

Requirements for Arkansas Dietetics Licensing

New License Application:

There are four parts needed:

- Two-page application completed, signed, and dated.
- The Notary Page must be signed by the applicant and completed and sealed by the notary.
- A copy of the CDR card (must be within valid dates). Credential Verification Forms are not accepted.
- The applicant name must match on all documents.
- Payment of fee in the form of check or money order.

Provisional License (PLD) Application:

(This license is available once an applicant has completed all steps to sit for the RD exam, but has not passed the exam. This license allows the PLD to work under the supervision of a Licensed Dietitian to prepare for testing. All board members must approve PLD Requests.)

There are five parts needed:

- Two-page application completed, signed, and dated.
- The Notary Page must be signed by the applicant and completed and sealed by the notary.
- Verification Statement from the completed Internship / Professional Experience. Documents must be signed and dated by the program director.
- Signed and dated letter from employment Supervisor, stating the responsibilities and duties of the PLD under their supervision. The employment Supervisor must be a Licensed Dietitian that can supervise and co-sign all PLD notes.
- The applicant name must match on all documents.
- Payment of fee in the form of check or money order.

License Renewal Application:

There are four parts needed:

- Two-page application completed, signed, and dated.
- A copy of a current CDR card (must be within valid dates). Credential Verification Forms are not accepted.
- Twelve hours of CEUs with a designated time frame (see document "Continuing Education Guidelines"). Documentation of CEUs may be by either certificates of attendance OR PDP log. The log must have Licensees Name, ID# (CDR #), Activity Title, Activity Provider, CPE Units, and Activity Date.
- Payment of fee in the form of a check or money order.

(Additional Notes)

*****Forms & Supporting Documents can be mailed or emailed in PDF Format to ARDiet@arkansas.gov

*****License Fees must be sent in the form of check or money order to:

Arkansas Dietetics Licensing Board

5800 W. 10th Street

Suite 103

Little Rock, AR 72204

*****Questions #27 & #29 - Applicant is required to explain a "Yes" answer.

*****If the application is late (postmarked past expiration date or supporting documents submitted past license expiration date), applicant must pay additional late fees. (within 60 days - \$25 / 61 - 90 days - \$50 / 91+ days - \$110).

*****If the applicant is late renewing – They must meet requirements of application plus they must complete the renewal application form, complete and sign an attestation statement, and pay the additional late fees + new license fee. (The license # and the expiration date will remain the same.)

*****If the applicant does not have the 12 required CEUs, they must complete a new application, the notary page, and return those items with a current CDR card, and the new license fee. (They will keep the same license # and the same expiration date).