

**Guide to the Continuing
Competence Requirement for
Reinstatement within 3 Years**



College of Dietitians of British Columbia

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Please note:

- Review of an application for reinstatement may take one month. Applicants are advised to start approximately two months before the date they plan to return to work.
- Applicants may not practice dietetics or use the protected title 'dietitian' until their application is approved.

INTRODUCTION

As the regulatory authority for dietitians in British Columbia, the College of Dietitians of British Columbia (CDBC) is responsible, under the *Health Professions Act*, for establishing and maintaining a continuing competence program to promote high practice standards.

In accordance with CDBC bylaw section 50(1)(c)(iii),

“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 provides proof of meeting the continuing competence program required under section 56, as though the applicant had not ceased to be registered.”

The Continuing Competence Program, based on the CDBC Standards of Practice per [Schedule B](#) of the bylaws, fulfills the legislative requirement and supports the College’s mandate to serve and protect the public. Requiring applicants for reinstatement to fulfill the Continuing Competence Requirement for Reinstatement likewise fulfills CDBC’s legislative requirements.

This Guide was developed to assist former CDBC registrants applying for reinstatement to the register to meet the requirements of the continuing competence program. The guide was adapted from the CDBC Continuing Competence Program¹.

BACKGROUND

The Continuing Competence Program (CCP) and the Continuing Competence Requirement for Reinstatement are two of CDBC’s quality assurance initiatives designed to promote quality practice for the public’s protection. Other initiatives include:

- Code of Ethics
- Standards of Practice
- Jurisprudence Guide and Examination
- Practice and Interpretive Guidelines
- Complaint process

Protection of the public requires that registered dietitians (RDs) maintain and apply current knowledge. The CCP and Continuing Competence Requirement for Reinstatement were developed to assist planning for relevant professional development. The CDBC has chosen a self-determined, reflective approach to professional development planning rather than a system of passive learning (e.g., documentation of attendance at or participation in learning activities) as this approach promotes deeper and more personally relevant learning (Stoddard, 2004).

By working through this Guide, applicants reflect on their performance relative to the CDBC Standards of Practice. Based on this assessment, applicants decide what they want to learn and how they want to learn it. The process enables applicants to demonstrate ongoing growth and development of their professional knowledge and skills, and provides a systematic way to document how their learning/development activities can and will impact their practice.

¹ The Continuing Competence Program was approved by the Board in November 2006 and implemented for all applicants on April 1, 2007. It is revised periodically to reflect CDBC bylaw and policy changes.

PRINCIPLES

The CDBC is committed to the following principles in developing the CCP and the Continuing Competence Requirement for Reinstatement:

- Contribute to protection of the public by ensuring applicants comply with appropriate standards of dietetic practice
- Provide self-assessment and documentation tools that are straight-forward, easy-to-follow, and time efficient for applicants to use
- Value and encourage continuing development and lifelong learning
- Value all types of learning related to dietetics
- Use a fair and transparent process of document review/ assessment
- Evaluate the continuing competence programs on a regular basis

REPORTING REQUIREMENTS

Former CDBC registrants who participated in the CCP within three (3) years of applying for reinstatement after being removed in good standing are required to:

1. Complete the Self-assessment Relative to the Standards of Practice

- a) The Self-assessment is retained in your personal records
- b) Self-assessment Guidelines and forms are available [online](#)

2. Develop and submit an updated Professional Development Plan

- a) The Professional Development Plan is submitted with your Reinstatement Application
- b) Professional Development Plan Guidelines and forms are also available [online](#)

Former CDBC registrants who have never participated in the CCP before applying for reinstatement to the register within three (3) years are required to:

1. Complete and submit a Professional Portfolio

2. Complete and submit a Self-assessment Relative to the Standards of Practice

- a) Professional Portfolio guidelines are included in the [online Self-assessment Guidelines](#).

3. Develop and submit a Professional Development Plan

What to Submit

- Portfolio and Self-assessment forms (only if you never participated to the CCP before)
- Professional Development Plan
- Reinstatement Application Form
- Criminal Record Search Authorization
- Appendices for Restricted Activities if applicable.

APPLICATION REVIEW PROCESS

1. Quality Assurance Committee Review

Complete Applications

Applicants whose continuing competence submissions are **complete** are informed they have met the continuing competence requirement for reinstatement.

Upon approval of an applicant's continuing competence requirement, the Quality Assurance Committee informs the Registrar (this initiates review of the Reinstatement Application).

Incomplete Applications

Applicants whose submissions are **incomplete** receive feedback on their submission and instructions to submit further specified documentation.

Complete Second Submissions

Applicants whose second submissions are **complete** are informed they have met the continuing competence requirement for reinstatement.

Incomplete Second Submissions

Applicants whose second submissions are **incomplete** are informed that they are not eligible for reinstatement to the register, and are advised that complete documentation must be submitted before eligibility for reinstatement can be confirmed.

2. Registration

- The Registrar has the authority to review and approve 'reinstatement applications within three (3) years' on behalf of the Registration Committee.
- Reinstatement applicants are informed once their registration has been reinstated.

Upon Approval of Reinstatement

Reinstated registrants are added to the Public Register of Dietitians on the CDBC website and sent a registration certificate and fee receipt. Applicants approved for reinstatement to the CDBC register will be assigned to a new *Continuing Competence Program* group with a new three-year reporting period.

- Quality Assurance Committee reviews of an application for reinstatement may take more than one month (particularly if the continuing competence submission is not complete). Applicants are advised to start approximately two months before the date they plan to return to work. The [assessment criteria](#) is available on the CDBC website.
- Applicants may not practice dietetics or use the protected title 'Registered Dietitian' until notification of approval is received and their registration is published on the CDBC Public Register.
- If approval is not granted within the three-year period since the last registration date, applicants are reviewed by the Registration Committee in accordance with section 51 (reinstatement within 6 years) or 52 (reinstatement after more than 6 years) of the bylaws.

REFERENCES

College of Dietitians of British Columbia. Legislation. CDBC Bylaws. Schedule A: [Code of Ethics](#). 2012 and Schedule B: [Standards of Practice](#). 2016.

Partnership for Dietetic Education and Practice (PDEP). [Integrated Competencies for Dietetic Education and Practice](#). 2013.

Stoddard L. [Educating for Human Greatness](#). Brandon, VT: Holistic Education Press. 2004.