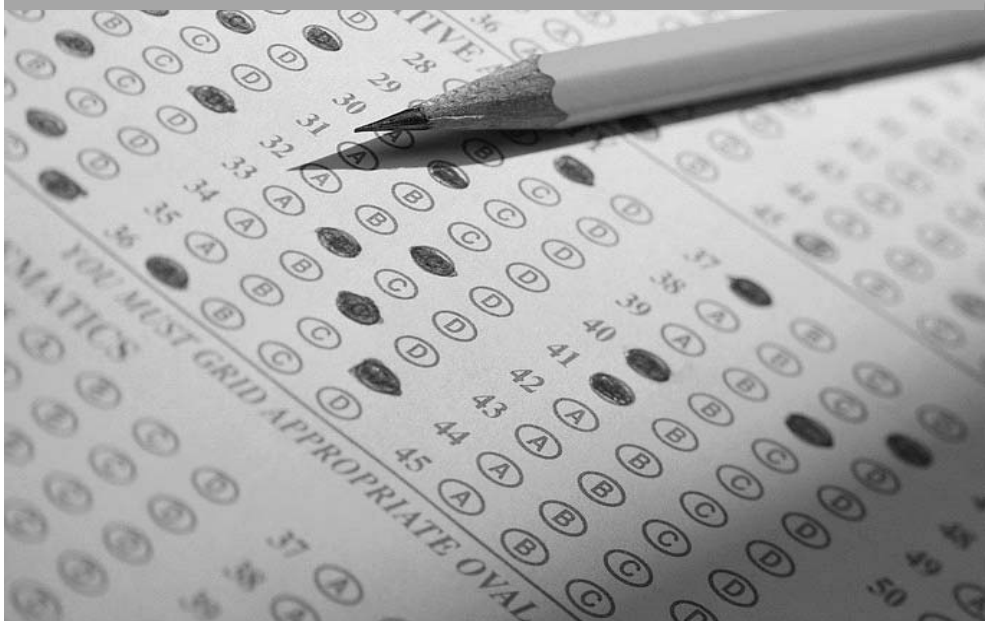
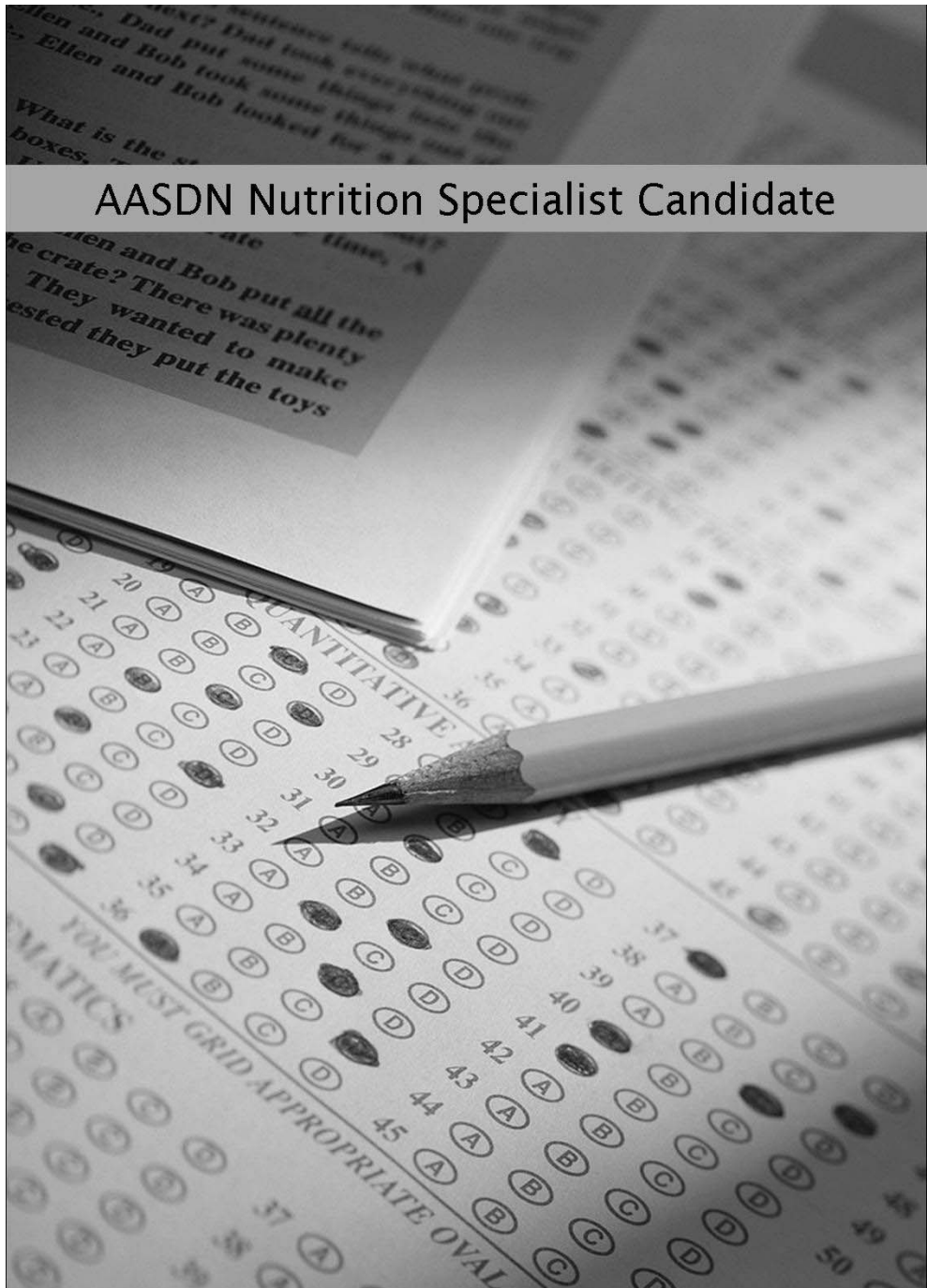


# **AASDN Nutrition Specialist Candidate Handbook**





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# Nutrition Specialist Candidate

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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.

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## Requirements Summary

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- A) Requirements:
- i. Candidates must be 18 years of age.
  - ii. Candidates must read the Candidate Policy, Exam Policy, Rectification/Renewal Policy, Scope of Practice, and agree to the terms and conditions.
  - iii. AASDN is committed to reducing obesity rates through exercise and nutrition. 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. All candidates must show proof of an exercise component by either:
    - A certificate, certification or degree in an exercise/fitness/health related field
    - Or work directly with an exercise/fitness institution
    - Or work directly with a fitness professional
  - iv. Candidates must complete the registration form and accept the Terms and Conditions of Candidacy.
  - v. Registrations must be paid in full.
- B) The Nutrition Specialist Exam is an online, open book exam and 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 3 hours for completion of the exam.
- i. Details concerning registration for the exam can be found online at <http://www.aasdn.net/NSEexam.htm>.

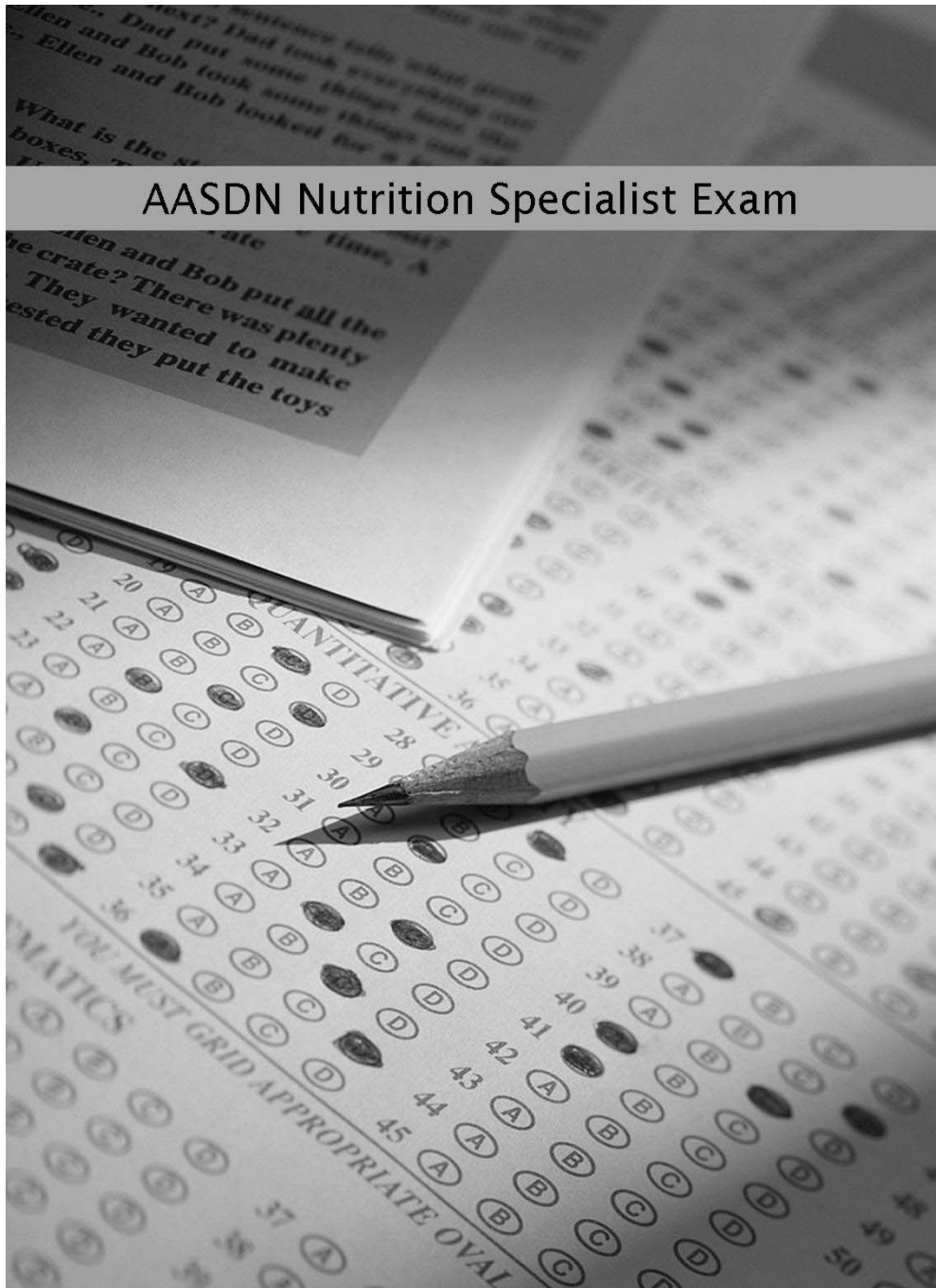
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## *Candidate Policy*

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- 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 online completion of the examination 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:
- ii. Candidates must be 18 years of age.
  - iii. Candidates must read the Candidate Policy and agree to its terms and conditions.
  - iv. AASDN is committed to reducing obesity rates through exercise and nutrition. 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. All candidates must show proof of an exercise component by either:
    - A certificate, certification or degree in an exercise/fitness/health related field
    - Or work directly with an exercise/fitness institution
    - Or work directly with a fitness professional
  - v. Candidates must complete the registration form and accept the Terms and Conditions of Candidacy.
  - vi. 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 is incorrect, 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) **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.





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# AASDN Nutrition Specialist Exam

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The Nutrition Specialist Exam is an online, open book exam and 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 3 hours for completion of the exam.

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## Exam Policy

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- A) Students that have completed the appropriate paperwork and paid the appropriate fees may complete the online Nutrition Specialist examination. Each exam issued will have a sequential, specific ID number.
- B) Exam Completion Policy. Candidate must complete the exam within 6 months of purchase 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 must be purchased. Only one extension may be purchased. The extension period will begin from the 6 month expiration date through an additional 90 days. Extensions can be purchased online at <http://www.aasdnstore.com>.
- C) Exam Completion Details. Candidates are expected to conduct themselves in an ethical manner while completing the exam. 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. See details online at <http://www.aasdn.net/NSEexam.htm>.
- D) Exam Security Policy. Candidates and 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.
- 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. Examination research questions are an important part of the exam development process. One research question per domain is incorporated throughout the exam and is 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. Candidates receive immediate scores upon completion of the exam. Certification certificates and membership details are mailed within 21 days of successful completion of the exam.
- 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. Candidates may be refused the Nutrition Specialist certification if the completed exam does not adhere to details specified online at <http://www.aasdn.net> (Examination Details).
- 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 the address on the exam or on [www.aasdn.org](http://www.aasdn.org). 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 a second time may not reapply for 6 months 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 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 (\$125 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. Exam extensions may be purchased online at [www.aasdn.org](http://www.aasdn.org).
- 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 may update their information by phone by completing the change of address form in the online member center.
  - M) Examination Cancellation and Refund Policy. Exam purchases and extensions are nonrefundable.
  - N) Workshop Cancellation/Refund/Transfer Policy. Candidates choosing the Live Workshop program must comply with the 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 live workshop 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, AASDN and Lifestyle Management Associates retain the right to cancel the workshop. 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; obtain a refund; or switch to the home study course. Lifestyle Management Associates nor AASDN is responsible for expenses incurred by a candidate due to a canceled 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. AASDN is committed to attaining and maintaining high standards as a continuing education provider. Therefore, students must attend the entire workshop to receive continuing education.

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### *Fee Structures/Deadlines*

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<b>Fee Structure</b>	<b>FEE</b>
Extension Fee	\$50.00
Retake NS Exam Fee	\$125.00

## AASDN Nutrition Specialist Certification Exam Study Guide

Workshop Rescheduling Fee	\$50.00
Practice Exam Fee	\$50.00

Prices subject to change without notice.

<b>NS Annual Renewal Fee</b>	<b>FEE</b>
Basic Fee (Due by December 31st)	\$35.00
Late Fee (Jan 1st through Jan 31st)	\$50.00
Late Fee (Feb 1st through Dec. 31st)	\$75.00
Termination (After one Year Grace Period)	Must Recertify

Prices subject to change without notice.

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## *Deadlines*

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<b>Form</b>	<b>Deadline Date</b>
Nutrition Specialist exam completion	6 months from date of receipt
Notification of exam results	Immediately upon completion of exam
Receipt of NS certificate	30 days upon completion of exam
Examination extension	90 day from exam expiration date
Retaking the exam	Waiting period of 60 days from notification
Retaking the exam (third time)	Waiting period of 6 months from notification
Breach of examination security	One year from notification of breach of security
Examination disciplinary action	One year from notification of disciplinary action

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## *Exam Form Development*

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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.

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 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 (Data Analysis Manager) 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 short essay, 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 (one per domain) 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 questions are randomly chosen from a databank of 500 questions. Retired questions can become eligible for entry into 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.

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## Exam Content

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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.

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:

<b>Performance Domains*</b>	<b>Weight</b>
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.

### Domain 1 – The Science of Nutrition

This domain ensures that the Nutrition Specialist has the knowledge and skill to adequately answer questions pertaining to: the biology of cells; nutrition basics including the Recommended Dietary Allowances, Dietary Reference Intakes, and the national food guidance system; metabolism, digestion, absorption, and transport of the energy nutrients; energy production and utilization; nutrition and disease; vitamins and minerals; and complementary and alternative medicine.

### Domain 2 – Incorporating Nutrition Programs

This domain ensures that the Nutrition Specialist has the necessary skills to implement a nutrition program in conjunction with a fitness/wellness program. This domain focuses on skills necessary to work with clients including the steps involved in

implementation of an individual nutrition program; a group program; a child and teen program; a program for seniors, athletes, and vegetarians. The Nutrition Specialist must also possess the skills necessary to educate clients on sabotaging factors in maintaining health. Such factors include: why diets lead to muscle loss; inconsistencies and often ambiguous labeling regulations that lead to poor food choices; eating out that also leads to poor eating choices; and other sabotaging effects such as friendly saboteurs and distortion of portion sizes, etc.

### Domain 3 – Communication/Coaching Skills

Coaching and counseling are allied fields that share the goal of helping clients achieve lives of greater health and fulfillment. Both counselors and coaches help clients set measurable, attainable goals. Both teach the skills necessary for achieving the goals and both provide support and encouragement while clients work toward their goals. A major difference is the client population. Coaches work with clients who are reasonably healthy and well-functioning and wish to augment their well-being through achieving certain personal or professional goals. Goals may be specific to wellness or performance or may be more broadly aimed at achieving greater life satisfaction through, for example, changes in career or lifestyle. The work is focused on the present and its influence on the future. The work is also typically brief and designed to accomplish the client's goals relatively quickly. "Improvement" and "enhancement" are hallmarks of coaching. Hence, all Nutrition Specialists must understand the differences between coaching and counseling and must acquire a working knowledge of coaching skills in order to help clients set measurable, attainable goals and teaches the skills necessary for achieving those goals.

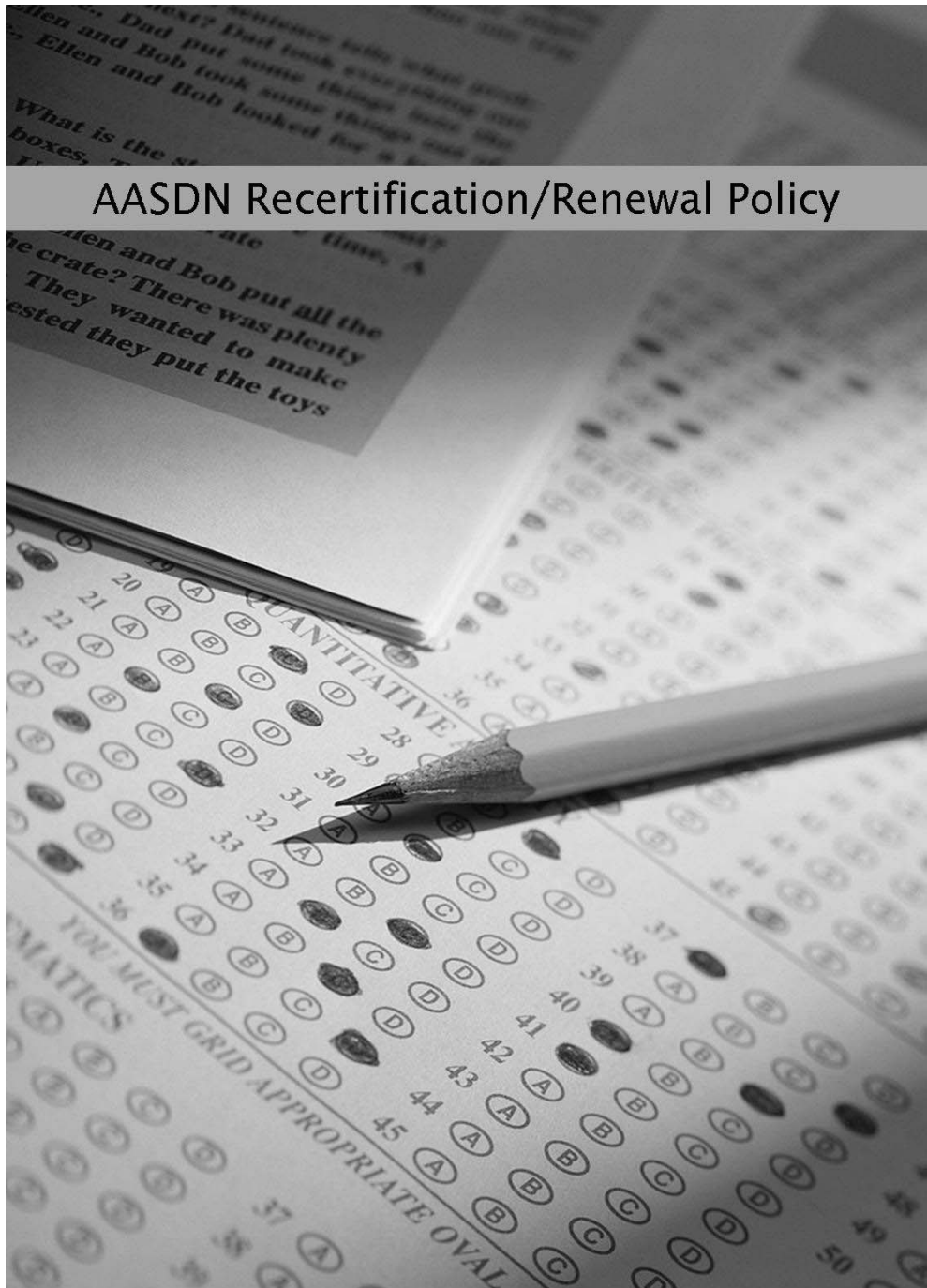
### Domain 4 – Nutrition Research – Applications and Methods

The revolution in genetics, patent protections for bio-engineered molecules, laws strengthening intellectual property rights, and licensing and patenting of results from federally-sponsored research have created new incentives for scientists, clinicians, and academic institutions to join forces with for-profit industry in an unprecedented array of entrepreneurial activities. While many professionals are involved in research, many more read the results of research and apply it to the real world. Therefore, it is vitally important for the Nutrition Specialist to be able to critically analyze research to determine if the methods and results are valid, and to be able to disseminate sound, scientific nutrition information to the public.

### Domain 5 – Professional and Legal Practices

The AASDN Nutrition Specialist Certification is the only non-regulatory nutrition certification program that includes all materials used by certificants including

administrative documents; scripted programs; and unlimited sports dietitian support. The American Academy of Sports Dietitians and Nutritionists (AASDN) has undertaken the task of developing a more specific nutrition scope of practice for AASDN Nutrition Specialists (NS). This scope of practice is applicable to all non-licensed professionals that partner with qualified, licensed professionals but is specific to AASDN certified professionals. The goal of this domain is to provide AASDN certificant with clear, concise, and professional standards for inclusion of nutrition education. These guidelines are aimed at clarifying issues and adherence to all state nutrition licensure laws. Hence, this domain ensures that the AASDN Nutrition Specialist Certification program standards provide safe, effective and legal programs to the public; and 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.





## *Recertification/Renewal 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.

### *Rectification Policy*

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 Domains listed in the table below. AASDN also accepts documentation of work in the field of nutrition such as nutrition classes, lectures, etc. Certificants must complete the online Continuing Education Course Petition form for approval of work completed in the field of nutrition. The five performance domains (statistically weighted) identified by the LMA-AC include:

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

- Nutrition Specialists are not required to recertify until the following reporting period. For example, a certificant that successfully completed the Nutrition Specialist exam in 2014 is not required to recertify until the 2017 reporting period.

<b>Reporting Period</b>	
2013	January 1 <sup>st</sup> 2012 through December 31 <sup>st</sup> 2013
2015	January 1 <sup>st</sup> 2014 through December 31 <sup>st</sup> 2015
2017	January 1 <sup>st</sup> 2016 through December 31 <sup>st</sup> 2017
2019	January 1 <sup>st</sup> 2018 through December 31 <sup>st</sup> 2019

- 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).
- All AASDN Certificants are held to higher standards since all Certificants are members of the 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.

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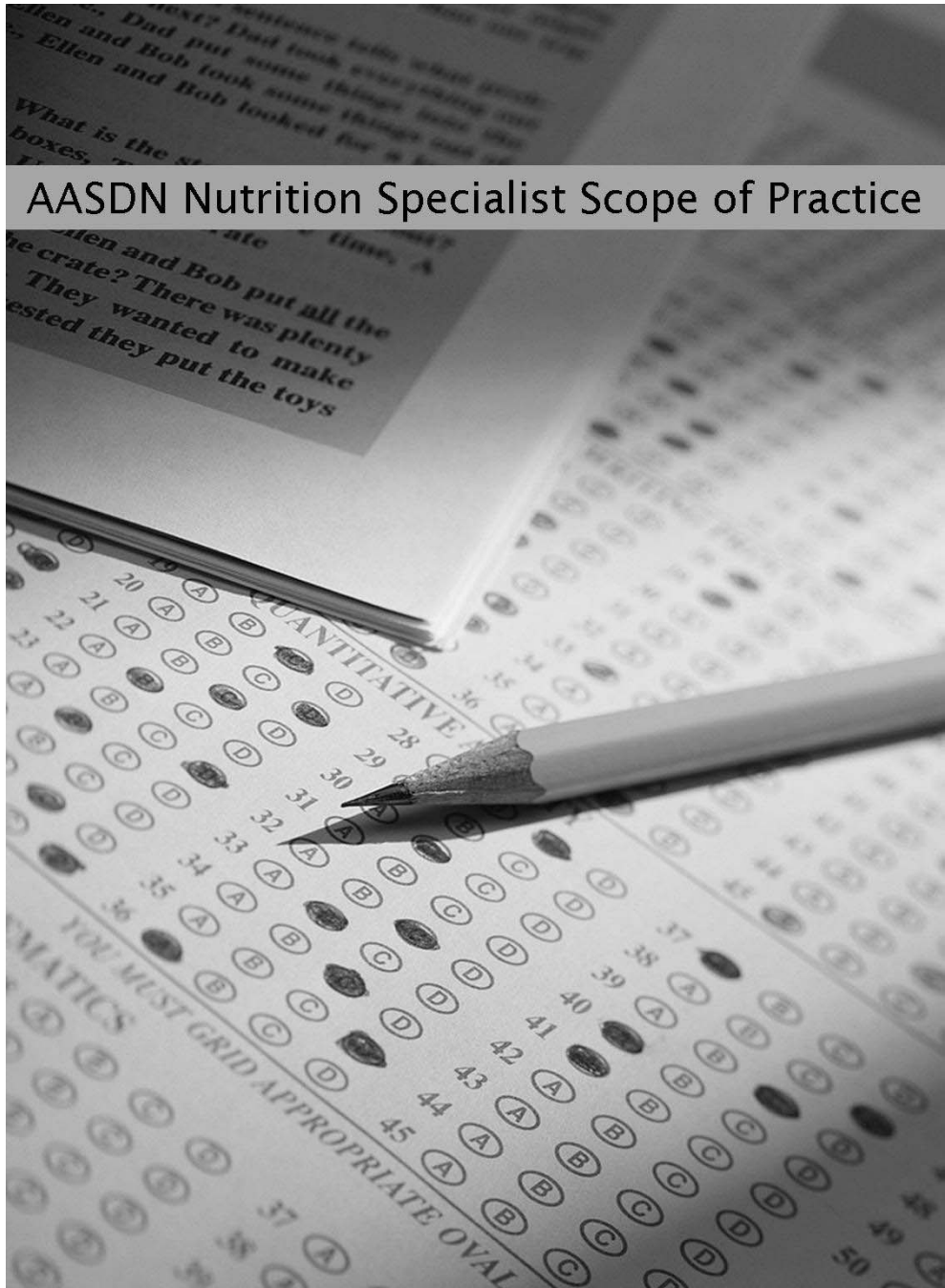
## *Renewal Policy*

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All Nutrition Specialists are required to renew their Nutrition Specialist Certification annually and have the option to switch between the 2 following membership options:

- Basic Membership. Benefits include entry into the NS member center which includes all documents needed to incorporate a nutrition program. Documents include: administrative documents, caloric needs assessment sheet; legal waiver, physician release form, responsibility agreement; ten session outline; individual scripted program, group scripted program, youth program, athletes and vegetarian program; menu plans, goal setting sheet and more.
- Benefits also include AASDN product discounts and listing on the AASDN NS state page.
- Benefits also include unlimited access to a sports dietitian.
- The Basic Membership annual fee is \$35 (price subject to change without notice).
- 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 basic membership and also includes the ability to provide more specialized services. AASDN professionals not only answers all questions,

but also provide monitoring of client programs. For more details on this membership see Nutrition Manager at [www.aasdn.org](http://www.aasdn.org). The membership fee for Nutrition Manager is \$299 annually (price subject to change without notice).



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## *Nutrition Specialist Scope of Practice*

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This scope of practice is applicable to all non-licensed professionals that partner with qualified, licensed professionals but is specific to AASDN certified professionals. The goal of this document is to provide AASDN certificants with clear, concise, and professional standards for inclusion of nutrition education. These guidelines are aimed at clarifying issues and adherence to all state nutrition licensure laws.

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### *STANDARD 1: Declarations and Definitions*

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“AASDN” refers to the American Academy of Sports Dietitians & Nutritionists. “Board” refers to the AASDN Credentialing Commission Board members. “Wellness professionals” refers to individuals that practice health in the context of a healthy balance of the mind, body, and spirit that results in an overall feeling of well-being (16) and excludes licensed dietitians/nutritionists. “Fitness professional” refers to both health related and skilled related fitness professionals. “Athletic Trainers’” refers to individuals that meet the requirements of a state licensing board and qualifications set by the Board of Certification. Athletic Trainers’ are under the direction of a physician and are recognized by the American Medical Association; and are in good standing with the Board of Certification and their state licensing board (17). “Nutrition Specialist” refers to a person who has successfully completed the AASDN Nutrition Specialist program and is a member in good standing with the AASDN Credentialing Commission. A “medical condition” is a broad term that includes all diseases and disorders (15). The “profession” refers to the profession of nutrition in conjunction with wellness programming. “Licensed professional” refers to a licensed dietitian/nutritionist.

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### *STANDARD 2: Code of Ethics*

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Individuals that engage in the practice of nutrition in conjunction with fitness/wellness 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/wellness 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 or 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 be 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.

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### ***STANDARD 3: Practice of Nutrition***

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The practice of nutrition education in conjunction with fitness/wellness programming by AASDN Nutrition Specialists shall include a variety of educational activities/documents but only when created by, reviewed by, and/or in consultation with an AASDN licensed dietitian/nutritionist. No program/document change can be initiated without prior approval by an AASDN licensed dietitian/nutritionist. No program/document can be modified or altered in any way without approval by an AASDN licensed dietitian/nutritionist. The AASDN Nutrition Specialist, in conjunction with the AASDN licensed professional, may provide clients with educational information through lectures, articles, and classes. The AASDN Nutrition Specialist, in conjunction with the AASDN licensed professional, may utilize AASDN approved documents with the apparently healthy, exercising population. Nothing in this standard authorizes the AASDN Nutrition Specialist to "diagnose" disease or make nutritional recommendations for individuals requiring special dietary needs. Nothing in this standard authorizes the AASDN Nutrition Specialist to provide such services without direct approval and in consultation with an AASDN licensed dietitian/nutritionist. The

AASDN Nutrition Specialist **cannot** provide nutrition services to individuals with medical conditions without direct oversight and in consultation with an AASDN licensed dietitian/nutritionist.

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#### ***STANDARD 4: Educational Requirements***

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The practice of nutrition in conjunction with the AASDN Nutrition Specialist shall include a variety of educational requirements prior to practice which includes successful completion of the AASDN Nutrition Specialist Certification; and all certificants must be members in good standing with the AASDN Credentialing Commission. AASDN requires recertification of the Nutrition Specialist certification every two years. All Nutrition Specialists are required to obtain 15 contact hours every two years. All AASDN Certificants are held to higher standards since all Certificants are members of the 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.

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#### ***STANDARD 5: Endorsement/Sales of Nutritional Products***

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AASDN does not endorse any particular supplements or brand of supplements. It is beyond the scope of practice for Nutrition Specialists to recommend or suggest the use of any nutrition supplementation (vitamin, mineral, herbal, ergogenic, or weight loss). Any such recommendations must come directly from the client's physician or a licensed dietitian. The Nutrition Specialist 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 and is beyond the scope of practice of a non-licensed professional.

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#### ***STANDARD 6: Professional Responsibility/Competence***

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The AASDN Nutrition Specialist that has attained the AASDN Nutrition Specialist Certification who is in good legal and professional standing with all academic and certificate programs may implement programs that have been created by an AASDN licensed dietitian/nutritionist when working with the apparently, healthy exercising population. It is the responsibility of the AASDN Nutrition Specialist to be aware of specific statutes in his/her state as well as understanding his/her professional standard of care and limitations in working with at risk populations or individuals with medical conditions. The AASDN Nutrition Specialist shall practice only within the boundaries of their competence as

## *AASDN Nutrition Specialist Certification Exam Study Guide*

defined by their academic training, hands-on experience, professional certification, and in conjunction with a licensed dietitian/nutritionist. When indicated, the AASDN Nutrition Specialist 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.



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## *AASDN Professional Code of Conduct*

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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:

- 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.
- 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.
- Treat each colleague and/or client with the utmost and dignity and dignity and not make false or derogatory assumptions concerning their practice.
- 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.
- Remain in good standing and maintain current certification status by acquiring all necessary continuing education requirements.

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### *Confidentiality*

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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*

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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.

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## *Revocation of Certification*

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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. 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.
- d) 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.
- e) 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.
- f) Not adhering to the eligibility requirements for certification candidacy, including breach of exam security; or not adhering to the continuing education requirements.
- g) Not adhering to the Professional Code of Conduct and Scope of Practice.
- h) 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.
- i) 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.

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### *Disciplinary Hearing and Appeals Panels*

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- 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.

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### *Complaint/Review Process*

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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.

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## *Appeals*

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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.

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## *Sanctions*

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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.