can not be used
 2. Understand the Do's of the Professional Code of Conduct: terms that can be used; clients that are appropriate to work with; marketing terms that can be used
 3. Educate the public about the role and standards of practice for Nutrition Specialists to improve the public's ability to make informed decisions about the use of nutrition services through allied health professionals.
 4. Adhere to all local and state licensure laws: knowledge of state licensure regulations, ADA guidelines
- B. Scope of Practice
1. Understand the critical importance of a well defined Scope of Practice for allied health professional for implementation of a nutrition program
 2. Understand the standards defined in the AASDN Scope of Practice: nutrition program must be in combination with exercise program; conflicts of interest as it relates to product endorsements and sales; authorized and unauthorized use of approved materials; code of ethics; professional responsibility and competence
- C. Continuing Education
1. Knowledge of AASDN continuing education recertification requirements
 2. Knowledge of AASDN renewal policy
 3. Knowledge of resources for continuing education

Exam Form Development

The LMA-AC subject matter experts constructed the exam items. The Nutrition Specialist Exam was built by constructing items from the performance domains and according to the content outline validated by the LMA Job Analysis Study. Items were assigned to the examination form by ensuring that the items on the form matched the exam specifications by domain. All items were selected to match the statistical requirements established.

Once items were placed correctly in the form, the form was delivered to RMP through a secure, password protected database. Each item underwent a strict review process to confirm correctness, readability, relevance and direct association with the content outline. The examination form was pre-tested by 10 Certificants. All items were again analyzed by the AASDN-AC. Items performing poorly were reviewed and either modified retired or left unchanged. The final form consisted of 70 scored items and 5 non-scored items (test). Items consisted of fill-in, multiple choice and true/false questions. Therefore, scoring judgments were objectively and consistently applied.

Cut Score

LMA-AC, again with the help of RMP, established a "Cut Score" for the AASDN Nutrition Specialist Certification Exam using the Angoff procedure. The LMA-AC answered all test questions. Committee members were then given the answers and reviewed their answers for each exam question. The committee then discussed the acceptable minimum level of competency necessary for a candidate to pass the exam, and reviewed the minimum knowledge, skills, and abilities (SKA's) and eligibility qualifications of the candidate who could earn the credential. Each committee member then reviewed each test questions and estimated the percentage of such individuals who would answer the question correctly. A mean for each question was then calculated. The sum of all means was divided by the total number of questions. The standard deviation was 2.769 and the standard error of the cut score was 1.1. The results indicated that the observed cut score was 76. Based on these results, the cut score of 75 was implemented.

The effect of following the Angoff procedure takes into account the difficulty of each test question and provides a standard that is not dependent on a particular group of test takers, and establishes a fully defensible cut score determination.

Item Pretesting Policy

Pretesting is an important practice that creates a statistically sound standardized exam and allows Candidates to receive scores that are based only on previously tried questions. Pretesting is accomplished by interspersing new (unidentified) questions throughout the exam. Five non-scored questions appear throughout the exam. This small number of questions does not increase the time needed to complete the exam. These questions are not scored as part of the Candidate's certification exam and they do not affect the exam score.

Test Item Sampling Policy

For performance statistics to be validated, a minimum of 50 Candidates are required to have attempted the test item. These items will be scored for future use by comparing the Candidate's response to the item. The results of these test items will not affect the Candidate's score and thus will not affect the status of the Candidate. Items performing poorly are reviewed and either modified retired or left unchanged.

Exam Retirement

Exam forms are active for a period of no longer than 3 years or 1000 Candidates. After 1000 Candidates, or three years, the exam is retired. Items on a retired exam may become eligible for re-entry into the item bank along with test questions. Retired exams can become eligible as practice exams. Items on practice exams are not eligible for re-entry into an item bank.

Future Examinations

Future exams are developed by the same process based on the latest job analysis survey.

Nutrition Specialist Exam Sample Questions

1. Determine total energy nutrient needs for a male that is 180 pounds, 5 feet 11 inches, is very active (exercises at least two hours every day and is a personal trainer), eats a diet high in protein and carbohydrate, and is 15% body fat.
2. How many grams of protein, fat and carbohydrate would you recommend for the man in question one.
3. The man in question 1 lists his food intake for 3 days. After analysis of his food intake you determine that he is deficient in vitamin A, selenium and vitamin D. List 3 foods that are high in each of these nutrients.
4. For the three micronutrients listed in question 3, provide the equation that is used to determine the Dietary Reference Intakes.
5. Name the law that was passed by Congress in 1994 which changed the regulations associated with supplements.
6. Provide the new definition of a supplement as defined in the law discussed in question 5.
7. Provide the definition of a drug as defined in the law discussed in questions 5.
8. Name the type of study design considered the "gold standard" in nutrition research.
9. List the "Stages of Readiness to Change" by J. Prochaska and C. DiClemente.
10. List the 3 major differences between counseling and coaching.



American Academy of Sports Dietitians and
Nutritionists
Nutrition Specialist Certification

Professional Code of Conduct and Scope of Practice

Licensure Laws

While dissemination of nutrition information and nutrition education are unregulated in some states, other states (most notably North Carolina, Ohio and Florida) have very specific definitions and laws pertaining to the marketing and administering of nutrition information. AASDN Programs are designed to meet the strictest criteria of any state, ensuring safe, legal and helpful systems for delivering nutrition and fitness information to your clients.

As an "AASDN Nutrition Specialist" you have demonstrated a firm grasp of basic nutrition principles. The scripted "AASDN Nutrition Specialist Programs" allow you, as a consultant, to incorporate nutrition into your exercise/fitness business while adhering to all state licensure laws and ADA guidelines. In order to protect the AASDN Nutrition Specialist, AASDN, and your place of business, the following Policies/Procedures and Scope of Practice have been developed. Please read carefully and be sure that you adhere to all of the following guidelines. These guidelines should also be visible and available to individuals participating in your programs.

TITLES

As an AASDN Nutrition Specialist you **MAY NOT use the term "Certified" Nutrition Specialist - CNS**. This term is trademarked by another organization. YOU MAY call yourself an AASDN Nutrition Specialist certified through AASDN for which AASDN holds a trademark. To reiterate, you MAY NOT put certified before Nutrition Specialist. Instead **use AASDN NS or AASDN Nutrition Specialist**.

MATERIALS

As an AASDN Nutrition Specialist you may use materials developed by qualified licensed professionals of AASDN. You are NOT allowed to alter, and no program change can be made. YOU MAY NOT develop your own educational materials using either the AASDN logo, AASDN name, AASDN NS or AASDN Nutrition Specialist title.

You may use the title AASDN NS or AASDN Nutrition Specialist on your marketing materials such as brochures, business cards, website, etc. You may **NOT use these** titles on any educational materials that you develop for your own use. AASDN will not be responsible for any materials developed by Nutrition Specialists and **AASDN strictly forbids** using the AASDN logo, AASDN name, AASDN NS or AASDN Nutrition Specialist on any educational materials not developed by AASDN.

MARKETING AND COMMUNICATIONS

All AASDN Nutrition Specialists must market their services in accordance with state dietetic and nutrition licensing laws. When marketing your nutrition services take note of the following items. You are providing nutrition education and training, however you are not a "Nutritionist" or a "Dietitian" and should not in any way market yourself using these titles. Strictly prohibited is use the name "dietitian," "licensed dietitian," "nutritionist," "licensed nutritionist," "nutrition counselor,".... "or any other words, letters, abbreviations, or insignia.....; or employ unlicensed persons to engage in dietetics and nutrition practice or nutrition counseling, unless the person is the holder of a valid license issued under the state licensure law."

AASDN programs are sound behavioral change programs and results take time and commitment. We do not guarantee or promise any results; make unrealistic weight/body composition change promises or communicate that we are treating any medical conditions.

Any AASDN Nutrition Specialist providing dietary information other than AASDN program materials may be in violation of their state dietetics and nutrition licensing laws. Any purveyor of AASDN programs that uses any of the terms listed above in its marketing or portrays itself as dietetics or nutrition experts or as providing nutrition treatment for a specific disease will be in violation of many state laws. Violation in these states is a misdemeanor offense.

Failure to follow any or all of the above Policies and Procedures deems the AASDN Nutrition Specialist as non-compliant with AASDN and its affiliates.

SCREENING

All AASDN programs call for screening of program participants for risk factors. All clients must provide the AASDN Nutrition Specialist with a detailed medical disease history. If a client presents with a health problem, a physician referral form must be completed and signed by the client's physician. We use standards embraced by the North Carolina Board of Dietetics and Nutrition (NCBDN); North Carolina has the most stringent standards and guidelines for participation and administration of weight control programs. The client must have the release completed by the physician and returned to the AASDN Nutrition Specialist. The AASDN Nutrition Specialist must maintain a copy for his/her records.

SUPPLEMENTS

AASDN does not endorse any particular supplements or brand of supplements. It is beyond the scope of practice for any AASDN Nutrition Specialist to recommend or suggest the use of any nutrition supplementation (vitamin, mineral or herbal). Any such recommendations must come directly from the client's physician or a Registered Dietitian.

AASDN DON'T'S

- DO NOT promote the program as a "treatment" for eating disorders, such as compulsive eating, anorexia, or bulimia.
- DO NOT market the program to treat any health or medical problem.
- DO NOT market the program to promote or promise permanent weight loss.
- DO NOT market the program as nutrition counseling, providing nutrition care, or a Medical Nutrition Therapy offering (MNT).
- DO NOT make unrealistic claims concerning the rate of weight loss (one to two pounds a week is considered normal) or promise unrealistic results.
- DO NOT call yourself a nutritionist, dietitian, certified nutritionist, certified dietitian, licensed dietitian, nutrition counselor, nutrition expert, nutrition educator, or a nutritionalist (there is no such thing) UNLESS the person is a REGISTERED DIETITIAN.
- DO NOT work with moderate or high-risk clients without written clearance from the client's physician and guidance of proper health care professionals.
- DO NOT dissuade clients from seeking proper medical care for health problems.
- DO NOT go against the recommendations of a client's health care provider.

- DO NOT make guarantees that the client will achieve unrealistic results (e.g. average weight loss in excess of 2 pounds).

AASDN DO'S

- DO market and provide nutrition information.
- DO promote the program as an effective way to alter body composition.
- DO call yourself an AASDN Nutrition Specialist.
- DO form a network of doctors, dietitians and psychologists that specialize in eating disorders that you can turn to or refer clients to for help.
- DO obtain medical clearance from the physician of all moderate and high-risk clients before they participate in the program.
- DO use before and after pictures, assessments and/or testimonials to keep track of member results. As permitted make these success stories visible to other clients.
- DO provide the client with all the tools to assist them in achieving their fitness goals that the AASDN Management program has to offer i.e. scripted programs, educational materials, follow-up procedures, etc.
- DO know your limitations! Being a certified personal trainer, AASDN Nutrition Specialist does not qualify you to treat medical and physical problems with exercise and nutrition. Refer all moderate and high-risk clients to their physician or licensed health care provider. Refer all clients to a registered dietitian for medical nutrition therapy.
- DO contact your AASDN licensed professional with any questions, comments or concerns when dealing with moderate or high-risk clients.
- DO contact AASDN for help when designing marketing materials for your programs.

Scope of Practice

The goal of this proposed National Nutrition Scope of Practice for Health and Fitness Professionals is to eliminate confusion as to the scope and depth of nutrition information that can be administered legally, safely, ethically, and professionally by all health and fitness professionals nationwide. We welcome comments from all professionals and all disciplines.

WHY A SPECIFIC SCOPE OF PRACTICE FOR HEALTH AND FITNESS PROFESSIONALS?

Frustration and confusion exists in the health and fitness profession when it comes to nutrition education, advice, and services that can be provided, not only legally, but professionally as well. Some fitness professionals provide nutrition education based solely on “anecdotal data”, while other more qualified professionals are afraid to provide information because they have been told it is beyond their scope of practice.



The American Dietetics Association (ADA) provides little help. A position paper indicates minimal education requirements, but does not provide specifics for health and fitness professionals. The following is the position of the American Dietetic Association in reference to education in the field of nutrition for allied health professionals. You will notice that, while it does include physical therapists, occupational therapists, etc., it does not include health and fitness professionals. The document simply states recommended minimal levels of education. Minimal education is necessary to screen for nutrition risk, and no education is specified to assess nutritional health. It is not the role of the certified health and fitness professional to assess nutrition risk but all health professionals can assess nutrition health. These professionals should certainly play a role in reinforcing the importance of nutrition in health.

POSITION STATEMENT (ANNOTATED FROM WEBSITE DOCUMENT)

It is the position of The American Dietetic Association that nutrition education is an essential component of the curricula for the majority of health care professionals. Curricula should include nutrition principles and identification of nutrition risk factors for appropriate and timely referral to a qualified dietetics professional for comprehensive nutrition services. (Adapted from Website: <http://www.eatright.org/>). However, no mention is made as to the role of allied health professionals in reference to nutrition education in conjunction with fitness/wellness programs.

POSITION STATEMENT - AASDN

It is the position of the American Academy of Sports Dietitians and Nutritionists that nutrition education is an essential component of the curricula for all allied health/fitness professionals in conjunction with a fitness/wellness program. To reduce obesity rates all health/fitness professionals must become involved in educating the public in healthy lifestyle changes. These professionals must be adequately trained, must understand the professional limitations associated with the process of including nutrition education. These qualified, trained professionals are **NOT dietitians/licensed nutritionists** and in no way are allowed to present themselves as such. These qualified, trained professionals must present themselves as professionals working in conjunction with qualified, licensed professionals; use materials developed by qualified, licensed

professionals, and in NO way can make any changes to documents authored by qualified, licensed professionals. As stated by former Secretary of HHS, Tommy Thompson, the medical community cannot resolve obesity. Who can resolve the obesity epidemic? According to Mr. Thompson, what is needed are community based programs. Health/Fitness professionals working together, under the guidance of qualified, licensed professionals can provide community based programs designed begin to reduce obesity rates.

PREAMBLE

AASDN has undertaken the task of developing a National nutrition scope of practice for health and fitness professionals. The goal of this document is to provide allied health professionals with clear, concise, and professional standards for inclusion of nutrition education in conjunction with fitness/wellness programming. These guidelines are aimed at clarifying and adhering to all state nutrition licensure laws and the guidelines set by the American Dietetics Association.

STANDARD 1: DECLARATIONS AND DEFINITIONS

AASDN refers to the American Academy of Sports Dietitians & Nutritionists. Board refers to the AASDN Credentialing Commission Board members. Fitness and health professionals refers to individuals that have been certified by a respected, and nationally recognized program such as the American College of Sports Medicine, the American Council on Exercise, the National Academy of Sports Medicine, the National Athletic Trainers' Association, The Aerobics and Fitness Association of America, National Strength and Conditioning Association, etc. The profession refers to the profession of nutrition in conjunction with fitness/wellness programming.

STANDARD 2: CODE OF ETHICS

Individuals that engage in the practice of nutrition in conjunction with fitness programming shall adhere to the AASDN Code of Ethics. The Code provides guidance for decision-making concerning ethical matters and serves as a means for self-evaluation and reflection regarding the ethical practice of nutrition in conjunction with fitness programming.

1. Accurately communicate and provide educational services equitably to all individuals regardless of social or economic status, age, gender, race, ethnicity, national origin, religion, disability, diverse values, attitudes, or opinions.
2. Be accountable for individual non-medical judgments and decisions about health and fitness, nutrition, preventive, rehabilitative, education, and/or research services.
3. Maintain high quality professional competence through continued study of the latest research in nutrition and health and fitness as provided through respected, reliable sources.
4. Be expected to conduct educational activities in accordance with recognized legal, scientific, ethical, and professional standards.
5. Respect and protect the privacy, rights, and dignity of all individuals by not disclosing health and fitness, nutrition, and or research information unless required by law of when confidentiality jeopardizes the health and safety of others.
6. Call attention to unprofessional services that result from incompetent, unethical, or illegal professional behavior.

7. Contribute to the ongoing development and integrity of the profession by being responsive to, mutually supportive of, and accurately communicating academic and other qualifications to colleagues and associates in the field.
8. Participate in the profession's efforts to establish high quality services by avoiding conflicts of interest and endorsements of products and supplements.
9. Participate in and encourage critical discourse to reflect the collective knowledge and proactive within the exercise and nutrition profession to protect the public from misinformation, incompetence, and unethical acts.
10. Provide interventions grounded in a theoretical framework supported by research that enables a healthy lifestyle

STANDARD 3: PRACTICE OF NUTRITION IN CONJUNCTION WITH FITNESS/WELLNESS PROGRAMMING

The practice of nutrition in conjunction with fitness/wellness programming shall include a variety of services but only when reviewed by, and in consultation with a licensed dietitian/nutritionist. No program change can be initiated without prior approval by a licensed dietitian/nutritionist. No program can be modified or altered in any way without approval by a licensed dietitian/nutritionist. The health/fitness professional, in conjunction with the licensed professional, may provide clients with educational information through lectures, articles, and classes. The health/fitness professional, in conjunction with the licensed professional, may provide energy calculations, analyze food intake, and provide pre-approved menu plans for the apparently healthy, exercising population. Nothing in this standard authorizes the health/fitness professional to "diagnose" disease, or make nutritional recommendations for individuals requiring special dietary needs. Nothing in this standard authorizes the health/fitness professional to provide such services without direct approval and in consultation with a licensed dietitian/nutritionist.

STANDARD 4: EDUCATIONAL REQUIREMENTS

The practice of nutrition in conjunction with fitness/wellness programming shall include a variety of educational requirements prior to practice including courses at the university level, approved nutrition certifications for health and fitness professionals. The qualified licensed AASDN dietitian/nutritionist shall make the final determination as to the qualifications of the health/fitness professional.

STANDARD 5: NUTRITIONAL PRODUCT ENDORSEMENT AND SALES

AASDN does not endorse any particular supplements or brand of supplements. It is beyond the scope of practice for any AASDN Nutrition Specialist to recommend or suggest the use of any nutrition supplementation (vitamin, mineral or herbal). Any such recommendations must come directly from the client's physician or a Registered Dietitian. The health/fitness professional shall refrain from endorsement of, or sales of, supplements and products containing supplement on the label. Such endorsement or sales constitutes a conflict of interest.

STANDARD 6: PROFESSIONAL RESPONSIBILITY AND COMPETENCE

The health/fitness professional shall practice only within the boundaries of their competence as defined by their academic training, hands-on experience, professional certification, and in conjunction with a licensed dietitian/nutritionist. When indicated, the health/fitness professional shall monitor his/her effectiveness and take steps

including, but not limited to, continuing education to maintain a reasonable level of awareness of current scientific and professional information.

Disciplinary Action

AASDN Professional Code of Conduct

The AASDN Professional Code of Conduct is designed to maintain the highest level of professional and ethical conduct. AASDN-BOC expects each Nutrition Specialist to uphold the AASDN-BOC Professional Code of Conduct and Scope of Practice in its entirety. Failure to comply with the Professional Code of Conduct and Scope of Practice may result in disciplinary action including, but not limited to, suspension or termination of certification. All Certificants are obligated to report any unethical behavior or violation of the Professional Code of Conduct and Scope of Practice by other Certificants.

Each certified Nutrition Specialist must provide professional service and demonstrate safe and effective client care in their practice. Each member shall:

- A. Abide by the AAASD-BOC Professional Code of Conduct, including but not limited to, refraining from illegal use of terms such as dietitian and nutritionist.
- B. Abide by the AASDN-BOC Scope of Practice. Including, but not limited to, using materials developed by qualified professionals and refraining from recommending or selling supplements which is beyond the scope of practice for all Nutrition Specialists.
- C. Treat each colleague and/or client with the utmost and dignity and dignity and not make false or derogatory assumptions concerning their practice.
- D. Refer clients to the appropriate medical practitioner when the Nutrition Specialist becomes aware of any change in the client's health status or medication; become aware of an undiagnosed illness, injury, or risk factor; become aware of any unusual client eating behaviors. Also refer the client to appropriate health care provider when supplemental advice is requested.
- E. Remain in good standing and maintain current certification status by acquiring all necessary continuing education requirements.

CONFIDENTIALITY

Each certified Nutrition Specialist shall respect the confidentiality of all client information. In his/her professional role, the Nutrition Specialist shall: protect the client's confidentiality in conversations, advertisement and any other arena unless otherwise agreed upon by the client in writing or due medical and/or legal necessity; protect the interests of clients who are minors by law or unable to give voluntary consent by securing the legal permission of the appropriate third party or legal guardian; store and dispose of client records in a secure manner.

INTEGRITY

Each Nutrition Specialist must practice with honesty, integrity and lawfulness. The Nutrition Specialist shall: Maintain adequate and truthful progress notes for each client; accurately and truthfully inform the public of services rendered; honestly and truthfully represent all professional qualifications and affiliations; advertise in a manner that is honest, dignified and representative of services that can be delivered without the use of provocative and/or sexual language and or pictures.

REVOCACTION OF CERTIFICATION

AASDN-BOC may revoke or otherwise take action with regard to the application or certification of an individual in the case of:

- A. Ineligibility for certification
- B. Irregularity in connection with any certification application or examination.

- C. Unauthorized possession, use, access or distribution of certification examinations, score reports, answer sheets, certificates, Certificant or applicant files, documents or other materials.
- D. Material misrepresentation or fraud in any statement to AASDN or in any statement to the public in connection with professional practice, including, but not limited to, statements made to assist the applicant, Certificant, or another to apply for, obtain or retain certification.
- E. Negligence or malpractice in professional work, which includes, but is not limited to, the release of confidential medical information of clients or others with whom the Certificant or applicant has a professional relationship.
- F. The conviction of, plea of guilty or plea of no contest to a felony or misdemeanor, which is directly related to public health, athletic care or education. This includes but is not limited to rape, sexual abuse of a child or athlete, actual or threatened use of a weapon of violence; the prohibited sale or distribution of controlled substance, or its possession with the intent to distribute.
- G. Not adhering to the eligibility requirements for certification candidacy or the continuing education requirements.
- H. Not adhering to the Professional Code of Conduct and Scope of Practice.
- I. Not cooperating with AASDN and/or AASDN Credentialing Commission investigations into alleged illegal or unethical activities. This would include but is not limited to, not cooperating with appropriate committees by withholding information, not responding to requests for information in a timely manner, or providing misleading information to an AASDN committee or individual member.
- J. Engaging in conduct that includes, but is not limited to, unauthorized use of the AASDN name to endorse any products or services without proper authority or exploitation of a client for financial gain.

DISCIPLINARY HEARING AND APPEALS PANELS

- A. AASDN-BOC Manager shall appoint three persons who are AASDN-BOC certified professionals to a Hearing Panel, and/or an Appeals Panel, to consider alleged violations of any Application or Certification standard set forth in Section I C (1)-(7) after review and decision by the Professional Practice and Discipline Committee. These panels may be established as standing panels. The Hearing and Appeals panels shall be composed of three full voting members and up to four non-voting (substitute) members.
- B. A quorum of either the Committee or a panel consists of three full voting members, and Committee and Panel action shall be determined by a majority vote. Committee and Panel members may not serve in any situation where their impartiality or the presence of actual or apparent conflict of interest might reasonably be questioned.
- C. When a vacancy of a full-voting member occurs in any of the panels as a result of resignation, unavailability, or disqualification, the AASDN-BOC Manager shall designate a full voting Nutrition Specialist certified professional from the list of substitute members.

COMPLAINT/REVIEW PROCESS

Whenever the AASDN-BOC Manager receives allegations that raise an issue the AASDN-BOC Manager shall transmit such allegations to the Chair of the AASDN Credentialing Commission which shall act as the Hearing Panel. The Hearing Panel shall review the complaint and contact the accuser by telephone or via postal mail to set up a time and date to review the allegation. All phone conversations will be recorded and all parties will be notified of the recording procedures. Accusers will be questioned about the facts regarding the alleged incident(s) and information relevant to the case such as times, date and location of the offense shall be reviewed with the accuser for clarity. After all those involved in the accusation are questioned, the Hearing Panel will determine if good cause exists to move further into the investigation. If the Hearing Panel determines that no good cause exists to question eligibility or compliance with the Professional Code of Conduct

and Scope of Practice, no further action shall be taken. However, if the Hearing Panel determines by majority vote that good cause does exist, it shall direct the transmittal to the applicant or Certificant by certified mail or tracked courier, return receipt requested, of a letter containing a statement of the factual allegations constituting the alleged violation and the disciplinary standard allegedly violated. The letter shall also include the following recitation of rights and procedures: The applicant or Certificant shall have fifteen (15) days in which to respond to the allegations, provide comments regarding appropriate sanctions, and request a formal hearing if he or she disputes the allegations; sanctions may be imposed if the allegations are determined to be true by the Hearing Panel, or if the applicant or Certificant fails to submit a timely response; the applicant or Certificant will be deemed to consent to the imposition of sanctions by the Hearing Panel if he or she does not dispute the truthfulness of the allegations; the applicant or Certificant must appear in person if he/she requests a hearing.

APPEALS

If the applicant or Certificant disputes the allegations and requests a hearing, the Chair shall: forward the allegations and response of the applicant or Certificant to the hearing panel; schedule a hearing before the Hearing Panel after the request is received; send by certified mail or tracked courier, return receipt requested, a Notice of Hearing to the applicant or Certificant. The Notice of Hearing shall include a statement of the time and place of the hearing as selected by the AASDN-BOC Manager after consultation with the Chair of the Hearing Panel. The Hearing Panel shall maintain an audio taped or written transcript of the proceedings. AASDN-BOC and the applicant or Certificant may make opening statements, present documents and testimony, examine and cross examine witnesses under oath, make closing statements and present written briefs as scheduled by the Hearing Panel.

The Hearing Panel shall determine all matters relating to the hearing. The hearing and related matters shall be determined on the record by majority vote. Formal rules of evidence shall not apply. Relevant evidence may be admitted. Disputed questions shall be determined by majority vote of the Panel. The decision of the Hearing Panel shall be rendered in writing. A decision by the Hearing Panel shall contain factual findings, conclusions of law and any sanctions applied. It shall be transmitted to the applicant or Certificant by certified mail or tracked courier, return receipt requested.

SANCTIONS

Sanctions for violation of any AASDN-BOC Standard may include one or more of the following: Denial or suspension of eligibility; revocation; non-renewal; censure; reprimand; suspension; training or other corrective action.