



## DOCUMENTS FOR SUBMISSION: APPLICATION FOR REGISTRATION (RETURN TO PRACTICE)

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### *APPLICATION TYPES/REASONS FOR GENERAL REGISTER*

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Return to Practice applicants who have met all the criteria for application are eligible to apply. Please refer to the Information Guide posted on the College website for additional information on the application, assessment, and registration process.

For applicants who have never held registration with the College of Dietitians of Alberta, when completing the online application form for the General Register, applicants will be required to indicate the Application Type from the following options:

- **Domestic:** applies to any graduate of an accredited Canadian dietetic program that includes successful completion of both academic and internship requirements.
- *International:* applies to any applicant who is a graduate of a Baccalaureate degree in foods and nutrition and a dietetic internship from an institution outside of Canada.
- *Labour Mobility:* applies to any applicant who is currently registered in good standing on the General Register with another Canadian Dietetic Regulator.

Return to Practice applicants should select the Domestic application type.

For applicants who have held previous registration with the College of Dietitians of Alberta, when completing the online registration change form for the General Register, applicants will be required to indicate the Reason for the Registration Change from the following options:

- *Moved out of the Province*
- *No longer working in Dietetics*
- *Passed CDRE*
- *Permit Extension*
- *Retired*
- **Return to Practice**

Return to Practice applicants should select the Return to Practice reason.

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### *INSTRUCTIONS FOR SUBMITTING DOCUMENTS*

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To complete an application for registration, all applicants will require access to the online application portal (<https://cdav6.alinityapp.com>). If you were previously registered with the College, please [contact the College office](#) to enable your online account. If you are a new applicant to the College, please create an online account.

Return to Practice Applicants must submit an **Application for Registration: General Register** along with the required application documentation before an application will be considered complete and ready for assessment and review. You will be notified when your application is complete. Once a complete application has been received by the College, your file will be referred for review and assessment. The College will contact you if additional information and documentation is required to complete the assessment.

The assessment of qualifications is based on the information and documentation provided by the applicant. It is the responsibility of the applicant to provide sufficient, appropriate, verified documentation for an adequate assessment of their qualifications. Therefore, the College encourages all applicants to provide as much detail as possible and anything that they feel is relevant to their application.

This document begins with a Checklist of Required Documentation (page 3) followed by detailed information on the documentation requirements (page 4-8).

Send all official application documentation to:

**BY MAIL:**

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

**BY EMAIL:**

[office@collegeofdietitians.ab.ca](mailto:office@collegeofdietitians.ab.ca)

**BY FAX:**

780-489-7759

Application documentation can be submitted when available. As documents are received, a file is started and monitored.

Direct inquiries can be made to:

Lisa Omerzu  
Executive Assistant & Registration Coordinator  
College of Dietitians of Alberta

Phone: (780) 448-0059  
Toll Free: (within Canada) 1-866-493-4348  
Email: [execasst@collegeofdietitians.ab.ca](mailto:execasst@collegeofdietitians.ab.ca)

***CHECKLIST OF REQUIRED DOCUMENTATION***

<b>ACADEMIC AND INTERNSHIP QUALIFICATIONS</b>		<b><i>Document Submission:</i></b>
<input type="checkbox"/>	Official Academic Transcripts for completed degrees	Verified copy forwarded to College office
<input type="checkbox"/>	Internship Verification Letter	Verified letter forwarded to College office
<input type="checkbox"/>	CDRE Results	Copy forwarded to College office directly from regulatory body
<b>CURRENCY OF QUALIFICATIONS</b>		<b><i>Document Submission:</i></b>
<input type="checkbox"/>	Current resume/curriculum vitae	Uploaded through online application form
<input type="checkbox"/>	Work Experience Documentation	Copy provided to College office
<input type="checkbox"/>	Competence Activities Documentation	Copy provided to College office
<b>PRIOR/OTHER REGISTRATION</b>		<b><i>Document Submission:</i></b>
<input type="checkbox"/>	Verification of previous registration with another dietetic regulatory body	Form emailed to College office directly from regulatory body
<b>OTHER</b>		<b><i>Document Submission:</i></b>
<input type="checkbox"/>	Identity Verification Documentation (if required)	Uploaded through online application form
<input type="checkbox"/>	Documentation supporting Authorization to Practice - Residency Status (if required)	Uploaded through online application form
<input type="checkbox"/>	Police Information Check	Verified copy provided to College office (hard-copy or email)

## ***ACADEMIC AND INTERNSHIP QUALIFICATIONS***

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### **OFFICIAL ACADEMIC TRANSCRIPTS FOR COMPLETED DEGREES**

Purpose: Official academic transcripts for each degree demonstrates successful completion of an accredited degree to satisfy the academic requirement for registration. Official transcripts should show the applicant's name, degree received, courses and grade obtained for each course, and grade point average (GPA).

If the College office does not already have official academic transcript confirming each degree obtained and the year it was awarded, you will be required to submit official transcripts directly from the educational institution to the College or submitted in a sealed envelope bearing the educational institution letterhead. Transcripts must be originals or verified copies.

Any costs associated with obtaining the required academic documentation are the responsibility of the applicant.

### **INTERNSHIP VERIFICATION LETTER**

Purpose: Official internship/practicum verification letter demonstrates successful completion of an accredited internship to satisfy the practical requirement for registration. Official verification letter should include the applicant's name and the dates of program including completion.

If the College office does not already have confirmation of successful completion of an internship program, and the date the program was completed, you will be required to submit the written confirmation on letterhead, signed and dated and sent directly from the internship director/coordinator to the College. Documentation must be original or verified copies.

Any costs associated with obtaining the required internship documentation are the responsibility of the applicant.

### **CANADIAN DIETETIC REGISTRATION EXAMINATION (CDRE) RESULTS**

Purpose: Previous exam results are required to satisfy the CDRE requirement for registration.

Your previous regulatory body will provide confirmation of results from all attempts of the Canadian Dietetic Registration Examination, if applicable.

If results are not available, the College will contact you and request that you forward the documentation required. Any costs associated with obtaining the required exam documentation are the responsibility of the applicant.

## **CURRENCY OF QUALIFICATIONS**

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The College policy for currency requires registration with a dietetic regulatory body within the past three years and/or a minimum of 600 dietetic practice hours over the previous three consecutive years.

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

Any costs associated with obtaining currency documentation are the responsibility of the applicant.

### **CURRENT RESUME/CURRICULUM VITAE**

Purpose: Is the responsibility of the applicant to submit a current resume outlining current practice to satisfy the currency requirement for registration.

You will be required to upload a current curriculum vitae/resume (in PDF or JPEG format) as part of the online application form. The resume should outline 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 possible verification purposes.

### **WORK EXPERIENCE DOCUMENTATION**

Purpose: Is the responsibility of the applicant to submit work experience documentation to satisfy the currency requirement for registration.

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.

- If employed, a formal job description (verified), detailed description of duties and responsibilities (verified), and the number of hours worked in each year of the previous three years (verified).
- If in private practice, a business plan, detailed project/contract descriptions (verified), samples of work and other supporting documentation, and the number of billable hours in each year of the previous three years (verified); written references from three clients attesting to services provided, written references from three Registered Dietitians familiar with your practice.

## **COMPETENCE ACTIVITIES DOCUMENTATION**

Purpose: Is the responsibility of the applicant to submit competence activities documentation to satisfy the currency requirement for registration.

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.

- Courses from recognized post-secondary institutions, including the course description and level, course hours, and official transcripts, certificates or diplomas verifying completion.
- Professional courses or workshops including submission of a written summary of learning, course hours, and official certificates verifying completion.
- 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.
- 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.
- 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.

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### ***PRIOR/OTHER REGISTRATION***

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## **VERIFICATION OF REGISTRATION(S)**

Purpose: Verification of Registration with current and/or previous regulatory bodies assist in demonstrating prior registration and standing, to satisfy the good character and reputation requirement for registration.

It is the responsibility of the applicant to request verification of previous registration with another dietetic regulatory body. Applicants should contact all dietetic regulatory bodies they have held registration with to request Verification of Registration be provided to the College office along with applicable documentation, including official transcripts, internship confirmation, CDRE results, and name change documentation.

The College office encourages all applicants to follow-up with the appropriate dietetic regulatory bodies to ensure all required documentation has been provided to the College office. Please note, your application to the College will not be reviewed until all required verifications and documents have been received in the College office.

Any costs associated with obtaining registration verification documentation are the responsibility of the applicant.

## OTHER

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### **IDENTITY VERIFICATION DOCUMENTATION (if required)**

Purpose: As application forms are submitted electronically, verification of identity is required for all applications.

For Return to Practice applicants, full legal name should be on file from previous registration. If legal name is incorrect, provide a copy of Government issued photo identification showing current legal name for official identity confirmation for all online applications. The photo identification will be uploaded when submitting the application online.

### **AUTHORIZATION TO PRACTICE - RESIDENCY STATUS**

Purpose: Applicants are required to declare their status for authorization to practice within Canada, at the time of application. Once an applicant has received a registration decision confirming eligibility to register with the College, registration is not issued unless an applicant has declared they have the authority to practice dietetics within Canada.

The required documentation will be uploaded when submitting the application online.

If you are a Permanent Resident, you are required to provide a copy of your Permanent Resident card along with your application.

If you are you authorized under the *Immigration Act* to practice this profession, you are required to provide documentation indicating you are authorized to work in health care in Canada.

### **POLICE INFORMATION CHECK/CRIMINAL RECORD CHECK**

Purpose: Is the responsibility of the applicant to submit a police information check documentation to satisfy the good character and reputation requirement for registration.

Submit an official Police Information Check, obtained for employment purposes, to confirm whether a search based on your name and birth date did or did not disclose a record of criminal convictions. Results must be dated within one year of your complete application.

- You may request an Enhanced Police Information Check for within Canada through SterlingBackcheck (<https://pages.sterlingbackcheck.ca/landing-pages/c/college-of-dietitians-of-alberta/>), completed online. A copy of the completed check will be shared with the College office.
- You may request a Police Information Check at your local city police detachment OR a Criminal Record Check at your local RCMP or provincial police.

The purpose for this request is to enable the College to determine whether an applicant has a criminal record and, ultimately, whether there is cause for concern with respect to the safety of the public. If a search does disclose a criminal record, a previous criminal conviction does not automatically exclude you from registration with the College. If you have a criminal record, you must submit an original Summary

of Convictions which specifies the date of the conviction, the nature of the conviction and the resultant disposition.

Any costs associated with obtaining the required Police Information Check are the responsibility of the applicant.