

PROGRAM MATCH APPLICATION 2018

OVERVIEW OF MATCH PROCESS

Individuals seeking to apply to Canadian accredited internship or practicum programs may register with the Match System. Applicants may apply to a maximum of three programs through the Match System.

Accredited Programs assess all applications and rank those applicants they would be willing to accept.

Dietitians of Canada (DC) manages the process by which the selections of the applicants are matched with that of the Programs. DC plays no role in selecting applicants for any Programs. DC is the data collection hub and provides only the communications interface between applicants and Programs.

This document explains all the steps required to prepare a complete application package. Review it carefully. Incomplete packages will not be accepted.

ELIGIBLE APPLICANTS

In order to participate in the Match process, you must meet one of the following criteria at the time of application:

- You are a current student in a Canadian accredited dietetic education undergraduate program OR you graduated within the past 3 years from a Canadian accredited dietetic education undergraduate program. See <http://www.pdep.ca/accredited-programs-in-canada> for a complete list of Canadian accredited dietetic education programs.
- If you are an international student in a Canadian accredited dietetic education undergraduate program, you are eligible to apply in the year of your graduation. Be prepared to provide evidence of your citizenship/student status to the internship or practicum program. If you are an international student who graduated from a Canadian accredited dietetic education program in previous years, you must establish your Work Permit eligibility status before preparing a program match application.
<http://cic.gc.ca/english/study/work-postgrad.asp>
- If you graduated from a Canadian accredited dietetic education undergraduate program before 2015 please refer to <http://www.dietitians.ca/Downloads/Public/Academic-Updating-Guidelines-2015.aspx>
- If you graduated from an accredited dietetic education program outside of Canada refer to <http://www.dietitians.ca/Become-a-Dietitian/Internationally-Educated.aspx> AND <http://www.dietitians.ca/Become-a-Dietitian/Internships-Practicum-Programs/DC-Internship-Selection-Process/Who-is-eligible-to-apply.aspx>

HOW TO APPLY

- Go to <http://www.dietitians.ca/Become-a-Dietitian/Internships-Practicum-Programs/DC-Internship-Selection-Process.aspx>
- Register to access the Match System at any time between November 15, 2017 – January 19, 2018. **The system will close at NOON Eastern Time January 19, 2018.** www.dietitians.ca/Internshipmatch.

Do not leave this to the last minute. **Use an email address that you check frequently when you make this purchase. This will be the information Match system will use to contact you during the selection process.** Review Critical Deadline Dates summarized in APPENDIX 1 below.

- Once you have successfully registered, you will receive a confirmation email which includes information needed to access the system. **Do not misplace this information.** You will need it to complete your application process.
- Links to each program description can be found at <http://www.dietitians.ca/Become-a-Dietitian/Internships-Practicum-Programs/DC-Internship-Selection-Process/Internship-Program-Descriptions.aspx>.
 - Review Program websites and brochures to find Programs that are a match between your career goals and experience and the unique opportunities each program offers. You may only apply for three Programs, so choose carefully.
 - Confirm academic standards clearly specified by each Program. If you do not meet the minimum grade requirements, your application WILL NOT be considered.
 - Individual Programs may request additional information for your application package.
 - Other factors to consider in choosing a Program include cost of living, need for personal transportation, and distance from family and friends.
- Submit one copy of your Resumé and Transcript(s). See below for more details.
- Submit one copy of the Confirmation of Completion of Accredited Academic Program Form. You must request this from your University. See below for more details.
- Upload contact information for your three referees. See below for more details.
- Select up to 3 Program choices from the drop down menu. These 3 choices are not ranked according to preference (i.e., first, second, third). You may change your selections at any time until Noon ET on January 19, 2018.
- Submit customized cover letters for each of the Programs to which you wish to apply. See below for more details.
- Upload Proof of Payment of the Application Fees for your selected programs. See below for more details.

APPLICATION & DOCUMENTS

All documents must be uploaded into the Match System. **Do not mail documents** to the Programs to which you are applying. Copies of the standard forms are found in APPENDIX 4 in this package.

All documents must be submitted no later than January 19, 2018. **Be sure to click ‘Save’ at the bottom of the documents section whenever you add a new document or before you log out of the system.** Whenever a time is mentioned in this information package, it refers to Eastern Time. **Late applications will not be accepted.**

□ CONFIRMATION OF COMPLETION OF ACCREDITED ACADEMIC PROGRAM FORM

You must receive confirmation from your university that you have met or will meet academic requirements at least one month prior to beginning your Program. See the Confirmation of Completion of Academic Program Form in APPENDIX 4.

Each university has its own policies and procedures for completing this form. Check with your university regarding their deadlines to ensure you receive the form in time for you to complete your application.

Select the ‘Upload’ button and add the form before Noon ET January 19, 2018. When successfully uploaded, the Status will change from ‘Missing’ to ‘Received’. You may view your upload at any time by checking the ‘View’ option.

Only one Completion Form is required regardless of whether you are applying to 1, 2 or 3 programs. Applications are not complete unless this form has been uploaded.

□ RESUMÉ

Only one resumé is required regardless of whether you are applying to 1, 2 or 3 programs. Applications are not complete unless your resumé has been uploaded.

Prepare your content keeping in mind best practices in preparing a resumé. Many universities offer resumé preparation tutorials or you can find many good examples online. Consider the Tips listed on page 11 when preparing a resumé. Upload your resumé into the Match System. When successfully uploaded, the document status will change from ‘Missing’ to ‘Received’.

You may view your upload at any time by checking the ‘View’ option. You may change and reload your resumé as often as you wish until Noon ET January 19, 2018.

□ TRANSCRIPT OF MARKS

Unofficial transcripts must be uploaded into the Match System by Noon ET January 19, 2018.

Transcripts for current students in Canadian accredited dietetics education degree programs must include marks for all courses completed by the end of the first semester of the current academic year. All post-secondary transcripts that contributed to your Canadian accredited undergraduate degree must also be submitted (i.e., studies for which you received transfer credits toward your accredited dietetics degree). The Match System allows for up to 5 transcripts or certificate documents to be uploaded.

Select the ‘Upload’ button and add your transcript(s). When successfully uploaded, the status will change from ‘Missing’ to ‘Received’. The system will automatically provide an option to submit one transcript. Once

uploaded, it will open a second line where you can add a second transcript. This will happen repeatedly until you have uploaded up to 5 transcripts if you require that many options.

You may view your upload(s) at any time by checking the 'View' option. **It is your responsibility to check that each transcript is clearly legible.**

You need to upload your transcript(s) only once regardless of whether you are applying to 1, 2 or 3 Programs. Applications are not complete unless at least one transcript has been uploaded.

If selected as a successful applicant, your final official transcript bearing the University seal, or a notarized copy, must be provided to the Program by a date they specify in their confirmation message to you in order to confirm your placement. If an official transcript is not received by this date, your offer could be withdrawn.

□ CONFIDENTIAL REFERENCES

You must ask 3 referees to complete confidential references. Be sure to choose your referees carefully.

- Your referees should know you well enough to judge your performance in most, if not all, of the areas specified.
- The references should be from people who know you in a professional, student or business capacity. References may include a previous or current employer, an academic, or a supervisor of a volunteer work experience. Check Program brochures as some may have specific requests/ requirements about appropriate referees.
- In cases where you have worked with several people in one setting (eg., a workplace or a university program), several people may collaborate to complete the form but only one individual in that group may submit the form and be the referee of record.
- A reference from a family member is not permitted.
- You **MUST** ask referees for permission to act in this capacity. Do this before you enter their name into the online system.
- Be respectful of your referee's time – give ample notice if you are asking for a reference.

Enter the names and email addresses of those whom you wish to invite to provide a reference into the Match System. They will be notified by email and will be provided with instructions and a link to a form they need to complete and upload. Because this is an auto-generated email, ask that your referees either check their spam folder or edit their email software options to add "@dietitians.ca" to their Safe Senders list to ensure the email invitation shows up in their inbox.

It is highly recommended that you notify your referees to watch for email from programmatch@dietitians.ca so they respond to the request in a timely way.

You will be able to monitor the status of the request so that you can ensure that the referees are responding. The system will show the status of the request as 'Missing' if no name or email has been entered; 'Requested' if the system has sent a message to the referee, and 'Received' when the referee has uploaded the reference.

You may change your referees at anytime up until Noon ET January 19, 2018 **unless** the reference has already been submitted.

You will not be able to see the confidential reference submitted, only that is has been received. Referees need only submit the reference form once regardless of whether you are applying to 1, 2 or 3 programs.

It is your responsibility to ensure that referees submit their confidential references before Noon ET January 19, 2018. Late references will not be accepted and your package will not be complete unless three confidential references have been uploaded.

□ **PROGRAM SELECTIONS AND COVER LETTER**

Select the program you wish to apply to from the dropdown list. Upload a customized cover letter for each Program to which you are applying. Unless otherwise indicated, your letter must be professional, and no longer than one page, single-spaced, in 12 font, with one inch margins.

Your cover letter should tell the Program why you are the best candidate for their Program. **See individual Program brochures or web sites** for specific information regarding cover letter requirements.

To view your cover letter after it has been uploaded, click on 'Cover Letter' and it will download. You may replace the cover letters as often as you wish up to Noon ET January 19, 2018. To replace the cover letter, select 'Cancel'. It will remove both your program choice and the cover letter you had uploaded from the system. You can re-select the same program and upload an updated cover letter. You may also select 'Cancel' if you want to choose a different program.

Applications are not complete unless a cover letter has been uploaded.

□ **APPLICATION FEES**

Most Programs require an Application Fee. Read each Program brochure carefully. APPENDIX 2 lists the Program contact, Program Application fees, and other fees payable, if accepted.

Fees are payable through the DC Store (<https://dietitians.ca/Store.aspx>). Select the Program(s) you wish to apply to, pay the application fee(s) and upload the receipt or proof of payment into the Match system. You may pay for one Program at a time or 1, 2 or 3 Programs as one transaction by adding choices to the Cart. The receipt generated will show payment for each transaction, so if you buy all three in one transaction, the receipt will reflect that choice. In this case, you may upload the same receipt for all Programs you've selected. Please note: HST is automatically added to the payment. DC is required by law to collect HST on all transactions.

Save the receipt(s) as pdfs or screen shots and upload to the Match system. When successfully uploaded, the status will change from 'Missing' to 'Received'. You may view your upload at any time by checking the 'View' option.

PLEASE NOTE: Two programs (St. Michael's Hospital and North York General Hospital) do not require an application fee BUT you must 'pay' the \$0 registration fee through the Store and generate a Proof of Payment receipt to upload as with all the other Programs. No HST is added to this payment.

Applications are not complete until Application Fees have been received. Allow adequate time for fees to be processed and for you to have downloaded and uploaded the receipts in the system. Late applications will not be accepted.

COMPLETION

Program Co-ordinators will be able to view and download all the files associated with your application **ONLY IF** the Student Profile, Documents Required, Reference Letters, Program Selections and Application Fees are accounted for. **LEAVE YOURSELF ENOUGH TIME** and confirm all sections are complete!

DECLINE ALL

There is a section at the bottom of the system screen called 'Decline All'. **DO NOT** tick any boxes or write anything into this section at the time of application. This section is **ONLY** used IF you are removing yourself from the Program Match system after March 11, 2018.

HOW THE MATCH PROCESS WORKS

- The Match System closes to students at Noon Eastern Time on January 19, 2018. Co-ordinators will download all the completed applications to their Programs, and will review all applications with their teams. They will rank order all of the applicants they are willing to accept. **Some** Programs will conduct interviews and will contact you using contact information listed in your resumé. Interviews usually take between early February and early March. Be sure to monitor your email to watch for invitations to interviews.
- **The selection process involves a number of notifications over a series of weeks. It is important that you check your email daily. You may be unsuccessful in the first round of offers but new offers will go out twice a week until all Program spots are filled.**
- The First Selection Round begins on Sunday March 11, 2018. The Match System will generate offers to ranked applicants based on the total number of positions available in each Program. Emails will be sent to all applicants (successful and unsuccessful) to the email addresses entered in the Match System.
- If you are offered one (or more positions), you must enter the computer program to respond to the offer(s) by **5:00 p.m. ET on Tuesday March 13, 2018**. If you do not accept any offer by this time, you will be disqualified from this Round but may be offered a position in a subsequent Round. If you actively decline an offer, you may be offered a position in a subsequent Selection Round.
- If you are offered one or more positions but decide not to accept any of them, you may 'Decline All'. This effectively withdraws you from the Match System entirely for this and any subsequent rounds. Please indicate why you are choosing to 'decline all' e.g., you are choosing to do a combined masters program.
- If Programs do not fill all of their available positions in the first round of offers, a second round of offers will be emailed to the next ranked applicants on **Wednesday March 14, 2018 at 5:00 pm ET**. Responses must be made in the Match system by **5:00 pm ET Friday March 16, 2018** to confirm acceptance of the offer.
- This process continues Sunday and Wednesday each week until all positions have been filled. You should continue to monitor your emails over the entire selection period.
- The selection process will continue until all Programs have filled their available positions.

Completion of Annual Selection

- Once all positions are filled, an email will be sent to the remaining unsuccessful applicants informing them that the selection process for 2018 has been completed.
- By late April, DC notifies each university program director of the results of the Match process for their applicants only. DC will assume an applicant's consent to the release of this information unless non-disclosure is requested from Corinne Eisenbraun at Corinne.eisenbraun@dietitians.ca no later than **April 1, 2018**.

APPENDIX 1

IMPORTANT DATES FOR THE MATCH PROCESS

- Register for the Match Process on DC website at www.dietitians.ca/Internshipmatch by Noon Eastern Time **January 19, 2018**. Registration will be available on **November 15, 2017**.
- Ensure you have the Completion of Academic Program Form completed by your University Program Director by the date specified at your University.
- Complete Program selections and upload all necessary documents into the Match system by Noon ET **January 19, 2018**.
 - Current contact information
 - Completion of Academic Program Form
 - Transcript(s) of Marks
 - Resumé
 - Program Selections
 - Cover letter(s)
 - Application Fee receipts
- Monitor that messages have been sent and submitted by your 3 (three) Confidential References.
- Monitor your email inbox for notification of Match results from **March 11, 2018** until the completion of the 2018 program match selection process. Offers will be made weekly on Sundays and Wednesdays until all positions are filled.

Offers sent (at 5:00 pm ET)

- Sunday March 11
- Wednesday March 14
- Sunday March 18
- Wednesday March 21
- Sunday March 25
- Wednesday March 28

Offers must be confirmed/ declined (by 5:00 pm ET)

- Tuesday March 13
- Friday March 16
- Tuesday March 20
- Friday March 23
- Tuesday March 27
- Friday March 30

APPENDIX 2

ACCREDITED PROGRAMS PARTICIPATING IN THE 2018 MATCH PROCESS

Name of Program & Contact Information	Number of Internship Positions	Application Fee	Program Fee (if accepted into program)
Aramark Healthcare – Toronto and Area Toronto, ON Angela Cuddy MEd MSc RD Aramark Dietetic Internship Coordinator Email: cuddy-angela@aramark.ca	8	\$25	\$ 3,000
NSHA, Central Zone Dietetic Internship Program Halifax, NS Marilyn Cipak, MBA, BSc, PDt. Director, Central Zone, Nutrition & Food Services E-mail: Marilyn.cipak@nshealth.ca	8	\$100	\$250
Eastern Health St. John's, NL Cindy Murphy Acting Professional Practice Consultant for Dietitians, and Director, Dietetic Internship Program Email: cindy.murphy@easternhealth.ca	4	\$40	N/A
Grand River Hospital Kitchener, ON Hannah Marcus RD MSc Dietetic Internship Coordinator E-mail: hannah.marcus@grhosp.on.ca	4	\$25	\$ 3,000
Hamilton Health Science Corporation Hamilton, ON Dietetic Education Coordinator Hamilton Health Sciences Email: studentaffairs@hhsc.ca	12	\$25	\$3,500 (\$1750 per calendar year) Payable to Hamilton Health Sciences Corporation
Hospital for Sick Children Toronto, ON Joann Herridge MSc RD Clinical Educator/ Dietetic Internship Coordinator E;Mail: Joann.herridge@sickkids.ca	4	\$25	\$ 3,000 Payable to Department of Clinical Dietetics
London Health Sciences Centre	8	\$25	\$3250

London, ON Sandy Lavoie Administrative Assistant, Clinical Nutrition E-mail: sandy.lavoie@lhsc.on.ca			
Manitoba Partnership Dietetic Education Program Winnipeg, MB Alison Cummins Dietetic Internship Manager Email: acummins@wrha.mb.ca	2	\$30	\$ 350 (Due first day of internship in Sept. 2018)
North York General Hospital/Ryerson University Collaborative (PM Dip-Dietetics) Toronto, ON Marcia Sivilotti Professional Practice Leader and Dietetic Internship Coordinator E-mail: Marcia.sivilotti@nygh.on.ca	4	\$0	Tuition fees http://www.ryerson.ca/registrar/fees/detail/graduate/ Select PM Dip Dietetics Domestic or International \$110 Payable to Ontario Universities' Application Centre
Northern Ontario Dietetic Internship Program (NODIP) Sudbury, ON Denise Raftis MEd RD Program Manager NODIP Email: denise.raftis@nosm.ca	12	\$25	\$ 1,500 Payable to Northern Ontario School of Medicine/ NODIP
St Michael's Hospital/Ryerson University Collaborative (PM Dip-Dietetics) Toronto, ON Helen Tomalik RD MEd CDE Education Specialist – Dietetics E-mail: tomalikh@smh.ca	8	\$0	Tuition fees http://www.ryerson.ca/registrar/fees/detail/graduate/ Select PM Dip Dietetics Domestic or International Select PM Dip Dietetics Domestic or International \$110 Payable to Ontario Universities' Application Centre
Sunnybrook Health Sciences Centre & Women's College Hospital Toronto, ON Katelynn Maniatis, MHSc, RD Interim Professional and Education Leader, Clinical Nutrition E-mail: Katelynn.Maniatis@sunnybrook.ca	6	\$25	\$2,500 (\$1250 per calendar year) Payable to Sunnybrook Dietetic Internship Program
The Moncton Hospital Moncton, NB Nadya Savoie MSc RD Manager, Clinical Nutrition E-mail : Nadya.Savoie@HorizonNB.ca	4	\$ 25	\$100 Registration Fee for Mandatory Dietetic Intern Membership with the New Brunswick Association of Dietitians

Additional placements are available through university-based masters/practicum programs. For positions that are not part of the Match process, see <http://www.dietitians.ca/Become-a-Dietitian/Internships-Practicum-Programs/Internship-Routes.aspx>

APPENDIX 3

TIPS FOR YOUR APPLICATION

Attention to detail and careful preparation are necessary when you assemble your application. Your application is your primary means to market yourself, and to make a “good first impression.” It should give Programs an excellent sense of who you are, and what you have to offer.

General Advice on your Application Package:

- Give yourself enough time to prepare and review your application package.
- Examine brochures from the various Programs to be sure that you are applying to a Program that matches your skills and expectations, and is a Program that you would be willing to accept if given an offer of placement.
- Review each Program brochure carefully for academic standards, details of what they look for in the cover letter and any other specific requirements.
- Contact your references early as it may take some time for them to complete the reference form and submit it. Be thoughtful in your selection of referees – ideally you want someone who can speak to all of the components listed on the Confidential Report form.
- Be honest in all aspects of your application. Never misrepresent or falsify information regarding your education, work experiences, references or credentials. The internet and social networking sites make it easy to verify information.
- Your package will be judged not only on content but also on professional style. Avoid abbreviations or common jargon used in text messaging.
- Seek assistance in reviewing your application package, preferably from someone who knows dietetics.
- Review the deadline dates carefully.
- Make sure that all required documents are submitted on time.

Cover Letter:

- The letter gives the reader some insight into you as an individual and helps answer the question, “why am I a good candidate for your Program?”
- It serves as an example of your written communication skills.
- Be sure to write in a professional manner, being cordial and factual. Include the name of the person or committee to whom the letter is addressed, and be sure to sign the letter.
- Tailor each letter for the Program to which you are applying and avoid using a generic cover letter that is the same for every application.
- Keep the nature of your information professional and avoid ‘over-sharing’ personal matters.
- Check Program brochures and websites to learn more about their organizations. You will better understand not only the Program but also the general philosophy of the organization.
- Your letter should make you “stand out.” Explain why you are applying to that particular Program i.e., the strength of the Program from your perspective, and what you can bring to it. Highlight and explain specific points in your resumé.

Resumé:

- In the education section of your resumé, identify the program you are in and the school(s) you are attending or have attended. You do not need to include your high school education, unless you earned a number of awards or a completed a special program that could be relevant to a career in dietetics.
- A resumé highlights experience that is relevant to dietetics (or that which is transferable to dietetics e.g. supervision, customer service). Be clear on what you did and what skills you obtained as they relate to dietetics practice. Experience that was gained many years ago should not be included: experience gained in the past 5 years is the most meaningful.
- Work and volunteer experiences are equally important. Both demonstrate your involvement with the dietetic profession and/or your community. Experiences with a dietitian or in dietetic related settings are very valuable.
- The level of work and responsibility are also important factors. List the title of the position you held, the name of the organization, and the location. Briefly list the duties and responsibilities of your position.
- If you have worked in a seasonal or casual capacity, specify the number of hours per day or, per week or per month along with the time frame (e.g. 2 hours per week from September to June, or 35 hours per week between May and August).
- Observational experience should only be included if it was 20 hours or more in total.
- Include professional memberships, research activities, publications, and any other relevant skills.
- Limit your resumé to approximately 2 pages.

References:

- Choose your referees carefully. Make sure that they are individuals who really know the quality of your work and your character, and are willing to put positive recommendations in writing. Encourage them to add descriptive comments as well as ratings to the form.
- Work, volunteer, and professional references are better than personal references.
- Ensure that your referees can judge you on as many of the attributes on the Confidential Report form as possible.
- Make sure your referees are aware that you are applying for a dietetic practicum placement – a professional program.
- Give your referees adequate time to prepare their reference. Review deadlines and instructions with them.
- References are **confidential**. Referees will submit the forms directly online. You will not have access to the information but will be able to monitor if the references have been received by the system.

APPENDIX 4

CONFIRMATION OF COMPLETION OF ACADEMIC PROGRAM FORM

This form confirms that _____
Name of applicant

will graduate/graduated with a _____
Name of degree(s)

from _____, in _____
Name(s) of university/ies Date of Convocation (Month/Year)

This section must be completed by an accredited dietetics education university program director.

This applicant:

has completed the required academic program requirements.

OR

will complete degree coursework requirements by _____ to be eligible to convocate.
Date

Signature of University Program

Director

Date