



NOVA SCOTIA COLLEGE OF  
**Dietitians** AND  
**Nutritionists**

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**ORIENTATION FOR NEW REGISTRANTS**

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**February 2023**

**301-310 Bedford Hwy, Halifax, NS B3M 2L4**

## Orientation for New Registrants

Welcome to the dietetics profession in Nova Scotia!

### ABOUT NSCDN

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) is a professional regulatory body. In Canada, regulatory bodies are also known as “colleges” — but they are not educational institutions. A profession is regulated so that the public can trust that those practicing in the profession have specific credentials, are current in their practice, and practice according to established standards. Anybody can go to a college and lay a complaint if they believe that a regulated health professional has provided poor quality care. NSCDN's core functions relate to registration, continuing competency, professional practice, and complaints. In contrast to a regulatory body, an association generally supports advocacy and the development of programs and services for its members

By law, registration with NSCDN is required before individuals can practice as a dietitian or refer to themselves using a protected title: *dietitian* or *nutritionist*.

### LICENSE CATEGORIES

Candidate license – individuals are licensed to practice under this license category until they pass the Canadian Dietetic Registration Exam (CDRE). The designation for this license is registered dietitian (candidate) or RD(c).

Active practicing license - maintained with a minimum of 500 hours over a three-year period. The active practice hour requirement will come into effect in January 2024. According to the Dietitians Regulations (2023), dietitians maintain a record of hours worked in the practice of dietetics that covers the preceding three years. The College may audit these records at any time. Dietitians are exempt from the active practice hour requirement within the first three years of passing CDRE.

There will also be a Non-active Roster. This is not a license to practice nor a license to use a protected title. Dietitians on a leave of absence or retired can transfer to a non-active roster until they return to practice. They will not be required to participate in the Continuing Competency Program (CCP) nor pay the annual renewal fee while on the non-active roster. If they have not practiced 500 hours in the preceding three years when they apply to return to active practice, their application will be assessed by the Registration Committee.

For more information, refer to the [Jurisprudence Handbook](#)

## ANNUAL LICENSE RENEWAL

Registration is renewed annually. Renewal requirements include payment of the renewal fee, completing the online renewal application, uploading proof of professional liability insurance and completion of the Continuing Competency Program.

The renewal fee is \$400 and a late fee of \$200 applies if renewal requirements are incomplete by midnight on the renewal deadline. The complete renewal process must be completed on-line; however, you can mail your renewal fee by cheque or money order. Every year, renewal instructions are emailed and posted on the College website ([www.nscdn.ca](http://www.nscdn.ca)).

## RESIGNATION

To resign in good standing, submit your resignation in writing. Email is acceptable. If you are moving to another province, it is important to register in the province where you intend to practice *before* resigning from NSCDN. You are entitled to a refund of half of the renewal fee if notice of resignation is received by September 30<sup>th</sup>.

## PROFESSIONAL LIABILITY INSURANCE

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. This endorsement covers your legal expenses should the College receive a complaint about your practice. Many employers carry insurance that covers their employees while they are working for that organization. Your employer's insurance does not cover any services you provide as a volunteer or outside your employment practice setting. Professional liability insurance provided by an employer is only acceptable coverage for dietitians within that employer's workplace. Dietitians who practice in more than one workplace must carry professional liability insurance for each place of employment. Dietitians should consider the risk in their practice and decide whether they wish to purchase legal expense reimbursement coverage and professional liability insurance in addition to the insurance provided by their employer(s). For example, dietitians who provide direct client care would be at a higher risk of a public complaint than a dietitian employed in an administrative role. Dietitians who volunteer or practice independently, must purchase professional liability insurance. Dietitians of Canada (DC) members can purchase insurance through DC. There is also the option to purchase professional liability insurance through [Trisura](#) (HUB).



## CONTINUING COMPETENCY PROGRAM

The Continuing Competency Program (CCP) supports dietitians to remain competent to practice throughout their career. The CCP includes setting two annual learning goals, maintaining the online learning log and completing the Jurisprudence e-Learning Module.

The Jurisprudence e-Learning Module is a mandatory component of the CCP. The Module supports dietitians to maintain a current understanding of the regulatory, provincial, and federal requirements related to dietetic practice. It is an online, 'open-book' quiz.

Successful completion of the Jurisprudence e-Learning Module is due every year. All new registrants must complete the Jurisprudence e-Learning Module within the first year of registration. The deadline for completion of the Module is the renewal deadline. If a license is issued less than four months prior to the renewal deadline, the deadline shall be the subsequent year.



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Upon the issuance of an active practice license, develop two learning goals, and begin documenting learning activities and learning outcomes on your online learning log. Candidate dietitians who pass the May 2023 CDRE, are required to submit their first CCP by the 2024 renewal deadline. Candidate dietitians who pass the November 2023 CDRE are required to submit their first CCP by the 2025 renewal deadline.

If you are unable to submit your CCP in entirety by the renewal deadline due to personal or family illness, you must request an extension in writing before the renewal deadline. Supporting documentation from a regulated health professional must accompany the request.



The CCP Toolkit and resources are posted on the NSCDN website under [Dietitians/Competency Program](#). On an annual basis, 15% of CCP submissions are audited. Those audited receive individualized feedback. You may contact NSCDN's Practice Advisor Amanda Connors at [aconnors@nsdassoc.ca](mailto:aconnors@nsdassoc.ca) for assistance completing the CCP or to discuss your CCP submission and audit results.

## ACCOUNTABILITY

NSCDN maintains a [complaints process](#) to address complaints about a dietitian's practice. Dietitians should be familiar and practice according to professional standards, code of ethics, policies and position statements found on the NSCDN website under Dietitians/Publications. .

## COMMUNICATION

The NSCDN website, newsletters, emails, and annual reports communicate important information about dietetic regulation and practice. Newsletters and reports are circulated by email and posted on the website. **It is important to update the online profile if you have a change in email address.** To do so, log-in with your current email address, click on your name at the top right of the screen, and click Account. The email address in the system is your username. To prevent emails from going to your spam folder, add NSCDN's domain, nsdassoc.ca, to your safe senders list.

A well-known benefit of social media is the ease in which information can be exchanged. There is a Facebook group to enhance communication with registrants about regulation-related issues. Employment and continuing education opportunities are also be posted.

As with any social media site, there are risks because information is not private. Inappropriate or misinterpreted posts can harm the reputation and integrity of individual professionals or the profession. Posts will be monitored. If you have concerns, please contact NSCDN directly. It is not intended to replace the networking opportunities that exist through Dietitians of Canada and the Dietitians Network of Nova Scotia. Email [info@nsdassoc.ca](mailto:info@nsdassoc.ca) to join NSCDN's private group.



## BOARD OF DIRECTORS & STAFF

The board of directors sets the organization's strategic direction and makes decisions to govern the organization. Board members are appointed or elected to the board at the time of the annual general meeting (AGM).



The registrar/executive director is an ex-officio member of the board, manages the operations of the organization and is NSCDN's representative on the Alliance of Canadian Dietetic Regulatory Bodies. The registration coordinator/practice advisor is a resource to answer registrants' questions related to the CCP and for practice advice. The registration coordinator is available to answer your registration and renewal related questions.

## **ANNUAL GENERAL MEETING**

The AGM and education day is normally held in June. The meeting is held virtually. In January, you will receive notice of the meeting, a call for nominations for board positions, and a notice of motion (if applicable). If you are not able to attend the meeting to cast your vote, complete a proxy form and send it to NSCDN to indicate whether you wish the a designate to vote on your behalf at the meeting. If your colleague is voting on your behalf, make sure they understand your stance on the motion or any potential amendments. The proxy form will be sent to registrants in advance of the AGM. The chair facilitates the AGM according to rules of order. Rules of order ensure that the meeting flows in a smooth, orderly fashion. The rules of order are distributed at the AGM.

## **VOLUNTEER WITH NSCDN**

Volunteering with NSCDN offers an opportunity to learn about professional regulation, is possible from anywhere in the province, enables getting to know dietitians in a variety of practice settings from around the province, facilitates the practice of competencies not normally performed in your area of practice, adds professional experience to your resume, and provides an opportunity to contribute to the decision-making that affects the regulation of the profession. Dietitians' input and participation is an essential element of a self-regulating profession. New board and committee members are provided an orientation to the organization and on board governance.

## **Contact NSCDN**

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