

## **PORTFOLIO PROCESS FOR NON-REGISTERED OHIO LICENSED DIETITIANS**

A new five-year reporting cycle will begin on July 1, 2003 and end June 30, 2008. During that cycle, all Ohio licensed dietitians must change over to the continuing education / professional development "portfolio process" consistent with the process that Registered Dietitians have been implementing since June 2001.

The new portfolio process requires documented reflection and planning that must be done at the beginning of the five-year cycle, and be submitted to the Board. Along with attending continuing education conferences, there are additional options that may be used for professional development to meet your plans. At the end of the five-year reporting period, documentation of all activities must be submitted to the Board in order to renew your license.

In order to train licensed dietitians who are not registered dietitians about the new process, the Ohio Board of Dietetics is planning workshops about the Professional Development Portfolio process. We will train you to complete the necessary paperwork, answer questions that you may have about the process, and guide you through the transition.

The Board members believe that it is very important for all licensed non-registered dietitians to attend one of the workshops. The professional development portfolio training workshops will be held at nine locations around Ohio that are close to you. The dates and locations of the workshops are listed on the second page of this mailing.

You may attend any workshop, at any location. During the workshops, we will walk you through the assessment, and planning portions of the portfolio, and you may actually work on your personal plan. Plenty of time will be provided for questions. The workshop is approved for 2 hours of continuing education that may be credited to your current ce cycle.

Attendance at the workshop should fully prepare you for the change to the portfolio process. If you do not attend, pertinent information about the portfolio process will be mailed to you (in July 2003), and you will be responsible for following the instructions correctly and submitting the necessary assessment tool, plan, and documentation at the required times.

Please contact the Board office if you have questions or concerns about about continuing education or the professional development portfolio workshops.

