



2024 License Renewal Instructions

STEP 1: Jurisprudence Quiz

- The jurisprudence quiz is due to be completed every year.
- Registrants can access the jurisprudence quiz by logging in through [Registrant Login](#). The quiz can be found under Continuing Education.
- A successful completion of the quiz is a score of 80%. Registrants have unlimited attempts.
- If an active practice license was issued after October 28, 2023, the registrant is not required to complete the jurisprudence quiz until the 2025 renewal deadline.
- **Registrants must complete the jurisprudence quiz before submitting the Online Renewal Application.**

STEP 2: Continuing Competency Program (CCP)

- The CCP learning log is due to be completed each year.
- A registrant can access their online learning log by logging in through [Registrant Login](#).
- The CCP Toolkit and resources are posted on the NSCDN website under [Dietitians/Competency Program](#).
- Due to the change in renewal deadline, the 2023-24 learning log will cover April 1, 2023-February 28, 2024.
- Registrants should not upload their professional portfolio or CCP documents to Supporting Documents.
- If a registrant successfully completed the November 2023 sitting of the CDRE, they are not required to submit a learning log until the 2025 renewal deadline.
- **Registrants must complete the learning log before submitting the Online Renewal Application.**

STEP 3: Online Renewal Application

- To complete the renewal application, login through [Registrant Login](#). The username is the registrant's email address.
 - If a registrant would like to change their email address, they can do so by logging in and clicking on their name at the top right corner of the screen and selecting 'Account Settings'.
- Under Applications, click on Licence Renewal and click "edit" to update your information.
 - Registrants must ensure that the Education and Practical Training sections of their profile are complete and accurate. NSCDN is required to report on this information to the Department of Health and Wellness.
- If a registrant's employer does not provide proof of professional liability insurance to NSCDN on their behalf, the registrant must ensure that a current insurance certificate is uploaded to Supporting Documents.
- If a registrant's name has changed, email registration@nscdn.ca with proof of name change.
- Click 'Tech Support' if difficulty is experienced when submitting the online form.

Note: Registrants are responsible for ensuring that the contact information within their NSCDN profile is up to date. Changes to contact information includes email address, telephone number or mailing address. The College sends all communications by email, it is important for registrants to add the College's domains (@nsdassoc.ca and @nscdn.ca) to their email service's safe senders list and to ensure their email provider doesn't block any automated College emails or send them to the junk/spam/promotions folder.

STEP 4: Renewal Fees

- The renewal fee for registration from April 1, 2024 to March 31, 2025 is \$600.
- Payment options:
 - Interac e-transfer to financial@nscdn.ca **this is a new email address**
 - Mail a cheque or money order payable to NSCDN. A \$300 late fee will apply to cheques received after February 28. There is a \$40 fee for NSF cheques.
 - **E-transfer is the preferred payment method.** Payment is possible online by credit card for your convenience. However, NSCDN incurs substantial service charges with this payment option.

STEP 5: Confirmation of License Renewal

A complete renewal package must be received by midnight on February 28, 2024. If renewal is late or incomplete, a late fee of \$300 in addition to the cost of renewal is due before the license is renewed. A dietitian can resign their active-practice license by sending an email to registration@nscdn.ca.

A complete renewal package consists of:

- A completed CCP Learning Log, including:
 - Two learning goals
 - Learning activities related to each goal (three or more learning activities per goal are encouraged)
 - 'Other' learning activities not related to either goal (three or more 'other' learning activities are encouraged)
 - A learning outcome for each learning activity that clearly demonstrates how learning impacted practice
- Successful completion of the Jurisprudence quiz
- A completed renewal application
- A current insurance policy uploaded to Supporting Documents (or provided to NSCDN by the employer)
- Payment of the 2024-25 registration fee

Registrants will receive an email confirmation of their license renewal status. This may take up to five business days.

Registrants can access their receipt under 'Applications' > 'My Applications'. A license can be downloaded from the NSCDN Member System Dashboard.