

Full Registration

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Authority: HPA s.20; Bylaws s. 44(1), 47 and 49

Background:

Bylaws relating to Full Registration were brought into force on December 11, 2003. Registration applications were accepted beginning April 1, 2004.

The Registration Committee must grant registration to every person who, in accordance with the requirements of the bylaws, applies for registration, 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.

The following policy is intended to clarify the full registration requirements as outlined in sections 44(1), 47 and 49 of the bylaws.

Applicants who do not meet policies 2 and 3 below will be considered for registration under section 44(2) of the bylaws, as outlined in the Registration Committee policy entitled "Full Registration - Substantial Equivalency."

Policy:

1. The application form must be fully completed, including personal information and contact information for the public record. 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.
2. Evidence of meeting academic requirements includes authentic documentation for all university and college years of education for the bachelor master and/or doctorate degree granted. The degree granting institution must be listed in Schedule "E" of the bylaws. Academic requirements, or upgrading requirements to establish currency, must have been completed within three years of the date of application (see policy Rc-06: Currency)

"Authentic" documentation includes:

- original transcripts sent directly to the College from the education institution; or
- original transcripts sent directly to the College from another Canadian dietetic regulator.

3. Evidence of successful completion of a program of practical training is outlined in the Board policy entitled "Full Registration Practical Training." Academic requirements, or upgrading requirements to establish currency, must have been completed within three years of the date of application (see policy Rc-06: Currency)

Proof of an internship or practicum program includes:

- original verification of internship completion sent directly to the College from the Director of the practical training program accredited by the Dietitians of Canada; or
 - original verification of internship completion sent directly to the College from another Canadian dietetic regulator; or
 - inclusion on the applicant's transcript of an accredited undergraduate integrated (also known as staged or coordinated) Canadian internship academic program over 4 years in length; or
 - inclusion on the applicant's transcript of a post-graduate Canadian academic program in dietetics or a practicum-based, or equivalent, masters or doctorate program that includes practical training in all scope of practice areas;
 - an original or notarized copy of the CDBC's competency attestation forms that indicate the completion of practical training in all scope of practice areas or
 - original verification of completion of a self-directed program that includes practical training in all scope of practice areas.
4. The Board policy entitled: "Full Registration Examinations" states that the examination acceptable for Full Registration is successful completion of the Canadian Dietetic Registration Examination (CDRE). Evidence includes:
- the original results document sent to the regulatory authority by the testing agency; or
 - a copy of the original results document sent to the regulatory authority by the testing agency, forwarded to the College by a Canadian dietetics regulatory authority and verified by the Registrar in that jurisdiction.
5. Evidence of good character includes a letter of good standing from any jurisdiction of previous registration.
6. Proof of competence to practice the reserved acts includes:
- a photocopy of the applicant's American Society of Parenteral and Enteral Nutrition (ASPEN) certificate completed within the last 3 years; or
 - verification from the Internship Director of completion of an internship program within the past 3 years; or
 - verification from the Supervisor of a program of practical experience completed within the past 3 years;
 - or letter of reference from the Supervising Dietitian verifying on-the-job training; or
 - signed verification on official institutional letterhead, of current competence, by two dietitians registered with the CDBC.
 - (Note: Verification by registered dietitians regulated under similar acts in other Canadian jurisdictions is also acceptable.)

- 7, The statutory declaration (form 1 in the bylaws) must be signed and dated, and notarized by a notary public or lawyer.
8. A fully completed and signed criminal record check authorization form is required, with the correct payment.
9. Fees as specified in Schedule "D" of the bylaws must be paid in full prior to the processing of the application.

Note: Section 49 of the bylaws requires all registrants to carry professional liability insurance in an amount of not less than 1 million dollars per occurrence. Evidence of liability insurance may be submitted with registration documents or after registration, but **must** be submitted prior to practicing.