



## DOCUMENTS FOR SUBMISSION: APPLICATION FOR REGISTRATION (TEMPORARY REGISTER)

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### *APPLICATION TYPES FOR TEMPORARY REGISTER*

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Individuals who have met all the criteria for registration are eligible to apply for registration on the Temporary 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 **Temporary 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 on the Temporary Register with another Canadian Dietetic Regulator.

The documentation required for each Application Type may differ; this resource will outline the Documents for Submission.

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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://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 application 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 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.

This document begins with a Checklist of Required Documentation (page 3) followed by detailed information on the documentation requirements (page 4-8) and required forms to be completed and submitted (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](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>Required for following Application Types:</i></b>	<b><i>Document Submission:</i></b>
<input type="checkbox"/>	Official Academic Transcripts for completed degrees/coursework	All	Verified copy forwarded to College office
<input type="checkbox"/>	Letter of Degree Completion (if required)	All	Verified letter forwarded to College office
<input type="checkbox"/>	Internship/Practicum Verification letter	All	Verified letter forwarded to College office
<b>TEMPORARY REGISTRATION</b>		<b><i>Required for following Application Types:</i></b>	<b><i>Document Submission:</i></b>
<input type="checkbox"/>	Temporary Supervisor Form	All	Signed form (Appendix 1) emailed to College office
<b>CANADIAN DIETETIC REGISTRATION EXAMINATION</b>		<b><i>Required for following Application Types:</i></b>	<b><i>Document Submission:</i></b>
<input type="checkbox"/>	Canadian Dietetic Registration Examination Form	All	Completed form (Appendix 2) forwarded to College office
<b>PRIOR/OTHER REGISTRATION</b>		<b><i>Required for following Application Types:</i></b>	<b><i>Document Submission:</i></b>
<input type="checkbox"/>	Verification of current and previous registration with another dietetic regulatory body (if applicable)	Labour Mobility	Form emailed to College office directly from regulatory body
<b>OTHER</b>		<b><i>Required for following Application Types:</i></b>	<b><i>Document Submission:</i></b>
<input type="checkbox"/>	Identity Verification Documentation	Domestic Labour Mobility	Uploaded through online application form
<input type="checkbox"/>	Documentation supporting Authorization to Practice - Residency Status (if required)	All	Uploaded through online application form
<input type="checkbox"/>	Police Information Check	Domestic Labour Mobility	Verified copy emailed to College office
<input checked="" type="checkbox"/>	English Language Proficiency Verification	All	Met through Canadian training and/or prior registration with another dietetic regulatory body

## **ACADEMIC AND INTERNSHIP QUALIFICATIONS**

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

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, 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 in a sealed envelope. Transcripts must be original or verified copies.

When documenting your qualifying degree within the online application form, University of Alberta graduates should select B.Sc. Food & Nutrition from the drop-down list. Graduates from other programs should select the option that closely represents their degree as reflected on their official transcripts.

For applicants who selected the Unaccredited Canadian OR International Application Type, the College retained official transcripts from your initial application to the College. You will be required to submit official transcripts for any additional academic coursework completed to meet the requirements for registration.

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

### **LETTER OF DEGREE COMPLETION (if applicable)**

Purpose: Official letter demonstrates successful completion of an accredited degree to satisfy the academic requirement for registration. This letter will accompany the official transcripts demonstrating academic requirements have been met.

If you have not received your degree at the time of application, provide a letter from the University Registrar's office confirming degree requirements have been met and expected convocation date. The confirmation must be an original or verified copy.

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

### **INTERNSHIP/PRACTICUM 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.

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 confirmation must be an original or verified copy.

For applicants who selected the Canadian Trained OR International Application Type, the College retained official internship verification from your initial application to the College. You will be required

to submit official verification of completion for any additional practicum completed to meet the requirements for registration.

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

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## **TEMPORARY REGISTRATION**

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### **TEMPORARY SUPERVISOR FORM**

Purpose: Submitting the form with details for a Temporary Supervisor satisfies the supervision requirement for registration.

Temporary registrants must be supervised by a Registered Dietitian (RD). The requirement is designed to address public safety by providing practice advice and support to individuals in the temporary category until all the requirements for registration with the College, including the Canadian Dietetic Registration Examination, have been completed and the individual becomes a full registrant with the College.

The Registered Dietitian who agrees to be a mentor and provide this supervision should be practicing in an area that is like that of the temporary registrant and should be able to undertake this role for the length of the temporary registration. Activity is to include regular weekly communication (in-person, telephone or electronic) between the Registered Dietitian and the temporary registrant to review practice, practice-based issues and activities that have been undertaken during the week.

It is the responsibility of the temporary registrant to initiate the weekly communication. If for any reason it is not possible for the Registered Dietitian to continue to provide supervision, the College must be notified immediately by the temporary registrant and be provided with the name of another Registered Dietitian who will continue supervision.

Provide the signed Temporary Supervisor Form (Appendix 1) as part of your application.

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## **CANADIAN DIETETIC REGISTRATION EXAMINATION**

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Once temporary registration has been approved, candidates are pre-registered to write the Canadian Dietetic Registration Examination (CDRE) in the next available examination session. The examination is held in May and November each year.

The CDRE fee is \$600.00 and must be submitted to the College prior to registration.

Further information on the CDRE can be found on the College website under [For Applicants – Canadian Dietetic Registration Examination](#).

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

Examination results will be reported to candidates approximately 8 weeks following the date of the examination. Examination results will be released only to the candidate and only in writing.

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

Provide the completed Canadian Dietetic Registration Examination Form (Appendix 2) as part of your application.

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### *PRIOR/OTHER REGISTRATION*

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

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 a Verification of Registration Form be provided to the College office along with applicable documentation, including official transcripts, internship confirmation, 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.

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### *OTHER*

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## **IDENTITY VERIFICATION DOCUMENTATION**

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

If requested, provide a copy of Government issued photo identification showing current legal name for official identity confirmation of online application. 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.

For applicants who selected the Canadian Trained OR International Application Type, the College retained your Criminal Record Check from your initial application to the College. No further documentation is required.

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

## **ENGLISH LANGUAGE PROFICIENCY VERIFICATION**

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 completed a Canadian accredited/unaccredited dietetics program and/or holds registration with another dietetic regulatory body in Canada meets the English language proficiency requirement for registration. No further documentation is required.

For applicants who selected the International Application Type, English language proficiency documentation to meet the requirement as part of your initial application to the College continues to meet the requirements for registration. No further documentation is required.



### **APPENDIX 1: TEMPORARY SUPERVISOR FORM**

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The College of Dietitians of Alberta has been proclaimed under the *Health Professions Act*. Regulation under this legislation requires that a temporary registrant with the College must be supervised by a Registered Dietitian (RD).

The requirement is designed to address public safety by providing practice advice and support to individuals in the temporary category until they have completed all the requirements for registration including the Canadian Dietetic Registration Examination and are full registrants with the College.

The Registered Dietitian who agrees to be a mentor and provide this supervision should be practicing in an area that is similar to that of the temporary registrant and should be able to undertake this role for the length of the temporary registration.

Temporary registration may be held until eight weeks following the writing of the examination and temporary registrations are generally held for approximately six months between the May and November examinations.

Activity is to include regular weekly communication (in-person, telephone or electronic) between the Registered Dietitian and the temporary registrant to review practice, practice-based issues and activities that have been undertaken during the week.

It is the responsibility of the temporary registrant to initiate the weekly communication.

If, for any reason it is not possible for the Registered Dietitian to continue to provide supervision, the College must be notified immediately by the temporary registrant and be provided with the name of another Registered Dietitian who will continue supervision.

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**Please have this section completed by an Albertan Registered Dietitian and return this form to the College.**

Name of Registered Dietitian: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Work e-mail: \_\_\_\_\_

I have agreed to mentor and provide supervision to \_\_\_\_\_ in accordance with the above requirements while they are registered with the College of Dietitians of Alberta on the Temporary Register.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX 2: CANADIAN DIETETIC REGISTRATION EXAMINATION FORM**

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**CANDIDATE’S NAME:** \_\_\_\_\_

**Please complete the following:**

Have you previously written the CDRE? Yes  No

If yes, please provide the name of regulatory body you were registered with and the date you wrote the CDRE:

Regulatory body: \_\_\_\_\_ Date: \_\_\_\_\_

Check the language you prefer examination communications in: English  French

\_\_\_\_\_

Do you have any special needs/disabilities that require accommodation? Yes  No

If you have answered “Yes” please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The candidate is responsible for submitting a written request for accommodation to the provincial dietetic regulatory body for consideration by the Alliance of Canadian Dietetic Regulatory Bodies (the Alliance). The written request must be submitted by the deadline and include the information contained within the required forms, as found on the College website under [For Applicants – Canadian Dietetic Registration Examination](#).

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The CDRE will be administered by a United States-based company, Meazure Learning (Meazure). Testing will take place via an online remote-proctored process, provided by ProctorU.

Once the College has determined your eligibility to write the CDRE, you have paid the exam fee, and the scheduling window for the CDRE has opened, you will then receive by email a CDRE Virtual Examination Booking Window Notification from Meazure. This provides information about how to schedule your appointment to take the CDRE. You will choose the time and date during the two-day testing window.

Personal information will be sent to Meazure (ProctorU), including where you completed your practicum, your name, email address, language, and temporary registration number, if applicable. This information will be collected, used, and disclosed according to their privacy policies and will be subject to US laws, including the *US Patriot Act*.