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**IDAPA 22
TITLE 01
CHAPTER 13**

22.01.13 – RULES FOR THE LICENSURE OF DIETITIANS

000. LEGAL AUTHORITY.

Pursuant to Section 54-3505(2), Idaho Code, the Idaho State Board of Medicine is authorized to promulgate rules to implement provisions of the Dietitians Act. (12-28-94)

001. TITLE AND SCOPE.

These rules shall be cited as IDAPA 22.01.13, “Rules for the Licensure of Dietitians.” (12-28-94)

002. WRITTEN INTERPRETATIONS – AGENCY GUIDELINES.

Written interpretations of these rules in the form of explanatory comments accompanying the notice of proposed rulemaking that originally proposed the rules and review of comments submitted in the rulemaking process in the adoption of these rules are available for review and copying at cost from the Board of Medicine, 1755 Westgate Drive, Suite 140, Box 83720, Boise, Idaho 83720-0058. (4-2-03)

003. ADMINISTRATIVE APPEAL.

All contested cases shall be governed by the provisions of IDAPA 04.11.01, “Idaho Rules of Administrative Procedure of the Attorney General,” and IDAPA 22.01.07, “Rules of Practice and Procedure of the Board of Medicine.” (4-2-03)

004. PUBLIC RECORD ACT COMPLIANCE.

These rules have been adopted in accordance with Title 67, Chapter 52, Idaho Code, and are public records. (4-2-03)

005. INCORPORATION BY REFERENCE.

There are no documents incorporated by reference into this rule. (4-2-03)

006. OFFICE – OFFICE HOURS – MAILING ADDRESS AND STREET ADDRESS.

The central office of the Board shall be in Boise, Idaho. The Board's mailing address, unless otherwise indicated, shall be Idaho State Board of Medicine, Statehouse Mail, Boise, Idaho 83720. The Board's street address is 345 W. Bobwhite Court, Suite 150, Boise, Idaho 83706. The telephone number of the Board is (208) 327-7000. The Board's facsimile (FAX) number is (208) 377-7005. The Board's website is www.bom.idaho.gov. The Board's office hours for filing documents are 8:00 a.m. to 5:00 p.m. MST. (3-27-13)

007. FILING OF DOCUMENTS -- NUMBER OF COPIES.

All documents in rulemaking or contested case proceedings must be filed with the office of the Board. The original and one (1) electronic copy of all documents must be filed with the office of the Board. (3-27-13)

008. SEVERABILITY.

The sections and subsections of these administrative rules are presumed severable unless specifically provided to the contrary. If any rule, or part thereof, or the application of such rule to any person or circumstance is declared invalid, that invalidity does not affect the validity of any remaining portion. (3-27-13)

009. (RESERVED)

010. DEFINITIONS.

01. Academy of Nutrition and Dietetics. The national organization that credentials dietetics professionals and accredits undergraduate and graduate programs that prepare dietetics professionals. (3-28-18)

02. Accreditation Council for Education in Nutrition and Dietetics. Accreditation Council for Education in Nutrition and Dietetics or “ACEND” means the accrediting organization of the Academy of Nutrition and Dietetics that is recognized by the United States Department of Education as the accrediting agency for education programs that prepare dietetic professionals. (3-28-18)

- 03. Board.** The Idaho State Board of Medicine. (4-2-03)
- 04. Dietitian.** A person who meets all of the requirements of and is licensed under the provisions of Title 54, Chapter 35, Idaho Code, to engage in the practice of dietetics as set forth in Section 54-3502A, Idaho Code. Dietitian and dietician are interchangeable terms. (3-28-18)
- 05. Dietetic Practice.** As set forth in Title 54, Chapter 35, Section 3502A of the Idaho Code, dietetic practice, the practice of dietetics or practicing dietetics focuses on food and nutrition and related services developed and provided by dietitians to protect the public, enhance the health and well-being of patients/clients, and to deliver quality products, programs and services, and medical nutrition therapy. Clinical nutrition and dietetics practice is the utilization of skills, knowledge and applied judgment of the dietitian whose practice involves nutrition care, medical nutrition therapy, and related services provided to individuals and groups of all ages to address health promotion and prevention, delay or management of diseases and conditions. Dietetic practice is across varied settings, including health care, business and industry, communities and public health systems, schools, colleges, the military, government, research, food service management, teaching, consulting, media, writing, public speaking and informatics, and private practice. (3-28-18)
- 06. Commission on Dietetic Registration (CDR).** The credentialing organization of the Academy of Nutrition and Dietetics that awards and administers credentials to individuals at entry, specialist and advanced levels who have met CDR's specified criteria to practice in the dietetics profession, including successful completion of its national accredited certification examination and recertification by continuing professional education and/or examination. (3-28-18)
- 07. Licensure Board.** The Dietetic Licensure Board. (4-2-03)
- 08. Medical Nutrition Therapy.** Medical nutrition therapy or "MNT" means an evidence-based application of the nutrition care process. The provision of MNT to a patient/client may include one (1) or more of the following: nutrition assessment or reassessment, nutrition diagnosis, and nutrition intervention for the prevention, delay or management of diseases or conditions. (3-28-18)
- 09. Monitor of Provisionally Licensed Graduate Dietitian.** An Idaho licensed dietitian who shall be responsible for the activities of the provisionally licensed graduate dietitian being supervised and shall review and countersign all patient documentation performed by the provisionally licensed graduate dietitian being supervised. (4-2-03)
- 10. Nutrition Care Process.** A systematic approach to providing high-quality nutrition care that consists of four (4) distinct, interrelated steps: (3-28-18)
- a.** Nutrition assessment, which means a systematic method for obtaining, verifying and interpreting data needed to evaluate nutritional needs and to identify nutrition-related problems, their causes and their significance; (3-28-18)
 - b.** Nutrition diagnosis, which means the identification of a specific nutrition problem that a dietitian is responsible for treating independently; (3-28-18)
 - c.** Nutrition intervention, which means a purposefully planned action intended to positively change a nutrition-related behavior, environmental condition or aspect of health status for the patient/client and family or caregivers, target group or the community at large; and (3-28-18)
 - d.** Nutrition monitoring and evaluation: (3-28-18)
 - i.** Nutrition monitoring means the preplanned review and measurement of selected nutrition care indicators of the patient/client's status relevant to the defined needs, nutrition diagnosis, nutrition intervention and outcomes; and (3-28-18)
 - ii.** Nutrition evaluation means the systematic comparison of current findings with the previous status, nutrition intervention goals, effectiveness of overall nutrition care or comparison to a reference standard. (3-28-18)

11. Provisional License. The Board may issue a provisional license to a graduate dietitian who meets the requirements set forth by Sections 54-3506(1) and 54-3506(2), Idaho Code. A provisional license shall authorize the practice of dietetics under the supervision of a monitor who is an Idaho licensed dietitian. (4-2-03)

011. -- 019. (RESERVED)

020. GENERAL QUALIFICATIONS FOR LICENSURE.

01. Applicant. An applicant must be of good moral character and shall meet the requirements set forth in Section 54-3506, Idaho Code. The Board may refuse licensure if it finds the applicant has engaged in conduct prohibited by Section 54-3510, Idaho Code, provided, the Board shall take into consideration the rehabilitation of the applicant and other mitigating circumstances. (12-28-94)

02. Examination. Each applicant shall either pass an examination required by the Board or shall be entitled to apply for Licensure by Endorsement pursuant to Section 54-3508, Idaho Code. (3-28-18)

a. The written examination shall be the examination conducted by the Commission on Dietetic Registration and the passing score shall be the passing score established by the Commission. (12-28-94)

b. An applicant who fails to pass the examination must submit a new application. (12-28-94)

c. An applicant who has failed to pass the examination on two (2) separate occasions will be denied eligibility to reapply; however, this application may be considered on an individual basis if the applicant submits proof of additional training. (3-28-18)

d. An applicant for Licensure by Endorsement will meet the requirements as set forth in Section 54-3508, Idaho Code. (3-28-18)

03. Application Expiration. An application upon which the applicant takes no further action will be held for no longer than one (1) year. (12-28-94)

021. APPLICATION FOR LICENSURE.

01. Application. Each applicant for licensure shall submit a completed written application to the board on forms prescribed by the board, together with the application fee. The application shall be verified and under oath and shall require the following information: (12-28-94)

a. A certificate of successful completion of a program approved by the Academy of Nutrition and Dietetics or its successor and a certificate of successful completion of a dietetic internship or preprofessional program approved or accredited by the Academy of Nutrition and Dietetics or its successor organization; (3-28-18)

b. The disclosure of any criminal conviction or charges against the applicant other than minor traffic offenses; (12-28-94)

c. The disclosure of any disciplinary action against the applicant by any state professional regulatory agency or professional organization; (12-28-94)

d. The disclosure of the denial of registration or licensure by any state or district regulatory body; (12-28-94)

e. No fewer than two (2) certificates of recommendation from persons having personal knowledge of the applicant's character; (3-28-18)

f. Two (2) unmounted photographs of the applicant, no larger than three inches by four inches (3" x 4") (head and shoulders), taken not more than one (1) year prior to the date of the application; (12-28-94)

- g.** A copy of any registration by the Commission on Dietetic Registration, if applicable; (12-28-94)
 - h.** A copy of examination results or the application to write the qualifying exam and the date the examination is scheduled; (4-2-03)
 - i.** Such other information as deemed necessary for the Board to identify and evaluate the applicant's credentials; and (4-2-03)
 - j.** A Provisional License Dietitian/Monitor Affidavit, if applicable. (4-2-03)
- 02. Personal Interview.** The Board may, at its discretion, require the applicant to appear for a personal interview. This interview shall be limited to a review of the applicant's qualifications and professional credentials. (3-28-18)

022. LICENSE EXPIRATION AND RENEWAL.

- 01. Provisional Licensure Expiration.** Provisional licenses shall become full active licenses to practice as a dietitian upon the date of receipt of a copy of registration by the Commission on Dietetic Registration. All provisional licenses shall expire on June 30 following issuance. (4-2-03)
- 02. Renewal.** Each full license shall be renewed annually or biennially before July 1 of the expiration year by submitting a completed request for renewal accompanied by payment of the renewal fee and a copy of current registration as a registered dietitian, as determined by the Commission on Dietetic Registration of the American Dietetic Association, or its successor organization. Full licenses not renewed by the expiration date shall be canceled. (3-28-18)

023. PROVISIONAL LICENSURE.

- 01. Provisional License.** The Board may issue a provisional license to a person who has successfully completed the academic requirements of an education program in dietetics approved by the licensure board and has successfully completed a dietetic internship or preprofessional practice program, coordinated program or such other equivalent experience as may be approved by the board and who has met all the other requirements set forth by Section 021 of this rule but who has not yet passed the examination conducted by the Commission on Dietetic Registration. (4-2-03)
- 02. Provisional License Dietitian/Monitor Affidavit.** The provisionally licensed graduate dietitian must obtain an affidavit signed by an Idaho licensed dietitian affirming and attesting to be responsible for the activities of the provisionally licensed graduate dietitian being supervised and to review and countersign all patient documentation performed by the provisionally licensed graduate dietitian being supervised. (3-28-18)
- 03. Supervision by Monitor.** The practice or provision of dietetics by a graduate dietitian holding a provisional license to practice dietetics shall be in direct association with an Idaho licensed dietitian who shall be responsible for the activities of the provisionally licensed graduate dietitian being supervised and shall review and countersign all patient documentation performed by the provisionally licensed graduate dietitian. The supervising monitor need not be physically present or on the premises at all times but must be available for telephonic consultation. The extent of communication between the monitor and the provisionally licensed graduate dietitian shall be determined by the competency of the individual, the treatment setting, and the diagnostic category of the patients. (4-2-03)

024. -- 029. (RESERVED)

030. INACTIVE STATUS.

The Board shall grant inactive status to a licensee who makes application for inactive status and who does not practice as a dietitian. (12-28-94)

031. REINSTATEMENT TO FULL LICENSURE FROM INACTIVE STATUS.

An individual desiring reinstatement to full active licensure to practice as a dietitian shall submit a completed written

application to the Board, on the forms prescribed by the Board together with the license and reinstatement fees. The application shall be verified and under oath (Subsection 021.01). The Board may request such other information deemed necessary to identify and evaluate the applicant's proficiency. (12-28-94)

032. DENIAL OR REFUSAL TO RENEW, SUSPENSION OR REVOCATION OF LICENSE.

01. Disciplinary Authority. A new or renewal application may be denied or a license may be suspended or revoked by the Board, and every person licensed pursuant to Title 54, Chapter 35, Idaho Code and these rules is subject to disciplinary actions or probationary conditions pursuant to the procedures and powers established by and set forth in Section 54-3505, Idaho Code, IDAPA 04.11.01, "Idaho Rules of Administrative Procedure of the Attorney General," and IDAPA 22.01.07, "Rules of Practice and Procedure of the Board of Medicine." (3-20-14)

02. Grounds for Discipline. In addition to statutory grounds for discipline set forth in Section 54-3510, Idaho Code, every person licensed or provisionally licensed as a dietitian is subject to discipline by the Board under the following grounds: (3-28-18)

a. Being guilty of unprofessional conduct, including the provision of care which fails to meet the standard of care provided by other qualified licensees within the state of Idaho. (12-28-94)

b. Violating any provisions of this act or any of the rules promulgated by the Board under the authority of the act. (12-28-94)

c. Being convicted of a crime which may or would have a direct and adverse bearing on the licensee's ability to practice dietetics; (3-27-13)

d. Demonstrating a manifest incapacity to carry out the functions of the licensee's ability to practice dietetics or deemed unfit by the Board to practice dietetics; (3-27-13)

e. Using any controlled substance or alcohol which may or would have a direct and adverse bearing on the licensee's ability to practice dietetics; (3-27-13)

f. Misrepresenting educational or experience attainments; (3-27-13)

g. Failing to maintain adequate dietetic records. Adequate dietetic records mean legible records that contain subjective information, an evaluation or report of objective findings, assessment or diagnosis, and the plan of care; (3-27-13)

h. Failing to monitor and be responsible for the activities of the provisionally licensed graduate dietitian; (3-28-18)

i. Employing, directing or supervising the unlicensed practice of dietetics; (3-27-13)

j. Practicing in an area of dietetics for which the licensee is not trained; (3-27-13)

k. Committing any act of sexual contact, misconduct, exploitation, or intercourse with a patient or former patient or related to the licensee's practice of dietetics: (3-28-18)

i. Consent of the patient shall not be a defense; (3-28-18)

ii. Subsection 032.02 does not apply to sexual contact between a dietitian and the dietitian's spouse or a person in a domestic relationship who is also a patient; (3-28-18)

iii. A former patient includes a patient for whom the dietitian has provided dietetic services within the last twelve (12) months; (3-28-18)

iv. Sexual or romantic relationships with former patients beyond that period of time may also be a violation if the dietitian uses or exploits the trust, knowledge, emotions or influence derived from the prior

professional relationship with the patient; (3-28-18)

l. Failing to report to the Board any known act or omission of a licensee, applicant, or any other person, that violates any of the rules promulgated by the Board under the authority of the act; (3-27-13)

m. Interfering with an investigation or disciplinary proceeding by willful misrepresentation of facts or by use of threats or harassment against any patient or witness to prevent them from providing evidence in a disciplinary proceeding, investigation or other legal action; (3-27-13)

n. Failing to obey federal and local laws and rules governing the practice of dietetics; or (3-28-18)

o. Failing to be lawfully present in the United States. (3-28-18)

033. DISCIPLINARY SANCTIONS.

01. Sanctions. As stated in Section 54-3510A, Idaho Code, if grounds for discipline are found to exist, the Board of Medicine, upon the recommendation of the licensure board, may issue an order to: (3-28-18)

a. Revoke the dietitian's license to practice dietetics; (3-28-18)

b. Suspend or restrict the dietitian's license to practice dietetics; and/or (3-28-18)

c. Impose conditions or probation upon the dietitian's license to practice dietetics. (3-28-18)

034. -- 040. (RESERVED)

041. FEES.

Actual fees shall be set to reflect costs of Board administration. (12-28-94)

01. Initial/Provisional Licensure and Examination Fee. The fee for initial licensure and examination shall be no more than one hundred fifty dollars (\$150). (3-27-13)

02. Renewal Fee. The renewal fee shall be no more than one hundred dollars (\$100) per year. (3-28-18)

03. Reinstatement Fee. The reinstatement fee for a lapsed license shall be the annual renewal fee for each year of the two (2) years not licensed plus a fee of no more than fifty dollars (\$50). Lapsed licenses not reinstated after two (2) years shall be canceled. (3-27-13)

04. Inactive Fee. The fee for inactive licensure shall be no more than fifty dollars (\$50). (3-27-13)

05. Inactive to Active License Fee. An inactive license may be converted to an active license by application to the Board and payment of required fees. (4-2-03)

a. The fee for converting an inactive license to a license shall be a fee of no more than fifty dollars (\$50) and the renewal fee for each year not actively licensed minus inactive fees previously paid. (3-28-18)

b. Before the license will be converted, the applicant must account for the time during which an inactive license was held. The Board, in its discretion, may require a personal interview. (4-2-03)

06. Application Fees and Refunds. Necessary fees shall accompany applications. Fees shall not be refundable. (4-2-03)

07. Extraordinary Expenses. In situations where the processing of an application or a change in status requires extraordinary expenses, the Board will charge the applicant with reasonable fees to cover all the extraordinary expenses. (3-27-13)

042. -- 999. (RESERVED)

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