

# NPCE Provider Application



AMERICAN NUTRITION ASSOCIATION  
Board for Certification of  
Nutrition Specialists

## Section I: NPCE Provider and Contact Information

Provider (Name) \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Name of contact person (if other than Provider) \_\_\_\_\_ Title \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_

- Contact person listed above will
- Administer Activities/Materials
  - Present Activities/Materials
  - Create Activities/Materials
  - Other \_\_\_\_\_

## Section II: Status as a Business

- Corporation
- Partnership
- Sole Proprietor
- Accredited College/University
- Other \_\_\_\_\_

Do you operate under any other business name?  Yes  No  
If yes, what is the name? \_\_\_\_\_

Please list your website address(es): \_\_\_\_\_  
\_\_\_\_\_

## Section III: Accreditation by Other Groups

By which other organizations are you currently accredited or recognized?  
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Have you sought and been denied accreditation by any other groups?

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**Section IV: NPCE Activities and Materials**

Which of the following activities do you offer? Please check all that apply.

- Case Presentations
- Exhibits
- Experiential Skill Development
- Interactive Workshops
- Lectures
- Seminars
- Webinars/Teleseminars
- Other \_\_\_\_\_

What is the average number of CEs you offer for each activity?

- 1-5
- 6-10
- 11-15
- 16-20
- Other \_\_\_\_\_

How many activities do you offer annually? \_\_\_\_\_

What is the average number of attendees expected at each? \_\_\_\_\_

**Section V: NPCE Provider Detail**

Please answer the questions below and feel free to provide additional information on separate pages.

1. What is your mission statement?

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2. Explain how the learning needs of the target audience are identified.

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3. Describe how you use the information from #2 to prepare measurable educational objectives or intended learning outcomes.

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4. Who will be responsible for developing the activities / materials?

- CEO
- Human Resources
- Education / Training Department
- Marketing
- Committee
- Other \_\_\_\_\_

For #1-4 below, describe the criteria that you use to ensure that instructors / material developers are:

1. Competent in the subject matter.

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2. Presenting information based on scientific principles, current information and free of commercial bias.

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3. Knowledgeable and skilled in instructional methods appropriate for the target audience.

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4. Utilizing instructional methods appropriate to meet the learning outcomes including a variety of learning experiences.

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5. Describe how you will ensure that course content and a variety of learning experiences will be used to achieve learning outcomes, and how a diversity of learning style preferences will be used in attaining education objectives.

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6. Explain how you ensure that the level of the activities/materials is consistent with the identified learning needs.

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7. Describe how you will ensure that the learning outcomes of the activities/materials are assessed.

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8. Describe how you collect learner feedback about the NPCE activities/materials.

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9. Content of all activities must be free of commercial bias and must not include references to products or services. Please specify what your conflict of interest policy is.

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