



## INFORMATION ON RETURN TO PRACTICE APPLICATION FOR REGISTRATION

The Return to Practice Application for Registration route applies to any applicant who does not hold current registration with a regulatory body in Canada nor practiced dietetics in three or more years. The following serves as an informative guide on the application, assessment and registration process for Return to Practice Applicants to 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 become registered with the College, an applicant must meet the registration requirements for the profession of dietetics as set out in the [Registered Dietitians and Registered Nutritionists Profession Regulation](#).

1. The applicant must have graduated with a Baccalaureate degree in foods and nutrition from an accredited Canadian University, or equivalent.
2. The applicant must have successfully completed a dietetic internship or a practicum from an accredited Canadian internship program, or equivalent.
3. The above qualifications must be obtained within three years prior to the date of a complete application, or upgrading may be required.
4. The applicant must demonstrate good character and reputation in order to register with the College.
5. The applicant must successfully complete the Canadian Dietetic Registration Examination when eligible.

If an individual has met requirements 1-4 above, they are eligible to apply to the College for assessment.

If an individual does not meet the above requirements (for example, has not completed an equivalent degree in foods and nutrition or dietetics, or has not completed a dietetic internship or practicum), they are not eligible to apply to the College. The individual would be required to complete the requirements for registration prior to applying for registration. Within Canada, degree and internship programs approved by the College's Council are accredited by the Partnership for Dietetic Education and Practice (PDEP). A listing of all accredited Canadian Degree/Internship programs can be found on the [PDEP website](#).

## INFORMATION ON APPLICATION PROCESS

When a Return to Practice applicant is ready to apply to the College, they are encouraged to access the most recent application form on the College website under [For Applicants – Applications – Return to Practice Applicant](#).

The Application for Registration (Return to Practice) 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.

### APPLICATION FEE

An Application Fee of \$105.00 CAD is required as part of the application form.

If paying the required fee by credit card, an applicant will indicate this on the application form and submit payment by credit card payment information along with the application form. The credit card is charged once received in the College office. Once processed, all credit card information is destroyed and no personal details are retained.

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

An application is not complete until the required fee has been received by the College office. The fees is non-refundable.

Any additional costs associated with obtaining the required documentation (i.e. obtaining transcripts, verification of registration documentation and police information check) 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 – Return to Practice Applicant](#).

1. Completed, signed Application for Registration (Return to Practice) Form, including the Application Fee
2. Official transcripts for each degree completed
3. Official Internship verification from program including length of internship as well as the practice areas included
4. Detailed curriculum vitae/resume

5. Currency documentation (letters of employment verification, summary and verification of competence activities)
6. Verification of previous and/or current registration with another dietetic regulatory body
7. Police Information Check
8. Name Change Documentation (if required)
9. Documentation supporting Authorization to Practice - Residency Status (if required)

The Executive Assistant/Registration Coordinator for the College office will contact an applicant if additional information and/or documentation is required to complete an application for registration.

Only once all required documents have been submitted is the application considered complete; the applicant may then proceed to the assessment process as outlined below. Please note, missing documents will delay the assessment process.

#### TIPS FOR APPLICATION

- Ensure that you have official copies of all required documentation, including academic and internship documentation from the institution(s). A complete list of required documentation can be found within the application form. Please note, all original documentation will be returned to the applicant at the conclusion of the assessment process.
- 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.
- The assessment of qualifications is based on the information and documentation provided by the applicant therefore, it is the responsibility of the applicant to provide sufficient, appropriate, verified documentation for an adequate assessment of their qualifications. The College recommends submitting any documentation relevant to registration with the College.

#### APPLICATION TIMELINES

The length of time it takes for an application to be complete and advance to the assessment process depends on the length of time it takes for an applicant to obtain and submit the required documentation. 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.

The College completes assessments twice per year therefore, complete applications must be received by the following deadlines in order to proceed to the next available assessment:

- February 15<sup>th</sup> (for the March assessment)
- July 15<sup>th</sup> (for the August assessment)

The Executive Assistant/Registration Coordinator for the College office will confirm by email with applicants when an application is complete and is ready to proceed to assessment. Further

information on the assessment process as outlined below is provided to the applicant at that time.

## INFORMATION ON ASSESSMENT PROCESS

The Registration Committee of the College will assess the qualifications of a Return to Practice Applicant to determine if the requirements for registration have been met.

The assessment process includes two assessments: Credential Document Assessment and College Competency Assessment.

### CREDENTIAL DOCUMENT ASSESSMENT

The [Integrated Competencies for Dietetic Education and Practice](#) define the entry-to-practice standard for Registered Dietitians in Canada implemented through education programs and the Canadian Dietetic Registration Examination.

The College will complete a review and assessment of all documentation submitted.

### COLLEGE COMPETENCY ASSESSMENT

The College Competency Assessment tests whether applicants can demonstrate the minimum standard of practice necessary for professional registration in Alberta, to verify currency of practice-based knowledge and to demonstrate competency in a Canadian setting. It fairly and accurately evaluates the foundational knowledge and competencies needed to practice dietetics.

Applicants are required to complete an in-person College Competency Assessment conducted at the University of Alberta (UA), which will be based on a basic nutrition knowledge examination as well as diagnostic evaluations using the methodologies of the Objective Structured Clinical Examination (OSCE) and the Multiple Mini Interviews (MMI).

The date for the College Competency Assessment is determined by the College in consultation with the University of Alberta. Once the assessment facilities have been booked and a date has been confirmed, the Executive Assistant/Registration Coordinator for the College will inform applicants of the date for the next College Competency Assessment.

Applicants will be required to be present for the entire day (typically starting at 8:00 am and concluding around 3:15 pm). Applicants will not be allowed to complete the assessment via other means (ie. teleconference, Skype).

### ASSESSMENT FEE

An Assessment Fee of \$600.00 CAD is to be paid to the College once eligible for the College Competency Assessment. Applicants will be invoiced for the Assessment Fee and provided information on submitting payment by credit card or cheque. Registration for the assessment will be confirmed once the assessment fee has been processed by the College office.

Any additional costs associated with travel, accommodation and personal expenses related to the assessment held in Edmonton, Alberta are the responsibility of the applicant.

## ASSESSMENT PREPARATION

Once an applicant has been registered for the College Competency Assessment, they will receive by email from the University of Alberta with an Examination Study Guide which will provide information on what to expect from the assessment and to assist with preparation. This Study Guide will be the only resource provided to applicants.

## INFORMATION ON REGISTRATION DECISION

Following completion of the College Competency Assessment, the Registration Committee of the College will review all application documentation and the results of both College assessments. The College will then send a letter by mail to the applicant outlining the registration decision of the Registration Committee and the requirements for registration.

If an applicant has been able to successfully demonstrate that they have met the requirements for registration, the applicant's registration decision will provide information on registration with the College.

If an applicant has not been able to demonstrate the minimum standard of practice, practice-based knowledge and competency necessary for professional registration in Alberta, the applicant will be issued an interim registration decision. Based on any noted deficiencies in competence or knowledge, an interim registration decision may include academic upgrading, practical experience upgrading, dietetic bridging or any other requirements as determined by the Registration Committee. If additional dietetic education is required, course costs are the responsibility of the applicant. Contact information for the individual who can assist with information and/or registration for any additional dietetic education will be provided at the time of the interim registration decision.

Following an interim registration decision of the Registration Committee, an applicant's file is closed. The file will re-open once an applicant has either successfully completed all of the requirements for registration as outlined in the College's registration decision letter or the applicant applies for re-assessment at a later date.

## REGISTRATION DECISION TIMELINE

Under provincial legislation, the College is required to make an interim registration decision to applicants within 6 months after receiving a complete application. The College will provide a written registration decision to the applicant following review by the Registration Committee.

## RETURN OF DOCUMENTS

Following the assessment process and once a decision has been provided by the Registration Committee, the College office will arrange for the return of all original documentation submitted as part of application.

## APPEALING A REGISTRATION DECISION

Under the *Health Professions Act*, an applicant may request a review of the interim registration decision by Council (otherwise known as an appeal). The request must be submitted in writing to the attention of the Registrar within 30 days from the date of the registration decision notification. The request must set out the reasons why the application for registration should be approved with or without conditions. In accordance with the *Bylaws* of the College, a Registration Decision Review Fee of \$262.50 CAD is required for a review of a registration decision.

Within 30 days of receiving the request for review, the Registrar must advise the applicant of the date, time and location of the review. The review must commence within 60 days of the Registrar receiving the request for review. College Council will hear the appeal and review the submissions made by all parties. A written decision is provided to all parties following the review.

## 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 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

The length of time it takes for an applicant to complete all requirements for registration outlined in the registration decision in order to be eligible for registration with the College depends on the requirements and when the applicant successfully completes them. The College encourages applicants to begin completing the requirements as soon as possible once an interim registration decision has been provided by the College office. Interim registration decisions are considered current for 3 years after the decision was made. If an applicant does not begin the process of upgrading within that 3-year period, the interim registration decision may not be current and the applicant may require re-assessment to determine currency.

Once an applicant has successfully completed all of the requirements for registration identified through the assessment process by the Registration Committee, and official documentation supporting the completion of requirements has been received in the College office, the applicant is eligible for registration with the College. The College recommends applicants begin the application process at least 4-6 weeks prior to the conclusion of their final requirement for registration. Applicants should contact the College office to obtain the applicable application form. Once a complete application has been received, registration can typically be completed within 1-3 business days upon receipt of all required documentation.

The Registration Committee of the College will determine the register a Return to Practice Applicant is eligible to apply for, dependent on whether the national registration examination is required.

### TEMPORARY REGISTRATION

Return to Practice Applicants who are required to successfully complete the Canadian Dietetic Registration Examination (CDRE) as a final step towards registration in Alberta will be eligible to apply for Temporary Registration with the College and eligible to write the next sitting of the CDRE. Temporary registration with the College allows candidates to practice under supervision and use the protected title “Dietitian” until they have written the CDRE. Required fees for Temporary Registration (Practice Permit Fee and CDRE Fee) will be collected once eligible for registration.

### GENERAL REGISTRATION

Return to Practice Applicants who were either 1) Temporary registrants who successfully completed the CDRE, or 2) approved to General registration following successful completion of requirements for registration, are eligible for registration on the General Register and issued a General practice permit. Registration on the General Register grants full registration (without supervision) and the right to practice and use all the protected titles of the College: Registered Dietitian, Registered Nutritionist, Dietitian and the initials RD. Required fees for General Registration (Practice Permit Fee) will be collected once eligible for registration.

### 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 and any additional requirements (ie. Temporary Supervision, CDRE, Continuing Competence) 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 a Return to Practice Applicant have any questions regarding any of the information provided, they can be directed to the following individual:

Lisa Omerzu  
Executive Assistant / Registration Coordinator  
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: [execasst@collegeofdietitians.ab.ca](mailto:execasst@collegeofdietitians.ab.ca)  
Website: [www.collegeofdietitians.ab.ca](http://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

- Eligible Return to Practice Applicants must submit an application form along with all required documentation.
- Once a complete application has been received in the College office, the applicant is eligible to advance for assessment.

ASSESSMENT

- There are two assessments completed by the College: Credential Document Assessment (review of all documentation submitted) and College Competency Assessment (in-person assessment completed by applicant).

REGISTRATION  
DECISION

- The Registration Committee of the College reviews application documentation and the results from both assessments when making their registration decision.
- Registration decision is provided to the applicant by mail.

REGISTRATION

- Once an applicant has successfully completed all requirements for registration as outlined in the registration decision, they are eligible to apply for registration with the College.
- Registration package is provided by mail once approved.