Purpose of the award

The purpose of the Wenberg Preceptor Award is to advance the knowledge and professional skills of preceptors of UND students majoring in either dietetics or community nutrition. The award may be used for participation at professional meetings or workshops or to pursue specialty certification. Other Preceptor activities may also be considered appropriate for award support; discussion with faculty prior to submission of an application is recommended in this case.

Criteria for eligibility

- The nominee must demonstrate effectiveness as a preceptor for either community nutrition or dietetics students.
- The nominee must provide evidence of a commitment to the continued development of the dietetic and/or community nutrition programs at UND.
- The continuing education program, workshop, or certification must relate to the preceptor’s professional development and the educational needs of their students.
- Applicants must complete the Commission on Dietetic Registration Dietetics Preceptor Training Program (http://cdrnet.educationdirector.com/) prior to applying for the award. Eight hours of continuing education from CDR is earned upon completion of the training program.
- Applicants will not be eligible if they have been awarded this award in the past five years.
- Faculty and award selection committee members are not eligible for the award.

Process for application, selection of recipients, reimbursement and dissemination

- The Department of Nutrition and Dietetics will accept applications for the award twice a year. The applicant submits the Award Application Form, budget and copy of the educational program to the Chair of the Department of Nutrition and Dietetics by the published deadlines.
- The selection committee is composed of two faculty members, one student and one of the following: an alumni, former preceptor or former faculty member. The committee reviews the applications and may solicit information from department faculty familiar with the applicants’ interactions with students.
- The award selection committee will notify the successful recipient(s) of the award amount no later than 1 month after the application deadline.
- The recipient will submit the required documentation to the Department secretary within 30 days after completion of the professional development activity.
- The award may not be transferred to anyone else nor may it be used to attend other professional meetings or programs other than the one described in the application.
- The recipient will be offered an opportunity to share what was learned with students.
- Recipient names will be included in the department newsletter and website.

Amount of award, frequency of availability, what expenses will be covered

Award recipients will receive up to $500 to cover registration (at the member rate), travel, lodging and food expenses. If total costs exceed the $500 award, the recipient agrees to cover the additional costs (either through personal funds, reimbursement from their place of employment or other resources). The secretary of the Department of Nutrition & Dietetics will inform the award recipient of the required documentation needed to receive the award. Reimbursement for the covered expenses will be provided once the award recipient submits expenses to the secretary of the Department of Nutrition & Dietetics.

Applications for the award will be accepted twice a year: January 31 and August 15.
Wenberg Preceptor Award
Department of Nutrition & Dietetics
University of North Dakota

Application

Applicant’s Name _________________________________________________________________

Home address: ___________________________________________________________________

Phone numbers: _______________ (home); _________________ (work). Please indicate preference for contacting you.

e-mail address: _________________________________ FAX: ________________________________

Position/Title: _____________________________________ Employer: __________________________

Employer’s address: __________________________________________________________________

Program, workshop or certification addressed in this application: ________________________________

Dates: ____________________________________ Location: ________________________________

Amount requested: $ _______________ (not to exceed $500)

Date of completion of the CDR Preceptor Training modules: _______ (attach evidence of completion)

Professional Experience: Begin with the most recent professional position and end with the first professional experience (if more space is needed, add additional pages.)*

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<tr>
<th>Organization</th>
<th>Location</th>
<th>Dates</th>
<th>Title</th>
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Education: Begin with the most recent.*

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Dates</th>
<th>Major</th>
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Additional education not mentioned previously: (internship, fellowships, etc.)*

Professional credentials/licenses held and dates awarded (e.g. RD, DTR, LN, LRD, CDE)*

*You may attach a resume in place of completing these sections of the application.
Describe your responsibilities as a preceptor for UND community nutrition and/or dietetics students, including, on average, the number of students you precept per year, hours per student, how long you have been involved with these students and the nature of your experiences with these students.

What do you do to contribute to the development of the education of UND dietetic and/or community nutrition students that make you an exceptional preceptor?

How will attending the program or workshop or obtaining a certification, etc. assist you in your professional development?

How will your attendance/participation assist students in their learning?
I agree to:

- work with faculty to share what was learned with students in whatever format seems most appropriate
- allow my name and location of employment to be included in the Department of Nutrition & Dietetics’ newsletter and website
- submit required documentation of expenses to the department within 30 days of attendance or completion of the professional development activity.

_________________________________________  ______________
Signature                        Date

Applications can be mailed, faxed or sent electronically. Please include a copy of evidence of completion of the Preceptor Training Program, as well as a copy of the program or workshop to:

- Mail: Chair, Department of Nutrition and Dietetics, 221 Centennial Dr. Stop 8237, University of North Dakota, Grand Forks, ND 58202-8237.
- FAX: Attention Chair, Department of Nutrition & Dietetics, 701-777-3268
- Electronic submission to: nutritionanddietetics@und.edu