Supporting Document Examples

Supporting documents may include, but are not limited to the following:

- Copies of certificates
- Copies of the overview of the programs (learning objectives or topics covered)
- Copies of receipts
- Copies of email confirmation of reservation / attendance
- Copies of or print screen / screen shots of main webpages of Internet sites consulted (not only the weblinks)
- Copies of abstracts to journal articles
- References to other learning sources (focus group notes, book cover and table of contents, webinar screen shot, etc.)
- Hands-on learning activities journal (list of activities completed, mentoring activities, ongoing self-refection, etc.)
- Letter from immediate supervisor confirming hands-on learning activities completed

Non-Acceptable Supporting Document	Reason Why it is Not Acceptable
Lists of Web links	It is difficult for the evaluator to assess quality of the learning activity and how it relates to the learning goal.
Lists of journal articles references	It is difficult for the auditor to assess quality of the learning activity and how it relates to the learning goal.
Documentation with client / patient personal information	It is a breach of the NBAD Code of Ethics Principle 3.0 "To respect confidentiality and privacy" and a violation of the Acts and Regulations of the *Office of the Integrity Commissioner of New Brunswick.*
Copy of completed work / project	Auditors must verify the learning completed to enhance your knowledge and skills in a specific area related to dietetic practice. Therefore, supporting documents should show the learning completed not the completed work / project.