

CURRENCY OF QUALIFICATIONS INFORMATION

If your qualifications were obtained more than three years prior to this application you may be required to undertake academic and practicum upgrading activities in order to be eligible for registration. It is the responsibility of the applicant to provide sufficient, appropriate, verified documentation to demonstrate current practice.

Please attach the information and supporting documentation outlined below to your application.

A) Competence Activities

Provide details of competence activities undertaken within the three years prior to the application that relate directly to dietetic practice, and are at a level that would be expected of a practicing Registered Dietitian. Include appropriate documentation and verification.

- 1) Courses from recognized post secondary institutions, including the course description and level, course hours, and official transcripts, certificates or diplomas verifying completion.
- 2) Professional courses or workshops (Dietitians of Canada, ASPEN, the Academy of Nutrition and Dietetics, the Canadian Diabetes Educator Certificate Program) including submission of a written summary of learning, course hours, and official certificates verifying completion.
- 3) Professional presentations including submission of a copy of the presentation, where and when the presentation was given, the nature of the audience, number of hours for preparation and delivery, and verification of the presentation.
- 4) Professional writing or publications including submission of a copy of the article written, the name and date of the publication, the nature of the publication, number of hours for preparation, and verification of publication.
- 5) Original research projects including submission of a summary paper and number of hours of direct involvement. To verify research projects the approval, validation, or peer review must be included.

B) Work Experience

Provide details of work experience obtained within the prior three years that relate directly to dietetic practice and are at a level that would be expected of a practicing Registered Dietitian. Work experience must be verified by the employer or a by a Registered Dietitian. Verifications must be in writing on official letterhead, clearly stating what is being verified and must include a contact name and telephone number. Volunteer work may be included and should be verified by the employer or by a Registered Dietitian.

- 1) Current curriculum vitae/resume

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- 2) If employed:
 - a. a formal job description (verified),
 - b. a detailed description of duties and responsibilities (verified), and
 - c. the number of hours worked in each year of the previous three years (verified)

- 3) If in private practice:
 - a. a business plan,
 - b. detailed project/contract descriptions (verified),
 - c. samples of work and other supporting documentation, and
 - d. the number of billable hours in each year of the previous three years (verified)
 - e. written references from three clients attesting to services provided
 - f. written references from three Registered Dietitians familiar with your practice