

Application Checklist – MCDPH DI WIC Track

Direct application questions to:

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Initial the DICAS application submission acknowledgment:

___ I have submitted the online internship application through DICAS at <https://portal.dicas.org> by the February deadline.

Initial the following items to be mailed to the address above:

___ Completed PAL Portfolio. *Follow these [instructions](#) and use this [template](#) for your portfolio.*

___ Non-refundable application fee of \$52.00 made payable to Maricopa County.

Initial the following items to be submitted in the DICAS application packet:

___ Arizona WIC Program Declaration of Intent

___ [Work Experience Calculation Form](#)

___ [Volunteer Experience Calculation Form](#)

___ DPD Course List Form from your DPD Director.

___ Official college transcripts from all colleges and universities attended have been mailed to DICAS by the deadline on <https://portal.dicas.org>

___ Signed Verification of Completion of Dietetics Programs in Dietetics or a signed Declaration of Intent to Complete. *If your date of DPD completion is five or more years old, additional coursework will be required.*

___ Three letters of recommendation with at least one academic and one work/professional. *Please do not include letters from friends or family.*

___ Personal Statement, which must address all of the following:

1. The reason for entering dietetics
2. Preparatory career experiences
3. Short and long term goals
4. Personal strengths and areas of improvement
5. Reason why you are applying to our public health focused program
6. Your expectations from our program
7. A project completed without supervision
8. Note if you speak, read or write a language other than English and your level of fluency

___ Completed Application Checklist (this form)

Signature: _____ Date: _____

Printed Name: _____