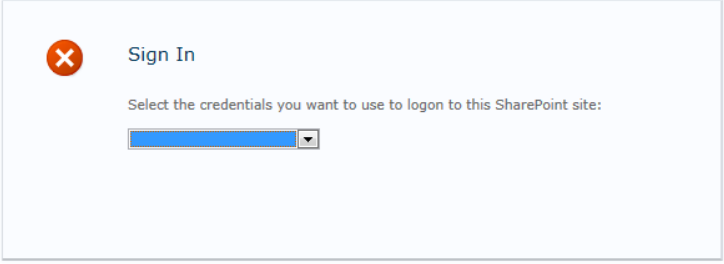
SPORT DIETITIAN REGISTRY APPLICANT INSTRUCTIONS

Before you get started – Please Read!

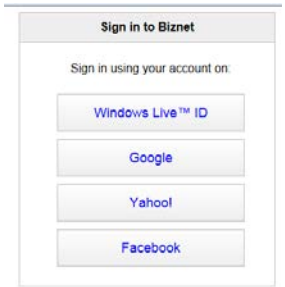
- It is highly recommended you follow these steps to fill out the registry.
- The form takes about 20-30 minutes to complete.
- If you leave the form unattended for longer than 30 minutes, there is a time out function and you may lose your work. At the very bottom of your page, you can "Save" your application. You are highly encouraged to do this if you will be completing the registry over a few time blocks.
- Do **NOT** hit the backspace key anytime during the application process! Since this is a web-based form, you will go to your last webpage and lose your work.
- **Please choose a browser other than Google Chrome to access the registry link.**
- Please note you will be asked to upload the following documents, therefore have each document ready before beginning the application process.
  1. Proof of current, unexpired Academy of Nutrition and Dietetics (AND) membership status (e.g., receipt, copy of membership card)
  2. Proof of current, unexpired CSSD certificate (e.g., receipt, copy of membership card)
  3. Proof of current unexpired liability insurance (e.g., receipt)
  4. Current copy of your resume or vitae (optional)
  5. Two references including contact email and phone number

Part 1 - Accessing the Form

Once you click the link https://biznet.usoc.org/sites/dietitian/Pages/Home.aspx you will see this screen below. Click on the drop down menu and select **Other.**



The next prompt will ask you to sign in to Biznet using Windows Live ID, Google, Yahoo, or Facebook. Choose one to sign in using your login and password.



The USOC Sport Dietitian Registry application will look like this. Please complete all sections.

Part 2 – Submitting your Form

1. Once you have completed the application, please read the ethics agreement and indicate (Yes or No) whether you agree to policies outlined. This is a requirement for being considered for the registry.
2. Once you return to the application. You can choose to **SAVE** your application or **SUBMIT** your application.
   - If you select SAVE, your will see a message that says FORM IS CLOSED. Immediately after, you will receive an email message at the email address you entered in the application form with a link to access your saved application. You can revise and SAVE your application using the link.
   - If you select SUBMIT, you will see a message that says FORM IS CLOSED. The USOC Sport Nutrition Team will receive an email to let them know your form has been submitted. They will review your application and accept or reject your application within 2 weeks. Once the decision has been made, you will receive a brief email to let you know the status.

Contacts

If you are having problems with the application form, please contact:

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