



## DOCUMENTS FOR SUBMISSION: FOR REGISTRATION CHANGE (TEMPORARY TO GENERAL REGISTER)

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### *REASONS FOR REGISTRATION CHANGE*

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

When completing the online registration change form for the **General Register**, applicants will be required to indicate the Reason for the Registration Change from the following options:

- *Moved out of the Province*
- *No longer working in Dietetics*
- **Passed CDRE**
- *Permit Extension*
- *Retired*
- *Return to Practice*

Registrants applying to the General Register from the Temporary Register, following successful completion of the Canadian Dietetic Registration Examination (CDRE), should select the Passed CDRE reason.

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### *INSTRUCTIONS FOR SUBMITTING DOCUMENTS*

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

Applicants will be required to submit all required documentation before an application will be 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 3).

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)

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### ***CHECKLIST OF REQUIRED DOCUMENTATION***

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<b>REQUIREMENTS FOR REGISTRATION</b>		<b><i>Document Submission:</i></b>
<input type="checkbox"/>	Official Academic Transcripts for conferred degrees (if applicable)	Hard copy forwarded to College office
<input checked="" type="checkbox"/>	CDRE Results	Already on file with College

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### ***REQUIREMENTS FOR REGISTRATION***

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#### **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 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.

#### **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.