

CNS Candidate Checklist for RDs

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. All sections should be completed before applying for the exam.

_____ **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
- ___ Two (2) letters of recommendation – sent by writer to applications@nutritionspecialists.org
- ___ Resume or CV – uploaded to ANA Portal
- ___ One [Personalized Nutrition \(PN\) Case Data Collection & one PN Case Report](#) for a case that has occurred within the past five (5) years.
- ___ 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 (must be submitted prior to or with exam application):**

- ___ Watch the PN Forms Tutorial [Part 1](#) & [Part 2](#)
- ___ Download [PN Data Collection Form](#) from ANA website for submission
- ___ Download [PN Case Report Form](#) from ANA website for submission
- ___ Complete and submit one [Personalized Nutrition \(PN\) Case Data Collection & one PN Case Report](#) for a case that has occurred within the past five (5) years with exam application via your portal
- ___ Submit documentation of completion of dietetic internship (RD registration will fulfill this requirement) to your portal
- ___ Submit documentation of 75 Continuing Education credits in personalized nutrition obtained within the past 5 years using the [CE Report](#).