

Subject: Local Agency Staff Requirements

Item: Dietetic Technician, Registered (DTR): Requirements and Responsibilities

PURPOSE:

To define the roles and responsibilities for a Dietetic Technician, Registered (DTR) in a local agency (LA) setting.

POLICY:

- I. The DTR must have a minimum of an associate's degree in a nutrition-related field. A DTR must complete WIC Nutrition Assistant (WNA) certification to perform the tasks described in this policy, although expediting the certification process is allowable. The DTR must work under the supervision of an RD.

PROCEDURE(S):

- I. Requirements
 - A. Staff that is eligible for registration by the Commission on Dietetic Registration (CDR) in the DTR designation are included in the California Business and Professional Code §2585-2586. DTR staff with a minimum of an associate's degree and documented eligibility to take the DTR registration examination and who have completed WNA certification may provide services to participants for six months from the date that he or she completes the supervised practice program.
 - B. If a staff person eligible to become a DTR does not pass the registration examination within six months of completion of the supervised practice program, but they remain eligible to test with the CDR, the LA may use their own discretion on whether the staff person continues employment at the DTR pay scale until the examination is passed. However, CDPH/WIC recognizes that a staff person that does not pass the DTR examination within the first six months as a WNA may only provide services within a WNA's scope of practice.
 - C. A DTR must possess and maintain the DTR credential or the right to use the term "dietetic technician, registered" as approved by the CDR of the Academy of Nutrition and Dietetics (AND). A DTR must complete the number of continuing education units required to maintain their profession registration with the AND.
 - D. Upon request, a LA must provide CDPH/WIC with the WNA certification form and one of the following as verification of an employee's DTR qualifications:
 1. A copy of current CDR certification card.

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2. Verification statement from the accredited Dietetic Technician program (if she or he has not yet passed the CDR examination).
 3. Other document of certification from the AND.
- E. If a DTR has previous WIC experience, the LA must request and retain copies of these forms and documents from the previous agency or from the employee.
- F. The LA must retain the verification forms and documents for a minimum of three years following the termination of an employee.
- II. Responsibilities
- A. The DTR may provide:
1. Services to participants with any nutrition need.

AUTHORITY:

[7 CFR 246.2](#)

[7 CFR 246.6\(b\)\(2\)](#)

[California Business and Professional Code §2585-2586](#)