



COLLEGE OF DIETITIANS
OF ALBERTA

DOCUMENTS FOR SUBMISSION: FOR REGISTRATION RENEWAL (TEMPORARY REGISTER EXTENSION)

INSTRUCTIONS FOR SUBMITTING DOCUMENTS

To complete an application for registration renewal, all registrants will require access to the online application portal (<https://cda.alinityapp.com>).

Once an application is submitted, an invoice will be generated for payment of the registration fees. The registration fees are to be paid upon submission of the online application.

Registrants may be required to submit documentation to complete their file with the College. This can be completed before or after the online renewal form has been submitted.

This document begins with a Checklist of Required Documentation (page 2) followed by detailed information on the documentation requirements (page 2-3) and forms to be completed and submitted if required (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 QUALIFICATIONS		<i>Document Submission:</i>
<input type="checkbox"/>	Official Academic Transcripts for conferred degrees (if applicable)	Hard copy forwarded to College office
TEMPORARY REGISTRATION		<i>Document Submission:</i>
<input type="checkbox"/>	Temporary Supervisor Form (if applicable)	Signed form (Appendix 1) emailed to College office
CANADIAN DIETETIC REGISTRATION EXAMINATION		<i>Document Submission:</i>
<input type="checkbox"/>	Canadian Dietetic Registration Examination Form (if applicable)	Completed form (Appendix 2) forwarded to College office
<input checked="" type="checkbox"/>	CDRE Results	Already on file with College

ACADEMIC QUALIFICATIONS

OFFICIAL ACADEMIC TRANSCRIPTS FOR CONFERRED DEGREES (if applicable)

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

If previous transcripts submitted to the College as part of initial application do not show the degree was conferred, registrants who have conferred but are writing the CDRE for a second time must 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 originals or verified copies.

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

TEMPORARY REGISTRATION

TEMPORARY SUPERVISOR FORM (if applicable)

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.

If the information previously submitted has changed, provide the signed Temporary Supervisor Form (Appendix 1) as part of your application.

CANADIAN DIETETIC REGISTRATION EXAMINATION

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

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

The College will have on file results from all attempts of the Canadian Dietetic Registration Examination. No further action is required to satisfy this requirement for registration.

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 (if applicable)

Registrants who are writing the CDRE for a second time, provide the completed Canadian Dietetic Registration Examination Form (Appendix 2) as part of your application.

APPENDIX 1: TEMPORARY SUPERVISOR FORM

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.

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

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](#).

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*.