



DOCUMENTS FOR SUBMISSION: APPLICATION FOR REGISTRATION (INTERNATIONAL APPLICANTS)

APPLICATION TYPES FOR INTERNATIONAL APPLICANTS

Internationally Educated 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.

When completing the online application form for **International Applicants**, you 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 on the General Register with another Canadian Dietetic Regulator.*

International Applicants should select the International application type.

INSTRUCTIONS FOR SUBMITTING DOCUMENTS

All Internationally Educated Applicants must apply using the online application portal (<https://cda.alinityapp.com>). Once an application is submitted, an invoice will be generated for payment of the application fee.

Applicants will be required to submit all application documentation, originals or verified copies and in English, before an application will be considered complete and ready for assessment and review. You will be notified when your application is complete.

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.

If an applicant is unable to submit the required documentation as outlined in this resource, they should contact the College office to discuss submission of alternative documentation which may demonstrate

completion of the requirements for registration. The Registrar and/or Registration Committee of the College would review any documentation and confirm whether it would be accepted.

This document begins with a Checklist of Required Documentation (page 3) followed by detailed information on the documentation requirements (page 4-11) and the required templates to be used when submitting (appendix 1 and 2).

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

ACADEMIC AND INTERNSHIP QUALIFICATIONS		<i>Document Submission:</i>
<input type="checkbox"/>	Official Academic Transcripts for completed degrees	Official copy forwarded to College office
<input type="checkbox"/>	Academic course descriptions/outlines for completed programs of study	Official copies forwarded to the College office
<input type="checkbox"/>	Official Internship Verification Letter, including verification of length of program	Verified letter forwarded to College office
<input type="checkbox"/>	Internship Summary Form	Completed form (Appendix 1) forwarded to College office (hard-copy or email)
<input type="checkbox"/>	Self-Assessment Form to <i>Integrated Competencies</i>	Completed form (from website) provided to College office (hard-copy or email)
<input type="checkbox"/>	Practical Experience Summary	Completed document (Appendix 2) forwarded to College office (hard-copy or email)
<input type="checkbox"/>	External Academic Credential Assessment	Verified copy forwarded to College office
CURRENCY OF QUALIFICATIONS		<i>Document Submission:</i>
<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
PRIOR/OTHER REGISTRATION		<i>Document Submission:</i>
<input type="checkbox"/>	Verification of previous and/or current registration with another dietetic regulatory body (if applicable)	Form emailed 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 type="checkbox"/>	English Language Proficiency Verification	Verified copy forwarded to College office
<input type="checkbox"/>	Police Information Check	Verified copy provided to College office (hard-copy or email)

ACADEMIC AND INTERNSHIP QUALIFICATIONS

OFFICIAL ACADEMIC TRANSCRIPTS FOR COMPLETED DEGREES

Purpose: Official academic transcripts for each degree demonstrates successful completion of an equivalent 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).

Submit an official academic transcript confirming each degree obtained and the year it was awarded. It is preferred that transcripts are sent directly from the educational institution to the College but may be submitted by the applicant. Transcripts must be originals or verified copies.

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

ACADEMIC COURSE DESCRIPTIONS/OUTLINES FOR COMPLETED PROGRAMS OF STUDY

Purpose: Academic course descriptions or outlines for all completed degrees provides detail on the content of each course and are required to satisfy the academic requirement for registration. A course syllabi or outline should show the structure of the course, content included in the course, competencies covered and length of course.

Provide the College with detailed course descriptions and course outlines for each degree, to assist in the detailed course review of the Credential Document Assessment. Documents must be originals or verified copies.

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

OFFICIAL INTERNSHIP VERIFICATION LETTER

Purpose: Official internship/practicum verification letter demonstrates successful completion of an equivalent internship to satisfy the practical requirement for registration. Official verification letter should include the applicant's name, length of the program, dates of program including completion, and detail on the structure of the program (areas of practice).

Submit written confirmation of successful completion of an internship program, including the date the program was completed, from the internship director/coordinator (signed and dated). The written confirmation should also outline the total length of program, and the length of time spent in each practice area. The confirmation must be an original or verified copy.

The College uses the information you submit to determine whether you meet the practice requirements for registration with the College. The decision is based on the information you provide; be sure to submit adequate detail for an assessment of your practice skills.

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

INTERNSHIP SUMMARY FORM

Purpose: Internship Summary Form can be completed by the applicant or by a program official. The form summarizes the applicant's areas of practice while completing the practical requirement for registration.

Complete and submit the Internship Summary Form (Appendix 1, found within this resource). The College uses the information you submit to determine whether you meet the practice requirements for registration with the College.

SELF-ASSESSMENT FORM: CROSS-REFERENCE TO INTEGRATED COMPETENCIES

Purpose: The Self-Assessment Form: Cross Reference to the Integrated Competencies is to be completed by the applicant to satisfy the academic and practical requirements for registration. The form demonstrates which competencies, required for registration, appear to have been met as per the applicant.

The [*Integrated Competencies for Dietetic Education and Practice \(2013\)*](#) define the entry-to-practice standard for Registered Dietitians in Canada.

Complete the Self-Assessment Form: Cross-Reference to Integrated Competencies which compares your academic and internship experiences completed outside of Canada to the *Integrated Competencies for Dietetic Education and Practice's* competency statements. The self-assessment will assist the College in reviewing and assessing your experiences and corresponding documentation, in determining whether there are any gaps in dietetic knowledge required to practice in Canada.

Include the completed Self-Assessment Form: Cross-Reference to Integrated Competencies, as found on the College website under [For Applicants – Applications – Internationally Educated Applicant – Application Documentation](#).

PRACTICAL EXPERIENCE SUMMARY

Purpose: Practical Experience Summary is to be completed by the applicant. The summary should summarize the practical experiences of the applicant to satisfy the practical requirement for registration.

Provide a Practical Experience Summary along with any documentation such as samples, projects, reports you wish to provide to assist the College in assessing your practical experience and training. Further information including definitions and a sample of the format can be found at the end of this document (Appendix 2, found within this resource).

The Practical Experience Summary is a typed summary of your practical dietetic experience, in point form. Be sure to sign and date the Practical Experience Summary. Both internship and practical work/volunteer experience may be included.

In this summary, describe and provide examples of activities you have undertaken in each of the four practice areas (clinical/individual nutrition care, community/population and public health, management (foodservices/dietetic), and other) that demonstrate evidence of the skills you have developed in: assessment, planning, intervention/implementation, evaluation, communication, and professional practice.

When describing or providing examples of activities, be sure to indicate whether:

- a) the activity was observed, done with supervision, or performed independently

b) the activity was undertaken as part of your internship program or gained through work experience

The College uses the information you submit to determine whether you meet the practice requirements for registration with the College. This decision is based on the information you provide; be sure to submit adequate detail for an assessment of your practice skills.

EXTERNAL ACADEMIC CREDENTIAL ASSESSMENT

Purpose: The external academic credential assessment, completed by a third-party assessor, confirms whether academic credentials are authentic and verifiable, and an assessment is completed to compare credentials to the Alberta equivalent.

Internationally Educated applicants must apply for a preliminary assessment of academic credentials. The preferred assessment services are listed below. The external academic assessment compares your credentials to educational standards in Canada. Please note, the assessment does not review the content of the programs completed; it provides basic information on the credentials received and a general statement outlining how your education compares to education in Canada.

When completing an application to the assessment service, the College will accept any of the assessment types (including the Basic Assessment). The completed assessment can be forwarded directly to the College office or may be submitted by the applicant. The assessment must be dated within one year of your complete application.

A link to the approved assessment agencies along with contact information can be found below. Any costs associated with obtaining the required external academic assessment are the responsibility of the applicant. A summary document of the estimated fees for external assessors can be found on the College website.

International Qualifications Assessment Service (IQAS) 9th floor, 9942 108 Street Edmonton, Alberta T5K 2J5 Canada	Phone: 780-427-2655 Email: Immigration.Info@gov.ab.ca Website: www.Alberta.ca/IQAS
World Education Services (WES) PO BOX 2008 STN MAIN Newmarket, Ontario L3Y 0G5 Canada	Phone: 1-800-361-6106 Website: https://www.wes.org/ca/
Comparative Education Service (CES) University of Toronto School of Continuing Studies 158 St. George Street Toronto, Ontario M5S 2V8 Canada	Website: https://learn.utoronto.ca/comparative-education-service
International Credential Evaluation Service (ICES) 3700 Willingdon Avenue Burnaby, British Columbia V5G 3H2 Canada	Website: https://www.bcit.ca/ices/

The College may also accept external academic assessments from other agencies, upon request by the applicant for approval by the Registrar.

CURRENCY OF QUALIFICATIONS

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 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.

WORK EXPERIENCE DOCUMENTATION

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

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.

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.

Provide verification of current and/or 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. The Verification of Registration must confirm the following details:

1. That you currently are or have been registered in good standing in an active practice category.
2. The date range of registration, as well as your individual registration number.
3. That you have held registration without conditions, restrictions, or limitations.
4. Whether there were any conduct issues during registration.

Any costs associated with obtaining registration verification documentation are 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 PROFICIENCY VERIFICATION

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

Applicants to the College shall meet the language proficiency requirement through one of the following:

1. By completing a dietetics program from an institution in a country on the College approved list, where:

- Theory and clinical instruction were provided in English
- The primary language of the educational institution was English
- The program was not an online or distance education program

College Approved List of Countries

- Australia
- Canada
- Ireland
- New Zealand
- South Africa
- United Kingdom (England, Northern Ireland, Scotland, and Wales)
- United States of America

2. By completing a Canadian accredited dietetics program.

3. By holding current registration:

- With the College (or having held registration within the last three years) in the general, temporary, or courtesy registers
- With another dietetic regulatory body in Canada (or having held registration within the last three years), in an equivalent practicing class

4. By achieving the required benchmark scores on one of the language proficiency tests approved by the College.

An Internationally Educated Applicant whose primary language of instruction for their academic and internship program was in English in a country on the College approved list (#1 above) must provide the following to meet the English language proficiency requirement for registration:

- Official documentation from the institution attesting to the language of instruction for the entirety of the program.

An Internationally Educated Applicant who does not meet the above criteria (#1 above), for example who has completed a dietetics program in a language of instruction other than English or in a country not on the approved list, must provide verification of a language proficiency test result (#4 above) obtained on EITHER:

- International English Language Testing System (IELTS) Academic Test
- Pearson Test of English (PTE) Academic Test
- Test of English as a Foreign Language (TOEFL) iBT Test.

The following requirements must be met:

- The verification of the language test result must be current (within 3 years)
- The verification of the language test result must be an original or verified document from the issuing institution.
- Applicants must achieve the minimum scores in each test component for the language test prior to being eligible for assessment. Minimum scores and information on submitting results can be found on the College website under [For Applicants – Applications – Internationally Educated Applicant – English Language Proficiency](#).
- Applicants must achieve a test score for all test components during one complete attempt of the test.

Please note, the Registration Committee of the College may require the applicant to submit a language test result or to go through English language upgrading based on the outcome of the assessment process, including for any applicants who have met the above requirement.

Any costs associated with obtaining the required English language test are the responsibility of the applicant. A summary document of the estimated fees for external assessors can be found on the College website.

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.

APPENDIX 1: INTERNSHIP SUMMARY FORM

APPLICANT’S NAME: _____

Please list the rotations/placements you completed, indicate the total number of hours spent in the rotation, and in what care setting (hospital, health centre, long term care facility, etc.) you completed it.

CLINICAL / INDIVIDUAL NUTRITION CARE	Rotations	Hours completed	Setting
	<i>E.g. GI, Diabetes, surgery, cardiology, chronic disease, etc.</i>		<i>E.g. acute care hospital, private clinic, long term care facility, outpatient clinics, etc.</i>
		TOTAL CLINICAL HOURS:	
COMMUNITY / POPULATION AND PUBLIC HEALTH / NUTRITION FOR GROUPS	Rotations	Hours completed	Setting
	<i>E.g. Food security, programming, school health program, public health, government, etc.</i>		<i>E.g. School, government agency, public health clinic, etc.</i>
		TOTAL COMMUNITY HOURS:	
MANAGEMENT OF DIETETICS &/or FOODSERVICE SYSTEMS	Rotations	Hours completed	Setting
	<i>E.g. Hospitality, personnel management/HR, processing/procurement, financial management, etc.</i>		<i>E.g. Hospital, commercial foodservice, school, Clinical program, etc.</i>
		TOTAL MANAGEMENT HOURS:	
OTHER	Rotations	Hours completed	Setting
		TOTAL OTHER HOURS:	

APPENDIX 2: PRACTICAL EXPERIENCE SUMMARY

DEFINITIONS (as defined in the *Integrated Competencies for Dietetic Education and Practice (ICDEP)*)

The following definitions will assist you in completing the Practical Experience Summary:

- **Nutrition Care** (Clinical Nutrition): providing services to meet the nutrition-care needs of *individuals*.
- **Population and Public Health** (Community Nutrition): promoting the nutrition health of *groups, communities and populations*.
- **Management:** managing programs, projects and services related to dietetics (may be referred to as Foodservice Systems Management).
- **Communication and Collaboration:** communicating effectively and practicing collaboratively. It is the application of theories of communication and counselling. This includes verbal, written and listening skills. It also involves contributing to teamwork and collaborative team processes/interprofessional practice.
- **Professional Practice:** demonstrating professionalism; application of dietetics-based knowledge, ethics, and the principles of personal development. The behaviour in this area of competence enhances both the profession of dietetics and the role of the individual dietitian.
- **Assessment:** identifying all relevant data and recognizing factors pertaining to the nutrition problem. Includes effective use of data collection techniques or tools, the ability to translate raw data into interpretable data and ability to formulate a conclusion based on interpretation and integration of the data. Nutrition diagnosis and re-assessment as part of Nutrition Care Process is also included in assessment.
- **Planning:** ability to establish goals and formulate and develop a nutrition intervention or nutrition care plan as part of the Nutrition Care Process.
- **Intervention or implementation:** ability to manage the implementation of the plan as part of the Nutrition Care Process
- **Evaluation:** the process of determining the achievement of goals and objectives and the need for changes to the nutrition care plan and/or further evaluation as part of the Nutrition Care Process.

PRACTICAL EXPERIENCE SUMMARY (SAMPLE FORMAT)

PRACTICE AREA: NUTRITION CARE for individuals (CLINICAL NUTRITION)

- a. **Assessment**
 - *(example) Gathered relevant data from medical chart, patient and/or their family and physical observation to determine nutrition diagnosis.*
- b. **Planning**
- c. **Intervention**
 - *(example) Developed individualized holiday nutrition care plans for patients at the Eating Disorder Clinic based on the meal exchange system and calories required.*
- d. **Evaluation**
- e. **Communication and Collaboration**
- f. **Professional Practice**

PRACTICE AREA: POPULATION AND PUBLIC HEALTH (COMMUNITY NUTRITION)

- a. **Assessment**
 - *(example) Identified tools required to assess the nutrition issue of a specific community group; using the tool, completed the assessment.*
- b. **Planning**
- c. **Implementation**
- d. **Evaluation**
 - *(example) Evaluated the effectiveness of the nutrition education program and provided recommendations for improvement.*
- e. **Communication and Collaboration**
 - *(example) Facilitated discussions and provided creative options for conflict management during team meetings.*
- f. **Professional Practice**
 - *(example) Assessed my learning needs and developed a plan to meet those needs.*

PRACTICE AREA: MANAGEMENT (FOODSERVICE SYSTEMS or related to dietetics)

- a. **Assessment**
- b. **Planning**
 - *(example) Completed an extensive menu planning assignment that included recipe development, production sheets, audit forms, prep and pull sheets, and therapeutic diet adaptations.*
- c. **Implementation**
- d. **Evaluation**
- e. **Communication and Collaboration**
- f. **Professional Practice**

PRACTICE AREA: OTHER (PRIVATE PRACTICE, BUSINESS, INDUSTRY, RESEARCH, TEACHING, ETC)

- a. **Assessment**
- b. **Planning**
- c. **Intervention/Implementation**
- d. **Evaluation**
- e. **Communication and Collaboration**
- f. **Professional Practice**