

Examination – Third Attempt

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Category: Registration

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Authority: CDBC Bylaws section 47 (2, 3, 4 & 5).

Purpose:

To clarify the conditions which must be met to be eligible to apply for a third and final attempt at the Canadian Dietetic Registration Examination (CDRE).

Background:

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

The Alliance of Canadian Dietetic Regulatory Bodies (Alliance), through a third-party testing agency, manages the CDRE and sets policies and procedures for administration of the CDRE. According to these policies, the regulatory bodies assess and register qualified candidates to write the CDRE. The College monitors the number of times a candidate has unsuccessfully attempted the examination and the time-frame in which these attempts were made. After the second failure of the examination, the College must determine additional education and/or practical training required, before a candidate is considered current in dietetic knowledge, skills abilities and judgement to be eligible to take a third and final attempt at the CDRE.

Policy:

- 1) The Alliance's policies and procedures 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 Assessment for Substantial Equivalence process (see [policy Rc-15: Assessment for Substantial Equivalence](#)).
 - b) complete any academic and/or practical training upgrading requirements identified by the Registration Committee, prior to being eligible to apply to take the third and final attempt at the CDRE.
- 3) Any upgrading required will be identified using aspects of the Assessment for Substantial Equivalence 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 Registration Committee Approved 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 practicum students;
 - iv) completed in British Columbia; and
 - v) supervised by a CDBC Full Registrant in good standing.
 - (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) The supervising RD must declare any conflict of interest prior to accepting the placement.
- 4) Practical training upgrading may be obtained concurrently with academic upgrading.
 - a) Upgrading candidates must meet the requirements of each facility where practical training upgrading is undertaken, including professional liability coverage.
 - i) any costs related to practical training placements are the responsibility of the candidate (e.g. liability insurance, criminal records checks, travel, etc.)
- 5) The Registration Committee will set the deadline for candidates to complete any identified upgrading.
- 6) 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.
- 7) In extreme or unusual circumstances, current or former temporary registrants who are unable to complete upgrading requirements by the assigned deadline, may request an extension in writing. Circumstances may include, but are not limited to:
 - a) Accidents
 - b) Bereavement
 - c) Illness or injury
 - d) Weather or travel disruption
 - e) Family or Personal Crisis
 - f) Lack of course availability
- 8) Extensions should not alter the regulatory body's ability to determine whether the candidate is eligible to write the CDRE.

- a) Extensions may be granted by the Registration Committee upon receipt and review of a written request from an individual. The Registration Committee may require supporting documents to provide evidence for the extreme or unusual circumstance.



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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;
- 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;
- 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.

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. candidates 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.
5. the supervising RD must declare any conflict of interest prior to accepting the placement. Please refer to the [Standards of Practice Indicators & Outcomes](#): Standard 8. A Dietitian identifies and manages any real, perceived or potential conflict of interest.

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 competence 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 Attestation of Competence 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 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.



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**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.
- I am able to provide proof of current professional liability insurance, to the CDBC, on demand
- I have no real or perceived conflicts of interest to declare.

Signature _____

Date _____

Please send completed form to the CDBC: info@collegeofdietitiansbc.org