

Continuing Competence Requirement for Reinstatement Within Three (3) Years

Date created: January 30, 2007

Date approved by the QAC: February 16, 2009, May 6, 2013, February 1, 2016, September 23, 2016

Date approved by the Board: March 3, 2007, May 15, 2009, June 7, 2013, October 14, 2016

Date last reviewed by the Board: October 6, 2016

Category: QAC

File code: Qac16/Policies/Qac-02-CCP-Req-Reinstatement-Final-Oct-14-16

Authority: CDBC bylaws, sections 50(1)(c)(iii) and 56.

Background:

In accordance with section 50(1)(c)(iii) of the bylaws, “...*the registration of a former full or non-practicing registrant who ceased to be registered under section 48(6) for less than three (3) years may be reinstated by the registration committee if the former registrant submits to the registrar no later than three (3) years after the expiry of his or her registration proof of completion of all requirements of the quality assurance program required under section 56, as though the applicant had not ceased to be registered under section 48(6)*”.

The CDBC's *Continuing Competence Program (CCP)* was approved by the Board in November 2006 and implemented on April 1, 2007 for all registrants. The program's purpose is to ensure currency and promote high practice standards in support of the College's mandate to serve and protect the public.

Policy:

1. Reinstatement applicants are informed that the preparation of required documents, approval of the continuing competence requirement and Registration Committee approval of the application for reinstatement may take a minimum of one month. Applicants may not practice dietetics or use the protected title “dietitian” until approved.
2. Applicants out of practice for less than 3 years who are applying for reinstatement to the register under section 50(1)(c)(iii) of the bylaws can only be reinstated within the 3-year period. After 3 years, they are considered under sections 51 (reinstatement within 6 years) or 52 (reinstatement after more than 6 years) of the bylaws.
3. Former registrants not participating in the CCP who are applying for reinstatement must:
 - Complete the Professional Portfolio and Self-assessment relative to the Standards of Practice
 - Complete the Professional Development Plan according to the Quality Assurance Committee assessment criteria, and
 - Submit all CCP documents to the CDBC for review and approval.
4. Reinstatement applicants with a compliant CCP participation record less than 3 years old must submit an updated Professional Development Plan. In accordance with bylaw 56(3)(c), the Quality Assurance Committee appoints the Registrar/Deputy Registrar-Quality Assurance to assess CCP submissions. Applicants whose submissions are complete are

informed that they have met the continuing competence requirement for reinstatement. The Registration Committee is informed that the requirement has been met.

5. Applicants whose submissions are not complete receive feedback on their submission and instructions to submit further specified documentation until completion is met.
6. Applicants whose submissions are not complete on the third (3rd) attempt are referred to the Quality Assurance Committee for further assessment.