

Dietary Manager Online Training Program

Approved by the Association of Nutrition & Foodservice Professionals (ANFP)

STEP-BY-STEP APPLICATION GUIDELINES

STEP 1: Complete the **TCAT Student Enrollment Form**

STEP 2: Fax or mail a copy of your **High School Diploma** or **equivalent** to:

Tennessee College of Applied Technology Elizabethton
Attn: Lisa Blackburn, CDM Program Director
426 Highway 91 North
Elizabethton, TN 37643
Fax – 423-547-2587
Email – lisa.blackburn@tcatelizabethton.edu

STEP 3: Here are the steps for the new application process

FOR STUDENTS: *Follow these steps for creating an application and enrolling in the TCAT Elizabethton- hybrid/online program.*

1. Visit: <https://tcat/maestrosis.com>
2. Click **“Create An Account”**
3. Input the request account information (all fields are required)
4. Click Submit
5. Click Login
6. Create your registration application (all fields in yellow are required)
7. For state student ID: input the last 4 digits of your Social Security number
8. Click Submit
9. You will receive a message **“Your application was submitted successfully”**
10. Reach out to Johnny about your submitted application @ johnny.burleson@tcatelizabethton.edu

STEP 4: Review the **Minimum Hardware and Software Requirements** for the Dietary Program. **Microsoft Word** is required for all assignments.

STEP 5: The Dietary Manager Program has been approved for the Federal Pell Grant and Tennessee Lottery Education Scholarship. Complete your financial aid application online at www.fafsa.ed.gov. The school code is **005281**. Direct financial aid questions to the Financial Aid Office at the TCAT Main Campus, telephone **423-543-0070**. *Allow two weeks for financial aid applications to be processed.*

STEP 6: FINAL STEP - Contact the Business Office to register for the Online Dietary Manager training program, telephone **423-543-0070, Ext. 1000**.

Textbooks can be purchased at the **TCAT Bookstore** – 423-543-0070, Ext. 1000 or directly from **ANFP** at www.ANFPonline.org.

FOR MORE INFORMATION, CONTACT: Lisa Blackburn
Telephone: 423-342-3977
Email: lisa.blackburn@tcatelizabethton.edu

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