

---

**SECTION: ADMINISTRATIVE POLICIES AND PRACTICES**

**SUBJECT: Local Agency Staff Requirements**

**ITEM: Registered Eligible Nutritionist (REN): Requirements and Responsibilities**

---

## **Purpose**

To define the role and responsibilities for staff eligible for registration by the Commission on Dietetic Registration (CDR) in the WIC program.

## **Policy**

Staff that is eligible for registration by the CDR are included in the RD designation in the California Business and Professional Code Section 2585-2586. In the California WIC Program, these individuals shall be referred to as Registered Eligible Nutritionist (REN).

## **Authority**

7 CFR 246.2 and 7 CFR 246.6 (b) (2)  
California Business and Professional Code Section 2585-2586

## **Requirements**

- I. REN staff shall possess a bachelor's degree and documented eligibility to take the RD registration examination.
- II. If the REN does not pass the registered dietitian examination within six months from the date that he or she completes a dietetic internship program, but the staff person remains eligible to test with the Commission of Dietetic Registration (CDR), the Local Agency (LA) may use its own discretion on whether to continue the employment at the REN pay scale. However, the State Agency (SA) recognizes a staff person that does not pass the registered dietitian examination within the first six months as a Degreed Nutritionist (DN) may only provide services within a DN's scope of practice.
- III. Upon request, a LA shall provide the SA with verification of an employee's qualifications. Verification for REN must be in the form of *Current Verification Statement* from the Commission on Dietetic Registration (CDR):  
Verification of eligibility to take the RD exam.

- IV. The LA shall retain copies of these forms and documents on all current employees.
- V. If an employee has previous WIC experience, the LA shall request and retain copies of these forms and documents from the previous agency or from the employee.
- VI. The LA shall retain the verification forms and documents for a minimum of three years following the termination of an employee.

## **Responsibilities**

- I. REN staff may provide services to participants with any nutrition need.