



DOCUMENTS FOR SUBMISSION: APPLICATION FOR REGISTRATION (COURTESY REGISTER)

APPLICATION TYPES FOR COURTESY REGISTER

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

When completing the online application form for the **Courtesy 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.*
- *Unaccredited Canadian: applies to any graduate of an unaccredited 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 with another Canadian Dietetic Regulator.

Applicants to Courtesy Register should select the Labour Mobility application type as current registration with a Canadian Dietetic Regulator is required to be eligible for registration.

INSTRUCTIONS FOR SUBMITTING DOCUMENTS

To complete an application for registration, all applicants will require access to the online application portal (<https://cda.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.

Once an online application form is submitted, an invoice will be generated for payment of the application fee. The application fee is to be paid upon submission of the online application; remaining fees will be invoiced once a complete application has been received and processed.

Applicants will be required to submit all application documentation before an application is considered complete and ready for review. You will be notified when your application is complete.

This document begins with a Checklist of Required Documentation (page 3) followed by detailed information on the documentation requirements (page 4-6) and the required form to be completed and submitted (Appendix 1).

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

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

CHECKLIST OF REQUIRED DOCUMENTATION

| ALBERTA REGISTRATION | | <i>Document Submission:</i> |
|-------------------------------------|---|--|
| <input type="checkbox"/> | Description of Services for Alberta Registration | Completed form (Appendix 1) emailed to College office |
| CURRENCY OF QUALIFICATIONS | | <i>Document Submission:</i> |
| <input type="checkbox"/> | Current resume/curriculum vitae | Uploaded through online application form |
| PRIOR/OTHER REGISTRATION | | <i>Document Submission:</i> |
| <input type="checkbox"/> | Verification of current and previous registration with another dietetic regulatory body | Form emailed to College office directly from regulatory body |
| <input type="checkbox"/> | Official Academic Transcripts for completed degrees | Copy forwarded to College office directly from regulatory body |
| <input type="checkbox"/> | Internship Verification Letter | Copy forwarded to College office directly from regulatory body |
| <input type="checkbox"/> | CDRE Results | Copy forwarded to College office directly from regulatory body |
| OTHER | | <i>Document Submission:</i> |
| <input type="checkbox"/> | Identity Verification Documentation | Uploaded through online application form |
| <input type="checkbox"/> | Documentation supporting Authorization to Practice - Residency Status (if required) | Uploaded through online application form |
| <input checked="" type="checkbox"/> | English Language Proficiency Verification | Met through current registration with another dietetic regulatory body |

DESCRIPTION OF SERVICES FOR ALBERTA REGISTRATION

Purpose: Submitting the form with details on services to be provided in Alberta enables the College to process the application as per request by applicant.

You will be required to provide details regarding the professional services/activities you will be providing in Alberta. This includes in-person or virtual professional services.

You will also be required to indicate the length of registration required, minimum 30 days to a maximum of 180 days.

This information will be submitted by email to the College office with completion of Appendix 1, found within this resource.

CURRENCY OF QUALIFICATIONS

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 resume/curriculum vitae (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.

Participation in the Competence Program of your current regulatory body will be recognized as demonstrating current competence if you have made submissions to the regulatory body within the past year as required or on a voluntary basis.

PRIOR/OTHER REGISTRATION

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 a Verification of Registration form for all current and previous dietetic regulatory bodies. Applicants should contact all dietetic regulatory bodies they have held registration with to request the Verification of Registration Form 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.

OFFICIAL ACADEMIC TRANSCRIPTS FOR COMPLETED DEGREES

Purpose: Official academic transcripts for each degree demonstrate 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).

Your current regulatory body will provide copies of an official academic transcript confirming each degree obtained and the year it was awarded.

If official transcripts are not available, once registration has been granted, the College may contact you to request the documentation. Any costs associated with obtaining the academic documentation is 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. An official verification letter should include the applicant's name and the dates of program including completion.

Your current regulatory body will provide written confirmation of successful completion of an internship program, including the date the program was completed, from the internship director/coordinator (signed and dated).

If official confirmation is not available, once registration has been granted, the College may contact you to request the documentation. Any costs associated with obtaining the internship documentation is 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 current regulatory body will provide confirmation of results from all attempts of the Canadian Dietetic Registration Examination, if applicable.

If results are not available, once registration has been granted, the College may contact you to request the documentation. Any costs associated with obtaining the exam documentation is the responsibility of the applicant.

OTHER

IDENTITY VERIFICATION DOCUMENTATION

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

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.

ENGLISH LANGUAGE REQUIREMENT

Purpose: 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. Is the responsibility of the applicant to submit, when required, English language proficiency documentation to satisfy the English language requirement for registration.

An applicant who holds current registration with another dietetic regulatory body in Canada meets the English language proficiency requirement for registration. No further documentation is required.

APPENDIX 1: DESCRIPTION OF SERVICES FOR ALBERTA REGISTRATION

APPLICANT'S NAME: _____

| DESCRIPTION OF PROFESSIONAL SERVICES/ ACTIVITIES IN ALBERTA | | | |
|--|------|-------------|---------|
| <p>Please check one of the boxes below and provide a description of the services/activities that you are undertaking while in Alberta:</p> <p>Employment <input type="checkbox"/> Consulting Services <input type="checkbox"/> Education <input type="checkbox"/> Research <input type="checkbox"/> Other <input type="checkbox"/></p> <p>_____</p> <p>_____</p> <p>_____</p> | | | |
| <p>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:</p> <p><input type="checkbox"/> 0-30 days <input type="checkbox"/> 30-60 days <input type="checkbox"/> 60-90 days <input type="checkbox"/> 90-120 days <input type="checkbox"/> 120-150 days <input type="checkbox"/> 150-180 days</p> <p>Start Date: _____ To: _____</p> | | | |
| ACTIVITIES CONTACT INFORMATION | | | |
| <p>Alberta Contact Name & Position/Title:</p> <p>_____</p> | | | |
| <p>Location of Activities:</p> <p>_____</p> | | | |
| Phone: () | Ext: | Fax: () | E-mail: |