



# Nova Scotia College of Dietitians & Nutritionists

## Registration Policies

*Updated May 2024*

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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).

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

## 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.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Liability Insurance</b>	<b>Policy # 2</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Regulations Dietitians Act</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 11/02/2023</b>	<b>Reviewed 22/09/2023</b>	<b>Revised</b>	<b>Page 1/2</b>

## 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

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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.

6. Dietitians must keep their insurance information up to date in their registration profile. The NSCDN will conduct regular insurance audits. If insurance documentation in a dietitian's registration profile indicates an insurance policy is out of date, the dietitian will be notified. If the dietitian fails to upload proof of insurance within three business days, the dietitian's license will be suspended, and their employer will be notified. The dietitian will be required to pay the \$300 insurance lapse fee to move back to an active-practice license.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Candidate License</b>	<b>Policy # 3</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act Dietitians Regulations</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 29/03/2023</b>	<b>Reviewed</b>	<b>Revised 08/03/2024</b>	<b>Page 1/2</b>

## 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 10(2).

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

An applicant for candidate licensure must apply to for registration, upload all supporting documentation, and pay the applicable application and licensing fees. The licensing fee for a registered dietitian candidate will cover a candidate license from the date of application approval to 8 weeks following the next sitting of the CDRE. This fee is non-refundable. The fee for those registering for the November exam shall be one-third of the annual registration fee; the fee for those registering for the May exam shall be one-half of the annual registration fee.

All candidates are expected to write the next sitting of the CDRE. The Registration Committee may grant an exception based on the written request of the candidate stating sufficient reason. The decision to grant an exception is solely determined by the Registration Committee and their decision is final. A licensing fee will apply when a candidate license expiry date is extended.

Upon successful completion of the CDRE, candidate dietitians are eligible for active practice licensure. To obtain an active practice license, all active practice criteria outlined in section 11 of the Dietitians Regulations must be satisfied. A registration fee and proof of professional liability insurance must be received by NSCDN before the expiry date of the candidate license. The fee for those passing the November exam shall be one-third of the annual registration fee; the fee for those passing the May exam shall be two-thirds of the annual registration fee.

In the case of failure of the CDRE, the candidate license expires immediately upon notification of exam results. See policy: *Renewal of Candidate License* for information related to the renewal of a candidate license following the failure of their first CDRE attempt.

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. See policy: *Upgrading after a Second CDRE Failure* for more information.

Candidate dietitians are permitted to attempt the CDRE on three occasions. All three CDRE attempts must be completed within three years of the candidate dietitian's practicum completion.



<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Supervision of Registered Dietitian Candidates</b>	<b>Policy # 4</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act Dietitians Regulations</b>			
<b>Approved by the Registration Committee</b>	<b>Effective 29/03/2023</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

## 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 C) 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.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Renewal of Candidate License</b>	<b>Policy # 5</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act Dietitians Regulations Alliance of Canadian Dietetic Regulatory Bodies CDRE Policies</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 29/03/2023</b>	<b>Reviewed</b>	<b>Revised 02/12/2023 03/05/2024</b>	<b>Page 1/2</b>

## POLICY

A candidate dietitian who had an unsuccessful first attempt of the Canadian Dietetic Registration Exam (CDRE) may apply for a renewal of their candidate license. They must be able to defend their request for an extension to the Registrar. The renewed candidate license will be issued on the condition that the registered dietitian candidate practices under the supervision of an active practice dietitian. A licensing fee will apply when a candidate license expiry date is extended. A candidate may only request renewal of their candidate license after the first failure. Renewals will not be considered after second and subsequent failures. A candidate practicing on the condition of supervision may not act as a preceptor to dietetic students.

The following procedure outlines the criteria will be used by the Registrar, or their delegate, in approving the supervision plan.

## PROCEDURE

- 1) A candidate license expires immediately upon receiving notice of an unsuccessful CDRE attempt.
- 2) A candidate who has failed the CDRE on their first attempt may request a renewal of their candidate license and submit a supervision plan for approval. It is the candidate's responsibility to find a supervisor.
  - a. A candidate **must not resume practice** until NSCDN has granted permission in writing.
- 3) The plan will outline how the supervision will address the following requirements:
  - a. Assessment of the risk in the candidate's work environment. The candidate and the supervisor will provide an analysis of the risk assessment that will consider:
    - i. the nature of the client group in the work environment;
    - ii. practice activities the candidate is responsible for that pose a risk to the public if not done competently; and
    - iii. the work environment (e.g., legal ethical requirements of the work environment; variability/predictability of the client group; does the candidate work in isolation or are their colleagues to consult or collaborate with?).

The plan should outline how the results of the risk analysis have been considered and addressed in the development of the plan. Exam results provided by the candidate may also be considered.

- b. The plan will include a means for the supervisor to understand the candidate's practice (with specific emphasis on identified areas of risk). The understanding may occur via direct observation (in-person or virtual) or may take place through other means of communication. The plan should ensure that the supervisor is able to:
  - i. Gain an understanding of the candidate's practice to identify strengths and limitations in practice, including the candidate's communication skills; and
  - ii. Provide feedback, guidance, and mentorship to confirm areas of competence and to help strengthen areas of weakness.
- c. The plan will identify how the supervisor will be contacted if the candidate requires feedback or guidance about a non-routine situation. This should include access to all relevant client information as well as the method of communication between the candidate and the supervisor.
- d. The plan will outline how the supervisor will evaluate specific areas of the candidate's practice on an ongoing basis.

The supervisor must be:

- a. a current Active Practice Licensee of the NSCDN in good standing;
  - b. experienced in the registered dietitian candidate's area of practice;
  - c. available for weekly in-person or virtual meetings,; *and*
  - d. free of any conflict of interest regarding the registered dietitian candidate, including personal relationships such as friendships or family.
- 4) The registered dietitian candidate is supervised according to the:
- a. Integrated Competencies for Dietetic Education and Practice;
  - b. NSCDN Code of Ethics; *and*
  - c. NSCDN Standards of Practice.
- 5) Supervision must be in place until the registered dietitian candidate receives the results of the second CDRE attempt.
- a. If the second CDRE attempt is successful, the candidate becomes eligible for an active practice license, without conditions. To obtain an active practice license, all active practice criteria outlined in section 11 of the Dietitians Regulations must be satisfied. A registration fee and proof of professional liability insurance must be received by NSCDN before the expiry date of the candidate license. The fee for those passing the November exam shall be one-third of the annual registration fee; the fee for those passing the May exam shall be two-thirds of the annual registration fee.
  - b. If the second CDRE attempt is unsuccessful, the candidate license is revoked.

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

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Upgrading After a Second Failure of the CDRE</b>	<b>Policy # 6</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act (2009) Dietitians Regulations (2022)</b>			
<b>Approved by</b>	<b>Effective 08/03/2024</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/1</b>

## POLICY

An applicant who has failed the CDRE twice must successfully complete upgrading before applying to re-write the CDRE for a third and final time. The upgrading will consist of academic and/or practicum upgrading as determined by the applicant's previous CDRE results and a self-assessment of learning needs. A proposed upgrading plan must be sufficiently detailed to demonstrate how the upgrading activities correlate to the candidate's lower-performing examination areas and self-identified learning needs. While completion of upgrading after a second failure of the CDRE is intended to assist a candidate in preparing for the CDRE, it does not guarantee success on a candidate's third and final attempt at the exam.

## PROCEDURE

1. The applicant must submit a completed Self-Assessment of Upgrading Needs After a Second Failure of the CDRE (Appendix D).
2. The Registrar or delegate will review and approve the applicant's Action Plan for Upgrading After a Second Failure of the CDRE (Appendix E) before the applicant commences the upgrading.
3. The applicant will request any supervising dietitian(s) to submit the Verification of Practicum Upgrading Completion Form (Appendix F) directly to NSCDN, confirming the length of each practicum placement in hours and the practice competencies and associated performance indicators covered during the placement.
4. The applicant must submit evidence of completion of their Action Plan for Upgrading After a Second Failure of the CDRE.
5. The Registrar or delegate will confirm that the applicant's upgrading action plan has been sufficiently completed. The applicant will then be deemed eligible to attempt the CDRE for a third and final time.
6. The applicant must complete the upgrading action plan within the CDRE completion timeframe per the Candidate License Policy.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Initial Registration – Graduated from an Accredited Education Program</b>	<b>Policy # 7</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Regulations</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 02/12/2023</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

## **BACKGROUND**

Licensure is granted by the Nova Scotia College of Dietitians and Nutritionists through the review and approval of information submitted by or on behalf of the applicant. Applicants who do not meet the requirements as set in Section 11 of the Dietitian Regulations, may be considered for registration under section 19 of the Dietitian Regulations, candidate license.

Accreditation Canada, under the EQual program, is the accreditation provider as approved by the NSCDN board of directors. Existing Partnership for Dietetic Education and Practice accreditation awards will continue to be recognized by Canadian dietetic regulatory bodies as approved programs for the purposes of registration until February 15, 2024.

## **POLICY**

1. All applicants must demonstrate currency of dietetic knowledge, skills, abilities, and judgement.
2. The application for registration must be fully completed using the NSCDN’s online platform.
3. The completed application must include personal and contact information for the public register per the Regulated Health Professions Act.
  - a. Name change documentation (such as an original, notarized or photocopied marriage certificate) is required if the applicant’s name is different from the name on the applicant’s transcript or practical training documentation. Note: Official application for registration documents that are not written in English must be translated into English by a certified translator, at the expense of the applicant.
  - b. Personal and employment information must be kept up to date, including the contact information of a registrant’s supervisor.

Applicants must provide evidence of successful completion of an accredited dietetic education program. Evidence of successful completion includes authentic documentation for all years of post-secondary education for the dietetics degrees granted. Accepted “authentic” documentation include:

- a. official transcripts sent directly to NSCDN, from the academic institution; or
  - b. official transcripts sent directly to NSCDN from another Canadian dietetic regulator.
5. Applicants must provide evidence of successful completion of an accredited dietetic practical training program. Proof of an internship or practicum program includes:
- a. official verification of internship completion sent directly to NSCDN, from the Director of the accredited practical training program; or
  - b. official verification of internship completion sent directly to NSCDN, from another Canadian dietetic regulator where an applicant is currently registered; or
  - c. inclusion, on an applicant's transcript, of an accredited Canadian dietetic program.
6. Evidence of successful completion of the Canadian Dietetic Registration Examination (CDRE). includes:
- a. official exam results document sent by the testing agency; or
  - b. official copy of the exam result document sent directly to NSCDN from another Canadian dietetic regulator.
7. The declaration section on the NSCDN application must be accurately completed.
8. Applicants must submit evidence of good character as outlined in the Good Character Policy.
9. Applicants must submit a criminal record check with vulnerable sector check to NSCDN upon application submission, per the Criminal Record Check with Vulnerable Sector Policy.
10. The liability insurance requirement must be met in the amount outlined in the policy *Liability Insurance*.
11. All applicable fees must be paid in full, prior to registration being reviewed and granted.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>“Good Character Requirement” OR “Past Offences, Findings and Conduct”</b>	<b>Policy # 8</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 02/12/2023</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/3</b>

## BACKGROUND

As health care professionals, dietitians have a special relationship with members of the public rooted in mutual trust, confidence, and respect that is essential to good practice. The College must be satisfied that dietitians will practice the profession safely and ethically, and in accordance with the law.

Dietitians Regulations 10(1) states that an applicant for registration must submit a completed application on a form prescribed by the Registrar together with all of the following:

- a) if currently or previously registered or licensed in another jurisdiction, a certificate of standing from each jurisdiction where the applicant practised to disclose whether there are any outstanding complaints, prohibitions, conditions or restrictions against the member in that jurisdiction;
- b) any information the Registrar requires to establish whether Section 45 of the Act applies to the applicant;
- c) any information the Registrar requires to establish the applicant has the current capacity, competence and character to safely and ethically practise;
- d) any additional information the Registrar requires to assess whether the applicant meets the criteria for registration.

## POLICY

All applicants and registrants will have their past and present character, capacity and competence assessed for registration and renewal. Establishing their character, capacity and competence rests with the individual. A NSCDN applicant or registrant must demonstrate evidence of good character for registration eligibility.

1. An applicant or registrant is required to self-report if they:
  - a. have been found guilty of a disciplinary finding in another jurisdiction;
  - b. have had a licensing sanction imposed by another jurisdiction;
  - c. are the subject of an investigation or disciplinary process in any jurisdiction.
2. Good character assessments will focus on whether an individual has acted, or there is reason to believe they are liable of future acts;
  - a. that places the risk on the health, safety, or well-being of a client or other member of the public;
  - b. that their registration would undermine public confidence in the profession;



- c. that indicates an unwillingness to act in compliance with professional standards;
  - d. in a dishonest manner.
3. Good character may also be assessed through evidence that an individual has good character. A lack of evidence of poor character is an indication of good character.
4. A non-exhaustive list of good moral character and evidence that an individual is a fit and proper person to be registered and licensed as a dietitian includes the following:
  - a. honesty;
  - b. integrity;
  - c. reliability;
  - d. trustworthiness;
  - e. governability;
  - f. respect for others;
  - g. not engaging in discriminatory conduct against others.
5. A non-exhaustive list of evidence indicating a lack of good character and that an individual is not a suitable person to be registered or licensed as a dietitian includes:
  - a. charges or findings of guilt related to conduct involving dishonesty or a breach of public trust;
  - b. conduct that demonstrates a disregard for honesty, integrity, and trustworthiness, including providing inaccurate, untruthful, or misleading information in the application for registration and renewal;
  - c. behaviour that demonstrates a lack of respect for others, including conduct that demeans others based upon sex, race or colour, religious beliefs, or any prohibited ground of discrimination according to the Nova Scotia Human Rights Act;
  - d. disciplinary findings made by a regulatory authority in another jurisdiction based upon incompetence, unprofessional or unethical behaviour;
  - e. a medical, physical, mental or emotional condition, disorder or addiction that renders the applicant unable to practise with reasonable skill or judgement or that may endanger the health or safety of patients;
  - f. had their employment terminated or suspended for an alleged cause;
  - g. was denied registration or licensure elsewhere based on the good character requirement.
6. The College will only issue a license once an applicant's character has been assessed.

## PROCEDURE

1. An applicant or registrant must complete the declarations as they appear in the application or renewal form.
  - a. When completing the declaration questions, the individual should:
    - i. read the questions carefully and answer them accurately;
    - ii. contact NSCDN for clarification on the declaration questions and how to respond to them, if needed.
  - b. failure to answer the declaration questions truthfully may result in an immediate suspension of the application process, despite the application type (e.g., initial or renewal application).
  - c. An applicant or registrant must notify NSCDN immediately if any changes occur to their circumstances related to their answers about history of charges,

convictions, misconduct, incompetence, incapacity, or professional negligence, after and application has been submitted.

2. An applicant or registrant who holds dietetic registration in another jurisdiction must provide evidence of good standing from all regulatory bodies where registration is currently held. An applicant or dietitian who is registered as a regulated health professional outside of the dietetic profession in any jurisdiction, must submit a registration/licensure verification form. These verifications must be reviewed and assessed prior to the processing of a registration or renewal application.
3. The applicant or registrant must provide evidence or documentation allowing the College to assess the presence or lack of good character accurately.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Criminal Record Check with Vulnerable Sector</b>	<b>Policy # 9</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 01/04/2023</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

## BACKGROUND

Section 45 of the Dietitians Act states:

(1) Notwithstanding anything contained in this Act or the regulations, where a person

(a) has been charged with, pleaded guilty to, been convicted or found to be guilty of any offence in or out of Canada that is inconsistent with the proper professional behaviour of a member of the College, including a conviction under

- (i) the Criminal Code (Canada);
- (ii) the Controlled Drug and Substances Act (Canada); or
- (iii) such other legislation as prescribed in the regulations,

unless a pardon has been issued;

(b) has been found guilty of a disciplinary finding in another jurisdiction;

(c) has had a licensing sanction imposed by another jurisdiction; or

(d) is the subject of an investigation or disciplinary process in any jurisdiction,

and such person is a member of the College or applies for registration or a licence or the renewal of a licence, the Registrar may, by such notice as the Registrar prescribes, require the person to attend a hearing before the Complaints Committee to fully disclose the facts and circumstances of the matters referred to in clauses (a) to (d).

## POLICY

The NSCDN requires all applicants and College registrants to submit a criminal record check with vulnerable sector check (4 months validity), if applicable, to the College upon application submission and every fifth year following registration.

## PROCEDURE

1. Applicants who resided in Canada prior to registration must submit a Canadian criminal record check with vulnerable sector check before their application will be processed.
  - a. A Canadian criminal record check with a vulnerable sector check may not be required if the applicant provides evidence to the satisfaction of the College that they have not resided in Canada before submitting their application.
2. If the applicant resided outside of Canada prior to submission of their application, the applicant is required to submit an international criminal record check for the country in which they resided.

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- a. Verification of a clear international criminal record check received directly from another Canadian regulatory body is sufficient to meet this requirement.
  3. An original criminal record check with a vulnerable sector check or international criminal record check must be:
    - a. paid for by the applicant;
    - b. requested under all names the applicant or registrant has ever held and include the correct date of birth;
    - c. presented in the English language (English translation costs are incurred by the applicant, if applicable);
    - d. current within four months before the applicant's registration or renewal; and
    - e. uploaded to the applicant's NSCDN profile.
  4. Only original criminal record checks are accepted. These can be obtained from a
    - a. local police force or the Royal Canadian Mounted Police (RCMP)
    - b. criminal record search company that can conduct vulnerable sector checks and is accepted by the College.
  5. The College will refrain from processing an application until an applicant's criminal record has been assessed.
  6. The College will destroy criminal record checks and all related documents following assessment or a registration decision.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Assessing Criminal Record with Vulnerable Record Checks and Good Character Requirement</b>	<b>Policy # 10</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 01/04/2023</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

## **POLICY**

If an applicant for initial registration or renewal discloses a criminal conviction or finding of professional misconduct, conduct unbecoming, incompetence, incapacity, or negligence, the Registrar will request and gather additional information in order to assess whether the applicant meets the requirement of good character for registration or renewal. Applicants or registrants with a criminal record or lack of good character findings will have their application forwarded to the Complaints Committee for review and a registration determination.

## **PROCEDURE:**

1. The College will conduct an initial review of the applicant's or registrant's criminal record check with vulnerable sector check and evidence of good character.
2. If a criminal record check has positive findings (an indication of a record) the Registrar may direct the applicant to obtain a certificate of conviction.
3. If a criminal record or lack of good character is identified by the Registrar and the Registrar deems it necessary;
  - a. An applicant for registration or license renewal will have their application forwarded to the Complaints Committee for their consideration (Dietitian Act, 45(1)), or the Fitness to Practise Committee (Dietitian Regulations 72(1)), if applicable.
  - b. If a decision cannot be concluded, the application will proceed to the Professional Conduct Committee (Dietitian Regulations 44(6)).
4. An applicant that within the last five (5) years has had convictions related to drugs, sexual assault, other violence, theft, fraud, weapons, criminal negligence, or other serious criminal activity as assessed by the Complaints or Professional Conduct Committee will be:
  - a. Asked to supply character references, and/or other evidence of rehabilitation;
  - b. Provided with all relevant information in the possession of the College;
  - c. Afforded the opportunity to present their case either in a written submission or in person.
5. In rendering a decision regarding an application, the Complaints, Fitness to Practice, Professional Conduct Committee or the Registrar, must consider the circumstances related to the applicant's conviction, or lack of good character. Circumstances to be considered include:

- a. The applicant's age at the time of the incident, or offence;
  - b. Recency of the incident or offence involving the applicant;
  - c. Reliability of the information;
  - d. The number of incidents or offences;
  - e. The severity of the incident or offence including whether the offence was an indictable, summary or hybrid offence;
  - f. Any factors underlying the conduct (as an example of health issues);
  - g. Evidence of
    - i. Rehabilitation;
    - ii. Positive social contribution since the incident or offence;
  - h. The applicant's candour during the application process;
  - i. Any omission or misrepresentation of material during the application process;
  - j. The relevance of the incident or offence to the practice of dietetics;
  - k. The applicant's competence to practice dietetics;
6. The committee's outcome or any interim action that the College considers depends on the individual circumstances of the matter. Failing to disclose information or falsifying registration forms may constitute professional misconduct.
  7. A decision will be communicated to an applicant or registrant in writing.
  8. A decision of the Hearing panel (Professional Conduct Committee) may be appealed on any point of law from its findings to the Nova Scotia Court of Appeal, pursuant to Dietitians Act 58(2).

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Active Practice</b>	<b>Policy # 11</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act (2009): section 2(a), 2(x), 14</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 24/01/2023</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

## POLICY

1. In order to meet the hourly requirement for entry to the active-practicing 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<sup>1</sup> (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.



<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Active Practice Hour Requirement</b>	<b>Policy # 12</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<a href="#"><u>Dietitians Act (2009)</u></a> : section 2(a), 2(x), 14			
<b>Approved by the Board of Directors</b>	<b>Effective 24/01/2023</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

## POLICY

1. 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.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Non-Active Roster</b>	<b>Policy # 13</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act Dietitians Regulations</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 02/12/2023</b>	<b>Reviewed</b>	<b>Revised 08/03/2024</b>	<b>Page 1/2</b>

## BACKGROUND

The Dietitians Act (2009) defines roster as the record of the category of licensing. The Nova Scotia College of Dietitians and Nutritionists (NSCDN) has two rosters: the active-practice roster and the non-active roster.

## POLICY

A registrant must remain on the active-practice roster if they are physically located in Nova Scotia and:

- Practicing dietetics, as defined in section 2(x) of the Dietitians Act (2009), this includes both paid and unpaid dietetic practice.
- Using the title dietitian or nutritionist.

A registrant must move to the non-active roster if they:

- No longer meet active practice requirements.
  - The registrant may request to be referred to the Registration Committee. The Registration Committee may issue an active practice license with conditions or restrictions or may require the completion of a re-entry program.

A registrant may move to the non-active roster if they:

- No longer practice dietetics in Nova Scotia or are taking a leave of absence from dietetic practice.

## PROCEDURE

To move to the non-active roster, a registrant must:

1. Update their NSCDN profile to reflect their current employment status.
2. Contact NSCDN's Registration Coordinator by email to request to move to the non-active roster. Provide a general reason (i.e., retirement, move out of province, leaving profession, leave of absence) and an effective date. They will receive formal confirmation of your move to the non-active roster by email.

To move to the active-practice roster, a registrant must:

1. Complete a reinstatement application through the NSCDN member database and paid all applicable fees.
2. Meet all criteria to obtain an active practice licence, detailed in section 11(2) of the Dietitians Regulations and the policy *Active Practice Hour Requirement*.

3. If a registrant was grandfathered into the NSCDN as an active practice registrant without completing the CDRE, they do not need to take the CDRE when transitioning to active practice, as long as they fulfill the active practice requirement.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Registration Through Labour Mobility</b>	<b>Policy # 14</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act Dietitians Regulations</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 22/09/23</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/1</b>

## **BACKGROUND**

Individuals registered in good standing in another Canadian jurisdiction are eligible for registration in the same license classification (under the Agreement on Internal Trade).

## **POLICY**

An applicant who is registered in Canada with a provincial dietetic regulator and who meets the eligibility criteria below shall be registered with the College without further assessment through Labour Mobility.

## **ELIGIBILITY**

To be eligible for registration through labour mobility without further assessment the applicant must:

1. be currently registered in good standing with a provincial dietetic regulator,
2. meet the Colleges active practice requirement,
3. be of good character,
4. clear of a criminal record,
5. have registration without conditions, restrictions or limitations,
6. provide the following documentation should a dietetic regulatory body be unable to provide as part of labour mobility:
  1. verification of registration with a provincial regulator
  2. academic transcripts showing the degree received
  3. internship verification
  4. national examination results (if completed)
  5. name change documentation (if required)

If the applicant has held registration with any additional regulatory bodies, verification of registration must be received from each regulatory body.

The registrar may waive one or more of the documentation requirements based on justifiable cause. The registrar will use their discretion to refer an applicant who does not meet the eligibility criteria for automatic recognition to the Registration Committee for further assessment.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Application Timeline</b>	<b>Policy # 15</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act (2009) Dietitians Regulations (2022)</b>			
<b>Approved by</b>	<b>Effective 08/03/2024</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/1</b>

## **POLICY**

The criteria for registration with the College are outlined in the Dietitians Regulations. The period for which registration applications may be considered open and active by the College is 90 days. This timeline ensures the College makes decisions based on current and accurate information and mitigates related risks in the public interest.

## **PROCEDURE**

1. Once an application is received, the College will assess and determine the outstanding application requirements. The applicant must submit the outstanding requirements within 90 days.
  - a) The College will notify the applicant, in writing, of the outstanding requirements and the deadline for submission.
  - b) The College will consider a written request by the applicant to extend the deadline for submitting the required information.
2. If the applicant fails to fulfill the application requirements, the application will be closed according to the established timeline.
  - a) Application fees are non-refundable.
  - b) If a registration fee has been paid as part of the application, it will be refunded upon closure of the application.
3. Once the application is closed, those who wish to reapply to the College must submit a new application and application fee. Prior assessments and decisions will be considered in any new application, as will any relevant information related to the requirements set out in the Dietitians Regulations.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Registrations and Licensing Application Appeals</b>	<b>Policy # 16</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act – Section 18</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 14/03/24</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

### **Introduction**

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) has a duty to ensure that registration practices are transparent objective, impartial and procedurally fair. The decision to register an applicant is made in the interest of public safety and based on the fulfillment of various registration requirements, including the applicant’s knowledge and ability to practice dietetics according to the standards of the profession.

### **Purpose**

To provide registrants and applicants with the procedure for appealing a registration decision by the NSCDN. This procedure is consistent with the requirements outlined in s.18 of the Dietitians Act and s. 6 through 9 of the Dietitians Regulations and s. 10 of the Fair Registrations Practices Act.

### **Policy**

A applicant or registrant who has been refused registration or has conditions imposed on their license has a right to appeal a decision as outlined through the provisions of s.18 of the Dietitians Act and s. 6 through 9 of the Dietitians Regulations and s. 10 of the Fair Registrations Practices Act.

### **Procedure**

1. An applicant or registrant who has been refused registration or has conditions imposed on their license has a right to appeal a decision as outlined through the provisions of s. 18 of the Dietitians Act and s. 6 through 9 of the Dietitians Regulations.
2. Notice of an appeal to the Registration Appeals Committee must be filed in writing with the Registrar within 30 days after service of the registration decision that is being appealed, in accordance with s. 18 of the Dietitians Act. Appeal fees may apply and are determined by the Board.
3. On receipt of the notice of an appeal, the NSCDN Board will appoint a Registrations Appeals Committee comprised of at least 3 persons, one of whom must be a public representative.
4. The Board appoints the chair of the Registration Appeals Committee and may also appoint the vice-chair who will act as chair in the absence of the chair.
5. The Registrations Appeals Committee will determine procedures and in so doing will ensure that the hearings are conducted in accordance with principles of natural justice and procedural fairness, ensuring that registrant has the opportunity to present new information and the right to make submissions. The Registration Appeals Committee

reserves the right to request further information from either the registrant or the NSCDN. Additional information must be received within 30 days of a request.

6. The Registrations Appeals Committee may dismiss an appeal without a hearing if the criteria for an appeal have not been met or if the applicant has failed to comply with the requests for information or requirements of the Committee.
7. If an appeal is granted, the applicant will receive a written notice of the date, time, and place of the appeal hearing, which should be no longer than 60 days after the receipt of the appeal.
8. The applicant will have the option to choose between an in-person or virtual hearing and may be represented by legal counsel or another representative.
9. The appeals hearing will be limited to the matter set out in the notice of appeal.
10. The Registration Appeals Committee will document, in writing, their decision and the reasons for their decision with recommendations if applicable. A copy of the written decision will be sent to the Registrar and to the applicant within 30 days of the hearing.
11. The Registrations Appeals Committee may:
  - a. direct the Registrar to register an applicant, with or without conditions;
  - b. direct the Registrar to issue a licence to the applicant, with or without conditions; or dismiss the appeal.
12. The decision of the Registrations Appeals Committee is final.



<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>License Renewal</b>	<b>Policy # 17</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act Dietitians Regulations</b>			
<b>Approved by the Registration Committee</b>	<b>Effective 29/03/2023</b>	<b>Reviewed</b>	<b>Revised 08/03/2024</b>	<b>Page 1/1</b>

## 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 quiz
  - payment of fees
  - proof of liability insurance as per policy *Liability Insurance*.
  - proof of legal entitlement to live and work in Canada (if applicable)
- i. (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.
5. If a registrant was grandfathered into the NSCDN as an active practice registrant without completing the CDRE, they do not need to take the CDRE when renewing an active practice license, if they fulfill the active practice requirement.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Failure to Renew Active Practice License</b>	<b>Policy # 18</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act Dietitians Regulations</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 29/03/2023</b>	<b>Reviewed</b>	<b>Revised 02/12/2023</b>	<b>Page 1/1</b>

## **BACKGROUND**

The license year runs from April 1 to March 31. An active practice license remains in effect until the end of the licensing year in which it is issued. A dietitian is not authorized to practice on April 1 if a renewal application is incomplete, unacceptable, or not yet processed. Registrants practicing dietetics or using title while their license is suspended are in violation of the Dietitians Act (2009).

## **POLICY**

If the registrant does not complete their renewal by March 31, their license will be suspended. If the registrant does not comply with the renewal requirement by October 1, they will move to the non-active roster. Practicing without an active license may be considered professional misconduct and subject to a complaint. If repeated and flagrant violations of these deadlines and the renewal process occur, a complaint may be referred to the Complaints Committee.

## **PROCEDURE**

1. If a registrant does not renew before March 20, NSCDN will send a written notice of the intention to suspend the registrant.
2. After 11:59 pm on March 31, all registrants whose completed renewal is past due will be suspended. The Registrar, or delegate, will send a letter to registrants whose license is suspended.
3. On April 1, or the first business day following April 1, the Registrar, or delegate, informs the registrant's employer that the registrant failed to renew their license and that their license is suspended.
4. Applications to reinstate a license suspended due to failure to renew are subject to the late fee and the reinstatement fee.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Partial Fee and Reimbursement</b>	<b>Policy # 19</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>				
<b>Approved by the Board of Directors</b>	<b>Effective 17/06/2008</b>	<b>Reviewed 03/01/2017</b>	<b>Revised 03/01/2017 07/03/2007 02/12/2023 08/03/2024</b>	<b>Page 1/1</b>

## **POLICY**

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

Registrants moving from the active practice roster before September 30 are entitled to a refund of half the annual registration fee.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Transfer from Active Practice Roster</b>	<b>Policy # 20</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitians Act Dietitians Regulations</b>			
<b>Approved by the Registration Committee</b>	<b>Effective 29/03/2023</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/1</b>

## **POLICY**

1. As per the policy *Non-Active Roster* dietitians may move from the active practice roster if they retire or move to another province to practice.
2. Upon removal from the active practice roster, confirmation of dietitian's standing 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.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Assessing Currency for Applicants</b>	<b>Policy # 21</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitian Regulations</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 03/05/2024</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

## **BACKGROUND**

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) is responsible for developing, establishing, and maintaining the standards of licensure. The College deems assurances of applicant's dietetic knowledge, skills, and judgement to be in the public interest. This policy sets out the assessment criteria used by the College to determine when an applicant has sufficiently demonstrated the currency of their knowledge, skills, and competence.

## **POLICY**

1. Applicants for an active practice license must meet the criteria as defined in the Dietitians Regulations (section 11). The Active Practice Policy defines active practice.
2. Applicants who have practiced dietetics for 500 hours in the past three years or have successfully completed the Canadian Dietetic Registration Exam (CDRE), are eligible for an active practice license having also met all other criteria for the active practice license defined in the Dietitians Regulations (section 11).
3. If the applicant 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.
4. If the applicant fails to meet the active practice requirement, they will be subject to the following, based on time lapsed since meeting active practice requirements.

## PROCEDURE

Time lapsed since an applicant last met active practice requirements	Currency Requirement
Less than 3 years	<ol style="list-style-type: none"> <li>1. <b>A.</b> If the applicant 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. or <b>B.</b> Successful completion of the Canadian Dietetic Registration Exam (CDRE). or <b>C.</b> Demonstrate a range of continuing education/continuing competence activities which address the national competency standards (see document <a href="#">Record of Upgrading Activities to Demonstrate Currency of Knowledge &amp; Competence</a>). The record will be reviewed and by the Registration Committee for completion.</li> <li>2. Successful completion of the Jurisprudence quiz.</li> </ol>
More than 3, but less than-10 years	<ol style="list-style-type: none"> <li>1. <b>A.</b> Successfully complete the CDRE. or <b>B.</b> Demonstrate a range of continuing education/continuing competence activities which address the national competency standards (see document <a href="#">Record of Upgrading Activities to Demonstrate Currency of Knowledge &amp; Competence</a>). The record will be reviewed and by the Registration Committee for completion.</li> <li>2. Successful completion of the Jurisprudence Quiz</li> </ol>
>10 or more years	<ol style="list-style-type: none"> <li>1. Successful completion of the College of Dietitians of Ontario's Prior Learning Assessment and Recognition (PLAR) process</li> <li>2. Successful completion of the Jurisprudence Quiz</li> </ol>

Upon successful completion of the currency requirements, the applicant will be deemed to have current dietetic knowledge and skill and will be eligible for an active practice license, provided all other active practice license requirements have been met.

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Access to Registration Records Requests</b>	<b>Policy # 22</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>				
<b>Approved by the Registration Committee</b>	<b>Effective 29/03/2023</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

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 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;
  - b. 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;
  - c. granting the access could reasonably be expected to threaten or harm the mental or physical health or the safety of another person; or

- d. 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.



<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Temporary Reinstatement of Dietitians Applying to Assist in Emergency Situations</b>	<b>Policy # 23</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>				
<b>Approved by the Registration Committee</b>	<b>Effective 29/03/2023</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/1</b>

## 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 NSCDN provided they meet the following criteria for registration.

The applicant

- a) was a member in good standing at the time of transfer from the active practice roster;
- 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 NSCDN 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, the policy *Reinstatement* will apply, and payment of the applicable application and registration fees will be required.

<sup>1</sup> 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](https://www.nscrt.com/images/Approved_NSCRT_2020_Pandemic_Plan_19March2020.pdf)

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Eligibility for Registration without an Accredited Degree or Practicum</b>	<b>Policy # 24</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Dietitian Regulations</b>			
<b>Approved by the Board of Directors</b>	<b>Effective 29/05/2023</b>	<b>Reviewed</b>	<b>Revised 02/12/2023</b>	<b>Page 1/1</b>

## **BACKGROUND**

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) recognizes The College of Dietitians of Ontario (CDO)'s Prior Learning Assessment and Recognition (PLAR) process. The PLAR process is designed to assess the current knowledge, skills, and competence of applicants against the national entry to practice standards for graduates of accredited Canadian programs.

Accreditation Canada, under the EQual program, is the accreditation provider approved by the NSCDN Board of Directors for dietetic education programs. The Partnership for Dietetic Education and Practice accreditation awards will continue to be recognized by the NSCDN as approved programs for the purposes of registration until February 15, 2024.

## **POLICY**

This policy permits an applicant who:

- has a degree and/or practicum from a non-accredited Canadian institution; or
- has a degree and/or practicum from an institution outside Canada,

to complete the PLAR process to become eligible for registration with NSCDN.

To be deemed eligible to initiate the PLAR process to attempt the Knowledge and Competence Assessment Tool (KCAT) and/or the Performance-Based Assessment (PBA), an applicant must meet the requirements set out by CDO.

## **PROCEDURE**

1. An applicant who seeks to write the KCAT and/or the PBA must submit a PLAR application to CDO.
2. An applicant is deemed to have successfully completed the PLAR process if they:
  - a. Receive a Level I result on the KCAT and pass the PBA;
  - b. Receive a Level I or II result on the KCAT, followed by successful completion of bridging program at Mount Saint Vincent University, and pass the PBA;
  - c. Have completed an accredited degree and pass the PBA;
  - d. Have completed an accredited practicum and receive a level I on the KCAT; or
  - e. Are otherwise deemed by CDO to have completed the PLAR process.
3. An applicant deemed to have successfully completed the PLAR process by CDO is deemed eligible for a candidate license with the NSCDN.

## 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, NSCDN regulates dietitians and nutritionists to practice in a safe, ethical and competent manner.

## Appendix B: Terms of Reference – Registration Appeals Committee



## Registration Appeal Committee

### Terms of Reference

**General mandate:** The Registration Appeal Committee is a statutory standing committee established by the Board. Its purpose is to oversee and facilitate an evidence-based, fair, timely, transparent, and equitable registration appeal process.

The Registration Appeal Committee is responsible for

- Developing and monitoring the effectiveness of policies and procedures to support the Committee's general mandate.
- Upon receipt of an appeal, determining whether an applicant meets all of the criteria for registration in an applicable registration and license category.

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

### Specific responsibilities:

- Participate in training required under the Fair Registration Practices Act
- Set a date for the appeal that is not later than sixty days following receipt of the written notice of appeal
- Serve written notice of the date, time and place of the appeal to the appellant and the Registrar
- Advise the appellant of the right to be represented by legal counsel, disclosure of any information to be provided to the Registration Appeal Committee, and a reasonable opportunity to present a response and make submissions
- Determine the procedure to be followed for the Appeal (the Registration Appeal Committee may proceed by

### Vision

We are an innovative, trusted, and effective regulator that models collaborative leadership to create a culture of excellence which embraces and supports a dynamic scope of practice and the professional expertise of dietitians and nutritionists in their fields of practice.

### Mission

The College effectively regulates dietetic practice in the interest of Nova Scotians.

### Values

**Innovation** – We strive to be a future orientated organization who embraces change through creativity and strategic thinking.

**Trust** – We are committed to building public and stakeholder trust through effective regulation and collaborative relationships.

**Effectiveness** – We are committed to achieving our stated goals of regulating safe and ethical dietetic practice in Nova Scotia.

**Ethics** – We are committed to act in an ethical, fair, transparent, respectful, and honest manner.

**Accountability** – We are accountable to provide effective regulation to ensure safe and thriving dietetic practice in Nova Scotia.

- way of a review of the written record, without the necessity of an oral hearing)
- Make any determination that, in its opinion, ought to have been made by the Registrar or the Registration Committee
  - Give its decision in writing and send to the applicant a copy of the written decision by registered mail or personal service (the decision of the Registration Appeal Committee is final)

**Frequency of meetings:** The Registration Appeal Committee will meet at the call of the Chair.

**Size and membership of committee:** The committee chair and members of the Committee are appointed by the Board. The committee will consist of one public representative and not fewer than two dietitians from the active-practising roster. No one who acted as a decision-maker on the Registration Committee with respect to a current appeal may participate on the committee when the process to address the appeal is being carried out.

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

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

**Reporting obligations:** The Registration Appeals Committee reports to the registrar.

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

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

## Appendix C: 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 D: Self-Assessment Of Upgrading Needs After Second Failure Of The Canadian Dietetic Registration Examination (CDRE)

### STEP 1:

Review your CDRE performance reports. Identify the cognitive domains and competency categories where your performance decreased and/or you performed lower than the national performance average.

Performance Area	Your Performance (1 <sup>st</sup> attempt)	Your Performance (2 <sup>nd</sup> attempt)	National Performance (2 <sup>nd</sup> attempt)
<b>Cognitive Domains</b>			
Analyse, interpret and apply knowledge			
Demonstrate broad knowledge			
Demonstrate comprehension of knowledge			
<b>Competency Category</b>			
Professional Practice			
Communication and Collaboration			
Nutrition Care			
Population and Public Health			
Management			

### STEP 2:

Reflect on your level of dietetic knowledge and the extent to which you have integrated this knowledge. Consider if there are areas of dietetic knowledge and practice you have found particularly difficult in your dietetics training program, practice experience, in preparing for the CDRE, or in the CDRE exams you have previously taken. When it comes to identifying areas to improve upon, you are often the best source of information.



**Prompts**

**Academic:** Which courses did you excel at? Did you struggle with any courses? Looking at your transcript, does anything stand out to you?

**Practicum:** What was your favourite placement? What did you find most challenging? Did any of your placements need to be extended? Looking at your practicum evaluations, does anything stand out to you?

**Exam:** Thinking about your first attempt, how did you prepare? How did you prepare differently for the second exam? What was your experience like on exam day(s)? Did you encounter any barriers preparing for or writing the exam(s)? When you look at the performance report(s), is there anything that stands out to you?

<b>Dietetic Knowledge &amp; Practice Difficulty Area</b>	<b>*ICDEP Practice Competencies and Associated Performance Indicators</b>	<b>Reflections/Comments</b>

Note: Add more rows to table as required.

[Integrated Competencies for Dietetic Education and Practice \(ICDEP\)](#)

**STEP 3:**

Discuss and confirm your strengths and areas to improve with others that you trust and believe can provide you with accurate feedback (e.g., educators, supervisors, peers, and colleagues). This will help you to identify the areas to focus on when developing and completing your action plan for upgrading.

**STEP 4:**

Based on what you identified in steps 1-3, draft your action plan in the template below. Upgrading activities may include, but are not limited to, academic courses, self-study, case studies, simulation, and/or supervised practical training.

**Appendix E: Action Plan for Upgrading After a Second Failure of the CDRE**

<b>Upgrading Activity Description (include supervisors, as applicable)</b>	<b>Time Frame</b>	<b>Learning Outcomes: Concepts and Implications for Future Dietetic Practice Learned from the Upgrading Activity</b>	<b>ICDEP Practice Competencies and Associated Performance Indicators Aligned to your Specific Learning Outcomes</b>	<b>Evidence of Completion</b>

Note: Add more rows to table as required.

**Appendix F: Supervisor Verification of Practicum Upgrading Completion Form**

**Upgrading Prior to Final Attempt of the Canadian Dietetic Registration Examination (CDRE)**

This is to confirm that \_\_\_\_\_ has completed \_\_\_\_\_ hours  
(Name of Applicant) (number)

of supervised practicum activities between \_\_\_\_\_ and  
\_\_\_\_\_

at \_\_\_\_\_  
(Facility)

**Please list all practice ICDEP performance Indicators (e.g., a., b., c., etc.) that were covered during the supervised placement in the practice competency boxes below:**

Food & Nutrition Expertise	Professionalism & Ethics		Communication & Collaboration	Management & Leadership	Nutrition Care	Population Health Promotion	Food Provision
1.01	2.01	2.09	3.01	4.01	5.01	6.01	7.01
1.02	2.02	2.10	3.02	4.02	5.02	6.02	7.02
1.03	2.03	2.11	3.03	4.03	5.03	6.03	7.03
1.04	2.04	2.12	3.04	4.04	5.04	6.04	7.04
1.05	2.05	2.13	3.05	4.05	5.05	6.05	

1.06	2.06		3.06	4.06			
1.07	2.07		3.07	4.07			
1.08	2.08			4.08			

\_\_\_\_\_  
Supervising Dietitian Name

\_\_\_\_\_  
NSCDN License #

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>i</sup> Practice of Dietetics: "...the translation and application of scientific knowledge of food and nutrition to human health through

- comprehensive nutritional assessment to determine nutritional status, nutrition-related diagnosis and nutritional requirements of individuals or populations related to health status and disease;
- the planning, implementation and evaluation of nutrition interventions aimed at promoting health and preventing disease;
- nutrition prescription, including enteral and parenteral nutrition and the prescription or ordering of drugs or other agents to optimize nutrition status;
- ordering parameters required to monitor nutrition interventions and evaluate nutrition outcomes;

- the provision of nutrition education and counselling to clients, families, colleagues and health-care professionals;
- development and evaluation of policies that affect food, food security and nutrition as it relates to health status;
- integration of food and nutrition principles in the development and management of food service systems;
- such delegated medical functions as are approved in accordance with the Medical Act, and;
- such other aspects of dietetics as may be prescribed in regulations approved by the Governor in Council, and research, education, consultation, management, administration, regulation, policy or system development relevant to subclauses (i) to (ix)” (Dietitians Act, 2009).