

Reinstatement of Former & Non-Practicing Registrants

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Authority: HPA s.20(2), 39, 52; Bylaws s. 41, 43, 44, 47, 50, 51, 52 and 56

Background:

In accordance with section 20 of the *Health Professions Act* [the Act], the Registration Committee must grant registration to every person who in accordance with the bylaws:

- applies for registration; and
- satisfies the Registration Committee that he or she is qualified to be a registrant; 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/Deputy Registrar.

In accordance with section 50 of the CDBC bylaws, former full or non-practicing CDBC registrants, whose registrations are not suspended or cancelled under section 39 of the Act, and who have been out of practice for less than 36 months, may be restored to full registration status where the applicants provide proof of:

- meeting the continuing competence program required, as though the applicant had not ceased to be registered, as outlined in the Quality Assurance policy Qac-02: Continuing Competence Requirement for Reinstatement and,
- completing the Jurisprudence Examination for Dietitians according to the CDBC assigned five year cycle.

In accordance with section 51 of the CDBC bylaws, former full or non-practicing CDBC registrants, whose registrations are not suspended or cancelled under section 39 of the Act, and who have been out of practice for more than 36 months after their last registration expired, but less than six years, may be restored to full registration status where the applicants successfully complete:

- the Canadian Dietetic Registration Examination less than 3 years prior to the date registration is granted; and
- the Jurisprudence Examination for Dietitians prior to registration being granted.

In accordance with sections 41(4), 44(3) and 52 of the CDBC bylaws, former full or non-practicing CDBC registrants, whose registrations are not suspended or cancelled under section 39 of the Health Professions Act, and who have been out of practice for more than six years after their last registrations expired, may be restored to full registration status where the applicants successfully complete:

- all academic and/or practical training upgrading required, by the Registration Committee, following assessment for currency in knowledge, skills, ability and judgement to practice dietetics.
- the Canadian Dietetic Registration Examination less than 3 years prior to the date registration is granted ; and
- the Jurisprudence Examination for Dietitians prior to reinstatement being granted.

As per CDBC bylaws, section 43, temporary registrants may renew registration once only, for a period of up to one year immediately following the period that the first temporary registration was granted. Registrants are granted temporary registration status for a maximum of up to two registration cycles only (i.e. the initial registration cycle plus one registration renewal cycle). Temporary registrants must write the Canadian Dietetic Registration Examination at the first scheduled sitting following their registrations.

The following policy is intended to clarify the reinstatement requirements for former registrants depending upon their status at resignation, and the amount of time elapsed since their last registrations expired.

Policy:

- 1) All forms related to applications for reinstatement (forms #6, #9 and #11), must be fully completed, including personal information and contact information for the public record.
 - a) Name change documentation (such as an original, notarized or photocopied marriage certificate) is required if an applicant's name is different from the name on the applicant's transcript or practical training documentation.
- 2) Any former registrant seeking reinstatement must have resigned, in good standing, as per policy Rc-17 – Removed In Good Standing, at time that her/his registration status expired, is eligible to apply for reinstatement..
- 3) Any former registrant seeking reinstatement must fulfill the authorization for Criminal Records Check requirement according to the CDBC's assigned schedule.
- 4) A former registrant seeking reinstatement, who did not resign in good standing, must demonstrate currency in dietetic knowledge, skills abilities and judgment by submitting the following requirements, prior to applying for reinstatement:
 - a) a current resume detailing any dietetic employment or education activities since the CDBC registration expired; and
 - b) any outstanding Continuing Competence Program requirements prior to registration expiry.

Former Full and Non-Practicing Registrants

Reinstatement within 3 years of registration expiry date:

- 5) A former full or non-practicing registrant who is applying for reinstatement must:
 - a) submit a completed *Application for Reinstatement form* (Form # 9);
 - i) the application for reinstatement must be submitted within 36 months of registration expiry date;

and

- b) submit a Criminal Records Check (CRC) authorization; and
- c) provide evidence of successfully meeting the Continuing Competence Program (CCP) requirement for reinstatement in accordance with policy Qac-02: Continuing Competence Requirement for Reinstatement; and
- d) pay the Application for Reinstatement and CRC authorization fees.

Reinstatement after 3 years, but less than six years from registration expiry date

- 6) A former or non-practicing registrant who is applying for reinstatement, with expired registration for more than 3 years, but less than six years, must:
 - a) submit a completed *Canadian Dietetic Registration Examination Application form* (Form # 11); and
 - b) pay the current CDRE application fee.
- 7) Once the CDRE is successfully completed less than 3 years prior to the date registration is granted, this former registrant must:
 - a) submit a completed *Application for Reinstatement form* (Form # 9); and
 - b) submit a Criminal Records Check (CRC) authorization; and
 - c) pay the Application for Reinstatement and CRC fees.

Reinstatement after more than six years from registration expiry date

- 8) A former or non-practicing registrant who is applying for reinstatement, after more than six years of her/his registration expiry date, must:
 - a) submit a completed *Application for Assessment for Registration Form* (Form # 6); and
 - b) be assessed by the Registration Committee for currency in dietetic skills, knowledge, abilities and judgement. This assessment includes:
 - i) the Competence Self-Assessment Process (CSAP); and
 - ii) the Practical Assessment;
and
 - c) pay the CSAP and Practical Assessment fees; and
 - d) successfully complete any academic and/or practical training upgrading as determined by the Registration Committee.
 - i) The Registration Committee will determine that academic and/or practical training upgrading requirements for currency have been met by:
 - (1) reviewing official transcripts and/or certificates of successfully completed course(s); and
 - (2) reviewing official attestation documents that verify practical upgrading practice requirements have been met.All Official documents verifying completion of upgrading must be sent directly from the granting institutions and/or supervisors to the CBDC.
 - ii) All required upgrading for currency must be completed prior to applying for the Canadian Dietetic Registration Examination and the Jurisprudence Examination for Dietitians.
- 9) After successful completion of all required upgrading, such applicants must:

- a) submit a completed *Canadian Dietetic Registration Examination Application form* (Form # 11); and
 - b) pay the CDRE application fee.
- 10) Once the CDRE is successfully completed less than 3 years prior to the date registration is granted, this former registrant must:
- a) submit a completed *Application for Reinstatement form* (Form # 9); and
 - b) submit a Criminal Records Check (CRC) authorization; and
 - c) pay the Application for Reinstatement and CRC fees.

Labour Mobility:

- 11) Former or non-practicing registrants of the CDBC, who are registered with Dietetic Regulatory bodies in other Canadian jurisdictions, are eligible for reinstatement if there is evidence of:
- a) active registration, in good standing, with the other jurisdiction, and
 - b) resignation in good standing, as per policy *Rc-17 – Removed In Good Standing*, at the time the registration expired; and
 - c) successfully meeting the continuing competence requirements of the exporting jurisdiction.
- All documented evidence must be sent directly from the exporting jurisdiction to the CDBC.
- 12) Such candidates for reinstatement must submit:
- a) a completed *Application for Reinstatement form* (Form # 9); and
 - b) submit a Criminal Records Check (CRC) authorization; and
 - c) the Application for Reinstatement and CRC fees.

Former Temporary Registrants:

Reinstatement immediately after initial temporary registration:

- 13) A former temporary registrant who resigned in good standing, within her/his initial registration year, is eligible to apply for reinstatement, as a temporary registrant, for the period immediately following her/his initial registration year only.
- i) This type of former temporary registrant must:
 - (1) submit a completed *Application for Reinstatement form* (Form # 9); and
 - (2) submit a Criminal Records Check (CRC) authorization; and
 - (3) pay the Application for Reinstatement and CRC fees.

Reinstatement after renewal of temporary registration:

- 14) A former temporary registrant who renewed her/his registration, prior to resigning from the CDBC, is not permitted to reinstate as a temporary registrant.
- a) This type of former temporary registrant may be eligible to apply for reinstatement, as a full registrant, if she/he is able to demonstrate:
 - i) successful completion of the Canadian Dietetic Registration Examination (CDRE).
 - (1) The CDRE must be successfully completed less than 3 years prior to the date registration is granted.
 - b) Such applicants must:

- i) submit a completed *Canadian Dietetic Registration Examination Application form* (Form # 11); and
- ii) pay the current CDRE application fee; and
- c) Once the CDRE is successfully completed less than 3 years prior to registration being granted, such applicants must:
 - i) submit a completed *Application for Reinstatement form* (Form # 9); and
 - ii) submit a Criminal Records Check (CRC) authorization; and
 - iii) pay the Application for Reinstatement and CRC fees.

Reinstatement of former temporary registrants after more than 3 years from registration expiry date:

- 15) A former temporary registrant seeking reinstatement after more than 3 years from registration expiry date, must:
- a) submit a completed *Application for Assessment for Registration Form* (Form # 6); and
 - b) be assessed by the Registration Committee for currency in dietetic skills, knowledge, abilities and judgement. This assessment includes:
 - i) the Competence Self-Assessment Process (CSAP); and
 - ii) the Practical Assessment Process (PAP);

and
 - c) pay the CSAP and PAP fees; and
 - d) successfully complete any academic and/or practical training upgrading as determined by the Registration Committee.
 - i) The Registration Committee will determine that academic and/or practical training upgrading requirements for currency have been met by:
 - (1) reviewing official transcripts and/or certificates of successfully completed course(s); and
 - (2) reviewing official attestation documents verifying that practical upgrading practice requirements have been met.

All Official documents verifying completion of upgrading must be sent directly from the granting institutions and/or supervisors to the CBDC.
 - ii) All required upgrading for currency must be completed prior to applying for the Canadian Dietetic Registration Examination and the Jurisprudence Examination for Dietitians.
- 16) After successful completion of all required upgrading, such applicants are eligible to apply for full registration status. This former registrant must:
- a) submit a completed *Canadian Dietetic Registration Examination Application form* (Form # 11); and
 - b) pay the CDRE application fee.
- 17) Once the CDRE is completed successfully, this former registrant must:
- a) submit a completed *Application for Reinstatement form* (Form # 9); and
 - a) submit a Criminal Records Check (CRC) authorization; and
 - b) pay the Application for Reinstatement and CRC fees.