

Full Registration – Substantial Equivalence

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Authority: HPA s.20; Bylaws s. 41(3)

Purpose:

to clarify the registration eligibility requirements for applicants educated outside of Canada.

Background:

Registration is granted through Committee review and approval of a summary of the information submitted by the applicant, as compiled by the Registrar/Deputy Registrar.

All applicants who have successfully completed academic and practical training programs that are *not* listed in Schedule "E" of the bylaws must have their dietetic knowledge, skills, abilities and judgement assessed for currency and substantial equivalence to the Canadian Integrated Competencies for Dietetic Education and Practice (ICDEP). Such applicants will be granted Temporary Registration for up to one year (renewable once) if they:

- have a combination of knowledge, skills, abilities and judgement which satisfy substantial equivalence to the academic and practical training programs listed in Schedule "E" of the bylaws; and
- have successfully completed any academic and/or practical upgrading requirements as determined by policy *Rc-15: Assessment for Substantial Equivalence* and approved by the Registration Committee; and
- meet all other requirements as specified in section 41(1) of the bylaws.

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 Registration Committee will review and approve a summary of information submitted by an applicant, as compiled by the Registrar/Deputy Registrar. The summary will include details of an applicant's:
 - a) Assessment for Substantial Equivalence results
 - b) academic education program; and
 - c) practical training program; and
 - d) volunteer or work experience relevant to dietetics.
- 3) Official application for registration documents that are not written in English must be translated into English by a certified translator, at the expense of the applicant.
 - a) To ensure authenticity, applicants must arrange for translated and official documents to be submitted by translators and institutions, directly to the College.

- b) When official documents are not available from the applicant's university or internship program due to war, political instability, civil unrest, catastrophic events, etc., the College will accept verified or notarized copies of official documents.
 - c) In very rare circumstances, if these documents are not available, CDBC staff must verify that documents are not attainable. Findings will be presented to the Registration Committee for review to determine if an Assessment for Substantial Equivalence may proceed.
- 4) An applicant's academic credentials must be verified by a credential evaluation agency as being authentic and showing successful completion of post-secondary education equivalent to, at minimum, a Canadian bachelor's degree, with a focus in dietetics.
- a) Accepted credential evaluation agencies include the International Credential Evaluation Service (ICES), the International Qualifications Assessment Service (IQAS) or the World Education Services (WES).
 - b) To ensure authenticity, credential evaluation reports must be sent directly from the evaluating agency to the CDBC.
- 5) Academic education will be assessed as being substantially equivalent to programs listed in Schedule "E" of the bylaws if the Registration Committee determines that:
- a) the academic program was assessed by a member of the Alliance of Canadian Dietetic Regulatory Bodies, as being equivalent to Canadian dietetic education.
 - i) Copies of official transcripts, translations, credential evaluations and education assessments containing the Regulatory Body's official seal must be received directly from the Alliance member;
 - or
 - b) the academic program was previously assessed by the College's Registration Committee as being substantially equivalent to a degree granted by a program listed in Schedule "E" of the bylaws. Copies of official transcripts, translations, credential evaluations and education assessments must be included in the application.
- 6) Practical training/internship programs will be assessed as being substantially equivalent to programs listed in Schedule "E" of the bylaws if the Registration Committee determines that:
- a) the practical training/internship program was previously assessed by a member of the Alliance of Canadian Dietetic Regulatory Bodies as being substantially equivalent to Canadian practical training/internship programs.
 - i) Copies of official practical training/internship verification containing the Regulatory Body's official seal must be received directly from the Alliance member;
 - or
 - b) the practical training/internship program was previously assessed by the College's Registration Committee.
 - i) Copies of the official practical training/internship verification/attestations completed within three years of the Committee's review date must be included in the applicant's file.
- 7) The Registration Committee will determine requirements for **academic upgrading** for applicants who meet the minimum passing requirements of the Competence Self-Verification portion of the Assessment for Substantial Equivalence process (see policy *Rc-15: Assessment for Substantial Equivalence*).
- a) Academic upgrading requirements must be completed according to policy *Rc-06: Currency of Dietetic Knowledge, Skills Abilities and Judgement*
 - b) Academic upgrading courses in clinical nutrition, population and public health nutrition and nutrition management must be completed prior to beginning practical training upgrading in these practice areas.

- 8) The Registration Committee will determine that academic upgrading requirements have been met by reviewing official transcripts and/or certificates for successfully completed courses.
 - a) Official transcripts and/or certificates must be sent directly from the granting institutions, to the CBDC.

- 9) The Registration Committee will determine requirements for **practical training upgrading** based on:
 - a) results of the Practical Assessment Interview portion of the *Assessment for Substantial Equivalence* (see policy Rc-15: *Assessment for Substantial Equivalence*); and
 - b) relevant work experience listed in the applicant's current resume, that demonstrates completion of performance indicators of the ICDEP; and
 - c) formal practical training reports submitted by the applicant's internship provider.

- 10) Practical training upgrading requirements must be Canadian experiences under the supervision of current, Canadian registered dietitians granted privileges equivalent to full registrants of the CDBC.
 - a) The number of practical training upgrading hours and areas of focus for this experience (clinical, management and population & public health) will complement the applicant's practical training/internship and work experience.

- 11) The Registration Committee will determine that practical training upgrading requirements have been met by reviewing:
 - a) official documents verifying completion of the ICDEP (i.e. Professional Practice, Communication and Collaboration, Nutrition Care, Population and Public Health and Management); or
 - b) official CDBC attestation documents verifying that ICDEP and upgrading practice hours have been met.
 - i) attestation documents are completed by the applicant and signed by the dietitian supervisor.
 - c) all official documents must be sent directly from the granting supervisor or institution, to the CDBC.

- 12) All upgrading must be completed within the timeframe set by the Registration Committee, up to a maximum of 3 years.
 - a) In extenuating circumstances, an extension to the assigned upgrading period may be granted by the Registration Committee upon receipt and review of a written request from an applicant.