

Full Registration – Educated in Canada

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Authority: HPA s.20; Bylaws s. 41(1) (2)

Purpose:

to clarify the full registration requirements for applicants educated within Canada, as outlined in section 41 of the CDBC bylaws.

Background:

Registration is granted through Registrar/Deputy Registrar review and approval of information submitted by the applicant, in accordance with policy *Rc-08: "The Registrar's Limited Authority to Act for the Registration Committee"*.

Applicants who do not meet the requirements for CDBC bylaws section 41(1) or (2), may be considered for registration under:

- bylaws section 41(3), and as outlined in the Registration Committee policy *Rc-03: Full Registration – Substantial Equivalence*; or
- bylaws section 43, and as outlined in the Registration Committee policy *Rc-04: Temporary Registration*.

Applicants, during an emergency declared by the Registrar according to the criteria set by the Board, will be considered for emergency registration under section 42(1)(b) of the bylaws, as outlined in the Board policy *Bd-24: Emergency Registration*.

The Partnership on Dietetic Education and Practice (PDEP) oversees the Dietetics Education Accreditation Program in Canada, according to the Integrated Competencies for Dietetic Education and Practice (ICDEP).

Policy:

- 1) All applicants must demonstrate currency of dietetic knowledge, skills abilities and judgement as per policy *Rc-06: Currency of Dietetic Knowledge, Skills, Abilities & Judgement*
- 2) The application for registration must be fully completed using the CDBC's online platform.
- 3) The completed application must include personal and contact information for the public register (per HPA section (21.2 (a))).
 - a) Name change documentation (such as an original, notarized or photocopied marriage certificate) is required if the applicant's name is different from the name on the applicant's transcript or practical training documentation.

- 4) Applicants must submit evidence of successful completion of a program listed in Schedule "E" of the bylaws. To be approved, programs must be:
 - a) at minimum, a bachelor's degree, with a focus in dietetics, and
 - b) accredited by the PDEP Accreditation Council, at the time of an applicant's graduation;
 - c) Evidence of successful completion includes authentic documentation for all years of post-secondary education for the dietetics degrees granted. Accepted "authentic" documentation include:
 - i) official transcripts sent directly to the College, from the academic institution; or
 - ii) official transcripts sent directly to the College from another Canadian dietetic regulator.
- 5) Applicants must submit evidence of successful completion of dietetic practical training programs.
 - a) Program granting institutions must be listed in Schedule "E" of the bylaws.
 - b) Program granting institutions must have Canadian dietetic accreditation status, awarded by the PDEP Accreditation Council, at the time of an applicant's graduation.
 - c) Proof of an internship or practicum program includes:
 - i) official verification of internship completion sent directly to the College, from the Director of the accredited practical training program; or
 - ii) official verification of internship completion sent directly to the College, from another Canadian dietetic regulator where an applicant is currently registered; or
 - iii) inclusion, on an applicant's transcript, of an accredited Canadian dietetic program.
 - d) Applicants whose practical training programs are not listed in Schedule "E" of the bylaws but have completed official Canadian self-directed programs which are pre-approved by Canadian dietetic regulatory bodies, must provide verification of completion of practical training in all practice areas, as listed in the ICDEP.
- 6) Evidence of successful completion of the Canadian Dietetic Registration Examination (CDRE). includes:
 - a) official exam results document sent by the testing agency; or
 - b) official copy of the exam result document sent to another Canadian dietetic regulator, by the testing agency, and forwarded to the College
- 7) Evidence of successful completion of the Jurisprudence Examination for Dietitians (JED) is a 100% score, in the CDBC's online platform.
- 8) Applicants must submit evidence of good character as outlined in policy *Rc-11: Good Character*.
- 9) If applicable, applicants must submit proof of competence to practice the Restricted Activities according to the optional Restricted Activities section of the online application for registration.
- 10) A statutory declaration form must be signed, dated, and notarized by a notary public or lawyer registered, licensed or commissioned in Canada.
- 11) The criminal record check authorization section of the online application for registration must be completed and corresponding payment must be received, by the CDBC.
- 12) All fees, as specified in Schedule "D" of the bylaws, must be paid in full, prior to registration being reviewed and granted.