

## **Continuing Competence Requirement for Reinstatement**

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**Authority:** CDBC bylaws, section 53(1).

### **Background:**

In accordance with the bylaws, “a former CDBC registrant whose registration is not suspended or cancelled under section 39 of the [*Health Professions*] Act and who has been out of practice for less than three years may be restored to the full register by the Registration Committee where the registrant provides proof of meeting the continuing competence program required under section 52”.

The *Professional Development Guide* (PDG) for the CDBC’s *Continuing Competence Program* (CCP) was approved by the Board in November 2006 and implemented April 1, 2007 for all registrants. The program’s purpose is to ensure currency and promote high practice standards in support of the College’s mandate to serve and protect the public.

### **Policy:**

1. Reinstatement applicants are informed that the preparation of required documents, Quality Assurance Committee approval of the continuing competence requirement and Registration Committee approval of the application for reinstatement may take a minimum of three to four months. Applicants may not practice dietetics or use the protected title “dietitian” until approved.
2. Applicants out of practice for less than 3 years who are applying for reinstatement to the register under section 53(1) of the bylaws can only be reinstated by the Registration Committee within the 3 year period. After 3 years, they are considered under section 53(2) of the bylaws.
3. Former registrants not participating in the CCP who are applying for reinstatement to the register must:
  - complete the *PDG Professional Portfolio and Self Assessment* relative to the Standards of Practice
  - complete the Professional Development Guide according to the Quality Assurance Committee assessment criteria, and
  - submit all CCP documents to the CDBC’s Quality Assurance Committee for review.
4. Reinstatement applicants with a compliant CCP participation record less than 3 years old must submit an updated Professional Development Plan. Applicants whose submissions are complete are informed that they have met the continuing competence requirement for reinstatement. The Quality Assurance Committee confirms to the Registration Committee that the requirement has been met.
5. Applicants whose submissions are not complete receive feedback on their submission and instructions to submit further specified documentation.

6. Applicants whose second submissions are complete are informed they have met the continuing competence requirement for reinstatement.
7. Applicants whose second submissions are not complete are informed that they are not currently eligible for reinstatement to the register. These applicants are advised that complete documentation must be submitted before eligibility for reinstatement is confirmed.