

Chapter 3 Registration & Practice Permits

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Registration Requirements

Under the *Health Professions Act (HPA)*, the College of Dietitians of Alberta (the College) has the legislated responsibility to establish, maintain and enforce standards for registration and licensing of its regulated members (1). In meeting this responsibility, the College establishes the education and training that are required for entry into the profession. Registration with the College assures the public and employers that an individual has met the standards for academic and practical experience required for the practice of the profession of dietetics.

The health profession legislation of each province has different requirements regarding registration of practitioners with their applicable regulatory college. It is the responsibility of each professional to ensure that they

KEY PRACTICE POINT

It is the responsibility of each professional to ensure that they meet the registration requirements of the applicable regulatory body in every provincial jurisdiction in which they wish to work PRIOR to beginning to practice.

meet the registration requirements of the applicable regulatory body in every provincial jurisdiction in which they may wish to work prior to beginning to practice.

Routes of Entry

The *HPA* sets out the basic process for registration with colleges. However, the specific requirements that must be met for registration for a profession are included in the regulation of that specific profession. Registration requirements for the profession of dietetics are set out in the *Registered Dietitians and Registered Nutritionists Profession Regulation*. The three routes of entry are described below (2).

Standard Route: The standard route of entry requires that an individual has obtained the combination of education and experience established by the profession. These requirements are typically met through the following:

- Completion of a Bachelor of Science Degree in dietetics or foods and nutrition and graduation from a dietetic internship
- Completion of a Master of Science or Doctoral Degree and demonstration of meeting competency standards for graduate students approved by Council

Labour Mobility Agreement Route: Individuals may also be registered if they come from another jurisdiction (or province) with equivalent standards for the registration of dietitians. In Canada, these jurisdictions are recognized under the Labour Mobility Agreement that the College has established with other provincial dietetic regulators.

Substantial Equivalent Route: Individuals may also be registered if they are able to demonstrate to the satisfaction of the Registration Committee of the College, that their acquired education and experience are substantially equivalent to the registration requirements. Generally, this involves the use of a variety of prior learning assessment strategies and tools.

Registration Examination

Candidates for registration are also required to pass the registration examination approved by the College. This examination confirms that candidates have the required level of competence to practice.

Current Practice

Candidates for registration must establish that their qualifications for registration are current within three years prior to their application for registration. Otherwise, they will be required to undertake academic and / or experiential upgrading.

Being a regulated member of the College means that Registered Dietitians and Registered Nutritionists have the skills and in-depth knowledge required to offer safe, competent, and ethical dietetic services. The College has the obligation to the public to maintain the integrity of the dietetic profession by making sure its regulated members are always qualified to practice their profession. College policy for current practice states that all regulated members are deemed current if they have practiced dietetics at minimum 600 hours over the previous three consecutive years. During registration renewal, all regulated members are required to declare whether they meet the current practice policy.

Good Character and Reputation

The *Health Professions Act* requires that every applicant for registration or renewal of a practice permit provide evidence of good character and reputation. This involves a declaration that information provided to the College is complete and accurate, that the applicant has not been disciplined by another profession or in another jurisdiction and has not been charged with or convicted of a criminal offence. If this declaration cannot be made, the application is referred to the Registration Committee to determine whether the public would be at risk and if a permit will be issued.

A current Criminal Record Check is a requirement of every applicant to the College.

Omitting or misrepresenting information to the College is a serious matter and may result in registration being refused or a practice permit being suspended or cancelled.

English Language Proficiency

Proficiency in English at the professional level is required to ensure language does not create a barrier to the applicant to practice dietetics in Alberta. Given the nature of practice by dietitians and the emphasis on oral and written communication, being proficient in the English language for reading, writing, speaking, and listening is essential for safe practice in Alberta's healthcare system.

The *Health Professions Act* requires applicants to the College provide evidence of English language proficiency as set out in *Bylaws*. Additional information on English language proficiency requirements, please access the College website under the [For Applicants – Applications – Internationally Educated Applicant - English Language Proficiency](#) page.

Eligibility to Lawfully Practice

The *Health Professions Act* requires applicants to the College provide evidence of being a Canadian citizen or a person lawfully permitted to work in Canada.

Liability Insurance

Errors and Omissions (E&O), also known as professional liability or malpractice insurance in the health industry, covers liability arising out of negligent acts in rendering, or failing to render, professional services. Professionals are defined as people who hold themselves out as having special skills, knowledge, or experiences. Registered health providers, including Registered Dietitians and Registered Nutritionists, are professionals. If one provides a service or advice based on these special skills, knowledge, or education, then one has exposure to errors & emissions. If one does not have E&O insurance, the defense and settlement costs could bankrupt an individual. Therefore, the most obvious reason for carrying E&O insurance is to cover the costs associated with legal proceedings and legal representation arising from complaints brought against the individual.

College policy states all practicing registrants must carry professional liability insurance, either employer provided or third-party, of an amount not less than two million dollars per occurrence. The *Health Professions Act* requires Registered Dietitians and Registered Nutritionists submit proof of insurance to the College upon request. Regulated members of the College may purchase professional liability insurance directly through the College program or through another provider (such as Dietitians of Canada).

The Two Purposes of Professional Liability Insurance

Protecting the Public: Professional Liability Insurance provides financial compensation for the public in the event of damages caused by a Registered Dietitian and Registered Nutritionist. Clients need to know they have recourse in the event of harm. Knowing that they can access a professional's insurance, by way of a claim or lawsuit against a professional's liability insurance provides them with a sense of security when they seek treatment.

Protecting the Registered Dietitian or Registered Nutritionist: Professional Liability Insurance protects Registered Dietitians and Registered Nutritionists from having to pay personally for any harm that clients suffer as a result of conduct. If a Dietitian does not have insurance and is successfully sued for negligence, that Dietitian will be personally liable for any damages awarded to the client. Even in the cases where the Dietitian is found not to have been negligent, the Dietitian will still have to finance the cost of defense.

Jurisprudence Learning Module

Jurisprudence is defined as the science or philosophy of law. In the context of dietetics, it is the provincial legislation in combination with the College of Dietitians of Alberta's regulations and standards of practice that govern practice in Alberta.

All new registrants to the College are required to successfully complete the College's online Jurisprudence learning module, based on the content found within this handbook, within their first year of registration, prior to registration renewal. Thereafter, every regulated

member on the General Register will be required to complete the learning module every five years to maintain registration with the College.

Mandatory Training Program for Bill 21: An Act to Protect Patients

Within *Bill 21: An Act to Protect Patients* amendments to the *HPA*, all colleges were required to establish a patient relations program which included measures for preventing and addressing sexual abuse of and sexual misconduct towards patients by regulated members through education, training, and public information.

The Alberta Federation of Regulated Health Professionals developed online mandatory training programs for all regulated health professionals as well as for all staff, council, and hearing tribunal members. Completion of the training programs are mandatory, as required under legislation, and submission of certificates received at the conclusion of training demonstrate completion to the College. Failure to submit the certificate to the College will require registrants to complete the training program again.

Information on Bill 21, the mandatory training module and how to complete the module can be found on the College website under the [For Dietitians - Bill 21 Mandatory Training](#) page.

Mandatory Registration

In Alberta, the *HPA* creates a uniform, mandatory requirement to register with the applicable college if certain circumstances exist. Section 46(1) states the following:

“A person must apply for registration if the person

- a) is qualified to meet the requirements of section 28(2) for registration as a regulated member, and
- b) intends to provide any or all of the following:
 - i. professional services directly to the public
 - ii. the manufacture of dental appliances or conducting of laboratory tests that are used by other regulated members to provide professional services directly to the public;
 - iii. food and nutrition professional services that are used by other regulated members and individuals to provide services directly to the public;
 - iv. the teaching of the practice of a regulated profession to regulated members or students of the regulated profession;

- v. the supervision of regulated members who provide professional services to the public”.¹⁰

In plain language, the *HPA* requires individuals who meet the requirements to be a regulated member of a profession and who are working in the profession as outlined by the practice statement for that profession to be registered. By law, a person with the required educational requirements to practice dietetics must apply for registration with the College if they intend to:

- provide professional services directly to the public,
- provide professional services that are used by other regulated members and individuals to provide services directly to the public,
- teach the practice of the profession to regulated members of the College or to students of the profession, or
- supervise regulated members of the College who provide professional services to the public.

KEY PRACTICE POINT

Individuals who meet the requirements to be a member of a profession and who are working in the profession as outlined by the practice statement of that profession MUST be registered.

If the Registrar is of the opinion that a person who is not a regulated member of the College meets the requirements to practice dietetics and is providing dietetic services, the Registrar may give that person a written request to apply for registration. A person who meets the requirements to practice dietetics and does not comply with the request to apply for registration is guilty of an offence and may be subject to a fine and possible imprisonment.

If a regulated member is aware of an individual who meets the criteria to practice dietetics in Alberta, whose work falls within the practice statements of the profession and who they believe may not be registered with the College of Dietitians of Alberta, it is their responsibility to report this information to the College.

The *HPA* also prohibits anyone from knowingly employing a person who is required to be registered under the *HPA* and is not registered.

Practice Permits

In order to practice as a Registered Dietitian and Registered Nutritionist in Alberta, an individual must apply for and be granted registration with the applicable regulatory college. Following registration, an individual is issued a practice permit.

KEY PRACTICE POINT

An individual cannot practice or use the protected titles of the College without a practice permit.

¹⁰ Province of Alberta. *Health Professions Act*, R.S.A. 2000, c. H-7.

In Alberta, the practice permit is a license to practice dietetics and use the protected titles of the College. An individual cannot practice or use the protected titles of the College without a practice permit. The practice permit registration fee is tax deductible. The College issues a practice permit and income tax receipt to regulated members each year, available online through the Registrant Portal. The permit indicates the following:

- the name of the College and the fact that the permit is issued under the *HPA*,
- the regulated member’s full name and unique registration number,
- the register category the regulated member is on,
- any conditions on the regulated member’s practice permit,
- whether the regulated member provides any restricted activities, and
- the expiry date of the permit

The *HPA* states that a regulated member’s practice permit must be on display where the regulated member provides services or that the regulated member makes the practice permit available for inspection upon request of employers and the public. The *HPA* also requires that employers be notified when a practice permit is suspended or issued with conditions.

Practice Permit Renewal

Regardless of the time of year a practice permit is issued to an individual, the permit expires every year on March 31. For example, if an individual became registered with the College in September and was placed on the General Register, they would be able to practice as soon as they received their electronic practice permit. The following March, they would be required to complete the College renewal process prior to the close of business March 31. As per the *HPA*, if a complete application for renewal of a practice permit is not received by March 31, the practice permit is automatically suspended, the regulated member cannot practice, and their employer will be notified. There is also a late renewal penalty fee.

KEY PRACTICE POINT

Registered Dietitians and Registered Nutritionists are responsible to ensure that registration renewal is complete prior to March 31 each year; failure to do so will result in the automatic suspension of the practice permit. Members without a valid practice permit CANNOT practice.

College Registers

In Alberta, when an individual is “registered” as a regulated member of a profession, their name is officially recorded or enrolled on a register. The “register” contains the names of individuals who have met defined requirements (completed specified academic studies, internships, examinations, etc.) and who are legally able to practice their profession in Alberta. The College is responsible for ensuring that only individuals who meet all the

requirements for registration have their names placed on the register. In Alberta, using the term “registered”, as in “Registered Dietitian / Registered Nutritionist (RD)” informs colleagues, clients and the public that an individual has completed the appropriate academic studies, passed all required examinations, has the required knowledge and skills to practice competently, and is registered with the College.

The three registers (lists of regulated members who have met specific registration criteria) maintained by the College are as follows:

General Register

Individuals who have met all the criteria for registration are entered into the General Register. The General Register also identifies regulated members who are authorized to perform restricted activities and the restricted activities each regulated member is authorized to perform. Regulated members on the General Register have the right to use all the protected titles of the College (Registered Dietitian, Registered Nutritionist, Dietitian, Nutritionist, and RD).

Temporary Register

The Temporary Register is for applicants who have met academic and practical training requirements (internships) but who have not yet written the registration examination approved by the College or are awaiting their examination results. This category of registration expires eight weeks after the date of the registration examination. Upon notification of passing the registration examination, the College provides information as to what steps must be taken to transfer status from being on the Temporary Register to being entered on the General Register.

While waiting to write the national examination or waiting for their examination results, individuals who are on the Temporary Register of the College are able to practice as a dietitian under the supervision of a Registered Dietitian or Registered Nutritionist. This supervision entails regular weekly communication with the supervisor to review practice, practice-based issues and activities that have been undertaken. Practice is reviewed and the “temporary registrant” is encouraged to seek advice regarding practice-based issues and activities.

An individual who holds a temporary practice permit may use the protected title “Dietitian” only. They cannot use the term “Registered”, nor can they use the initials “RD”. A “temporary registrant” is a regulated member of the College and is accountable to and responsible for their clients and the quality of the health care services they provide. They are also accountable to the College, their professional peers, their employer, and their supervisor.

Courtesy Register

In addition to the General and Temporary Registers, there is also a Courtesy Register for dietitians registered in another jurisdiction recognized by Council, who wish to practice in Alberta on a temporary basis. The practice scope of individuals registered on the

Courtesy Register is limited to the specific purpose for which the registration is granted and is time limited. Individuals on this register may use all the protected titles of the College.

Regulated Member Information Required in College Registers

The College has a responsibility to keep regulated members and employers informed of changes to regulation or other issues that impact practice. The College is also required to provide current information to the Government and the public. In meeting these responsibilities, it is imperative that the College maintain accurate, current information about each regulated member listed in the Registers. The *HPA* and the *Registered Dietitian and Registered Nutrition Profession Regulation* outline the information that College Registers must include for each regulated member.

Section 33(3) of the *HPA* states the following:

“The registrar must enter the following information for each regulated member in the appropriate category of register established under subsection (1)(a):

- (a) the full name of the member;
- (b) the member’s unique registration number;
- (b.1) whether the member’s registration is restricted to a period of time and, if so, the period of time;
- (c) any conditions imposed on the member’s practice permit;
- (d) the status of the member’s practice permit, including whether it is suspended or cancelled;
- (e) the member’s practice specialization recognized by the college;
- (f) whether the member is authorized to provide a restricted activity not normally provided by regulated members of the college;
- (g) whether the member is not authorized to provide a restricted activity that is normally provided by regulated members of the college;”¹¹

Information that is required in accordance with legislation is requested on applications for registration or renewal of a practice permit. Section 33(4) of the *HPA* also requires that regulated members advise the Registrar of any changes to any of the information they give the College including any change to their name, home or work address, employer, or practice information (2).

¹¹ Province of Alberta. *Health Professions Act*, R.S.A. 2000. c. H-7.

A regulated member's file consists of official documents; verification is required in order to make appropriate changes to records. All notifications of changes must be made using the online forms, or in writing, signed and mailed or faxed to the College. Name changes must also be accompanied by appropriate supporting documentation. Regulated members may access their own information by logging onto the Registrant Portal to ensure that it is correct. To facilitate regulated member updates to their information, regulated members have access to the Registrant Portal throughout the year.

KEY PRACTICE POINT

Each Registered Dietitian and Registered Nutritionist is responsible for ensuring the College has accurate and current information for their member file.

It is imperative that regulated members provide information that is complete and accurate. Refusal to supply information, intentional omission, or misrepresentation of any information to the College constitutes unprofessional conduct.

Registering in Another Province

The Labor Mobility Agreement is an agreement between provincial regulatory bodies in Canada that is based on common requirements for registration and competence. Registration is based on verification of the regulated member's registration in good standing with one of the parties to the Agreement, along with the completion of an application form, payment of fees and meeting any requirements such as criminal record checks that are unique to that province. The Agreement does not apply to non-regulated categories of members.

It is very important that a regulated member maintain their registration with their current regulatory body if planning a move to another province. Registration with a regulatory body must be maintained in order to have access to registration under the Labour Mobility Agreement.

All dietetic regulatory bodies in Canada are part of the Labour Mobility Agreement. Dietitians of Canada is not part of the Agreement because it is not a regulatory body.

Resigning from the College

Regulated members who are no longer in dietetic practice or no longer wish to maintain their registration status can resign in good standing by completing a renewal form to the Inactive register and by informing the Registrar in writing prior to March 31 that they are resigning from the College. Regulated members who resign may no longer practice dietetics or use the protected titles of the College.

Regulated members who resign from the College and wish to reapply for registration at a future date must meet all registration criteria in place at the time of the application, including examination and current practice requirements.

Reciprocity Agreements

The College has not entered into any current reciprocity agreements with international regulatory bodies. The reciprocity agreement established in 2012 between Dietitians Association of Australia (DAA) and nine of the ten provincial dietetic regulatory bodies of Canada expired in 2014. All dietitians who are registered or credentialed in Australia must now apply through the Substantial Equivalency Route.

Chapter Summary

Under the *Health Professions Act (HPA)*, the College of Dietitians of Alberta (the College) has the legislated responsibility to establish, maintain and enforce standards for registration and licensing of its regulated members. Professionals must ensure that they meet the registration requirements of the applicable regulatory body in every provincial jurisdiction in which they wish to work prior to beginning to practice. It is mandatory that individuals who meet the requirements to be a regulated member of a profession and who are working in the profession as outlined by the practice statement be registered. The practice permit is a license to practice dietetics and use the protected titles of the College. An individual may not practice or use the protected titles of the College without a practice permit. Each Registered Dietitian and Registered Nutritionist in Alberta has a responsibility to ensure that the College has accurate and current information for their regulated member file.

Case Scenario 3.1

Prior to the birth of her second child, KK had been a practicing dietitian for seven years. When her maternity leave was over, she decided not to return to work at the hospital as they did not have any part-time employment available. Shortly after terminating her employment with the hospital, KK received a call from the nurse at the local health unit. The Health Unit wanted to expand their community outreach by beginning a “healthy living” initiative called “Get Fit, Keep Fit, Be Fit”. They hoped to incorporate “healthy nutrition” into the series of public lectures and wanted to know if KK was interested in helping develop the program and in presenting the food / nutrition / exercise component with a fitness trainer. KK jumped at the chance to use her knowledge and expertise again, organized educational materials and follow-up homework exercises, met with the fitness trainer, and began lecturing. As KK was only working 2 afternoons a week, making minimum salary, she did not bother completing her College renewal form.

Case Scenario 3.1 Questions

1. Is KK practicing within the practice statement for Registered Dietitians and Registered Nutritionists stated in the *Health Professions Act*?
2. As a “part time” practitioner, does KK have to register with the College of Dietitians of Alberta?
3. You are a colleague of KK who worked with her at the hospital. You know that she is not registered with the College; she told you that as she was not coming back to work at the hospital after her maternity leave and that she wasn’t going to renew her registration. What is your responsibility?

Chapter Quiz

1. All of the following statements are true *except* for the following:
 - a) A person who meets the requirements to be a Registered Dietitian or Registered Nutritionist and who is working in the profession as outlined in the practice statement must be registered with the College of Dietitians of Alberta.
 - b) Registration with the College of Dietitians of Alberta is automatic upon successful completion of the registration examination approved by the College.
 - c) An individual must have a practice permit prior to practicing dietetics and using the protected titles of the College of Dietitians of Alberta.
 - d) An individual who is registered with a regulatory body in another province must become registered in Alberta prior to beginning employment.

2. A dietitian who lives in Manitoba is registered with her regulatory body. She has been asked to provide a series of workshops over a 4-week period in Alberta. This individual would be eligible for registration with the College of Dietitians of Alberta under the following register:
 - a) General Register
 - b) Temporary Register
 - c) Courtesy Register
 - d) None of the above

3. A regulated member of the College who is on the Temporary Register is able to use the following protected titles:
 - a) Dietitian
 - b) Registered Dietitian or RD
 - c) Registered Nutritionist
 - d) All of the above
 - e) Answers a and b only

4. All of the following statements are true *except* for the following:
 - a) Registered Dietitians and Registered Nutritionists are required to make their practice permit available for inspection upon request by employers or the public.
 - b) A regulated member who resigns from the College of Dietitians of Alberta and wishes to reapply for registration five years later can be reinstated upon paying the required registration fee.
 - c) The *Health Professions Act (HPA)* prohibits anyone from knowingly employing a person who is required to be registered under the *HPA* and is not registered.
 - d) If a complete application for renewal of a practice permit is not received by the College of Dietitians of Alberta by the March 31st deadline, the practice permit of that individual is automatically suspended, the regulated member may not practice, and their employer will be notified.

References

1. Province of Alberta. *Health Professions Act*, R.S.A. 2000, c. H-7.
2. Province of Alberta. *Registered Dietitians and Registered Nutritionists Profession Regulation*, 2002.