

# CNS Candidate Checklist for Nutrition Professionals

Instructions: Use this checklist to ensure all components of education, exam, and experience are completed for CNS certification. This checklist is for personal use and does not need to be submitted to the BCNS. The exam section may only be completed after the candidate graduates from the qualifying degree program. The experience section may begin when the candidate is matriculated into the qualifying degree program.

## \_\_\_\_\_ **Education:**

### \_\_\_\_\_ Degree Requirements:

Master of Science or Doctoral degree in a field of nutrition or a related field (including, but not limited to Public Health, Health Science, Biochemistry, Nursing, Physician's Assistant, Dietetics) from a United States regionally accredited college or university, or its foreign equivalent.

OR

Doctoral degree in a field of clinical healthcare (including, but not limited to, DC, DDS, OD, Doctor of Nursing, ND, PharmD) from a United States regionally accredited college or university, or its foreign equivalent.

### \_\_\_\_\_ Course Requirements

- \_\_\_\_\_ 1. Graduate nutrition science courses- twelve (12) semester credit hours
- \_\_\_\_\_ 2. Graduate or undergraduate biochemistry courses – six (6) semester credit hours
- \_\_\_\_\_ 3. Graduate or undergraduate physiology or anatomy/physiology - three (3) semester credit hours
- \_\_\_\_\_ 4. Graduate or undergraduate clinical or life sciences – twelve (12) semester credit hours
- \_\_\_\_\_ 5. Graduate or undergraduate behavioral science – three (3) semester credit hours

## \_\_\_\_\_ **Exam:** (Exam Date: \_\_\_\_\_)

- \_\_\_\_\_ 1. Complete degree program and course requirements
- \_\_\_\_\_ 2. Download the [Exam Content Outline](#) and review the [Exam Preparation](#)
- \_\_\_\_\_ 3. Submit CNS Exam Application by due date (Application Due Date: \_\_\_\_\_)
  - \_\_\_\_\_ [CNS Exam application](#) – uploaded to ANA Portal

- \_\_\_\_ Official transcripts from each regionally accredited institution used to meet course requirements– sent by school to [applications@nutritionspecialists.org](mailto:applications@nutritionspecialists.org)
- \_\_\_\_ Two (2) letters of recommendation – sent by writer to [applications@nutritionspecialists.org](mailto:applications@nutritionspecialists.org)
- \_\_\_\_ Resume or CV – uploaded to ANA Portal
- \_\_\_\_ Pay \$100 CNS Exam Application Fee in ANA Portal
- \_\_\_\_ 4. Once approved, pay \$300 CNS Exam Fee in ANA Portal
- \_\_\_\_ 5. Register for exam and schedule a local test center using the link sent by the BCNS once registration opens
- \_\_\_\_ 6. Print Exam Letter from registration confirmation email to take to the test center

## \_\_\_\_ Experience:

### ***Before you embark on your Supervised Practice Experience:***

- \_\_\_\_ Read and familiarize yourself with the information provided in [About the SPE](#) and [SPE Quick Check](#)
- \_\_\_\_ Determine the regulatory requirements in your state – [visit the ANA Advocacy Page](#)
- \_\_\_\_ Identify potential supervisors in accordance with [BCNS guidelines](#)
- \_\_\_\_ Identify potential settings in accordance with [BCNS guidelines](#)
- \_\_\_\_ Ensure supervisor is BCNS approved
  - If yes, the supervisor should submit an addendum on your behalf to [applications@nutritionspecialists.org](mailto:applications@nutritionspecialists.org)
  - If no, the supervisor applicant must complete training and submit a Supervisor [Approval Application](#) and CV/resume to [applications@nutritionspecialists.org](mailto:applications@nutritionspecialists.org)
- \_\_\_\_ Download the [CNS Candidate SPE Report](#) from the ANA website
- \_\_\_\_ Watch Candidate SPE Report Tutorials [Part 1](#) & [Part 2](#)
- \_\_\_\_ Watch the PN Forms Tutorial [Part 1](#) & [Part 2](#)
- \_\_\_\_ Download [PN Data Collection Form](#) from ANA website
- \_\_\_\_ Download [PN Case Report Form](#) from ANA website for use with final project
- \_\_\_\_ Use PN Data Collection form with each client

***During your Supervised Practice Experience:***

- \_\_\_ Track hours and experience in Candidate SPE Report daily
- \_\_\_ Meet with your supervisor on a regular basis to discuss cases
- \_\_\_ Use the PN Data Collection Form with all clients
- \_\_\_ Use the Health Conditions Worksheet to track cases and experience
- \_\_\_ Complete the self-assessment throughout your SPE

***After your Supervised Practice Experience:***

- \_\_\_ Complete and sign the Candidate SPE Report
- \_\_\_ Upload CNS Candidate SPE Report to your [ANA Portal](#)
- \_\_\_ Confirm supervisors have completed and submitted the Supervisor Report to [applications@nutritionspecialists.org](mailto:applications@nutritionspecialists.org)