

## **Examination – Third Attempt**

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**Category:** Registration

**File code:** Rc17/Policies/RC\_Policy\_Revisions/Rc-05\_Examination\_3<sup>rd</sup>\_Attempt\_Sept\_13\_17-FINAL

**Authority:** CDBC Bylaws section 47.

### **Background:**

In accordance with the CDBC bylaws, section 47, a current or former temporary registrant must successfully complete the Canadian Dietetic Registration Examination (CDRE) as part of the requirements for full registration.

The Board has approved the CDRE as one of the examinations that qualifies applicants to register in the Full Registration class.

As per CDBC bylaws section 47 (2) and (3) a current or former temporary registrant who fails an initial examination is entitled to two (2) opportunities to re-write the examination. Unless an extension is granted, such individuals must re-write the next scheduled examination after meeting any conditions set by the Registration Committee.

The Alliance of Canadian Dietetic Regulatory Bodies (Alliance), through a third party testing agency, provides the CDRE and sets policies and procedures for administration of the CDRE. According to these policies, the regulatory body must determine additional education and/or practical training required after the second failure of the examination, before the applicant is eligible to retake a third and final attempt at the CDRE.

### **Policy:**

- 1) The policies and procedures outlined by the Alliance for the administration of the Canadian Dietetic Registration Examination (CDRE) are accepted by the Registration Committee of the CDBC.
- 2) A current or former temporary registrant who has failed a second attempt at the CDRE, must:
  - a) be assessed by the Registration Committee for currency in dietetic skills, knowledge, abilities and judgement using the Competence Self-Assessment Process (see [policy Rc-15: Competence Self-Assessment Process](#))
  - b) complete any academic and/or practical training upgrading requirements identified by the Registration Committee, prior to accessing the third and final attempt at the CDRE.

- 3) Any upgrading required will be identified using aspects of the Competence Self-Assessment Process (see policy Rc-15) and the individual's CDRE Performance Reports provided by the CDRE testing agency. Upgrading may include:
  - a) successful completion of CDBC Approved Academic Upgrading Courses; and/or
  - b) successful completion of practical training upgrading that is:
    - i) approved by the Registration Committee prior to implementation;
    - ii) a minimum number of hours set by the Registration Committee;
    - iii) designed in consultation with a Registered Dietitian who is familiar with:
      - (1) the Integrated Competencies for Dietetic Education and Practice (ICDEPs); and
      - (2) entry-to-practice level knowledge, skills, abilities and judgement; and
      - (3) assessing dietetic interns;
    - iv) completed in British Columbia; and
    - v) supervised by a CDBC Full Registrant.
      - (1) Direct supervision is required for the first portion of the practical upgrading.
      - (2) As the practicum placement progresses, candidates transition to more independent practice. Supervision by the RD evolves from direct monitoring and guidance to indirect oversight and mentoring, as candidates' knowledge, skills, abilities and judgement reach entry-to-practice levels of competence.
      - (3) The supervising RD must submit a signed Attestation of Competence form for Practical Training Upgrading (attached Appendix), along with the practical training upgrading plan designed with the individual.
- 4) Practical training upgrading may be obtained concurrently with academic upgrading.
  - a) Upgrading candidates must have professional liability coverage that meets the requirement of each facility where practical training upgrading is undertaken.
    - i) any costs related to practical training placements are the responsibility of the candidate (e.g. liability insurance, criminal records checks, etc.)
- 5) The Registration Committee will determine that academic and practical training upgrading requirements have been met by:
  - a) reviewing official transcripts of successfully completed academic course(s);
  - b) reviewing official CDBC Competency evaluation form(s), that are signed by the supervising RD, detailing the Performance Indicators successfully achieved, and
  - c) determining that all aspects of the individual's upgrading plan have been successfully completed and that required practice hours have been met.
- 6) In extenuating circumstances, current or former temporary registrants who are unable to complete upgrading requirements, prior to next scheduled CDRE, may request an extension.
  - a) Extensions may be granted by the Registration Committee upon receipt and review of a written request from an individual.



**COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**

Suite 409 – 1367 West Broadway, Vancouver, BC V6H 4A7

Phone: 604.736.2016 • Fax: 604.736.2018 • [www.collegeofdietitiansbc.org](http://www.collegeofdietitiansbc.org)

### **ATTESTATION OF COMPETENCE DIETITIAN SUPERVISOR – PRACTICAL TRAINING UPGRADING**

As a Registered Dietitian (RD) you may be asked to attest to the competence of a candidate who is pursuing registration with the CDBC. This may include attestation of competence for:

- an individual seeking re-entry to the dietetics profession who needs to complete practical training upgrading to meet the current competencies; or
- an internationally educated individual seeking entry to the profession who must complete practical training upgrading to meet the current competencies for practicing dietetics in Canada; or
- a current or former temporary CDBC registrant who must complete practical training upgrading requirements set out by the CDBC Registration Committee, in order to re-attempt the Canadian Dietetic Registration Examination; or
- an individual who must complete practical training upgrading to meet requirements set out by the CDBC Inquiry Committee, in order to address issues arising from a formal complaint.

Your signature on an Attestation of Competence form indicates that:

1. you will personally supervise and evaluate a candidate in his/her overall performance of practical training upgrading activities;
  - a. if you will not conduct daily supervision of a candidate, you will delegate an appropriate and experienced RD preceptor(s) to supervise and evaluate the candidate's upgrading activities.
2. you are a full registrant of the CDBC, during the supervised the practical training upgrading;
3. the activities performed by the candidate will be fully and accurately described in the Self-Directed Practicum Placement Guide above your signature; and
4. candidate's will be evaluated as performing practicum activities independently, legally, safely and competently to the level expected of an entry-level Dietitian who poses no risk of harm to the public.

It is the responsibility of the CDBC Registration Committee, or the Inquiry Committee, to determine the acceptability of a planned practical training upgrading program. Committee members look for proof of competency attainment for the [Integrated Competencies for Dietetic Education and Practice \(ICDEP\) \(2013\)](#).

Signing an Attestation of Competence form carries significant responsibility. *It is a serious offence to sign an Evaluation form for a candidate if you are not confident this candidate is competent to practice dietetics to the level expected of an entry-level Dietitian who poses no risk of harm to the public.* The CDBC Registration and Inquiry Committees review attestations and rely on the attesters to confirm that the candidates have attained safe and competent levels of practice.

The Dietitian responsible for supervising a practical training has the discretion to require additional hours of upgrading to ensure the candidate is competent to practice dietetics to the level expected of an entry-level dietitian who poses no risk of harm to the public.

If you have any questions about the applicant or the attestation of competence process, please contact the CDBC.



**ATTESTATION OF COMPETENCE  
 DIETITIAN SUPERVISOR –PRACTICAL TRAINING UPGRADING**

***Declaration***

I, the undersigned RD,

**Name** \_\_\_\_\_ **CDBC Registration#** \_\_\_\_\_

Please print

**Employer** \_\_\_\_\_

Name and address

confirm that I have received the CDBC *Self-Directed Practicum Planning Guide*. I understand the responsibility of attesting competencies and have agreed to supervise/coordinate a Practical Training Upgrading program for:

**Candidate's Name** \_\_\_\_\_

Please print

**Anticipated Dates Start** \_\_\_\_\_ **Completion** \_\_\_\_\_

(It is acknowledged that these dates are subject to change)

- I understand the responsibilities of the Dietitian Supervisor for the Practical Training Upgrading program.
- I am aware that the practical training experience can be extended beyond the minimum number of hours specified, as necessary for the candidate to demonstrate all of the competencies required.
- I have included a description of my experience with supervising internship or other practicum placements.
- The CDBC has a copy of my professional liability insurance certificate on file.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please send completed form to the CDBC: [info@collegeofdietitiansbc.org](mailto:info@collegeofdietitiansbc.org)**