

SECTION	Registration			
SUBJECT	Reinstatement	Policy # 4.10		
APPLICABLE GOVERNANCE DOCUMENT	Professional Dietitians Act			
Approved by the NSDA Board of Directors	Effective 02/03/2008	Reviewed	Revised 06-24-18 03-07-20 05-26-20 05-05-21	Page 1/3

POLICY

1. All applicants, including former registrants who re-apply, must meet the non-exemptible requirements as specified in Section 9 of the Professional Dietitians Act.
2. All applicants shall be required to pass the Canadian Dietetic Registration Examination (CDRE) unless they are presently a member in good standing of another Canadian regulatory body or previously wrote and passed the CDRE.
3. If an applicant is not registered with another Canadian dietetic regulatory body and if the CDRE was written more than three years before the date of application, the applicant must:
 - A. Provide evidence that they are registered as a dietitian in another jurisdiction as a member in good standing, declared that they have practised a minimum of 600 hours in three years immediately preceding the date of application and has met the regulatory body's continuing competency program requirements.

OR

- B. Satisfy the Registration Committee that, if the professional 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 the 600 hours/3 years, and that they have practised competently and that there has been no incident of professional misconduct. The applicant provides evidence of continuing competency for the past three years acceptable to the Registration Committee based on the CCP audit tool*.

*applicant would not necessarily have goals but areas of focus

OR

- C. 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 outlined by the Registration Committee.
4. The Registration Committee will provide the applicant 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 successful completion of the CDRE directly from the Canadian dietetic regulatory body that holds the results,
- 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),
- Verification of meeting the regulatory body’s CCP requirements
- (for 3B) – evidence of continuing competency activities for the past three years congruent with NSDA’s audit tool for the Registration Committee’s approval
- The employer to send NSDA verification of practice hours describing the nature of practice, and number of hours.

PROCEDURE FOR 3(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). 	Within two weeks of receipt of application	staff
2. Review the documentation and meet with the candidate, if possible and appropriate, to determine if academic and/or practicum upgrading and/or PBA is necessary prior to writing the CDRE (if applicable).	Within one month of receipt of documentation	Registration Committee
3. Determine the academic and/or practicum upgrading required based on the applicant’s experience and the following guideline. 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 or registration. 0-3 year lapse: one half-credit course Advanced Clinical Nutrition 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 7--9 year lapse: three half-credit courses Advanced Clinical Nutrition <u>and</u>	Within one month of making decision to require upgrading	Registration Committee

<p>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</p>		
<p>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 year) from a PDEP 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 required.</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>Executive Manager</p>
<p>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>