



The Courtesy Application for Registration route accommodates Registered Dietitians who are temporarily in Alberta for employment, education, teaching or research purposes. The following serves as an informative guide on the application and registration process for applicants requiring Courtesy Registration with the College of Dietitians of Alberta (the College).

ELIGIBILITY FOR REGISTRATION

The College of Dietitians of Alberta is the regulatory body for the profession of dietetics in Alberta. Established under the *Health Professions Act* in 2002, the College regulates the practice of dietetics in the public interest by ensuring that regulated members have the proper education and training to provide professional, competent and ethical services. The College mandate is the protection and safety of the public.

To be eligible for Courtesy registration, the applicant must:

1. Be currently registered in good standing in an active practice category with a provincial dietetic regulator.
2. Be of good character.
3. Have registration without conditions, restrictions or limitations.

If you are a Registered Dietitian temporarily practicing in Alberta and you meet the requirements above, you are eligible to apply to the College for Courtesy Registration. While applying, you will need to provide information to the College about the nature and duration of your dietetic work in Alberta and confirmation that you are currently registered with another Canadian Dietetic Regulator.

If an individual does not meet the above requirements (for example, does not hold current registration with a regulatory body within Canada), they are not eligible to apply to the College for Courtesy Registration. The individual may apply for registration through the Standard Application for Registration route should they be a graduate of an approved Canadian dietetic program which included successful completion of both academic and internship requirements, or apply through the Return to Practice Application for Registration route should they be an applicant who has not practiced dietetics in three or more years.

INFORMATION ON APPLICATION PROCESS

When an applicant Registered Elsewhere in Canada requiring Courtesy Registration is ready to apply to the College, they are encouraged to access the most recent Application for Registration (Courtesy) form on the College website under [For Applicants – Applications – Courtesy Registrations](#).

The Application for Registration (Courtesy) form can be completed online using the fillable fields or printed off for written completion. Once completed, the application form must be signed by the applicant and submitted along with the required documentation. Please note, application documents may be submitted separately. As soon as the first document is received, a file is created and further documents are added to the file when they are received.

In the interests of privacy, College staff will only discuss the specifics of an application or registration with the individual applicant or regulated member, unless written permission has been granted to allow disclosure of information to a third-party.

FEES

The following fees are required for a complete Courtesy Application:

- Application Fee of \$52.50 CAD
- Courtesy Practice Permit Fee issued for a minimum of 30 days to a maximum of 180 days;
 - Registration for 0-30 days, \$52.50 CAD
 - Registration for 30-60 days, \$105.00 CAD
 - Registration for 60-90 days, \$157.50 CAD
 - Registration for 90-120 days, \$210.00 CAD
 - Registration for 120-150 days, \$262.50 CAD
 - Registration for 150-180 days, \$315.00 CAD

If paying the required fees by credit card, an applicant will indicate this on the application form. Once a complete application is received in the College office, the applicant will be invoiced for the required fees and will receive an email with directions for submitting payment online.

If paying the required fees by cheque, an applicant will indicate this on the application form and submit payment by cheque along with the application form. The cheques are deposited once received in the College office.

An application is not complete and approved until all fees have been received by the College office. Fees are non-refundable.

Any additional costs associated with obtaining the required documentation (i.e. obtaining verification of registration documentation) are the responsibility of the applicant. The College does not set the fees associated with these services.

REQUIRED DOCUMENTS

A complete application for registration must contain the documents listed below. Further information on each requirement can be found within the application form or on the College website under [For Applicants – Applications – Courtesy Registrations](#).

1. Completed, signed Application for Registration (Courtesy) Form
2. Detailed curriculum vitae/resume
3. Documentation supporting Authorization to Practice - Residency Status (if required)

To be provided by another dietetic regulatory body upon request by applicant:

1. Verification of previous and/or current registration with another dietetic regulatory body
2. Official transcripts for each degree completed
3. Official Internship verification from program
4. CDRE Results
5. Name Change Documentation (if required)

The College office will contact an applicant if additional information and/or documentation is required to complete an application for registration. Please note, missing documents will delay the registration process.

Only once all required documents have been submitted is the application considered complete; the applicant may then be approved for registration as outlined below.

TIPS FOR APPLICATION

- Documentation such as the application form may be provided electronically in advance, to start a file. The applicant must then provide the signed original to the College office.
- It is the responsibility of the applicant to request verification of current and/or previous registration with another dietetic regulatory body. Applicants should contact all dietetic regulatory bodies they have held registration with to request Verification of Registration be provided to the College office along with applicable documentation, including official transcripts, internship confirmation, CDRE results and/or name change documentation.
- If any documentation was issued under a different name, you will be required to provide official documentation of a name change including a copy of marriage certificate/divorce decree/name change request and a copy of Government issued identification that shows your legal name.

APPLICATION TIMELINES

The length of time it takes for an application to be complete and for an applicant to obtain registration depends on the length of time it takes for an applicant to submit the required documentation. The College recommends applicants begin the application process as soon as possible once they have determined they require registration in Alberta. An applicant can start a file with the College office when they are ready to apply and the file will remain open as the applicant submits further documentation.

INFORMATION ON REGISTRATION

An applicant to the College of Dietitians of Alberta is **not** able to:

- practice or use the protected titles of Dietitian, Nutritionist, Registered Dietitian, Registered Nutritionist, the initials RD or any other protected titles in Alberta until formally notified by the College that they are entitled to do so.
- accept or begin an employment position (including orientation) until formally notified by the College that their application for registration has been approved, that they are entitled to do so and have received a practice permit.
- indicate on a resume or any other documentation, or verbally indicate that they are registered with the College until formally notified by the College that they are a regulated member and have received a practice permit.

REGISTRATION TIMELINES

Once an applicant has submitted all required documentation, the applicant is eligible for registration with the College. This process can typically be completed within 1-3 business days upon receipt of all required documentation.

COURTESY REGISTRATION

Registration on the Courtesy Register grants full registration and the right to practice and use all the protected titles of the College: Registered Dietitian, Registered Nutritionist, Dietitian and the initials RD.

REGISTRATION CONFIRMATION

Once an applicant has been approved to a register with the College, they will receive a registration package in the mail. This package will include a formal letter confirming their registration as well as guidance on where to obtain relevant documentation.

COLLEGE COMMITMENT

The College of Dietitians of Alberta's duty is to carry out registration practices that are transparent, objective, impartial and procedurally fair. The College is committed to a bias-free and discrimination-free application, assessment and registration process.

QUESTIONS?

Should an applicant Registered Elsewhere in Canada requiring Courtesy Registration have any questions regarding any of the information provided, they can be directed to the College office:

College of Dietitians of Alberta
1320, 10123 99 Street
Edmonton, AB T5J 3H1

Phone: (780) 448-0059

Fax: (780) 489-7759

Toll Free: 1-866-493-4348

Email: office@collegeofdietitians.ab.ca

Website: www.collegeofdietitians.ab.ca

Appointments can be scheduled during office hours by contacting the College office. The office is open Monday-Friday from 9:00 am to 4:00 pm.

APPLICATION

- Applicants Registered Elsewhere in Canada who require Courtesy registration must submit an application form along with all required documentation.
- Applicants must request Verification of Registration with all regulatory bodies they have held registration with.

COURTESY REGISTRATION

- Once a complete application has been received in the College office, the applicant is eligible for Courtesy registration with the College for the length of time required.
- Registration package is provided by mail once approved.