

**GEORGIA BOARD OF EXAMINERS OF LICENSED DIETITIANS**  
**Board Meeting Minutes - Conference Call**  
**June 19, 2017**

The Georgia Board of Examiners of Licensed Dietitians met by teleconference Monday, June 19, 2017 at 12:00 p.m., at the Professional Licensing Boards Division, located at 237 Coliseum Drive, Macon, Georgia.

**Board Members Present:**

Susan Chapman, MS, RD, LD, Chair  
Holly Thaw, MS, RDN, LD, Vice-Chair  
Anita Nucci, Ph.D., MPH, RD, LD  
Linette Dodson, Ph.D., RD, LD, SN

**Board Members Absent:**

David Orozco, MS, RDN, LD  
Community/Public Health LD Member (VACANT)  
Consumer Member (VACANT)

**Administrative Staff Present:**

Brig Zimmerman, Executive Director  
Linsey Brookins, Board Support Specialist  
Tiffany Jordan, Licensing Analyst

**Office of Attorney General:**

Wylencia Monroe, AAG

**Visitors:** Jill McCoy, GAND

**Ms. Chapman, Chair, established that a quorum of the Board was present and called the Board meeting to order at 12:01 p.m.**

**Agenda:** Approved with additional items:

- June 9, 2017 Meeting Minutes (Open & Executive)

**Public Rule Hearings:**

- **Rule 157-2-.02. Applications for Licensure**

(1) An applicant for licensure shall submit to the Board:

(a) The completed application form provided by the Board, available on the website [www.sos.ga.gov/plb/diet](http://www.sos.ga.gov/plb/diet).

~~(b) A photograph of the applicant. Only a passport type (3" x 3") taken within the past twelve months will be accepted.~~ All applicants must submit a Secure and Verifiable document and an Affidavit of Citizenship, as defined in Code Section O.C.G.A. §§ 50-36-1 and 50-36-2

(c) The ~~proper~~ required fee (see fee schedule).

(d) The Board may request additional verification of any requirements or credentials, as it may deem necessary.

(2) Exam applicants must submit:

(a) All applicants for licensure are required to have successfully passed an examination approved by the Board.

~~(a)~~ b) All applicants for licensure except as provided in Board rule 157-4 shall submit to the Board an official education transcript with school seal affixed and showing degree(s) earned, area of major study and date of graduation.

~~(b)~~ c) All applicants who have obtained their education outside of the United States and its territories must have their academic degree(s) validated by an approved credentialing agency as equivalent to the baccalaureate or master's degree conferred by a regionally accredited college or university in the United States.

~~(c) For licensure examination purposes only, a person who has filed the required application, paid the required fee and has been notified of acceptance by the Board shall be permitted to take the examination.~~

(d) The Board may request additional verification of any requirements or credentials as it may deem necessary

(3) Applications for Military Spouses and Transitioning Service Members

(a) As used in this rule, the following terms shall mean:

1. "Military" means the United States armed forces, including the National Guard.
2. "Military spouse" means a spouse of a service member or transitioning service member.
3. "Service member" means an active or reserve member of the armed forces, including the National Guard.
4. "Transitioning service member" means a member of the military on active duty status or on separation leave who is within 24 months of retirement or 12 months of separation.

(b) Effective July 1, 2017, military spouses and transitioning service members may qualify for expedited processing of the license application for any license or permit issued by the Board by showing that the applicant is a military spouse or transitioning service member and that the applicant has paid the fee and meets the requirements for a license or permit under the laws and rules for the type of license for which the applicant has applied.

**Authority: O.C.G.A. §§ 43-1-34, 43-11A-7, 43-11A-10 and 43-11A-13**

**Ms. Chapman motioned, Dr. Nucci seconded, and the Board voted to adopt the proposed rule amendments to 157-2-.02 Applications for Licensure as presented. None opposed, motion carried.**

- **Rule 157-2-.03. Examination and Re-examination Repealed**

- ~~(1) All applicants for licensure are required to have successfully passed an examination approved by the Board.~~
- ~~(2) The Board shall notify applicants for licensure examination purposes only of their examination results.~~
- ~~(3) An applicant who fails the examination may re-take the examination by notifying the Board, paying the required fee, and meeting the conditions as prescribed by the testing service.~~

Authority: O.C.G.A. § 43-1-7

**Ms. Chapman motioned, Dr. Nucci seconded, and the Board voted to adopt the proposed rule amendments to 157-2-.03 Examination and Re-Examination as presented. None opposed, motion carried.**

- **Rule 157-2-.05. Fines and Penalties; Name and Address Changes**

- (1) Upon finding that a violation has occurred, in accordance with O.C.G.A. §§ 43-11A-15 and 43-1-19, the Board has the authority to sanction any license issued, deny a license, or refuse to renew a license.
- (2) The Board may impose any or all of the following:
  - (a) Public or Private Reprimand;
  - (b) Letter of Concern;
  - (c) Imposition of Fine(s);
  - (d) Period of Probation; ~~and~~
  - ~~(e) Any other action the Board may deem appropriate.~~
- (3) With respect to unlicensed practice, the board may consider each day as a separate violation.
- (4) Mitigating circumstances may be taken into account in varying the sanctions subject to the Board's discretion. Mitigating circumstances shall not include failure to notify the board of an address change or failure to receive a renewal application.
- (5) Name Change. A name change request shall be accompanied by a copy of the marriage certificate, court order, or other documentation of a legal name change.
- (6) Change of Address. It is the duty of each licensee to ~~notify the Board immediately in writing of any change of address. The U.S. Postal Service may not forward mail, including renewal applications, from the Board office.~~ maintain with the Board a current mailing address, physical address, telephone number and e-mail address. Licensees may update this information online or submit changes to the Board's administrative staff to update their record.

**Authority: O.C.G.A. §§ 43-1-19, 43-11A-7 and 43-11A-14**

**Ms. Thaw motioned, Dr. Nucci seconded, and the Board voted to adopt the proposed rule amendments to 157-2-.05 Fines & Penalties; Name & Address Changes as presented. None opposed, motion carried.**

- **Rule 157-5-.01 Requirements and Definitions**

(1) Thirty (30) units of continuing professional education completed during each biennium is required for renewal except as otherwise provided in this chapter. See Rule 157-2-.04.

(2) The thirty (30) units of continuing professional education must be completed prior to the submission of the application for renewal.

~~(3) Hours in excess of thirty (30) obtained during any renewal period (December 1st odd year to March 31st even year) may be carried over to the next biennium (April 1st even year to March 31st even year).~~

(4 ~~3~~) Anyone initially licensed ~~between~~ on or after April 1st of an odd numbered year, through March 31st of the following even numbered year, ~~which is~~ the second year of the biennium, is not required to meet continuing professional education requirements for that biennium.

(~~5~~ 4) Continuing Professional Education Units (CPEUs) as used herein means one contact hour of an activity shall equal one CPEU unless specifically stated otherwise.

(~~6~~ 5) Continuing Professional Education must meet the following requirements:

(a) ~~e~~Consist of education beyond that required for entry into the profession;

(b) ~~u~~Update, enhance or assess knowledge and skills required for competent performance;

(c) ~~d~~Dietetics-related;

(d) ~~p~~Provide learning outcomes that apply to practice.

**Authority: O.C.G.A. §§ 43-11A-7 and 43-11A-14**

**Ms. Thaw motioned, Dr. Nucci seconded, and the Board voted to adopt the proposed rule amendments to 157-5-.01 Requirements and Definitions as presented. None opposed, motion carried.**

- **Rule 157-5-.03 Acceptable Continuing Professional Education**

(1) Acceptable continuing professional education activities must meet the requirements of this section and may include activities sponsored by the following approved organizations provided they meet the requirements and criteria of this section:

(a) Georgia Board of Examiners of Licensed Dietitians;

(b) ~~American Dietetic Association (ADA)~~ Academy of Nutrition and Dietetics (AND) and affiliates;

(c) Commission on Dietetic Registration (CDR); or

(d) Other organizations as approved by the Georgia Board of Examiners of Licensed Dietitians.

(2) The following activities are acceptable, provided they meet the requirements and criteria of this section and may include:

(a) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Academic Coursework, Dietetics-related coursework, including distance learning, at a US regionally accredited college or university may be awarded continuing professional education units.

1. Academic coursework taken for credit or audit are converted to continuing professional education units as follows:

Credit Audit

(i) 1 semester credit  $\equiv$  15 CPEU's for credit; 8 CPEUs if course is audited

(ii) 1 trimester credit  $\equiv$  14 CPEUs for credit; 7 CPEUs if course is audited

(iii) 1 quarter credit  $\equiv$  10 CPEUs for credit; 5 CPEUs if course is audited

2. Official college or university transcripts and a brief course description of academic coursework are required for documentation.

(b) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Case Presentations. Continuing professional education units may be awarded for attendance at a dietetics-related case presentation and include, but are not limited to grand rounds and patient case studies.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.

2. A certificate of attendance including date of event, number of contact hours and program agenda, or copy of brochure describing the case presentation is required for documentation.

(c) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Certificate Programs. A certificate program is an intensive training program, with a component that assesses the participant. Upon completion of the program, participants receive a certificate attesting to the mastery of a new knowledge/skill set. The certificate program must be dietetics-related, sponsored by a US regionally accredited college or university or an institution accredited/approved by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), National Committee for Quality Assurance (NCQA), or the Commission on Dietetic Registration (CDR).

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.

2. A certificate of completion including date completed, number of CPEUs and the name, address, phone number, and e-mail address or fax number of the provider is required for documentation.

(d) A maximum of six (6) continuing professional education units per biennium may be approved/accrued for viewing Exhibits. Learning through dietetics-related exhibits such as those presented with the ADA Academy of Nutrition and Dietetics (AND) Food and Nutrition Conference and Exhibition may be awarded continuing professional education units when properly documented.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.

2. A certificate of attendance/completion including date completed and number of CPEUs or materials describing the exhibits (with date, timeline, provider, and content) is required for documentation.

(e) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Experiential Skill Development training. Guidelines for experiential skill development include: the content must be dietetics-related, the training must include a didactic component, and the providers must be credentialed professionals in the subject area taught or must be a Registered Dietitian or Registered Dietetic Technician.

1. For culinary programs a Registered Dietitian or Registered Dietetic Technician must be involved in the planning or presentation.

2. Examples of experiential skill development training include culinary skills training (where content focuses on food composition, food chemistry, alternative nutrient sources, cultural/social/economic influences, techniques to improve acceptability or compliance), physical assessment training, multi-skill training, and computer/technology training.

3. One (1) continuing professional education unit is equivalent to one (1) contact hour.

4. A certificate of attendance/completion, including date completed, number of CPEUs, the provider credentials and issuing organization is required for documentation.

(f) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Interactive Workshops. The workshop content is required to be dietetics-related, and should include interactive discussion or participation among attendees.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.

2. A certificate of attendance/completion, including date completed, number of CPEUs or a CPE Agenda/Outline (with objectives, date, timeline, and provider) is required for documentation.

(g) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Journal Club activities. The journal club must be preplanned, provide for group participation, and include in-depth discussion of a single dietetics-related topic from pre-assigned articles/papers in professional, peer-reviewed journals.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.

2. A certificate of attendance/completion including date completed and number of CPEUs with the name, address, phone number, and e-mail address or fax number of the coordinator or a CPE agenda/ outline (with objectives, date, timeline, coordinator) is required for documentation.

(h) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for attending Lectures/ Seminars. The lecture/seminar content is required to be dietetics-related, and the CPE activity should include discussion or participation among attendees.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.

2. A certificate of attendance/completion including date completed and number of CPEUs or CPE agenda/outline (with objectives, date, timeline; and provider) is required for documentation.

(i) A maximum of six (6) continuing professional education units per biennium may be approved/accrued for attending Poster Sessions. Learning through dietetics-related poster sessions such as those presented at the ~~ADA~~ Academy of Nutrition and Dietetics (AND) Food and Nutrition Conference and Exhibition can be awarded continuing professional education units.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.

2. A certificate of attendance/completion including date completed and number of CPEUs or CPE Agenda/Outline (with objectives, date, timeline; and provider) or program/flyer/brochure describing the poster session is required for documentation.

(j) A maximum of six (6) continuing professional education units per biennium may be approved/accrued for Professional Leadership. Holding an elected office in a dietetics or dietetics-related national, state, or district organization that contributes to the acquisition of leadership skills and professional development may be awarded continuing professional education units.

1. A notice, association directory, including name of association, elected office, date completed and number of CPEUs or other documentation confirming the office held and dates of service is required for documentation.

(k) ~~a~~ A maximum of six (6) continuing professional education units per biennium may be approved/accrued for Professional Reading. Reading dietetics-related articles from peer-reviewed professional journals may be awarded CPE credit. The article must be read within 5 years of the date the article was published.

1. Reading each article is equivalent to one-half (0.5) continuing professional education unit.

2. A copy of the article abstract or first page of the article read, including citation, date completed and number of CPEUs is required for documentation.

(l) A maximum of twenty (20) continuing professional education units per biennium may be approved for conducting dietetics-related research as a sole or co-investigator. The investigator must participate substantially in the design of the work, analysis of data as well as writing of the report. This does not include research conducted to fulfill academic requirements, which receives continuing professional education units under academic coursework, or conducting literature reviews which are included under professional reading.

1. A sole investigator, who alone develops the study concept and design, conducts the analysis and writes the report, will receive twenty (20) continuing professional education units. A co-investigator, who participates substantially in development of the study concept and design, the analysis of data and writing of the report, will receive ten (10) continuing professional education units.

2. A final report to federal, state or other grant providing organization, or a letter verifying acceptance for publication in a peer-reviewed journal, or a copy of a published journal article in a peer-reviewed journal, or a letter verifying acceptance of research at a peer-reviewed professional association conference is required.

(m) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Residency and Fellowship Programs. Programs require completion of a dietetics-related, post-baccalaureate-level residency or fellowship activity with a minimum of thirty (30) contact hours. The program must meet all the following criteria: post-baccalaureate-level, dietetics-related, formalized/structured experiences, and sponsored by a US regionally accredited college or university or an institution accredited/approved by the Joint Commission ~~on~~ Accreditation of Healthcare Organizations (JCAHO) or National Committee for Quality Assurance (NCQA).

1. Completion of the program provides thirty (30) continuing professional education units.

2. The name of the program, address, phone number, and email address or fax number of the provider along with a certificate of completion, including date completed and number of CPEU's are required for documentation.

(n) A maximum of twenty (20) continuing professional education units per biennium may be approved/accrued for Sponsored Independent Learning activities. The individualized learning activity must be planned, carried out by the learner and it must be dietetics-related. The learner contracts with an individual, who is an expert in a

particular area, using the Sponsored Learning Contract available from ADA Academy of Nutrition and Dietetics (AND).

1. One (1) continuing professional education unit is equivalent to two (2) hours spent on this activity.
2. The sponsored independent learning contract with original signatures, including date completed and number of CPEU's is required for documentation.

(o) A maximum of twenty (20) continuing professional education units per biennium may be approved/accrued for Study Groups. The study group must be preplanned, provide for group participation, include 3 or more professionals, and include an in-depth study of a specific, dietetics-related topic.

1. One (1) continuing professional education unit is equivalent to one (1) contact hour.
2. A certificate of attendance/completion including date completed and number of CPEU's or CPE agenda/outline (with objectives, date, timeline; and coordinator) along with the name, address, phone number, and email address or fax number of the coordinator is required for documentation.

(p) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for earning a certification/recertification as approved by ADA Academy of Nutrition and Dietetics (AND)-Commission on Dietetic Registration (CDR). For approval, the certification/recertification program must be dietetics-related. It must require that candidates meet eligibility requirements, pass an examination to become certified initially, and require certificants to pass an examination for recertification in order to remain certified.

1. Completion of a certification/recertification provides 30 continuing professional education units.
2. The name, address, phone number, and email address or fax number of the provider and copy of the document verifying date of issue and duration of the certification including number of CPEU's are required for documentation.

(q) A maximum of thirty (30) continuing professional education units per biennium may be approved/accrued for Pre-approved Self-Study. ADA Academy of Nutrition and Dietetics (AND)-Commission on Dietetic Registration (CDR) pre-approved self-study programs and self-study programs offered by Commission on Dietetic Registration (CDR) Accredited Program Providers are acceptable. They may be audio-based, computer-based, printed, video-based, DVD-based, CD-based, or Web-based.

1. All self-study programs must meet ADA Academy of Nutrition and Dietetics (AND)-Commission on Dietetic Registration (CDR) defined content, address a single topic in depth, periodicals must be preapproved, emphasis of the program must be on relevant content, must have a minimum of 1 contact hour that is verified, and there must be a professionally developed test at the end.

2. For most programs, one (1) continuing professional education unit is equivalent to one (1) contact hour.
3. A certificate of attendance/completion including date completed and number of CPEU's or CPE agenda/outline (with objectives, date, timeline; and provider) is required for documentation.

(3) Unacceptable activities for continuing professional education units include, but are not limited to:

- (a) Orientation and in-service programs;
- (b) Meetings for the purpose of policy decisions;
- (c) Non-educational meetings at association or organization meetings;
- (d) Entertainment or recreational meetings or activities, and
- (e) Activities that do not relate to dietetics services.

**Authority: O.C.G.A. §§ 43-11A-7 and 43-11A-14**

**Ms. Chapman motioned, Ms. Thaw seconded, and the Board voted to adopt the proposed rule amendments to 157-5-.03 Acceptable Continuing Professional Education as presented. None opposed, motion carried.**

- **Rule 157-7-.02 Application for Provisional Permit**

- (1) All applicants for provisional permits must submit the following information to the Board:

- (a) The application for licensure as specified in Rule 157-2-.02, indicating on the application a provisional permit is requested (a separate fee is required – see fee schedule).
- (b) ~~A photograph as specified in Rule 157-2-.02. All applicants must submit a Secure and Verifiable document and an Affidavit of Citizenship, as defined in Code Section O.C.G.A. §§ 50-36-1 and 50-36-2;~~
- (c) ~~The proper required fee as specified in Rule 157-7-.02 (see fee schedule).~~
- (d) An official transcript with school seal affixed showing degree(s) earned, areas of major study and date of graduation.
- (e) Documentation of completion of a supervised experience component in dietetics.
- (f) An indication of the date when the examination will be taken.
- (g) For applicants who have obtained their education outside the United States and its territories a credential evaluation as specified in Rule 157-2-.02(2) (b).
- (h) The Board may request additional verification of any requirements or credentials as it may deem necessary.
- (2) A provisional permit shall not be issued if the applicant has ever failed any examination administered or approved by the Board.
- (3) A provisional permit may be denied upon a determination that the applicant fails to meet the requirements for licensure pursuant to O.C.G.A. §§ 43-11A-15 and 43-1-19.

**Authority: O.C.G.A. §§ 43-11A-7 and 43-11A-10**

**Dr. Nucci motioned, Ms. Thaw seconded, and the Board voted to adopt the proposed rule amendments to 157-7-.02 Application for Provisional Permit as presented. None opposed, motion carried.**

- **Rule 157-7-.03 Renewal of Provisional Permit**

- (1) A provisional permit issued by the Board shall expire either:
  - (a) ~~One~~ (1) year after issuance; or
  - (b) ~~u~~Upon issuance by the Board of a license to practice dietetics.
- (2) A provisional permit may be renewed at the discretion of the Board upon submission of the following:
  - (a) A new application as specified in Rule 157-2-.02 and the required fee (see fee schedule);
  - ~~(b) proper fee as specified in Rule 157-2-.02;~~
  - ~~(e b) a~~ A statement indicating circumstances requiring the renewal of the provisional permit;
  - ~~(d c) t~~The Board may request additional verification of any requirements or credentials as it may deem necessary.
- (3) A renewed provisional permit will be valid for a length of time as determined by the Board in its discretion.
- (4) The provisional permit shall not be renewed if the applicant has ever failed any examination administered or approved by the Board.
- (5) A provisional permit may be denied renewal upon a determination that the applicant fails to meet the requirements for licensure pursuant to O.C.G.A. § 43-11A-15 and O.C.G.A. § 43-1-19.

**Authority: O.C.G.A. §§ 43-11A-7 and 43-11A-10**

**Ms. Chapman motioned, Dr. Nucci seconded, and the Board voted to adopt the proposed rule amendments to 157-7-.03 Renewal of Provisional Permit as presented. None opposed, motion carried.**

Dr. Nucci motioned Ms. Chapman seconded and the Board voted that the formulation and adoption of these rule amendments to Board rules 157-2-.02, 157-2-.03, 157-2-.05, 157-5-.01, 157-5-.03, 157-7-.02 and 157-7-.03 does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §§ 43-1-19, 43-1-34, 43-11A-7, 43-11A-10, 43-11A-13 and 43-11A-14.

In addition, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§ 43-1-19, 43-1-34, 43-11A-7, 43-11A-10, 43-11A-13 and 43-11A-14 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(3) (A), (B), (C), and (D). The formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed in the field of Dietetics. None opposed, motion carried.

- Rule 157-4-.01 Licensure without Examination
- Rule 157-4-.02 Licensure by Registration

Dr. Nucci motioned, Ms. Chapman seconded, and the Board voted not to adopt the proposed rule amendments to rule 157-4-.01 Licensure without Examination as presented due to an incorrect proposed rule amendment document being posted in error for public view, and to re-post the correct proposed rule amendment for the minimum thirty days for public view with a public rules hearing to be conducted on September 15, 2017. None opposed, motion carried.

Ms. Chapman motioned, Dr. Nucci seconded, and the Board voted not to adopt the proposed rule amendments to rule 157-4-.02 Licensure by Registration due to the connection of this proposed rule amendment to the incorrectly posted rule 157-4-.01 noted in the above motion, and to re-post the proposed rule amendment for the minimum thirty days for public view with a public rules hearing to be conducted on September 15, 2017. None opposed, motion carried.

**Meeting Minutes:**

- June 9, 2017 C.C.

Ms. Thaw motioned, Dr. Nucci seconded, and the Board voted to approve the June 9, 2017 meeting minutes as presented. None opposed, motion carried.

**Executive Session Minutes:**

- June 9, 2017 C.C.

Ms. Thaw motioned, Dr. Nucci seconded, and the Board voted to approve the June 9, 2017 Executive Session meeting minutes as presented. None opposed, motion carried.

There being no further business for discussion, Ms. Chapman adjourned the meeting at 12:15 p.m.

Minutes recorded by: Linsey Brookins, Board Support Specialist  
Minutes reviewed and edited by: Brig Zimmerman, Executive Director

**SUSAN CHAPMAN**  
Chair

**BRIG ZIMMERMAN**  
Executive Director

These minutes were approved on: September 15, 2017