

Renewal Q&A

Q: I don't have all my documents ready to submit but I want to work on my learning plan, is that possible?

A: You can complete the learning plan by following the instructions in the [registrant portal guide](#). If you have started a renewal and have not completed the profile update form, you will be blocked from accessing learning plans. You can withdraw the profile update form in order to regain access to your learning plans.

Q. I uploaded my vulnerable sector check and proof of liability insurance, but I can't see them on my registration profile. Why is that?

A. Documents uploaded through the online registration portal cannot be viewed by licensees or applicants due to the system's prebuilt processes and functionality. However, NSCDN staff can access these documents once they have been uploaded. If there are any issues with the uploaded documents, the NSCDN will return the application for the registrant to request any necessary changes.

Q: I submitted a vulnerable sector check to NSCDN in 2024, do I need to provide a new check?

A: No, a new vulnerable sector check is not required. The College has a record of all previously submitted checks. When completing the profile update portion of renewal, please enter the date of issue of the previously submitted vulnerable sector check.

Q: I've been told by police that I need to provide an authorization letter supporting my request for a vulnerable sector check, is one available?

A: The authorization letter is [linked](#) on the Criminal Record and Vulnerable Sector Check page of the College website.

Q: Can you clarify the timeline around vulnerable sector check?

A: A vulnerable sector check submitted to NSCDN must have been issued within four months of submission. After the initial check is provided, an updated check is required every five years.

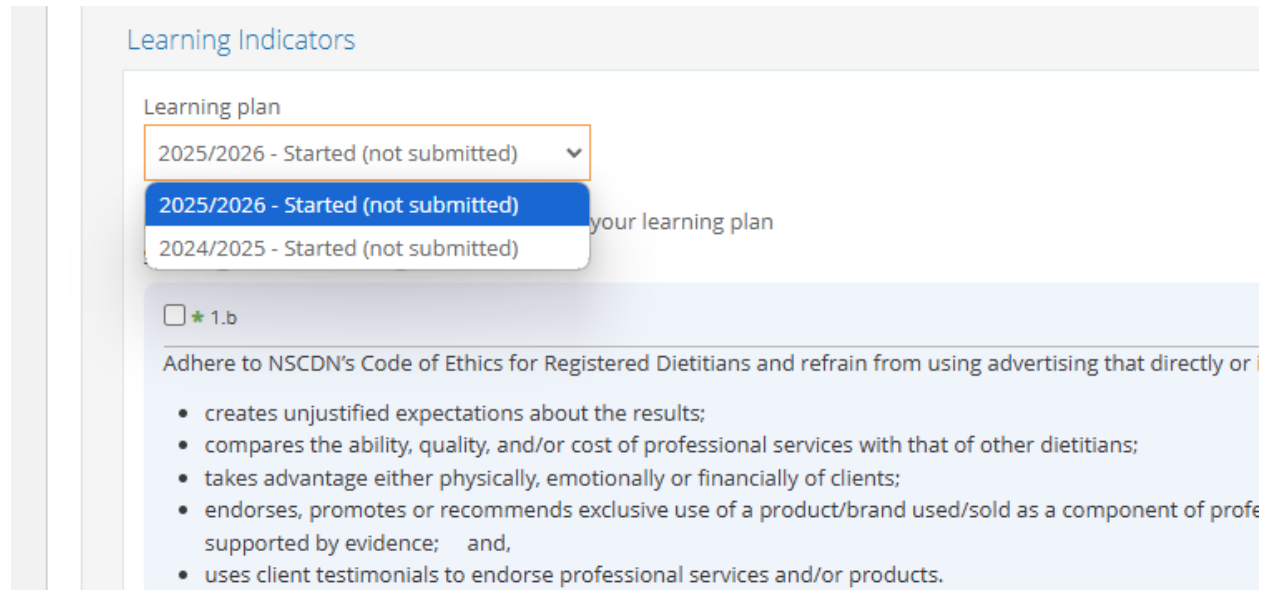
Q: Why don't I have a place to enter a reflection on my learning plan?

A: Reflections only appear as part of the renewal application. If you'd like to work on your reflection before you have all documents ready for renewal, you could do so in a Word document and have it ready to copy and paste.

Q: I have completed a self-assessment but my learning plan for 2024-25 says I need to complete my self-assessment. Why?

A: This year, two self-assessments need to be completed: one for 2024-25 and one for

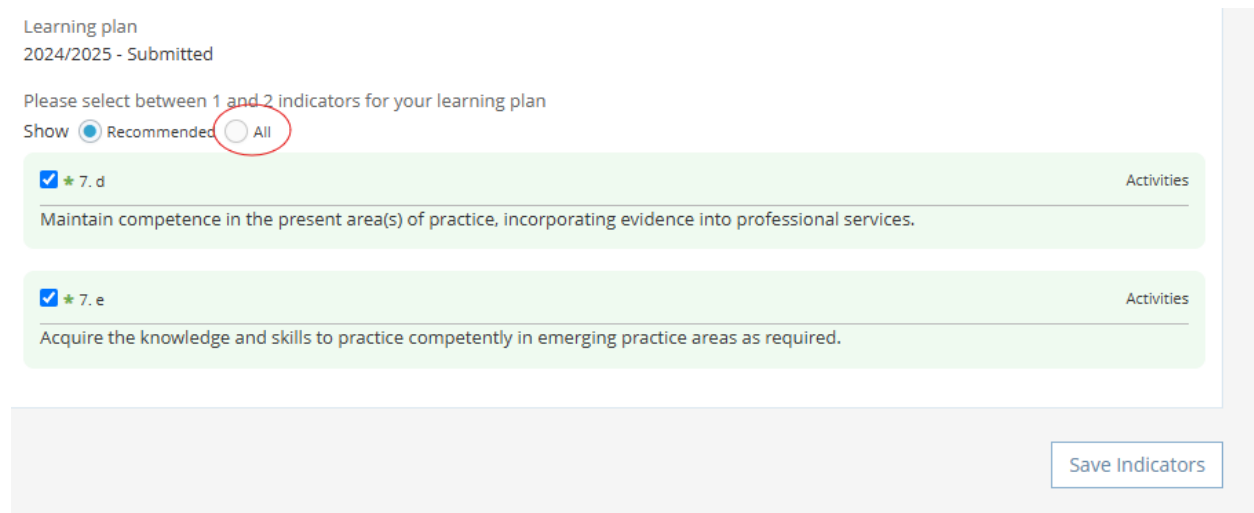
2025-26. When you go through the assessment and are ready to select indicators to apply to your learning plan, you can select the year by using the dropdown:



If a year is not selected, it defaults to 2025-26. Unfortunately, you can't change the year, but you can change the indicators. See next question for how.

Q: Is it possible to change the indicators selected on the self-assessment?

A: Yes. To do so, select 'all' to view all indicators and choose the ones you want to use. Be sure to uncheck the indicators you previously selected before selecting new ones.



Q: Can I use the same indicator for both goals? Can I use the same indicators for next year's goals?

A: Yes, both goals can be based on the same indicator, and future goals can also be based

on previously used indicators. It is important that the learning goals remain distinct, even if they fall under the same indicator.

Q: My employer provides professional liability insurance coverage/I work a non-traditional role; do I need professional liability insurance?

A: All active practice licensees are required to have professional liability insurance in their own name. Practice specific or employer insurance is not acceptable. Proof of professional liability insurance in the dietitian's name must be included with the renewal application.

Q: How can I obtain individual professional liability insurance coverage?

A: The [Professional Liability Insurance page](#) on the College website provides a list of insurance options that align with the Professional Liability Insurance Policy. Any policy that fulfills all the requirements outlined in the NSCDN Liability Insurance Policy is also acceptable. Note: If purchasing insurance coverage through Aon, please allow several weeks for processing.

Q: What date must individual professional liability insurance be effective?

A: The policy must be effective by April 1, 2025, when the new insurance requirements take effect. If the provider cannot issue insurance with an April 1 start date before the February 28, 2025, renewal deadline, the policy may start earlier. Dietitians must maintain continuous coverage beyond this date, and proof of insurance must be submitted with the renewal application.