



**COLLEGE OF DIETITIANS
OF ALBERTA**

**Application for Registration
(Courtesy)**

College of Dietitians of Alberta
1320, 10123 99 Street
Edmonton, AB T5J 3H1

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Form Last Updated: June 2015

ELIGIBILITY FOR REGISTRATION

You may be eligible for registration on the Courtesy Register if you are currently registered with another Canadian Dietetic Regulatory Body who is a signatory to a Labour Mobility Agreement with the College of Dietitians of Alberta and documentation can be provided indicating you meet the requirements for recognition under the Agreement.

You must remain registered with your primary regulatory body while you hold the Courtesy Registration with the College of Dietitians of Alberta. If you are registered with a Canadian Dietetic Regulatory Body who is not a signatory to an agreement you may be eligible for registration but further assessment may be required. Courtesy Registration does not allow for transfer to the General Register until a complete assessment has been undertaken by the College indicating all registration requirements have been met.

Courtesy Registration is issued for a minimum of 30 days to a maximum of 180 days.

INSTRUCTIONS

You may complete the application form electronically prior to printing a copy to sign and return to the College office. All sections of this form must be completed with mandatory fields appearing in red. Do not use abbreviations for hospitals, educational institutes, or organizations; provide the names in full.

Documentation must be in the form of originals or notarized copies sent directly from the issuing institution. Provide official documentation of a name change (ie. marriage certificate) if documents were issued under a different name.

An application form along with the required documentation and fees must be submitted before the application will be reviewed. Once a complete application has been received by the College your file will be referred for review. The College will contact you if additional information and documentation is required to complete the assessment.

The information in this application form is required by Regulation for registration with the College and all fields must be completed in full. Information provided in the application form or supporting documentation may be verified by the College.

Information provided is confidential unless the College is required to provide it under the *Health Professions Act*. The College may also be required to provide notarized copies of documentation to another dietetic regulatory body upon request as per the Labour Mobility Agreement. Please see the disclosure statement at the end of the application form under Declaration.

GENERAL INFORMATION

LAST NAME:

PREVIOUS LAST
NAME:

FIRST NAME:

MIDDLE NAME:

DATE OF BIRTH
(mm/dd/yyyy):

GENDER:

HOME CONTACT INFORMATION

MAILING ADDRESS:

SUITE:

CITY:

PROVINCE:

POSTAL CODE:

PHONE NUMBER:

CELL NUMBER:

EMAIL ADDRESS:

ALBERTA CONTACT INFORMATION

MAILING ADDRESS:

SUITE:

CITY:

PROVINCE:

POSTAL CODE:

PHONE NUMBER:

CELL NUMBER:

EMAIL ADDRESS:

CONSENT FOR EMAILS

Canada's Anti-Spam Legislation (CASL) requires us to obtain your consent to send you emails about CDA's activities. Please note: emails related to regulatory issues and health-related initiatives including registration and professional practice are not subject to this legislation. Please indicate whether you consent to receive these emails at the provided email address.

Yes, I'd like to receive emails related to my CDA membership which include newsletters (College Briefings), notices for College events and award celebrations, videos and non-regulatory surveys. I understand that I am able to unsubscribe at any time.

No, I would not like to receive non-regulatory emails related to my CDA membership.

COURTESY REGISTRATION INFORMATION

Please select the service/activity that you are undertaking while in Alberta. Below, please provide a description of the service/activity.

Select one:

Description:

Courtesy Registration is issued for a minimum of 30 calendar days to a maximum of 180 calendar days. Please indicate the length of time that you are requesting registration on the Courtesy Register:

START DATE
(mm/dd/yyyy):

END DATE
(mm/dd/yyyy):

Please provide the contact information for the service/activity to be provided.

Alberta Contact name:

Position
Title:

Location of Activities:

Contact Phone:

Contact Email:

PRIOR/OTHER REGISTRATION

Are you **currently** applying to another dietetic regulatory body?

If yes, please provide the name of the regulatory body.

REGULATORY BODY:

DATE OF APPLICATION (mm/dd/yyyy):

Are you **currently** registered with another dietetic regulatory body?

If yes, please provide the name of the regulatory body.

REGULATORY BODY:

REGISTRATION NUMBER:

Have you **previously** been registered with another dietetic regulatory body?

If yes, please provide the name of the regulatory body.

REGULATORY BODY:

REGISTRATION NUMBER:

Have you **previously** been registered with the College of Dietitians of Alberta?

Are you **currently** registered with Dietitians of Canada?

CURRENCY OF QUALIFICATIONS

It is the responsibility of the applicant to demonstrate current practice. Please submit a current curriculum vitae/resume with the application form outlining work experience obtained that relates directly to dietetic practice, and is at a level that would be expected of a practicing Registered Dietitian. Please include a description of duties and responsibilities and status (full time, part time etc). Volunteer work may be included. Please ensure that each position includes your supervisor's name, position title and contact information for verification purposes.

The College will verify your registration with the Canadian Dietetic Regulatory Body that you are registered with and will request confirmation that you have participated in its competence program within the last year.

COURTESY REGISTRATION AND PRACTICE PERMIT

When your application has been approved you will be entered on the Courtesy Register of the College and issued a Practice Permit. Registration on the Courtesy Register grants the right to practice in Alberta and use all the protected titles of the College: Registered Dietitian, Registered Nutritionist, Dietitian and the initials RD for the specified period of time. If an extension of the Courtesy Practice Permit is required, a written request must be submitted to the College.

INFORMATION ON LEGAL ACTIVITY

To be eligible for registration with the College you must provide the following information in accordance with the College's Regulation under the *Health Professions Act*.

Please answer the following:

Have you ever been found guilty of a criminal offence or an offence under the *Food and Drugs Act* (Canada) or the *Narcotic Control Act* (Canada) or the equivalent in any other jurisdiction?

Have you ever been found guilty or been denied registration due to unprofessional conduct, incompetence, negligence, or incapacity in Alberta or any other jurisdiction in relation to the practice of dietetics or of any other profession?

Are you the subject of any type of current proceedings for unprofessional conduct, incompetence, negligence, or incapacity in Alberta or any other jurisdiction in relation to the practice of dietetics or any other profession?

If you answered "yes" to any of the above questions, please provide details.

DECLARATION

Please check that you have read and understand the following statements:

I verify that all statements contained in this application and supporting documentation are accurate. I understand that a false or misleading statement, an omission or misrepresentation may be cause for refusal of registration, disqualification from the CDRE or cancellation of registration and a practice permit with the College.

I understand that I may be required to provide further documentation and information and undertake other assessments in order to determine eligibility for registration with the College, and that the College will contact me if additional documentation is necessary.

I am aware that the information I have provided may be verified by the College and that in the course of such verification the College may need to disclose to third parties the information that I have provided. I consent to such disclosure by the College and I also consent to the disclosure of personal information by third parties to the College that may be necessary for the College to process my application and to verify the information that I have provided.

I agree to notify the College immediately of any change to the information that has been provided in accordance with College Regulation under the Health Professions Act.

I am aware that I may not practice or use the protected titles Dietitian, Registered Dietitian, Registered Nutritionist or the initials RD in Alberta until I have been formally notified by the College of Dietitians of Alberta that I am entitled to do so.

I am aware that I may not begin employment (including orientation) until I have been formally notified by the College of Dietitians of Alberta that my application has been approved, I am entitled to do so and have received my practice permit.

I am aware that I may not indicate on my resume or any other documentation, or verbally indicate that I am registered with the College until I have been formally notified by the College of Dietitians of Alberta that I am a registered member and have received my practice permit.

The personal information requested on this form is used for the purposes of: determining my eligibility to register with the College, updating the College’s membership database, administration by the College of Labour Mobility Agreements with other dietetic regulatory authorities, and generally for carrying out the College’s regulatory activities under the Health Professions Act. I consent to the collection, use and disclosure of my personal information for such purposes.

SIGNATURE:

DATE
(mm/dd/yyyy):

CHECKLIST OF REQUIRED DOCUMENTATION FOR APPLICATION

- Completed, signed Courtesy Application Form
- Current curriculum vitae/resume
- Marriage certificate (if required)

All required fees must accompany the application form and are NON-REFUNDABLE. Fees include 5% GST (GST Registration No. R128396132).

Fees are payable by cheque or money order in Canadian funds only to: College of Dietitians of Alberta. A service fee of \$26.25 will apply to a cheque returned by the bank.

Fees are also payable by credit card. Please complete the Credit Card Payment Form (attached). Payments will be processed as applications are received.

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Courtesy registration is issued for a minimum of 30 calendar days to a maximum of 180 calendar days. Please indicate the length of time that you are requesting registration on the Courtesy Register:

START DATE: END DATE: TOTAL number of calendar days:

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Enclosed is the following amount for registration (select one):

Registration for 0-30 days: Application fee \$52.50 + Practice Permit fee \$52.50 = \$105

Registration for 30-60 days: Application fee \$52.50 + Practice Permit fee \$105 = \$157.50

Registration for 60-90 days: Application fee \$52.50 + Practice Permit fee \$157.50 = \$210

Registration for 90-120 days: Application fee \$52.50 + Practice Permit fee \$210 = \$262.50

Registration for 120-150 days: Application fee \$52.50 + Practice Permit fee \$262.50 = \$315

Registration for 150-180 days: Application fee \$52.50 + Practice Permit fee \$315.00 = \$367.50

Method of Payment (select one):

- Cheque
- Credit card

CREDIT CARD PAYMENT FORM

I authorize the College of Dietitians of Alberta to charge my credit card for the amount stated below.

The personal information collected on this form will be used for the purpose of processing payments. This personal information is being collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, contact the College of Dietitians of Alberta, #1320, 10123-99 Street, Edmonton, Alberta, T5J 3H1, Phone: (780) 448-0059.

Cardholder's Name

Cardholder's Address

Cardholder's Phone #

Please select the fees below to be charged to the provided credit card:

Application Fee

Amount Charged:

Practice Permit Fee

Amount Charged:

TOTAL Amount to be Charged:

Credit Card Information:

Visa

Mastercard

Credit Card Number:

Expiration Date:

Cardholder Signature:

Date
(mm/dd/yyyy):

OFFICE USE ONLY

Date Received: _____

Date Processed: _____

Amount Charged: \$ _____

Payment Type: VISA Mastercard Debit

Staff Initials: _____

OFFICE USE ONLY

- Required Documents Received
 - Application Form Complete
 - Labour Mobility Form Complete
 - Official Transcripts
 - Internship Verification Letter
 - CDRE results
 - Resume
 - Marriage Certificate (if required)

- Fees enclosed (credit card payment form)
 - Required information provided
 - Receipt attached to Member file

- Fee enclosed (cheque / money order):
 - Date Paid: _____
 - Cheque Date: _____
 - Cheque #: _____
 - Amount: _____
 - Paid by (other than applicant):

- Fee enclosed (cheque / money order):
 - Date Paid: _____
 - Cheque Date: _____
 - Cheque #: _____
 - Amount: _____
 - Paid by (other than applicant):

- Application approved: Courtesy Register
- Application refused
- Other

Registrar Signature: _____ Date: _____