

College of Dietitians of British Columbia

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Registration Application Information Guide

Reg10/Register/Revised Forms/ Info Guide –Feb 2010 Final

The College of Dietitians of BC regulates dietetic practice in BC under legislation found in the *Health Professions Act*, the Dietitians Regulation, and the College bylaws. The primary duty of the College is to protect the public by ensuring that dietitians meet requirements necessary for safe and competent dietetic practice.

As of April 1, 2004 only dietitians registered with the College may use the title “dietitian” or “registered dietitian” and practice the Restricted Activities stated in the Dietitians Regulation and the bylaws. You may not practice as a dietitian or use the title “dietitian” or “registered dietitian” until your application for registration is approved by the College’s Registration Committee.

Instructions

Please download the Application for Registration Form from the website, complete the form, sign and mail it to the College with the required documents and fees. The College will contact you if further information is required.

1. Registration Class

Please review sections 44 to 47 of the College bylaws in order to determine your eligibility for the various classes of registration. The bylaws are available on the website.

Full Registration is available to applicants who:

- have completed an academic education program listed in Schedule E of the bylaws (attached) and a Canadian program of practical training that was accredited at the time of graduation, or have had their knowledge, skills and abilities assessed for substantial equivalence to Canadian dietetic education and practical training; and
- have successfully completed the examinations approved by the CDBC Board (the Canadian Dietetic Registration Examination), including any equivalency upgrading programs required by the Registration Committee; and
- meet all other registration requirements.

Temporary Registration is available to applicants for a period of up to one year (renewable once) who have not met the Full Registration examination requirement, but who have:

- proven to the satisfaction of the Registration Committee that they can be reasonably expected to successfully complete the Canadian Dietetic Registration Examination; and
- in the opinion of the Registration Committee, may practice without any risk to public health; and
- meet all other registration requirements.

Note: terms and conditions for practice may be set by the Registration Committee.

2. Personal Information

Please carefully complete this section. If your name is different from the name on your academic transcripts and/or practical training documents, you must submit a copy of the relevant document verifying your name change. (Note: A map of the electoral regions is attached).

All information collected from applicants is managed in accordance with the Freedom of Information and Protection of Privacy Act. For questions on the use of information, you may contact Fern Hubbard, Registrar at the College of Dietitians (CDBC) office.

3. Business Information

The register of the CDBC is a public document. Registrants' names and registration status is posted on the website: www.collegeofdietitiansbc.org. In accordance with section 22 of the *Health Professions Act*, a member of the public has the right to obtain the name, business address, business telephone number, and class of registration of all registrants. Business contact information is available in the CDBC office on request. Please be aware – if you use your home address and telephone number for your business contact, this information will be provided if requested.

In this section, information about your preferred contact with the College and type of employment is also requested.

4. Dietetic Education Program (Academic)

Applicants must provide information on their dietetic education program. Please ensure you provide the name(s) of undergraduate and post-graduate degrees granted, full name of the educational institution, province or state, and graduation date. Transcripts must be sent directly to the CDBC from the education institution or from another Canadian dietetic regulator. See point 6 below if your academic program is not listed in Schedule E (attached) and you are applying for substantial equivalency assessment.

5. Practical Training Program

Applicants must provide information on their practical training (internship) program.

Original verification of internship completion must be sent directly to the College from the Director of your practical training program or from another Canadian dietetic regulator. If the practical training was integrated with the accredited undergraduate academic program, this information must be included on the transcript.

Other verification of practical training includes inclusion on the applicant's transcript of a post-graduate practicum-based Canadian program in dietetics or completion of an academic Canadian program in dietetics and original or notarized copies of competency attestation forms that indicate completion of current Canadian dietetic practical training competencies.

See point 6 below if your practical training program is not listed in Schedule E and you are applying for substantial equivalency assessment

6. CDBC Approval of Education and Training

Schedule E (currently being revised) of the CDBC bylaws contains the academic programs that are approved for registration by the CDBC. Canadian practical training/internship programs that were accredited at the time of graduation are also approved.

Applicants who have not completed CDBC approved programs may apply to have their knowledge, skills and abilities assessed for substantial equivalency. Please see Appendix 4 of the Application for Registration for more information. Applicants may also be eligible for Temporary Registration.

7. Canadian Dietetic Registration Examination

Full Registration applicants must have successfully completed the examinations approved by the CDBC Board (the Canadian Dietetic Registration Examination). Proof of successful completion in the form of the original results document must be forwarded to the College from either the testing agency or from a Canadian dietetics regulatory authority where previously registered.

Applicants who have not completed the examination may be eligible for Temporary Registration.

8. Good Character

Evidence of good character includes fully completing the Application for Registration form, including the Statutory Declaration (point #12 below), and paying the required fees.

Applicants who have worked in another jurisdiction are required to arrange for a letter of good standing to be sent to the CDBC from all current or previous jurisdictions.

9. Criminal Records Search Authorization

In accordance with the *Criminal Records Review Act (CCRA)*, the CDBC must ensure all registrants submit an application for a criminal records search. Registration applicants must provide a complete and correct Criminal Records Search Authorization form and the additional \$20 processing fee. Please see the attached CRRA Information Sheet. Forms may be downloaded from the College website.

Note: payment may only be made by certified cheque, money order or credit card form.

10. Application for Restricted Activities

Restricted Activities are elements of the Dietitians' scope of practice that present a significant risk of harm and are reserved to those professionals specifically qualified to perform these actions. The Restricted Activities are:

- (a) design, compound or dispense therapeutic diets where nutrition is administered through enteral means
- (b) design therapeutic diets where nutrition is administered through parenteral means
- (c) administer a substance to a person by instillation through enteral means
- (d) administer a substance to a person by instillation through parenteral means

Applicants who wish to apply to practice Restricted Activities must complete Appendices 1 and 2 (as applicable) of the Application for Registration form, submit any required documentation and provide the additional fee of \$35 per restricted activity. Restricted Activities are renewed annually.

Insertion of Feeding Tubes:

You must be registered with Restricted Activities A and C to insert feeding tubes.

Annual declaration is required. Please complete Appendix A or B declaration form which can be downloaded from our website, Legislation tab, Policies, Quality Assurance-Patient Relations Committee, Practice Guidelines - Standards for Insertion of Nasal/Oral Feeding Tubes.

11. Payment of Fees

As specified in Schedule D of the bylaws, the registration fee for all new registrants is \$775. This includes a \$250 initial registration fee and \$525 annual registration fee, which is valid until March 31 following initial registration. All registrants must renew registration and pay the annual fee prior to March 31 each year. The half-year annual fee of \$300 applies October 1st each year.

Applicants who are applying to practice restricted activities, must include the additional fee(s)

Applicants who require an assessment of their knowledge, skills and abilities must include an assessment fee as outlined in Appendix 4.

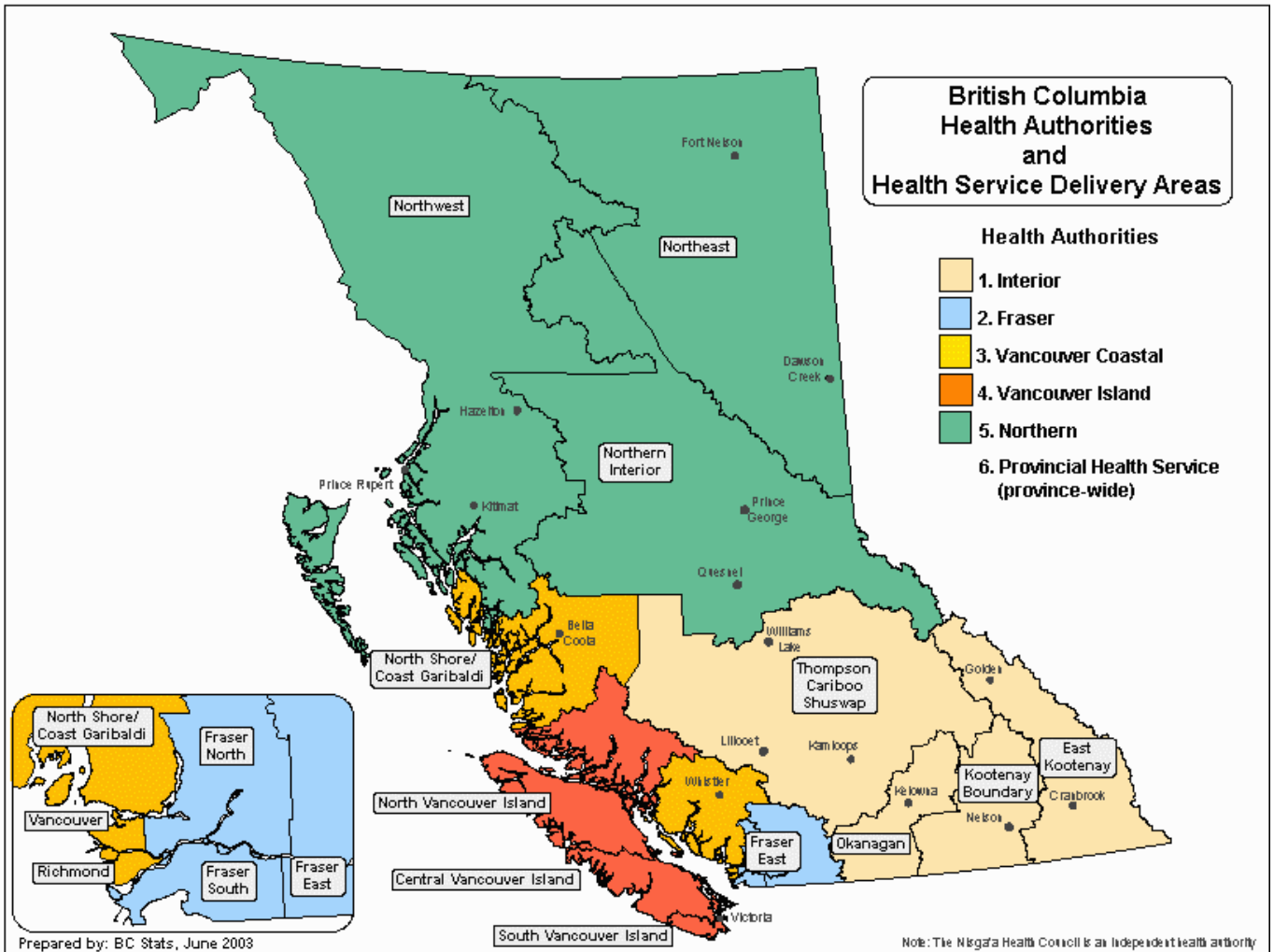
There is no fee to transfer registration status from the Temporary Registration class to a Full Registration class.

12. Statutory Declaration

Please carefully review and complete the Statutory Declaration in the presence of a Notary Public or Commissioner for Taking Affidavits (the person signing your declaration must be currently registered, licensed or commissioned in a Canadian jurisdiction). **Contact information for the person signing the declaration must be provided.**

Other Information

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. If your insurance is provided by your employer, the CDIBC requires a letter from your employer verifying your policy. If your insurance is through Dietitians of Canada, please forward a copy of your policy to CDIBC.



Criminal Records Review Act

Information Sheet

The practice of dietetics in British Columbia is regulated under the *Health Professions Act*. This Act stipulates that applicants for registration with the College of Dietitians of BC must undergo a criminal record check. For more information, the *Criminal Records Review Act* can be found on the web at <http://www.pssg.gov.bc.ca/criminal-records-review/schedules/ScheduleB.pdf> . Once initial registration has been approved Consent to Criminal Records Re-check is required every 5 years.

The Criminal Records Review Program supplies Criminal Record Check forms and requires a \$20 processing fee payable to the Minister of Finance for each criminal record check. The forms are available on the College website.

Applicants for registration must:

- Carefully check the completed form to ensure you have completed all sections. The Criminal Records Review program will not accept incomplete or inaccurate forms. This could result in a delay of your registration process with the College.
- Attach payment of \$20 as a certified cheque or money order (not a personal cheque) payable to the Minister of Finance or by completing the Application for Pre-authorized Credit Card Usage Form. This form can also be found on the College website.
- Failure to attach payment to the Consent form will result in the form being returned to you. This will create a delay in your registration process with the College.
- Ensure that your completed Consent form with attached payment is returned to the College with your Application for Registration.

The College is required to submit a copy of your Consent form and your payment to the Criminal Records Review Program. Your original form is retained in your registrant file.

Please note, you will NOT receive:

- the outcome of your criminal record check - it will be sent directly to the College
- a receipt for payment - please retain a copy of your payment for your records.