

Nova Scotia College of Dietitians & Nutritionists

Registration Policies

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INTRODUCTION

The purpose of the policy and procedure manual is to:

- Assist with orientation by serving as a training tool for new staff and committee members,
- Provide guidance for consistency and continuity in decision-making related to registration,
- Serve as a record of specific policies to direct decision-making.

The policy and procedure manual includes policies, procedures, and reference material relevant to the Nova Scotia College of Dietitians & Nutritionists (NSCDN). The terms of reference for the Registration Committee are as per Appendix A.

The board of directors approves policies related to NSCDN's core functions (registration, continuing competency, complaints and professional practice), governance and finances. Registration policies are in accordance with the [Dietitians Act](#) (2009) and Dietitians Regulations (2022).

SECTION	Registration			
SUBJECT	Use of Protected Titles and Terms	Policy # 1		
APPLICABLE GOVERNANCE DOCUMENT	Dietitians Act – section 21			
Approved by the Board of Directors	Effective	Reviewed	Revised	Page 1/1

BACKGROUND

A person not licensed in accordance with the Dietitians Act (2009) are not authorized to use titles, designations or terms stated in section 21 of the Act, including dietitian, nutritionist, R.D, P.Dt, R.D.N or any derivation, translation or abbreviation thereof or describe the person’s activities as “dietetics”, “nutrition therapy” or “diet therapy”. These titles and terms can not be used either alone or in combination with other words, letters or descriptions to imply that the person is entitled to practise as a dietitian.

The purpose of protecting titles and terms is to ensure that the public understands that those who use such titles and terms have specific credentials, education, training, continued competence, and experience certified by a regulatory body, and is subject to the oversight of a regulatory body. Protected titles and terms provide clarity to the public about the qualifications of the individual professional who is providing services.

POLICY

Unauthorized individuals using protected titles or terms are notified to cease-and-desist.

PROCEDURE

1. Upon notification of the unauthorized use of titles or terms, conduct an internet search and collect evidence of where and when titles and terms were used.
2. a) Inform the individual and employer (if applicable) that they are in violation of the Act.
b) If the individual is a regulated health professional, inform the applicable regulatory body of the violation.
3. If the individual does not comply within 15 business days of receiving notice of violation, arrange for legal counsel to send letter.
4. If individual remains in violation of the Act 10 days business days after they receive the second notification, the registrar shall proceed according to section 31 of the Dietitians Act to act pursuant to the Summary of Proceedings Act.

SECTION	Registration			
SUBJECT	Liability Insurance	Policy # 2		
APPLICABLE GOVERNANCE DOCUMENT	NSCDN Regulations, 2023 Dietitians Act, 2009			
Approved by the NSDA Board of Directors	Effective 11/02/23	Reviewed	Revised	Page 1/

BACKGROUND

Section 11(2)(c) of the Regulations respecting the registration, licensing and professional accountability of dietitians requires all dietitians to provide proof of insurance before the commencement of active practice, in the amount of and type approved by the Board.

POLICY

The NSCDN requires all dietitians to hold a minimum of \$5 million in aggregate and single-occurrence professional liability insurance before engaging in dietetic practice. The board of directors recommends obtaining legal expense endorsement insurance independent from the employer's policy.

PROCEDURE

1. A dietitian must hold the required professional liability insurance in the specified amount before engaging in paid or volunteer dietetic practice.
2. Registrants may obtain liability insurance from:
 - a. Employer
 - b. Membership with Dietitians of Canada through LMS ProLink Ltd.
 - c. Trisura Insurance through: <https://secure.trisura.com/diet/default.aspx>
 - d. Other private insurance providers.
3. If a dietitian has professional liability insurance through their employer, this coverage applies to this specific practice setting and employment scope of practice. If a dietitian is looking to expand their scope of practice within this setting, the dietitian must understand their insurance coverage for the proposed expanded scope. If the dietitian is looking to practice dietetics separate from their employer, paid or unpaid, additional professional liability insurance is required.
4. NSCDN recommends obtaining legal expense endorsement insurance independent from the employer's policy. Legal expense endorsement insurance covers a dietitian's legal expenses in the circumstance of a legal occurrence.
5. Dietitians must submit proof of liability insurance to NSCDN in the amount specified in the policy above. Dietitians must upload proof of insurance to the supporting document

section of their NSCDN profile before engaging in dietetic practice. For employer insurance coverage, proof of coverage should be in the form of a letter from an employer stating the insurer's name and policy number. For individual insurance, proof of insurance coverage should be through an insurance certificate or proof of purchase indicating the insurer's name, policy number, and date of purchase.

SECTION	Registration			
SUBJECT	Candidate License	Policy # 3		
APPLICABLE GOVERNANCE DOCUMENT	Dietitians Act Dietitians Regulations			
Approved by the NSCDN Board of Directors	Effective	Reviewed	Revised	Page 1/2

BACKGROUND

To be eligible for a candidate license, the applicant meets all criteria for the active practice license, except for the writing of the Canadian Dietetic Registration Examination (CDRE) - Dietitians Regulations, section x.

Candidate dietitians shall have all rights and privileges of active-practicing dietitians except: voting privileges; eligibility to be an officer or director; and use of designations as outlined in the Dietitians Act. Candidate dietitians must use the designation Registered Dietitian (candidate), or RD(c).

POLICY

All candidates are expected to write the next sitting of the CDRE. The Registration Committee may grant an extension based on the written request of the candidate stating sufficient reason. The decision to grant an extension is solely determined by the Registration Committee and their decision is final.

In the case of failure of the CDRE, the individual may request a renewal of their candidate license. They must be able to defend their request for an extension to the Registrar and show, if they are practicing, that they are supervised and in an environment that supports their professional development and safe, competent practice.

In the case of failure of the second attempt of the CDRE, the candidate license is revoked, and the employer is notified, if applicable. Upgrading will be required before the third attempt of the CDRE.

SECTION	Registration			
SUBJECT	Supervision of Registered Dietitian Candidates	Policy # 4		
APPLICABLE GOVERNANCE DOCUMENT	Dietitians Act (2009) Dietitians Regulations (2022)			
Approved by the NSDA Board of Directors	Effective	Reviewed	Revised	Page 1/2

BACKGROUND

The Canadian Dietetic Registration Examination (CDRE) confirms a dietitian's competence to enter dietetic practice in Canada. Prior to fulfilling the CDRE requirement, NSCDN has a commitment to the public to implement measures pertaining to dietitian candidates that ensures dietetic care is provided in a safe, ethical, and competent manner. According to the Integrated Competencies for Dietetic Education and Practice (2020), entry-level dietitians apply approaches consistent with standards and best practices in the profession. They recognize situations beyond their capacity and take appropriate steps to ensure such situations are addressed safely and ethically. The intent of this regulation (x) and policy is to ensure that the dietitian candidate is supported in practice until the individual is eligible for an active practice license.

POLICY

1. A registered dietitian candidate is permitted to practise dietetics under the mentorship of a dietitian. With prior approval from NSCDN, another regulated health professional may act as a mentor.
2. The mentor must possess knowledge and skills relevant to the registered dietitian candidate's practice area.
3. Mentorship may include:
 - a) Guiding a registered dietitian candidate in practice and supplement their learning through answering questions, providing resources, case studies, offering advice and discussions;
 - b) Conducting random review of chart notes, if applicable, and provide feedback;
 - c) Answering questions or assist with problem-solving or ethical dilemmas in a mentorship capacity;
 - d) Reviewing relevant aspects of the Jurisprudence Handbook and e-Learning Module with the candidate;
 - e) Referring to NSCDN Standards of Practice and Code of Ethics as they apply to the candidate's role;
 - f) Supporting the dietitian candidate in establishing professional development goals.

4. Upon commencement of practice, the registered dietitian candidate provides the Candidate Mentor Agreement Form (Appendix B) to the mentor. This form lists suggested activities to the mentor (as per #3 above). The mentor completes the form to confirm to NSCDN that they acknowledge that the individual requires mentorship during their candidacy.

The registered dietitian candidate is responsible for finding a mentor from a professional outside or within their workplace.

PROCEDURE

1. The registered dietitian candidate is responsible for seeking a mentor and ensuring completion of the Registered Dietitian Candidate Mentor Agreement Form.
2. A Registered Dietitian Candidate Mentor Agreement Form must be completed prior to a registered dietitian candidate engaging in paid or volunteer dietetic practice.
3. Once completed, the registered dietitian candidate must upload this form to their NSCDN profile.
4. Meetings between the mentor and registered dietitian candidate must occur regularly, at a minimum of a biweekly basis. Meetings must be documented to include the date, items discussed, and signatures or electronic acknowledgement by both parties. The NCDN may request meeting documentation.
5. If a mentor cannot fulfill their commitment, the registered dietitian candidate must contact the NSCDN immediately and seek a replacement mentor.
6. The mentor must contact NSCDN if they have concerns about the registered dietitian candidate's competency to practice or conduct.
7. Upon successful completion of the CDRE, the registered dietitian candidate is eligible for an active practice license and mentorship will no longer be required.

SECTION	Registration			
SUBJECT	Renewal of Candidate License	Policy # 5		
APPLICABLE GOVERNANCE DOCUMENT	Dietitians Act (2009) Dietitians Regulations (2022) Alliance of Canadian Dietetic Regulatory Bodies CDRE Policies (2022)			
Approved by the Board of Directors	Effective	Reviewed	Revised	Page 1/1

Policy

A candidate dietitian who has unsuccessfully written the Canadian Dietetic Registration Exam (CDRE) may apply for a renewal of their candidate license. A candidate may only request renewal of their candidate license after the first failure. Renewals will not be considered after second and subsequent failures.

Acceptance will be based on meeting all the following criteria:

- The candidate meets all criteria for initial registration and the candidate license roster, and
- The candidate has regular communication with a professional dietitian as a mentor. The mentor has current experience in the relevant practice area, and
- If the mentor is not employed at the candidate's work setting and if the candidate is employed in a clinical setting (provides direct client care including medical nutrition therapy), an onsite regulated health professional agrees to serve as a support to the candidate to appropriately address professional practice issues, and
- The mentor(s) confirm to the registrar that they are aware of the candidate's exam results and declare their willingness to serve as mentors, and
- The candidate and mentor(s) agree to document the nature and timing of the communication that takes place between themselves. The documentation is signed by the candidate dietitian and mentor(s).

If the registrar does not approve the renewal, the candidate may appeal the decision to the Registration Committee.

It is the candidate's responsibility to find mentorship.

SECTION	Registration			
SUBJECT	Active Practice Hour Requirement	Policy # 6		
APPLICABLE GOVERNANCE DOCUMENT	Dietitians Act (2009): section 2(a), 2(x), 14			
Approved by the Board of Directors	Effective January 24, 2023	Reviewed	Revised	Page 1/2

POLICY

1. In order to meet the hourly requirement for entry to the active-practising roster, a registrant must have practiced 500 hours (paid or unpaid) in the past three years. Active practice hours relate to engagement in the practice of dietetics (as defined in the [Act](#) (section 2(x)), and includes research, education, consultation, management, administration, regulation, policy or system development relevant to the defined scope).
2. The registrar will review all positions where questions arise to determine whether the position falls within the legislated definition of the ‘practice of dietetics.’ Factors to consider include one or more of the following:
 - a) required to be a dietitian or a regulated health professional for their role,
 - b) role impacts the nutritional health of the public,
 - c) role impacts the practice of dietetics,
 - d) role requires the knowledge of the health care system or influences the health care system,
 - e) role requires the education, competencies, and similar experience to that acquired through dietetics education and practice
3. To qualify for an active practice license, it is not necessary to have the job title of *dietitian* or *nutritionist*.
4. If the dietitian is also practicing and using the title of another regulated health profession (e.g. nurse, naturopath), their role must impact the nutritional health of the public or impact dietetic practice. The number of hours of *dietetics-related practice* qualifies as active practice hours and must either be validated by a regulated health professional or the dietitian is able to submit evidence of their dietetics-related practice.
5. The registrant who has successfully completed the Canadian Dietetic Registration Examination (CDRE) or those who have completed a re-entry program in the three years immediately before submitting an application are exempt from the active practice requirement.

6. If the registrant is enrolled in a dietetics-related course or program, a half-credit will qualify as 45 practice hours. The Registration Committee will deem which university course(s) or program(s) eligible for active practice hours.
7. An individual may move from the non-active roster to an active practice license if they meet the criteria for the active practice license. If the criteria have not been met, the individual may remain on the non-active roster and be referred to the Registration Committee. The Registration Committee may require the completion of a re-entry program or may issue an active practice license with conditions or restrictions.

Procedure:

1. In the calculation of active practice hours, time away from work for parental leave, sick leave, leave of absence, long term disability, vacation, statutory holidays, travel to and from work, days off or on-call hours spent waiting for work are not considered active practice hours.
2. Registrants are expected to obtain and maintain documents that substantiate paid and unpaid reported practice hours. Documentation may consist of pay statements, invoices, or verification in writing from employer, organization or another regulated health professional. This documentation may be requested to validate reported hours.
3. Registrants are required to declare the number of paid and/or unpaid practice hours each year.
4. Registrants who declare unpaid practice hours toward their active practice hourly requirement must maintain detailed documentation of the nature of the work.
5. If the registrar questions whether a registrant has practiced dietetics based on the definition of active practice and criteria listed above (2a-e), the registrant will submit, in writing, how their role meets the criteria listed about in 2 (a-e). If the registrar is unsatisfied that the registrant qualifies for active practice, the registrar shall refer the decision to the Registration Committee.
6. The Registration Committee's decision can be appealed to the Registration Appeal Committee within 30 days of written notice.

SECTION	Registration			
SUBJECT	Registration Through Labour Mobility	Policy # 7		
APPLICABLE GOVERNANCE DOCUMENT	Dietitians Act (2009) Dietitians Regulations (2022)			
Approved by the Board of Directors	Effective	Reviewed	Revised	Page 1/1

Coming soon.

SECTION	Registration			
SUBJECT	License Renewal	Policy # 8		
APPLICABLE GOVERNANCE DOCUMENT	Dietitians Act (2009) Dietitians Regulations (2022)			
Approved by the Board of Directors	Effective	Reviewed	Revised	Page 1/1

BACKGROUND

A dietitian is not authorized to practice on April 1 of the fiscal year if the renewal application is incomplete, unacceptable, or not yet processed.

A renewal deadline set one month prior to the expiry of an active practice dietitian's license provides time for the dietitian to rectify an incomplete or unacceptable renewal application without disrupting the dietitian's employment. The deadline set in advance of the license expiry date also enables staff to process renewal applications in advance of April 1.

POLICY

1. Dietitians on the active practice roster are required to annually renew their license by the renewal deadline.
2. The renewal deadline is February 28.
3. (a) A complete renewal application includes:
 - completion of the online application form in entirety
 - completion of the online CCP learning log
 - completion of the online Jurisprudence eLearning Module (if applicable, as per CCP Policy #3)
 - payment of fees
 - proof of liability insurance as per policy # 2
 - proof of legal entitlement to live and work in Canada (if applicable)
- (b) When assessing renewal applications, NSCDN staff will screen CCP learning logs and consider a renewal application incomplete if the CCP learning log is missing two learning goals and/or includes insufficient documentation of learning activities and critical reflection.
4. A late fee is charged if a dietitian fails to submit an application or submits an incomplete application (as per 3 above) by midnight on February 28.

SECTION	Registration			
SUBJECT	Failure to Renew Active Practice License	Policy # 9		
APPLICABLE GOVERNANCE DOCUMENT	Dietitians Act (2009) Dietitians Regulations (2022)			
Approved by the Board of Directors	Effective	Reviewed	Revised	Page 1/1

POLICY

1. Dietitians are asked to resign from an active practice roster if they retire or move to another province to practice.
2. Failing resignation, dietitians who have not renewed their license by the renewal deadline are notified that their license to practice in Nova Scotia expires on April 1.
 - a. Initial notification will occur within 5 business days of the renewal deadline by email using the database software that tracks receipt.
 - b. The second notification will occur within 10 business days of the renewal deadline by registered mail.
 - c. If the dietitian is employed in Nova Scotia, the employer(s) will be notified of a dietitian's failure to renew within five days in advance of April 1.

SECTION	Registration			
SUBJECT	Membership and Partial Fee Reimbursement	Policy # 10		
APPLICABLE GOVERNANCE DOCUMENT				
Approved by Board of Directors	Effective 06/17/2008	Reviewed 01-03-17	Revised 01-03-17 03-07-20	Page 1/1

POLICY

Individuals submitting an application after September 30 for a full license shall pay half of the annual registration fee.

Registrants resigning from a full license before September 30 are entitled to a refund of half the annual registration fee.

Candidate dietitians who resign prior to the receiving a pass on the Canadian Dietetic Registration Examination are entitled to a refund of half of the candidate dietitian registration fee paid.

SECTION	Registration			
SUBJECT	Resignation from Active Practice Roster	Policy # 11		
APPLICABLE GOVERNANCE DOCUMENT	Dietitians Act (2009) Dietitians Regulations (2022)			
Approved by the Board of Directors	Effective	Reviewed	Revised	Page 1/1

POLICY

1. As per Policy # 9 dietitians are asked to resign from an active practice roster if they retire or move to another province to practice.
2. Upon resignation, confirmation of dietitian's standing upon resignation is sent to the dietitian.
3. Standing may be considered "good", or the registrar may indicate an explanation for otherwise, which may include:
 - a. unacceptable CCP submission at the last renewal deadline
 - b. complaint under investigation
 - c. complaint unresolved

SECTION	Registration			
SUBJECT	Reinstatement	Policy # 12		
APPLICABLE GOVERNANCE DOCUMENT	Dietitians Act (2009) Dietitians Regulations (2022)			
Approved by the NSDA Board of Directors	Effective	Reviewed	Revised	Page 1/4

BACKGROUND

Under the Dietitians Act (2009), individuals are registered and then licensed to practice. This policy refers to individuals registered with the College who are applying for an active practice license. Those registered with the College who are not licensed, are on a non-practising roster.

Those who renewed their license under the Nova Scotia Dietetic Association who did not meet the active practice hour requirement are registered with the College and are on the non-practising roster.

Those who move from an active practice license to the non-practising roster remain on the College register. These individuals may be on a leave of absence from their employment, or they may have moved to another jurisdiction. An individual who “resigns” from the College remains on the College register.

For those who apply for reinstatement an active practice license, the Registration Committee will assess the need for a condition, restriction or upgrading. A condition may include practicing under the supervision of a regulated health professional or a mentorship agreement. A restriction may be to limit practice to a practice area that falls within the registrant’s individual scope of practice.

For the purpose on this policy, “registrants” are individuals on the College register.

POLICY

1. Registrants applying for reinstatement must meet the criteria for the active practice license as defined in the Dietitians Regulations (section 11).
2. A registrant who previously passed the CDRE is not required to re-write the national entry-to-practice examination.
3. Registrants who have practiced dietetics for 500 hours in the past three years, are eligible for reinstatement to the active practice license roster having also met all other criteria for the active practice license defined in the Dietitians Regulations (section 11).
4. If the registrant met the active practice hour requirement in another jurisdiction, and the profession is not regulated in the other jurisdiction, the employer(s) must confirm dietetic employment in good standing, including a description of the role, confirmation of practising

500 hours/3 years, that they have practised competently and that there has been no incident of professional misconduct.

5. The Registration Committee will review the registrant's reinstatement application if they have not practiced dietetics for 500 hours in the past three years and if three years have lapsed since they passed the CDRE. The Registration Committee will assess the need for a condition, restriction or upgrading.
6. If the registrant has practiced dietetics within the past three years, but has not met the active practice requirement, the Registration Committee will grant an active practice license with condition or restriction.
7. If the registrant has not practiced dietetics within the past three years, the Registration Committee will determine upgrading requirements.
 - a) If the Registration Committee deems upgrading is required, the registrant must have successfully completed academic upgrading (minimum grade of B- or 70%) and/or an upgrading practicum and/or the College of Dietitians of Ontario's Practice Based Assessment, as determined by the Registration Committee.
 - b) The Registration Committee will provide the registrant with direction and a timeline for completing the upgrading deemed necessary. The decision will be based on thorough consideration of the applicant's academic qualifications, practical training, related work experience, and evidence of continuing competence activities.

PROCEDURE

Upon application, request

- Verification of registration in good standing in the other jurisdiction(s) (or from the employer(s) if the applicant is not regulated the other jurisdiction);
- If the regulatory body in the other jurisdiction does not confirm active practice hours, the employer to send NSCDN verification of practice hours describing the nature of practice, and number of hours.

PROCEDURE FOR 5(c): DETERMINING UPGRADING REQUIREMENTS

Action	Time	Responsibility
1. Request that the applicant submit <ul style="list-style-type: none"> • a resume, • documentation of competence activities based on the Integrated Competencies for Dietetic Education and Practice (ICDEPS) and/or NSCDN Standards of Practice. 	Within two weeks of receipt of application	Registration Coordinator
2. Review the documentation and meet with the candidate, if possible and appropriate, to determine if	Within one month of	Registration Committee

academic and/or practicum upgrading and/or PBA is necessary.	receipt of documentation	
<p>3. Determine the academic and/or practicum upgrading required based on the applicant's experience and the following guideline.</p> <p>Academic Upgrading: A minimum of one half-credit course (equal to 3 practice hours) is required for each 3-year period since lapse in practice. 3 year lapse: one half-credit course Advanced Clinical Nutrition</p> <p>4 -6 year lapse: two half-credit courses Advanced Clinical Nutrition <u>and</u> Management (e.g. Basic Principles of Management, Food Service Management, Quantity Food Production Management) <u>or</u> Health Promotion or Population Health</p> <p>7--9 year lapse: three half-credit courses Advanced Clinical Nutrition <u>and</u> Management (e.g. Basic Principles of Management, Food Service Management, Quantity Food Production Management) <u>and/or</u> Health Promotion or Population Health</p> <p>10-12 year lapse: four half-credit courses Advanced Clinical Nutrition <u>and</u> Management (e.g. Basic Principles of Management, Food Service Management, Quantity Food Production Management) <u>and/or</u> Health Promotion or Population Health <u>and/or</u> Professional Practice <u>and/or</u> Advanced Foods</p> <p>Over 12 years: five half-credit courses Advanced Clinical Nutrition <u>and</u> Management (e.g. Basic Principles of Management, Food Service Management, Quantity Food Production Management) <u>and/or</u> Health Promotion or Population Health <u>and/or</u> Professional Practice <u>and/or</u> Advanced Foods</p> <p>All courses must be advanced study (third or fourth</p>	<p>Within one month of making decision to require upgrading</p>	<p>Registration Committee</p>

<p>year) from an accredited university or be approved by the Registration Committee.</p> <p>Academic upgrading must be started prior to the Upgrading Practicum but can reasonably overlap with it.</p> <p>Upgrading Practicum</p> <p>The Registration Committee may require an upgrading practicum.</p> <p>The Upgrading Practicum</p> <ul style="list-style-type: none"> • must include placement in Clinical Nutrition, • may include placement in Community and/or Food Service practice areas, • must be at least 12 weeks duration • must be arranged by the applicant and approved by Registration Committee prior to commencement, • may be extended as required to meet the unique learning and training needs of the applicant as determined by the applicant, supervising dietitian(s) and/or Registration Committee, • must be completed in Canada, • must be supervised by a dietitian(s) • must be confirmed by acceptable documentation of attainment of competencies. 		
<p>4. Provide the applicant with</p> <ul style="list-style-type: none"> • Reason(s) upgrading is required, as determined by the Registration Committee • Time frame for completing required upgrading, as determined by the Registration Committee • - the following documents: <i>Planning and Documenting your Upgrading Practicum</i> and <i>Supervising/Coordinating an Upgrading Practicum</i> (to be given to supervising dietitian). 	<p>Within two weeks of determining the upgrading requirements</p>	<p>Registrar</p>
<p>5. The Registration Committee will determine that academic and practical training upgrading requirements have been met by:</p> <ul style="list-style-type: none"> • reviewing original transcripts of successfully completed course(s); and • reviewing original verification from the supervising dietitian(s) that all aspects of the program design have been successfully completed and that required duration has been met. 	<p>Within 6 weeks of receipt of transcripts and verification.</p>	<p>Registration Committee</p>

SECTION	Registration			
SUBJECT	Access to Registration Records Requests	Policy # 13		
APPLICABLE GOVERNANCE DOCUMENT				
Approved by the NSDA Board of Directors	Effective	Reviewed	Revised	Page 1/2

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) will provide an applicant with access to records held by the NSCDN that are related to the applicant's application.

Request

1. Requests for access to an applicant's records must be made to the registrar in writing.
2. Written requests may be made by email.
3. Requests for access to an applicant's records may be made by the applicant him/herself or by any person authorized by the applicant, in writing, to communicate with the NSCDN on the applicant's behalf.

Timing

1. The NSCDN will respond to an applicant's request for access to their records within 10 business days of receiving the applicant's request.
2. Where an applicant's request for access to their records cannot be accommodated within 10 days, the NSCDN shall inform the applicant of the timeframe when their records will be accessible, such timeframe not to exceed 30 days from the date of the applicant's request.
3. The NSCDN will retain copies of records relating to an applicant's application for 5 years following receipt of a complete application package for the applicant.

Exclusions

4. The NSCDN will not provide access to the following documents that may form part of an applicant's record:
 - a. the document or any information in the document is subject to a legal privilege that restricts disclosure of the record or the information, as the case may be
 - b. another enactment, including an Act of the Parliament of Canada or a regulation made pursuant to such an Act, or a court order or order of a quasi-judicial tribunal prohibits disclosure of the document or any information in the document in the circumstances;
 - c. granting the access could reasonably be expected to lead to the identification of a person who provided information in the record to the regulating body explicitly or implicitly in confidence, and the regulating body considers it appropriate in the circumstances, that the identity of the person be kept confidential;
 - d. granting the access could reasonably be expected to threaten or harm the mental or physical health or the safety of another person; or
 - e. granting the access could negatively affect public safety or could undermine the integrity of the registration process.

Access

5. The College will provide copies of an applicant's records by mail, electronically, or facsimile, as requested by the applicant.
6. In the event that NSCDN refuses to provide access to all of the applicant's documents it holds, the College will provide reasons for denying access.

Fees

7. The College will charge a fee for making an application file available to an applicant, which will not exceed the amount of reasonable cost recovery.
8. The applicant will be informed of the fee amount, and said fee must be paid, before the records will be released to the applicant.
9. If an applicant requests their records be sent by courier, the applicant shall pay the cost of the courier service.

Corrections

10. If an applicant believes the information held by the College is inaccurate, the applicant may request that the College correct its records by making a written request to the executive manager with documentation supporting the applicant's request.

SECTION	Registration			
SUBJECT	Temporary Reinstatement of Dietitians Applying to Assist in Emergency Situations		Policy # 14	
APPLICABLE GOVERNANCE DOCUMENT				
Approved by the NSDA Board of Directors	Effective	Reviewed	Revised	Page 1/2

POLICY

In the event of an emergency situation, the NSCDN has a mechanism for temporary reinstatement of dietitians who are willing to assist with an emergency or health crisis in Nova Scotia.

Dietitians may be eligible for temporary reinstatement with NSDA provided they meet the following criteria for registration.

The applicant

- a) was a member in good standing at the time of resignation;
- b) held a license within the past 5 years; and
- c) was active in clinical practice within the past 5 years.

Applicants who do not meet (c) may be considered for a temporary reinstatement with NSDA under an agreement that the employer has identified a non-clinical role within the institution under which the dietitian can practice.

The NSCDN board of directors authorizes the registrar to issue a license for 60 days and to waive the application and registration fees for an applicant who is applying for a license for the purpose of assisting with a declared emergency situation or health crisis in Nova Scotia where there are critical staff shortages in a Health Authority or a private company. Should the situation extend beyond 60 days, the registrar is authorized to extend the temporary reinstatement license as dictated by the emergency response needs, not exceeding a total of one year.

Should the dietitian wish to remain licensed beyond the crisis, Registration Policy #5 will apply and payment of the applicable application and registration fees will be required.

¹ a clinical role is one that involves the provision of services to meet the nutrition-care needs of individuals

Adapted with permission: Nova Scotia College of Respiratory Therapists. 2020 Pandemic Plan. https://www.nscrt.com/images/Approved_NSCRT_2020_Pandemic_Plan_19March2020.pdf

Appendix A

Terms of Reference: Registration Committee

Background:

According to the Dietitians Act (2009, section 13):

13 (1) The Board shall appoint a Registration Committee, the membership of which consists of one public representative and not fewer than two dietitians from the active-practising roster.

(2) The Board shall appoint one of the members of the Registration Committee as the Chair of the Committee.

(3) The majority of the Registration Committee constitutes a quorum.

(4) The Registration Committee shall perform such functions as are set out in this Act, the regulations and the by-laws.

(5) Each member of the Registration Committee has all the rights, powers, privileges and immunities of a commissioner appointed pursuant to the Public Inquiries Act.

General mandate: The Registration Committee is a statutory committee established by the Board. Its purpose is to oversee and facilitate an evidence-based, fair, timely, transparent and equitable process to register dietitians competent to practice.

Specifically, the Registration Committee is responsible for

- Developing and monitoring the effectiveness of policies and procedures to support the Committee's general mandate
- Upon referral by the registrar, determining whether an applicant meets all the criteria for registration or a license roster.

The activities of the Registration Committee shall be conducted in accordance with the Act, Regulations, Bylaws and relevant NSCDN policies.

Specific responsibilities:

- Establish policies that address assessment for registration and licensing;
- Establish or endorse methods and tools to assess the competence of applicants;
- Establish the proficiency level of English required for registration;
- Establish the information required that demonstrates competence to safely and ethically practise dietetics;
- Define acceptable supervision of candidate dietitians;
- Provide written reasons to applicants when registration or a license has been refused, and when conditions or restrictions have been imposed on a license without the applicant's consent.

Frequency of meetings: The Registration Committee will meet at the call of the Chair four times per year to a maximum of 12 meetings per year.

Size and membership of committee: The Board appoints the committee chair and members of the Registration Committee. The committee will consist of not fewer than two dietitians and a public member. The Committee will strive to have broad representation from various practice settings, including representation from dietetic educators and cultural diversity. One position on the Committee is a designated position whereby the individual is a member of African/Black or indigenous communities or is an internationally educated dietitian.

Quorum: A quorum at any Registration Committee meeting shall be the majority of its membership. All decisions require the vote of a majority of the Committee. The Chair of the Committee may vote.

Ability to retain expert resources: The Registration Committee retains the right to consult experts in the field of professional regulation.

Reporting obligations: The Registration Committee reports to the registrar.

Annual evaluation of the committee's effectiveness: The Registration Committee completes a committee evaluation in accordance with the Board's macro agenda.

Vision

Trust and excellence in regulation and practice

Mission

In the public interest, NSDA regulates dietitians and nutritionists to practice in a safe, ethical and competent manner.

Appendix B: Registered Dietitian Candidate Mentor Agreement Form

Thank you for agreeing to support (insert NAME OF REGISTERED DIETITIAN CANDIDATE) in a mentorship capacity while they practice in advance of writing the national entry to practice examination (the Canadian Dietetic Registration Examination). The exam is offered every May and November.

A mentor supports a registered dietitian candidate. From an experienced perspective, a mentor will offer professional knowledge and expertise relevant to a registered dietitian candidate's role. A mentor is not responsible for preparing the Registered Dietitian Candidate for the CDRE.

Suggested activities:

- Guide a registered dietitian candidate in practice and supplement their learning through answering questions, providing resources, case studies, and offering advice and discussions;
- Conduct random review of chart notes, if applicable, and provide feedback;
- Answer questions or assist with problem-solving or ethical dilemmas in a mentorship capacity;
- Review relevant aspects of the Jurisprudence Handbook and e-Learning Module with the candidate;
- Refer to NSCDN Standards of Practice and Code of Ethics as they apply to the candidate's role;
- Support registered dietitian candidate in establishing professional development goals.

A registered dietitian candidate should initiate the first meeting with their mentor to develop a communication plan for future interactions. Regular communication between a registered dietitian candidate and mentor will provide the registered dietitian candidate with an opportunity to ask questions and engage in practice-related discussions. This may begin with weekly meetings and evolve to bi-weekly meetings as the dietitian candidate continues to gain additional knowledge and skill. Meetings must be documented to include the date, items discussed, and signatures or electronic acknowledgement by both parties.

I, (insert dietitian's name), agree to act as a mentor for (insert registered dietitian candidate's name) during the time that they are registered with the Nova Scotia College of Dietitians and Nutritionists as a registered dietitian candidate / RD(c). I agree to contact NSCDN if I have concerns about the registered dietitian candidate's competency to practice or conduct.

Signature of mentor

Date

Mentor's profession	
Registration #	
Area of practice	
Employment phone number	
Employment email	

Appendix C: Pathway to Licensure for Internationally Educated Dietitians



The Nova Scotia College of Dietitians and Nutritionists'
Pathway to Licensure for Internationally Educated
Dietitians

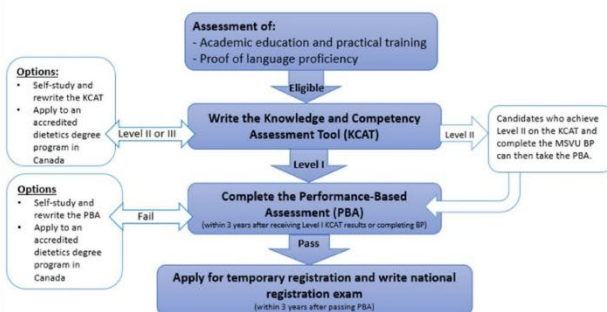
More information about this
Pathway is at www.nscdn.ca

GLOSSARY

NSCDN - Nova Scotia College of Dietitians and Nutritionists
CDO - College of Dietitians of Ontario
PLAR - Prior Learning Assessment Recognition
KCAT - Knowledge and Competency Assessment Tool
PBA - Practice-based Assessment
WES - World Education Services
MSVU - Mount Saint Vincent University (MSVU)

Complete the [ONLINE SELF-ASSESSMENT](#) to learn about the role of the dietitian in Canada. It will also help you to compare your knowledge and skills to Canadian standards. This is optional.

NSCDN recognizes the CDO's [PLAR PROCESS](#). Apply to [CDO](#) to complete the PLAR. The cost to apply to CDO is \$185. A Course-by-Course International Credential Package (ICAPC) through [WES](#) will be required (\$260). A language proficiency test may be required ([see Policy 6-10](#)). The PLAR includes two exams: the KCAT and PBA. The cost to take the KCAT is \$425. The cost to take the PBA is \$2,300.



There is a bridging program at MSVU in Halifax, Nova Scotia. You must achieve a level I or II on the KCAT to apply to the bridging program.

After you pass the PBA, you can apply to NSCDN for a candidate licence. There is an English language proficiency requirement to become registered with NSCDN: IELTS (Academic) overall band score of 7. Contact NSCDN about other language test results. With a candidate licence, you are eligible to take the [Canadian Dietetic Registration Examination \(CDRE\)](#). Complete the CDRE within 3 years of passing the PBA. The exam is offered in May and November. The cost to write the CDRE is \$600. The exam is an online proctored exam and can be taken from any area where there is adequate internet access. If your application for a candidate licence is denied, you may appeal this decision.

[IMMIGRANT SERVICES ASSOCIATION OF NOVA SCOTIA \(ISANS\)](#) offers services and support to immigrants. Information about a career loan can be found [HERE](#).

If you have questions about becoming a dietitian in Nova Scotia, contact NSCDN's registration coordinator at registration@nscdn.ca or (902) 493-3034.