

Temporary Registration

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Category: Registration

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Authority: HPA s.20; Bylaws s. 43, 45 and 55

Background:

In accordance with section 20 of the *Health Professions Act*, the Registration Committee must grant registration to every person who satisfies the requirements of the bylaws, applies for registration, and pays the required fees. Registration is granted through Committee review and approval of a summary of the information submitted by the applicant, as compiled by the Registrar.

The following policy is intended to clarify the temporary registration requirements outlined in sections 43, 45 and 55 of the bylaws.

Policy:

- 1) The application for registration form (Form #3) must be fully completed, including:
 - a) Personal and contact information for the public record.
 - b) Original or notarized name change documentation is required if the applicant's name differs from the name on the applicant's official transcript or practical training documentation.

- 2) Applicants must submit authentic evidence that the academic and practical training requirements have been met.
 - a) Authentic evidence of successful completion of an approved academic program is outlined in Board policy Bd-07; Criteria for Board Approval of Education Programs, and includes:
 - i) official transcripts sent directly to the College from all post-secondary academic institutions where courses or degrees were earned that contributed towards the degree granted in dietetics. The accredited dietetics education program that granted the degree must be listed in Schedule "E" of the bylaws; or
 - ii) official verification that the applicant's academic education, including any required academic upgrading, is substantially equivalent to the Integrated Competencies for Dietetic Education and Practice (see Registration Committee policy Rc-03: Full Registration – Substantial Equivalence).
 - b) Authentic evidence of successful completion of a practical training program is outlined in Board policy Bd-07; Criteria for Board Approval of Education Programs, and includes
 - i) inclusion on the applicant's official transcript of an accredited integrated (staged, coordinated) undergraduate program in dietetics that includes practical training. The integrated program must be listed in Schedule "E" of the bylaws; or

- ii) inclusion on the applicant's official transcript of an accredited combined masters or doctorate post-graduate program in dietetics that includes practical training. The combined program must be listed in Schedule "E" of the bylaws; or
 - iii) official verification that the applicant's practical training, including any required academic upgrading, is substantially equivalent to the Integrated Competencies for Dietetic Education and Practice (see Registration Committee policy Rc-03: Full Registration - Substantial Equivalence); or
 - iv) from applicants who completed a Canadian "academic-only" bachelor, master or doctorate degree in dietetics:
 - (1) official verification of internship completion sent directly to the College, from the authorized signatory or head of an accredited Internship program listed in Schedule "E" of the bylaws; or
 - (2) official competency attestation documents that indicate completion of the practical competencies in the Integrated Competencies for Dietetic Education and Practice.
 - c) Applicants from integrated (also known as staged or coordinated) academic and practical training programs listed on Schedule "E" of the bylaws are considered eligible for Temporary registration if, prior to official transcripts being available:
 - i) an official letter is received from the education institution stating that the applicant has successfully completed all academic program requirements; and
 - ii) an official letter is received from the education institution, signed by the Director of the internship program or Course coordinator of the practical training courses, stating that the applicant has successfully completed all practical training requirements.
- 3) Determination of the applicant's ability to "practice as a temporary registrant without any risk to public health and safety" will be made by the Registration Committee based on any information provided by the academic institution and/or practical training agencies.
- 4) A fully completed and signed criminal record check authorization form, with the correct payment, is required.
- 5) Fees, as specified in Schedule "D" of the bylaws, must be paid in full prior to the processing of the application.
- 6) Terms and conditions for practicing in the Temporary Registration class include:
 - a) not supervising dietitians in the Full Registration class as per section 43 (5) of the bylaws; and
 - b) not being appointed to or serving on any committee or panel of the College; and
 - c) not practicing as sole and private practitioner
 - d) using the title "Registered Dietitian – Temporary," with the initials "RD (T)," as per section 43 (7) of the bylaws.
- 7) A Temporary Registrant wishing to practice as a sole and private practitioner may be permitted to do so under the mentorship of a CDBC Full Registrant only, according to policy Rc-19: *Sole and Private Practitioner*.

- 8) A Temporary Registrant wishing to practice Restricted Activities may be permitted to do so according to requirements outlined in policy Rc-13: Restricted Activities.
- 9) Eligible applicants may be registered in the Temporary Registration class for up to one year.
 - a) Temporary registration may be renewed once as per section 43 (2) of the bylaws.
 - b) registration is transferred to the Full Registration class upon successful completion of the Canadian Dietetic Registration Examination and the Jurisprudence Examination for Dietitians as per section 43 (3) of the bylaws.
- 10) A temporary registrant who fails the Canadian Dietetic Registration Examination (CDRE) is permitted practice only under direct supervision of a full CDBC registrant, according to policy *Rc-20: Supervision After CDRE Failure*.
- 11) The statutory declaration (part 12 of Form # 3) must be completed, signed dated, and notarized by a notary public or lawyer registered, licensed or commissioned in Canada.

Definitions:

- 1) *Sole and Private Practitioner*
 - a) A registrant of the CDBC, working in any sector (i.e. private, public or not-for-profit sector) who is functioning independently, and in isolation, and without oversight by a CDBC Full registrant
 - i) Private Sector
 - (1) the segment of the economy that is run by individuals and companies, rather than government. This includes small businesses and consultants/contractors. Most private sector organizations are run with the intention of making profit.
 - ii) Public Sector
 - (1) the segment of the economy under control of government.
 - iii) Not-for-profit Sector
 - (1) the segment of the economy run by charities and non-profit organizations.
Note: Such organizations are more commonly considered part of the private sector.
- 2) Mentorship
 - a) A process for the informal transmission of knowledge and the psychosocial support perceived by the recipient as relevant to work, career, or professional development. Mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom, or experience and a person who is perceived to have less.
- 3) Supervision
 - a) A situation in which a person's practice is overseen by a full registrant; the scope, the nature and form of that supervision is to be applied in accordance with relevant policies, standards or guidelines approved by the board.