



Memorandum

#13-005

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: January 24, 2013

SUBJECT: Application Period for the 2014 Texas WIC Dietetic Internship Class Now Open

The application period for the 2014 Texas WIC Dietetic Internship class is open now. To apply you will need to use the Dietetic Internship Centralized Application system (DICAS) at <https://portal.dicas.org> (email DICASinfo@DICAS.org). The application must be completed online by **June 1, 2013** and the fee is \$40. If you should need to contact the DICAS Customer Support (617-612-2855), identify yourself as a Texas WIC Dietetic Internship applicant. Also please note:

When applying you must log onto the DICAS system and begin your application **prior to April 1, 2013**. You may complete your application any time before June 1, 2013, but you *must* begin the application prior to April 1st.

When completing the DICAS online application, you should be prepared to provide a personal statement, official transcripts, three letters of recommendation, a resume, and a Texas WIC DI Supplemental Form.

1. **Letters of Recommendation** must include the name and contact information (specifically, an email address) of each reference. Upon completion of this step in the application process, an email message will be sent automatically to each of your references asking them to complete an online reference form (a "how-to" video is provided for reference letter writers to view at <http://www.eatright.org/ACEND/content.aspx?id=186>).
2. **Personal Statements** should include information about your personal and professional goals, interests, experience, continuing education, strengths, weaknesses, reasons for pursuing the Texas WIC Dietetic Internship, and any other information that would be helpful in the selection process.

3. **Transcripts** should be official transcripts from all colleges and universities you have attended. These must be mailed to: DICAS – Transcript Department, P.O. Box 9118, Watertown, MA 02472.
4. **Verification Statements** must be completed entirely. Upon completion of this step in the application process, an email will be sent automatically to your DPD Program Director requesting a verification statement. Students currently enrolled in classes must submit a “Declaration of Intent” and list their courses in progress. Successful applicants must supply signed verification statements and final transcripts to the Texas WIC DI before beginning the internship.
5. **Resumes** must include a current summary of your academic, employment, and professional activities along with your email address. Applicants must upload their resumes to the DICAS application.
6. **Texas WIC DI Supplemental Form** must be requested from Mary VanEck, Texas WIC Dietetic Internship Director, Nutrition Education/Clinic Services Unit, Nutrition Services Section, by emailing her at mary.vaneck@dshs.state.tx.us. Applicants must complete and upload this form to DICAS application.

Be sure to read the *2014 Texas WIC Dietetic Handbook for Prospective Interns* and *Texas WIC Questions and Answers* available at <http://www.dshs.state.tx.us/wichd/interns/intern-FAQ.shtm>. A helpful video about DICAS is also available at <http://www.eatright.org/ACEND/content.aspx?id=186>.

If you have questions or require additional information, please contact Mary Van Eck, Texas WIC Dietetic Internship Director, Nutrition Education/Clinic Services Unit, Nutrition Services Section, at 512-413-7320 or mary.vaneck@dshs.state.tx.us.