

Annual Report (v2) (1/1/2016 to 12/31/2016)
For: American Clinical Board of Nutrition #72

Detail View

Organization

[Print \(JavaScript:window.print\(\)\);](#)

Unique Identifier

72

Status

Active

Contact Name

Jesse Manning

Group Type

Membership

NCCA Accredited Organizational Member

Industry

Healthcare: Diet and Nutrition

Annual Report (v2) (1/1/2016 to 12/31/2016)

Learning Plan Name

Annual Report (v2)

Cycle End Date

12/31/2016

Cycle Start Date

1/1/2016

Completion Date

7/26/2017

Submission Date

5/11/2017

Comments to Applicant

1. Bylaws change

Description

1. Did your organization make any changes to the Bylaws?

Answer 1

Yes

Explanation

Yes, primarily to clarify ambiguities in wording. Changed candidate eligibility to possess a doctorate in a health field and removed requirement of possessing a license to practice as a doctor.

Specified that clinical nutrition experience for eligibility shall be one year in length (no definite duration specified previously).


Added standing committees for item writing and sponsorship. Election Committee became Nominating Committee.

Board members may now petition to attend board meetings remotely.

Unscheduled vacancy on board to be filled by a member of the Examination Committee.

The new bylaws were submitted with NCCA application for accreditation renewal on January 30, 2017.

Document B

[ACBN 2016 Bylaws vs. 2010.xlsx \(/Workflow/Download/25723?securityDate=4/20/2022 11:21:45 PM&securityHash=m3FPxiUSP0WFDzIG%2fliS0V5HSfVM%2b%2fCHKVHcVTXyNw%3d\)](#)  [\(/Workflow/Download/25723?securityDate=4/20/2022 11:21:45 PM&securityHash=m3FPxiUSP0WFDzIG%2fliS0V5HSfVM%2b%2fCHKVHcVTXyNw%3d\)](#)

Additional documents

Comments to Applicant

2. Governance or organizational structure change

Description

2. Did your organization make any changes to its governance or organizational structure, including any changes to the relationship between the organization and any parent organization?

Answer 1


Yes

Explanation

No change in organizational structure. Only clarification of some board procedures, particularly requiring written notification concerning intent to serve a second term on the board.

The new bylaws were submitted with NCCA application for accreditation renewal on January 30, 2017.

Document B

[ACBN 2016 Bylaws vs. 2010.xlsx \(/Workflow/Download/25723?securityDate=4/20/2022 11:21:45 PM&securityHash=m3FPxiUSP0WFDzIG%2fliS0V5HSfVM%2b%2fCHKVHcVTXyNw%3d\)](#)  [\(/Workflow/Download/25723?securityDate=4/20/2022 11:21:45 PM&securityHash=m3FPxiUSP0WFDzIG%2fliS0V5HSfVM%2b%2fCHKVHcVTXyNw%3d\)](#)

Additional documents

Comments to Applicant

3. New or Discontinued Certifications

Description

3. Has your organization discontinued any certifications (accredited or otherwise) or began offering any new certifications)?

Answer 1

No

Explanation

Document B

Additional documents

Comments to Applicant

4. Changes in Scope or Role

Description

4. Did your organization make any changes to the eligibility criteria, scope, or job role/specialty certified for any of its accredited certification programs?

Answer 1

Yes

Explanation

Clarification of intent for eligibility. Certificants must hold a doctorate in a health field but are not required to have a license to practice as a doctor.

Please see Board minutes approving this change linked to this response.

Document B

[ACBN Minutes Nov. 2016 Approval of Bylaws and P&P.docx \(/Workflow/Download/25756?securityDate=4/20/2022 11:21:46 PM&securityHash=efl4668r7WtvQkRdnHXelPBFgfZH8oNfG7BVffApsO4%3d\)](#), [Download \(/Workflow/Download/25756?securityDate=4/20/2022 11:21:46 PM&securityHash=efl4668r7WtvQkRdnHXelPBFgfZH8oNfG7BVffApsO4%3d\)](#), [PDF \(/Workflow/PdfDownload/25756?securityDate=4/20/2022 11:21:46 PM&securityHash=efl4668r7WtvQkRdnHXelPBFgfZH8oNfG7BVffApsO4%3d\)](#)

Additional documents**Comments to Applicant**

5. Changes in Examination Development Procedures

Description

5. Did your organization make any changes to the examination development procedures (e.g. standard setting, item development, exam assembly) for any of your accredited certification programs?

Answer 1

No

Explanation**Document B****Additional documents****Comments to Applicant**

6. Changes in Examination Administration Procedures

Description

6. Did your organization make any changes to the examination administration procedures (e.g. testing modality) for any of your accredited certification programs?

Answer 1

No

Explanation**Document B****Additional documents****Comments to Applicant**

7. Recertification Mechanism Changes

Description

7. Did your organization make any changes to the recertification mechanisms or requirements for any of your accredited certification programs?

Answer 1

Yes

Explanation

Clarified in the bylaws that a separate recertification application is not needed.

Also considered CE requirements and fees for certificants who have extenuating life circumstances. Allowing for a year of inactive status with reduced annual fees. Even though they do not need to meet educational requirements that particular year, they must be made up when certificants return to active status.

Document B

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Additional documents**Comments to Applicant**

8. Changes to Disciplinary Policy

Description

8. Did your organization make any changes to your disciplinary policy and procedures?

Answer 1

No

Explanation**Document B****Additional documents****Comments to Applicant**

9. Changes to Appeals or Accommodations Policies

Description

9. Did your organization make any changes to your policies and procedures relating to appeals or requests for ADA accommodations?

Answer 1

No

Explanation**Document B****Additional documents****Comments to Applicant**

10. Changes to Confidentiality or Security Policies

Description

10. Did your organization make any updates to your confidentiality or security procedures?

Answer 1

No

Explanation**Document B****Additional documents****Comments to Applicant**

11. Adverse Legal Judgment

Description

11. Was there a legal judgment adverse to your organization relating to one or more of its certification programs (accredited or otherwise)?

Answer 1

No

Explanation**Document B****Additional documents****Comments to Applicant**

12. Appeal of Certification Decisions

Description

12. Have candidates for certification appealed exam scores or decision outcomes for any of your accredited certification programs? If so, how many for each program and what was the outcome?

Answer 1

No

Explanation**Document B****Additional documents****Comments to Applicant**

13. Appeal of Ineligibility

Description

13. Have candidates for certification appealed eligibility decisions for any of your accredited certification programs? If so, how many for each program and what was the outcome?

Answer 1

No

Explanation

Document B**Additional documents****Comments to Applicant**

14. Appeal of Recertification Decisions

Description

14. Have candidates for certification appealed recertification decisions for any of your accredited certification programs? If so, how many for each program and what was the outcome ?

Answer 1

No

Explanation**Document B****Additional documents****Comments to Applicant**

15. Complaints

Description

15. Have you received formal complaints that raise questions about the competence or ethical behavior of certificants for any of your accredited certification programs?

Answer 1

No

Explanation**Document B****Additional documents****Comments to Applicant**

16. Security Breach

Description

16. Have you experienced any loss of secure exam materials or other security breach?

Answer 1

No

Explanation**Document B****Additional documents****Comments to Applicant**

17. Cancelled Scores

Description

17. Have you cancelled scores for any examinees?

Answer 1

No

Explanation**Document B****Additional documents****Comments to Applicant**

18. Other changes

Description

18. Are there other notable changes made to your organization or its programs in the reporting year that should be reported to the NCCA or would be otherwise beneficial for the NCCA to know?

Answer 1



Yes

Explanation

Both the Candidate Handbook and the Policies and Procedures Manual were updated as a result of an initiative of a vendor specializing in accreditation services. These documents have been reviewed and approved by the board. Most of the changes are associated with added detail and some language to clarify procedures and group together all information on the same topic. Some sections have been added. The new candidate handbook now includes a section with complete specification of the content blueprint. Also, "Complaints and Disciplinary Action" is a separate section in the new candidate handbook. There have also been some edits for updates. For example, the previous documents included specific information on the raw passing score for the examination form that was in use at that time. The new version refers more generically to the use of the modified Angoff method to set a criterion referenced cut score.

Details in both the Manual and the Handbook were also updated to reflect changes in the Bylaws. Unfortunately the previous versions of the documents and the current document cannot be linked by a "track changes" approach. It appears that the consulting organization used a template for accredited programs and customized it to reflect the specifics of ACBN's certification program. Only a limited amount of content was replicated verbatim from the previous versions. Overall, we believe that the new versions contain improvements as well as updates. However, as indicated, a paragraph by paragraph comparison of previous and new versions is not feasible. The Bylaws, Candidate Handbook, and Policies and Procedures Manual are available in the document library as they were submitted with the reaccreditation report in January 2017 should NCCA require more information.

Document B

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Additional documents**Comments to Applicant**

Examination Data

Credential

DACBN

Reporting Period

Calendar Year

Form Name

Multiple-Choice Examination

Form Creation Date**Total Number of Candidates**

9

Pass Rate

100

Passing Point

97 (raw)

Average Score

106.11 (raw)

Raw or scaled score?

Raw

Standard Deviation

5.58 (raw)

Standard Error

4.72 (raw)

Decision Consistency

.8208 (Livingston, 1972)

Reliability Estimate

.283 (Cronbach's Alpha)

Exam Items

150 (fixed length)

Explanation

The information above is furnished to meet the NCCA annual reporting requirements. It is based on the performance of 9 candidates, the number assessed in 2016.

Certification/Recertification Data**Credential**

DACBN

Total Number of Certificants

301

1st Time Certified

9

Recertification Frequency

Annually

Recertification Count

298

Percent Recertified

98.0

