



BOARD *for* CERTIFICATION  
*of* NUTRITION SPECIALISTS<sup>SM</sup>

**CNS Supervised Practice Experience Handbook  
For Candidates & Supervisors**

**November 2018**



## Table of Contents

About the CNS Supervised Experience Program	Pages 3-4
Chart: Types of Experience & Types of Supervision	Page 4
Candidate's Responsibilities	Page 5
Supervisor's Responsibilities	Pages 6-7

## Appendices

Appendix A: CNS Supervised Practice Experience Competencies	Pages 8-12
Appendix B: CNS Supervised Practice Experience Supervisor FAQs	Pages 13-14
Appendix C: CNS Supervised Practice Experience Supervisor Approval Application	Page 15
Appendix D: CNS Supervised Practice Experience Supervisor Approval Application Addendum	Pages 16
Appendix E: CNS Supervised Practice Experience Supervisor's Report	Page 17
Appendix F: CNS Supervised Practice Experience Candidate's Report	Page 18
Appendix G: CNS Practice Experience Plan for Candidates	Page 19
Appendix H: CNS Supervised Practice Experience Tracking Tool	Page 20



**About the CNS Supervised Practice Experience Program (SPE)**

1. Satisfactory completion of the CNS Supervised Practice Experience is essential to being awarded the CNS credential. The program is structured to ensure each candidate obtains the in-depth knowledge and skills expected of an advanced-level nutrition professional while maintaining the flexibility required to achieve individual career goals. As such, candidates are responsible for tailoring their own supervised experience based on all program requirements outlined herein as well as locating supervisors that meet the qualifications outlined below.
2. Although the Supervised Experience Program may be completed before or after passing the BCNS Certifying Examination, it is important to note that historically those who have completed the practice experience perform better on the examination than those who have not. The CNS credential will not be awarded until the completed experience has been approved by the BCNS credentials council
3. The CNS Supervised Practice Experience consists of 1,000 hours of supervised practice in clinical nutrition care in the following nutrition categories in accordance with CNS Supervised Practice Experience Competencies. Work done in each of the categories must address the competencies outlined in Appendix A.  
**Category A:** Nutrition assessment (minimum 200 hours)  
**Category B:** Nutrition intervention, education, counseling, or management (minimum 200 hours)  
**Category C:** Nutrition monitoring or evaluation (minimum 200 hours).  
Remaining 400 hours may be in any of the above categories

**See “Appendix A: CNS Supervised Practice Experience Competencies” for a complete listing of all competencies that must be met for each category.**

4. The supervised experience may be obtained entirely or partly from:
  - a. Internship, residency or clinical rotation
  - b. Clinical practice setting
  - c. Community setting
  - d. Institutional setting
  - e. Home health care setting

Up to 250 hours may be obtained from:

- f. Practicum as part of a master’s or doctoral degree program
5. In order to address the required competencies, the 1,000 hours may come from multiple venues and supervisors. Supervisors may supervise a candidate in multiple settings, and candidates may work with multiple supervisors. Each supervisor must meet the eligibility requirements and be approved by the BCNS prior to supervising candidates for eligible practice hours.

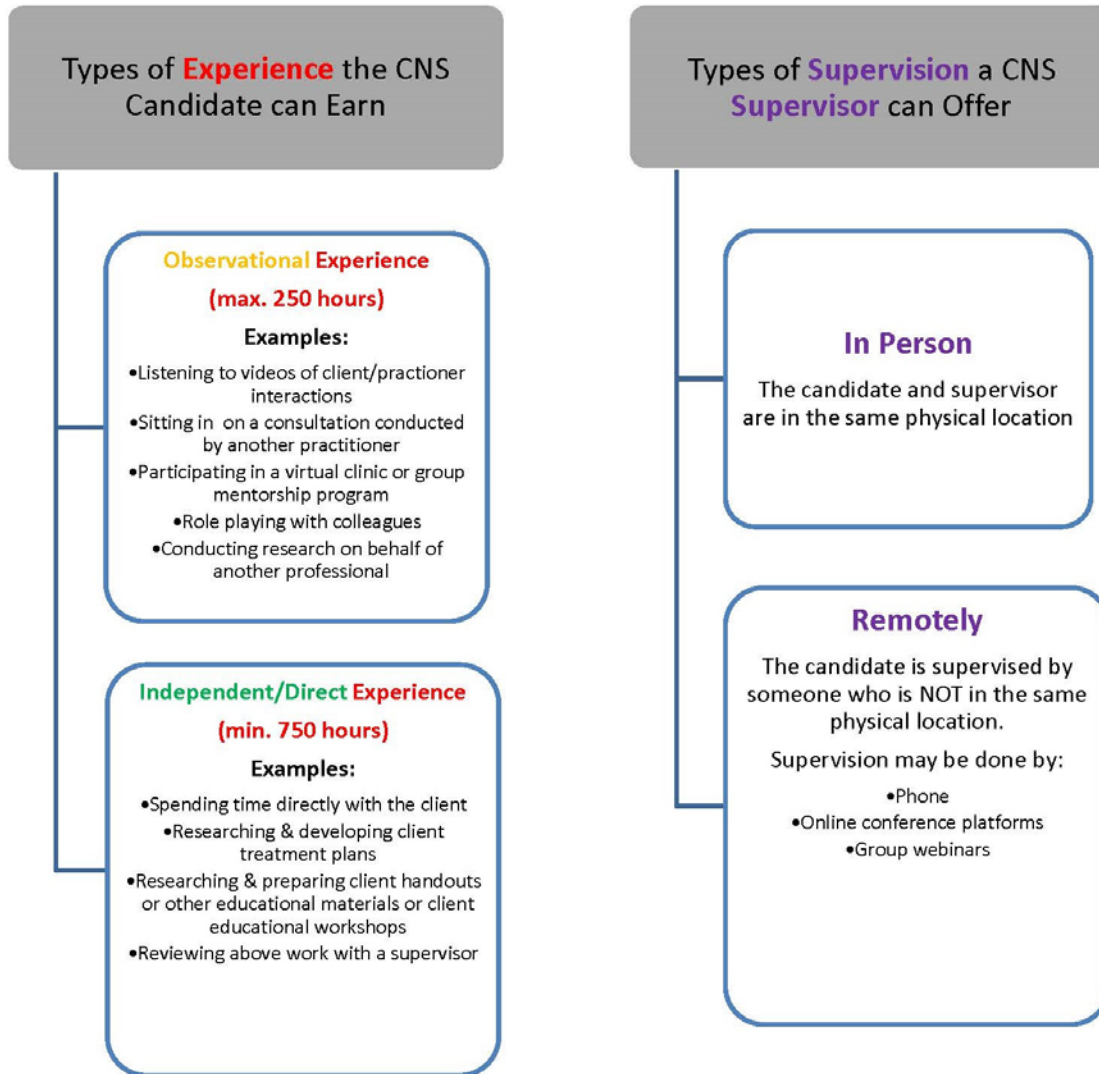
To be eligible, all supervised experience must be gained after the candidate matriculates into the qualifying degree program. The purpose of the supervised experience is to demonstrate the application of the didactic coursework. The practice experience is more meaningful and beneficial if begun after the majority of the didactic coursework requirements have been met. Therefore, it is expected that most candidates will have completed most, if not all, of the relevant didactic coursework prior to beginning the SPE.

6. For candidates who have had significant clinical nutrition practice experience prior to applying for the CNS credential, this guideline will be evaluated on a case by case basis.



7. BCNS allows supervision to be done in person, remotely, or a combination of the two. See chart below.
8. Candidates can earn both Observational Experience and Independent/Direct Experience. See chart below.

### BCNS Supervised Practice Experience



### Candidate Responsibilities



## BOARD *for* CERTIFICATION *of* NUTRITION SPECIALISTS<sup>SM</sup>

1. Each candidate is responsible for locating the setting(s) for the experience and qualified supervisor(s), and for working with the supervisor(s) to tailor the experience in accordance with CNS Supervised Practice Experience Requirements and CNS Supervised Practice Experience Competencies. Note: to meet all of the competencies, candidates may need to work with multiple supervisors in multiple *settings* (such as a practicum or internship, clinical practice, community, institutional or home health care setting.)
2. To insure that candidates are working with a BCNS qualified supervisor, each candidate is responsible for ensuring the completion and submission of the CNS Supervisor Approval Request Form for each supervisor they will work with. Note: the approval of the candidate's supervisor does not mean the candidate's experience is approved. Candidates are required to submit a candidate report upon the completion of the SPE, which will be reviewed for approval.
3. Candidates are encouraged to utilize the CNS Practice Experience Plan and competencies to develop a comprehensive program that meet the CNS requirements. This Plan does not need to be submitted to the BCNS but rather is a tool provided to get the most out of the Supervised Practice Experience. Candidates are encouraged to share this plan with their approved supervisor(s).
4. Each CNS candidate must document and attest to the completion of 1,000 hours, by completing on an ongoing bases and submitting the following documentation:
  - CNS Candidate Report
  - CNS SPE Tracking Tool (Appendix H)
5. Although the BCNS SPE requirements have been developed to dovetail with those of many state licensing boards, requirements vary from state to state. Thus, BCNS approval of SPE does not guarantee approval in all states. Most states separately evaluate the education, examination, and SPE of each candidate individually. The CNS SPE requirements are flexible to allow each candidate to design an SPE that meets both individual career goals and objectives and state licensing statutes and regulations in the state in which they intend to practice. For best outcomes, BCNS strongly recommends that each candidate review the current licensing statute and regulations in their state *before* beginning the SPE so that it may be designed to meet the state's requirements for record-keeping, supervisor qualifications, competencies and skills, practice facilities, etc. This should not be difficult, but planning and record-keeping is essential. It can also be helpful to obtain a copy of the licensure application ahead of time so that candidates understand the documentation that will be required for licensure. Applications are generally available online, but in some states it will be necessary to call the department handling the process to obtain a copy. (*To learn more about each state's licensing statute and regulations, refer to [NutritionAdvocacy.org](http://NutritionAdvocacy.org).*)
6. Candidates are responsible for making any financial arrangements with supervisors which may range from a paid internship to a mentorship program for which there may be a fee to candidates; BCNS requirements do not address financial arrangements.

### **About the Supervisors**



### **Supervisor Qualifications**

Supervisors must meet *both* of the following criteria:

1. Must have a minimum of 3 years full time clinical experience in nutrition care or the equivalent; and
2. Must hold at least one of the following:
  - CNS credential in good standing; or
  - Master's of science or doctoral degree in a field of nutrition; or
  - MD or other doctoral-level licensed professional whose legal scope of practice includes nutrition AND who has both didactic training and clinical experience in nutrition.

For those health professionals who are not CNSs, licensed nutritionists or do not hold an MS or graduate degree in nutrition, the BCNS evaluates both didactic training and experience in clinical nutrition for each potential supervisor to determine their ability to provide a robust SPE for CNS candidates. Supervisors must demonstrate training and experience in nutrition assessment, nutrition intervention including medical nutrition therapy and evaluation. The didactic training may include coursework in nutrition from a degree program or other advanced nutrition coursework, or continuing education credits that focus on nutrition.

### **Additional Requirements for Supervisors**

- The above eligibility requirements apply to all supervisors, including faculty of a degree program offering practicum or internship.
- The supervisor's qualifying degree must be from a regionally accredited institution.
- The supervisor must have the equivalent of three years of full time clinical experience in nutrition care completed after obtaining the required credential or degree. Licensed or certified nutritionists or dietitians are only eligible as supervisors if they also hold a master's or doctoral degree in the field of nutrition from a regionally accredited institution.
- Approved supervisors may supervise multiple candidates on an ongoing basis.
- As per the BCNS policy, supervisors may not be married to, related or, or domestic partners with the supervisee(s).

### **Supervisor Responsibilities**

1. Supervisors are responsible for completing the BCNS Supervisor Approval Request Form and submitting it to the BCNS along with their current CV. If the supervisor is pre-approved, the one-page Addendum is required for each new candidate being supervised.
2. Supervisors are responsible for assisting each candidate in tailoring an experience that meets the CNS supervised practice experience requirements, CNS supervised practice experience competencies and the candidate's career goals. The Candidate's Practice Experience Plan should be reviewed.
3. Each supervisor is responsible for holding regularly scheduled sessions with the candidate. Meetings may be held in-person or remotely. BCNS requires that for every 40 hours the candidate works toward meeting the competencies, a minimum of 1 hour must be spent with the supervisor reviewing cases,



competencies covered, etc.

4. Each supervisor is responsible for verifying the completion of the hours reported on the CNS Supervised Practice Experience Candidate's Report, rating the candidate's performance in each of the designated competency categories, and submitting the CNS Supervised Practice Experience Supervisor's Report for approval by the BCNS Credentials Council.
5. It is expected that holding regularly scheduled sessions with the candidate will allow supervisors to identify on an ongoing basis, competency areas that require improvement so that any deficiencies may be adequately addressed during the supervised practice experience.



The following are the competencies to be addressed by the supervised practice experience. Although in-depth experience is not expected for each competency, candidates should have a basic understanding of the application of each in practice. The level of supervision should be adequate to enable the supervisor to attest the supervisee has met these competencies.

**1. Category A: Nutrition Assessment**  
**(Min. 200 Hours Required)**

**Definition:** Nutrition assessment is an ongoing, dynamic process that incorporates a systematic approach to collect, record, and interpret relevant data regarding a client's health status and lifestyle. The nutrition assessment is used to identify existing nutritional health issues to enable effective treatment and prevention strategies and monitor improvements.

**Competencies:**

a. Health history. Know how to elicit a patient-appropriate health history, including data such as:

- i. Current health concerns, past and present health history, and family health history
- ii. Body weight history and recent weight changes
- iii. Psychosocial history, including access to food, occupation, living situation, smoking, drug and alcohol use
- iv. Medication and supplement use
- v. Review of body systems
- vi. Mastication and swallowing difficulty, appetite and bowel function
- vii. Pregnancy history and/or desired pregnancy
- viii. Sleep patterns, stress level

b. Diet and lifestyle history

- i. Obtain a focused nutrition history via multi-day food record, a food frequency record and a 24-hour recall
- ii. Identify limitations of food records, food frequency questionnaires, and recalls and understand the appropriate use of these tools
- iii. Determine suboptimal dietary intake or status of nutrients
- iv. Evaluate eating patterns, stress eating tendencies and disordered eating behaviors
- v. Identify dietary avoidance behaviors
- vi. Identify allergies and sensitivities to foods and dietary supplement ingredients based on history and symptoms reports
- vii. Physical activity, identifying frequency, intensity, type and limitations to exercise
- viii. Identify stages of change for making dietary and other lifestyle modifications

c. Biochemical and laboratory assessment





## BOARD *for* CERTIFICATION *of* NUTRITION SPECIALISTS<sup>SM</sup>

- i. Evaluate signs of vitamin and mineral deficiencies or toxicities
- ii. Interpret laboratory data as it applies to nutrition-related conditions and systemic imbalances
- iii. Monitor growth, weight and BMI
- iv. Identify hormonal and neurotransmitter imbalances based on laboratory assessment
- v. Identify personalized and biochemical laboratory value ranges as compared to normal reference value ranges

### d.Genetic/genomic factors

- i. Demonstrate understanding of the basics of gene expression, transcription and translation
- ii. Demonstrate understanding of genetic disorders in nutrient metabolism
- iii. Evaluate family health history as it relates to current health status and risk factors

### e.Anthropometrics

- i. Be familiar with the following anthropometric measurements: mid-arm circumference, triceps skin-fold and mid-arm muscle circumference
- ii. Be familiar with bioelectric impedance
- iii. Be familiar with waist to hip ratio measurements
- iv. Be familiar with emerging tools of anthropometrics (ultrasound, DEXA, MRI, CT scanning, and air displacement plethysmography)

### f.Assessment of diet impact on health status

- i. Be familiar with computerized analysis of food intake
- ii. Determine individual micro- and macro-nutrient requirements using guidelines and recommendations customizing them according to the individual's age, sex, body type, reproductive status, activity level and metabolism

### g.Identification of clinical status

- i. Identify symptoms that require medical referral
- ii. Correlate constellations of symptoms for the most effective and efficient treatment protocols

## **2. Category B: Nutrition Intervention, Education, Counseling or Management (Min. 200 hours required)**

**Definition:** A nutrition intervention consists of planned actions designed to change nutrition-related or lifestyle-related behaviors for the purpose of resolving health issues or optimizing health. It may involve any of the following activities: research related to treatment plan, development of medical nutrition therapy interventions, client education, counseling and management of individuals or groups, food preparation instruction, shopping, sustainability practices, and behavioral/motivational counseling.

### **Competencies:**



a. Nutrition relationship to disease or system (Medical Nutrition Therapy)

Formulate applicable dietary and nutraceutical interventions for prevention, modulation, and management for the following chronic, systemic disorders:

- i. Obesity
- ii. Cardiovascular disease, dyslipidemias, and hypertension
- iii. Insulin resistance and non-insulin dependent diabetes
- iv. Endocrine disorders
- v. Autoimmune disorders
- vi. Gastrointestinal disorders (gastroesophageal reflux disease, peptic ulcer disease, dumping syndrome, irritable bowel syndrome, inflammatory bowel disease, short bowel syndrome, diverticulosis, and colorectal cancer)
- vii. Hematologic disorders
- viii. Bone disorders, such as osteopenia and osteoporosis
- ix. Hepatic disorders
- x. Pulmonary disorders
- xi. Renal disorders
- xii. Cognitive/neurological disorders
- xiii. Food allergies and intolerances
- xiv. Apply nutritional therapy in compromised individuals (those undergoing chemotherapy, radiation, surgical procedures, dialysis, bariatric surgery, or those who cannot masticate, swallow, or absorb nutrients due to medical interventional procedures or treatments)
- xv. Apply specific dietary and nutraceutical modifications as adjuvant therapy in immuno-compromised individuals (those with HIV-AIDS, cancer, tuberculosis)

b. Drug-nutrient/ drug-herb interactions

- i. Identify common drug-nutrient and drug-herb-interactions affecting glucoregulation, coagulation, and metabolism
- ii. Identify drug/herb action, duration of action, indication and dose of a patient's current therapeutic regimen
- iii. Identify dietary factors that affect the actions of common drugs and the underlying mechanisms of action
- iv. Identify nutrient depletions which can occur related to commonly used drugs
- v. Identify interactions between drugs and foods (including herbs) and their constituents
- vi. Assess the interaction of nutrients with alcohol

c. Interactions between nutrients

- i. Assess the synergistic effects and antagonistic interactions of nutrients in foods and supplements and how they may impact the health status of an individual

d. Dietary therapeutics and behavior optimization



## BOARD *for* CERTIFICATION *of* NUTRITION SPECIALISTS<sup>SM</sup>

- i. Assess the advantages and limitations of popular diets
- ii. Identify the therapeutic usefulness of specific foods
- iii. Apply scientific evidence and methods when developing specific dietary recommendations
- iv. Assess the link between behaviors learned in childhood and their impact on obesity and other chronic health issues in adulthood
- v. Apply psychological and motivational skills to enhance clinical outcomes
- vi. Gauge and optimize compliance with recommendations

### e. Nutraceutical and supplement therapeutics

- i. Apply evidence-based dose and duration of use of nutraceuticals for common conditions
- ii. Develop working knowledge of good manufacturing practices and other markers of quality end-products

### f. Eating behaviors and eating disorders

- i. Assess the effects of disordered eating patterns on nutritional status, body composition and function

### g. Data comprehension and translation

- i. Assess individual patient data and compare with other data (national guidelines, policies, consensus statements, expert opinions and previous outcome experience) to develop nutritional therapeutic interventions

### h. Botanical and related therapeutics

- i. Develop working knowledge of the effects of common botanical supplements and their indication for health promotion
- ii. Assess the safe use and potential toxicity of botanical supplements

## **3. Category C: Nutrition Monitoring or Evaluation**

**(min 200 hours required)**

**Definition:** Regular re-evaluation of treatment plan and goals based on evaluation of identified improvements in symptoms and overall health status. Includes review of clinical research, standards of care, and other indirect contact as well as client report and records.

**Competencies:** The competencies for Category C are the same as those listed above for Categories A and B.

## **4. The additional following competencies are to be addressed within Categories A, B and C.**

### a. Professional Issues

- i. Food Quality and Safety
  1. Develop working knowledge of the causes and preventive measures needed for the most common food borne illnesses
  2. Monitor current developments and outbreaks of food borne illnesses and translate media information into science-based evidence and patient recommendations



BOARD *for* CERTIFICATION  
*of* NUTRITION SPECIALISTS<sup>SM</sup>

3. Assess populations at risk for food safety issues
4. Assess factors that may negatively affect food quality (pesticides, xenobiotics, GMO's, hormones, food additives, PCB, heavy metals)
- ii. Cultural Issues, Ethical Standards and Boundaries
  1. Apply all HIPAA compliance requirements
  2. Refer clients to appropriate healthcare providers when their care requires services outside the scope of practice of a CNS
  3. Assess the impact of personal and cultural beliefs on dietary and lifestyle patterns and be able to address these beliefs when developing nutrition intervention plans

b. Epidemiology and Biostatistics

- i. Apply the knowledge of basic epidemiology of nutrition into practice
- ii. Utilize knowledge from research studies to compare outcomes and translate them into science-based therapies for clients

**Remaining hours may be in any of the above categories.**



## Appendix B: CNS Supervised Practice Experience Supervisor FAQs

### CNS Supervised Practice Experience Supervisor FAQs

#### **How do I become a supervisor?**

If you meet the qualifications of a supervisor, complete the Supervisor Approval Request form and submit it to the BCNS along with your current CV or resume. The BCNS Credentials Council will review your documentation and contact you via email.

#### **What is the benefit to me for volunteering as a supervisor?**

You will be advancing the career of the individual you supervise as well as the broad mission of nutrition as a foundational tool in the prevention and treatment of chronic disease. The candidate will support your practice by adding value to your client, and you will learn valuable skills and information as a result of working with your intern.

#### **How does the CNS candidate find me?**

Once you have been approved as a CNS supervisor, your contact information will become part of the BCNS database. With your permission, we will offer your name to CNS candidates.

#### **How will the CNS candidate be assigned?**

The CNS candidate will contact you directly by phone or email, and arrange for you to review their resume. You may conduct an interview with the candidate.

#### **What if I am not comfortable with the candidate?**

You are under no obligation to accept a CNS candidate. It is up to you to select a candidate with whom you feel comfortable.

#### **Must the candidate work in my office/practice?**

If the candidate has a setting where they can see clients, you may supervise remotely by phone, email or Skype.

#### **If the supervised hours are being completed in my office/practice, must I pay them a salary?**

BCNS has no requirement for this. You may work out a financial arrangement with the candidate that is mutually acceptable.

#### **May I charge the candidate for my service of providing supervision?**

The supervised clinical practice is not a part of any degree program nor worked into the overall tuition costs to earn a Master's Degree in Nutrition. Therefore, you can charge for hours you spend with candidates, as it is a service that is offered through your business rather than being associated to a school program. Any financial arrangement made is between you and the candidate and does not involve the BCNS.



**How often must I interact with my candidate?**

Meetings should be held regularly. We recommend at least a 1-hour meeting for every 40 hours worked.

**What type of work am I expected to supervise?**

The candidate must fulfill a certain number of hours in three main competency categories. These are outlined in the CNS Supervised Experience Program Requirements and on the Supervised Practice Experience Report. You may assign the candidate duties other than those pertaining to these competencies, but this will not count towards the 1,000 hour requirements.

**What do I do in the meetings I hold with the candidate?**

Your role is to guide and mentor the candidate, and take responsibility for work done under your supervision. The candidate will provide information regarding the cases they are working on and will ask for your guidance in developing experience in the required competencies.

**Must I supervise all 1,000 hours?**

No. You may provide as many hours as you wish. Candidates may select multiple venues and supervisors to complete the 1,000 hour program.

**What do I do when the supervised experience requirement is complete?**

Complete the Supervised Practice Experience Report and submit it to the BCNS with the materials requested.

**What happens to the Supervised Practice Experience Report after I submit it to the BCNS?**

The report is reviewed by the BCNS Credentials Council, and the experience is either accepted or rejected. You may be contacted for further information about the candidate's performance. Once the candidate has successfully completed all 1,000 approved hours and passed the exam, the CNS credential will be awarded.



# BOARD for CERTIFICATION of NUTRITION SPECIALISTS<sup>SM</sup>

## Appendix C: CNS Supervised Practice Experience Supervisor Approval Application (Required to be filled out by each Supervisor)



BOARD for CERTIFICATION  
of NUTRITION SPECIALISTS<sup>SM</sup>

### CNS Supervisor Approval Application Part I: About the Supervisor Each Supervisor Should Fill out Part I and Attach a Resume / CV

1. Supervisor name \_\_\_\_\_ Email \_\_\_\_\_

2. Supervisor phone \_\_\_\_\_ Today's date \_\_\_\_\_

3. Address \_\_\_\_\_

City, ST Zip \_\_\_\_\_

4. Supervisor title \_\_\_\_\_

5. Supervisor Degree(s) *(List only those from regionally accredited institutions)* \_\_\_\_\_

6. Number of full-time years of experience in clinical nutrition *(min.3 full-time years required)* \_\_\_\_\_

7. Type of license \_\_\_\_\_ License number \_\_\_\_\_

8. What is your area of specialty and clinical experience in nutrition?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. CNS Requirements – your professional designation must be one of the following:  
 Certified Nutrition Specialist     MS or Doctoral degree in a field of nutrition/dietetics  
 If you have checked off either of these boxes, please skip to #15.

MD or other Doctoral-level licensed professional whose scope includes nutrition *and* has training and experience in nutrition  
 If you have checked off this box only, please complete #10-14.

**For those health professionals who are not CNSs, licensed nutritionists or do not hold an MS or graduate degree in nutrition, the BCNS evaluates both didactic training and experience in clinical nutrition for each potential supervisor to determine their ability to provide a robust SPE for CNS candidates. Supervisors must demonstrate training and experience in nutrition assessment, nutrition intervention including medical nutrition therapy and evaluation.**

-----  
 For the full document, please go to NutritionSpecialists.org

<https://nutritionspecialists.org/become-cns/forms-helpful-documents>



**Appendix D: CNS Supervised Practice Experience  
Supervisor Approval Application Addendum  
(Required to be filled out by the Supervisor for each new CNS candidate)**



**CNS Supervisor Approval Application  
Addendum: New CNS Candidate**

BCNS requires that an approved Supervisor fill out and submit an Addendum for each new CNS candidate.

Today's date: \_\_\_\_\_

Your name: \_\_\_\_\_

Your email address: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Were you previously approved as a BCNS Supervisor?  Yes  No

If not, please submit the full Supervisor Approval Application.

**New Candidate Information**

Candidate's name: \_\_\_\_\_

Candidate's email address: \_\_\_\_\_

Candidate's phone number: \_\_\_\_\_

Date you will begin working together: \_\_\_\_\_

Is this candidate's practice experience going to be (check all that apply):

Observational -  Independent/Direct -  Combination of Observational and Independent/Direct

(Please see the chart on page 2 for clarification.)

In what types of practice settings will this candidate practice? Please check all that apply.

- University internship
- Clinical practice
- Community setting
- Institution (hospital, nursing home, etc.)
- Home health care
- Other; Please describe

How will you supervise candidate(s)?

In person -  Remotely -  Combination of In person / Remotely

(Please see the chart on page 2 for clarification.)

Please send this 1-page addendum to [Applications@NutritionSpecialists.org](mailto:Applications@NutritionSpecialists.org).

Thank you.

-----  
For the full document, please go to [NutritionSpecialists.org](http://NutritionSpecialists.org)

<https://nutritionspecialists.org/become-cns/forms-helpful-documents>





# BOARD for CERTIFICATION of NUTRITION SPECIALISTS<sup>SM</sup>

## Appendix E: CNS Supervised Practice Experience Supervisor's Report (Required to be filled out by the Supervisor)



BOARD for CERTIFICATION  
of NUTRITION SPECIALISTS<sup>SM</sup>

### CNS Supervised Practice Experience Supervisor's Report

*To be completed by the supervisor*

#### Part 1

Name of candidate supervised \_\_\_\_\_

Candidate's title \_\_\_\_\_

Candidate's job description \_\_\_\_\_

Your name \_\_\_\_\_

Your email \_\_\_\_\_ Phone \_\_\_\_\_

Candidate worked under your supervision from: Start date \_\_\_\_\_ End date \_\_\_\_\_

How did you hold meetings with this candidate?  One-on-one  Group  Combination of both

Please provide the following detail for monthly meetings with this candidate.

One-on-one Number of hours: \_\_\_\_\_

Group Number of hours: \_\_\_\_\_

Total Number of hours: \_\_\_\_\_

Note: these meeting hours pertain to how much time the supervisor and candidate spend reviewing cases and other work together. The BCNS requires that a supervisor spend 1 hour with the candidate per 40 hours the candidate works clinically.

Describe the Supervised Practice Setting (may indicate more than one):

Internship, residency, clinical rotation

Clinical practice

Community setting

Institution (hospital, nursing home, etc.)

Home health care

Other; Please describe \_\_\_\_\_

Name and location of facility where candidate practiced during your supervision:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

-----  
For the full document, please go to NutritionSpecialists.org

<https://nutritionspecialists.org/become-cns/forms-helpful-documents>



# BOARD *for* CERTIFICATION of NUTRITION SPECIALISTS<sup>SM</sup>

## Appendix F: CNS Supervised Practice Experience Candidate's Report (Required to be filled out by the Candidate)



BOARD *for* CERTIFICATION  
of NUTRITION SPECIALISTS<sup>SM</sup>

### CNS Supervised Practice Experience - Candidate's Report To be submitted upon completion of the 1,000 hours

#### Completion of Program Requirements

Candidates who pass the examination must successfully fulfill all CNS program requirements within five years after the exam date. Exam results will expire for those candidates who have not met all program requirements within this five-year period, and reexamination will be required.

#### Personal Contact Information Preferred Contact (please check one)

Date of Examination: \_\_\_\_\_ Date Submitting this Report: \_\_\_\_\_  
Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
Maiden name: \_\_\_\_\_ Degree/Credential: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email (not a school one): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### Business Contact Information Preferred Contact (please check one)

Business name: \_\_\_\_\_  
Business street address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Current Employment Information/Primary Occupation

Nutrition practitioner  Business consultant/manager  Educator  
 Researcher  Other healthcare practitioner (please specify): \_\_\_\_\_

Candidate's job title: \_\_\_\_\_

-----  
For the full document, please go to NutritionSpecialists.org

<https://nutritionspecialists.org/become-cns/forms-helpful-documents>



# BOARD *for* CERTIFICATION *of* NUTRITION SPECIALISTS<sup>SM</sup>

## Appendix G: CNS Practice Experience Plan for Candidates (Recommended to be filled out by the Candidate)



### CNS Practice Experience Plan For the CNS Candidate's Internal Use Only - Not Required for Submission

This is a document we provide to help you plan your Supervised Practice Experience. It is not required, nor necessary for you to submit it to the BCNS upon completion of your 1,000 hours. We suggest that you share and discuss your plan with your BCNS-approved supervisor(s).

Please note: It may be necessary for you to work with multiple supervisors in multiple settings to cover all competencies. All Supervisors must be approved by BCNS.

Supervisor #1  Date approved by BCNS:

Supervisor #2  Date approved by BCNS:

Supervisor #3  Date approved by BCNS:

Work with each supervisor to determine which competencies she/he covers and note in the appendix below.

Schedule regular meetings with each supervisor to review cases, competencies covered, etc. BCNS requires that you meet with each supervisor for one hour per every 40 hours you work.

Use the SPE CNS Tracking Tool (or comparable document) to record the competencies you cover and the number of hours you work in each category A, B, C each day and month. Note: use one spreadsheet for each supervisor with whom you work.

Please check the box(es) that apply:

- A.  I plan to work exclusively with my own clients
- B.  I plan to work exclusively with my supervisors' clients
- C.  I plan to work with both my own clients and my supervisors' clients

If you checked C, what percentage with:

% your own clients

% your supervisors' clients

#### Describe How You Plan to Meet the Competencies

How do you plan to practice? For example, think about where you will be working, what community events you would like to conduct, what type(s) of clients you'll be working with, what health condition(s) you might specialize in, etc. Consider a variety of practices so that you can meet all of the required competencies. Provide as much detail as needed to make your practice experience a success.

---



---



---



---



---


For the full document, please go to [NutritionSpecialists.org](https://nutritionspecialists.org)

<https://nutritionspecialists.org/become-cns/forms-helpful-documents>



**BOARD for CERTIFICATION  
of NUTRITION SPECIALISTS<sup>SM</sup>**

**Appendix H: CNS Supervised Practice Experience Tracking Tool  
Formula-driven Spreadsheet for Tracking Hours  
(Required to be filled out by the Candidate)**

 **BOARD for CERTIFICATION  
of NUTRITION SPECIALISTS<sup>SM</sup>**

**CNS Supervised Practice Experience Hours Tracking Tool Summary  
Sheet, Candidate's Report**

Candidate's Name \_\_\_\_\_  
 Date Submitting \_\_\_\_\_  
 CNS Exam Date \_\_\_\_\_  
 Candidate's Email (not school) \_\_\_\_\_  
 Candidate's Phone \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_

Type of Practice Setting \_\_\_\_\_  
 Type of Supervision \_\_\_\_\_  
 Type of Experience \_\_\_\_\_

Click in the cell to select from dropdown menu

Date Range of Work (month/year)  
 Start Date \_\_\_\_\_  
 End Date \_\_\_\_\_

Do not type in this box. Hours will automatically fill in. They are formatted to enter in the totals from each Month.	Cat A Hrs	Cat B Hrs	Cat C Hrs	Subtotal
	0	0	0	0
Total hours spent with supervisor	0			
Total hours = Subtotal + hour spent with your supervisor:	0.00			
Total clients/patients	0			

Candidate's Signature \_\_\_\_\_  
 Supervisor's Signature \_\_\_\_\_

- Types of Practice Setting:**
- University Internship
  - Clinical Practice
  - Community Setting
  - Institution (hospital, nursing home, etc.)
  - Home Health Care
  - Other

- Types of Supervision:**
- In-Person
  - Remote
  - Both

- Types of Experience:**
- Observational
  - Independent/Direct
  - Both

Please submit this form with other Candidate Report documents to [Applications@NutritionSpecialists.org](mailto:Applications@NutritionSpecialists.org)

For the full document, please go to [NutritionSpecialists.org](https://nutritionspecialists.org)

<https://nutritionspecialists.org/become-cns/forms-helpful-documents>