



The Courtesy Register Application for Registration route accommodates Registered Dietitians who are temporarily in Alberta for employment, education, teaching, or research purposes. The following serves as an informative guide on the application and registration process for applicants to the Courtesy Register of the College of Dietitians of Alberta (the College).

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## ELIGIBILITY FOR REGISTRATION

The College of Dietitians of Alberta is the regulatory body for the profession of dietetics in Alberta. Established under the *Health Professions Act* in 2002, the College regulates the practice of dietetics in the public interest by ensuring that regulated members have the proper education and training to provide professional, competent, and ethical services. The College mandate is the protection and safety of the public.

Applicants who meet the eligibility criteria below may be registered with the College without restrictions, limitations, or conditions through labour mobility as outlined in the *Canadian Free Trade Agreement* and within Alberta, the [Health Professions Act](#) and the *Labour Mobility Act*.

To be eligible for Courtesy registration, the applicant must:

1. Be currently registered in good standing in an active practice category with a provincial dietetic regulator.
2. Be of good character and reputation.
3. Be eligible to lawfully practice in Canada.
4. Have registration without conditions, restrictions, or limitations.

If you are a Registered Dietitian who intends to temporarily practice in Alberta and you meet the requirements above, you are eligible to apply to the Courtesy Register. While applying, you will need to provide information to the College about the nature and duration of your dietetic work in Alberta and confirmation that you are currently registered with another Canadian Dietetic Regulator.

If an individual does not meet the above requirements (for example, does not hold current registration with a regulatory body within Canada), they are not eligible to apply to the College for Courtesy Registration. The individual may apply for registration on the Temporary Register should they be a graduate of an approved Canadian dietetic program which included successful completion of both academic and internship requirements or apply for registration on the General Register (through the Return to Practice Application for Registration route) should they be an applicant who has met the requirements for registration but does not hold current registration.

## INFORMATION ON APPLICATION PROCESS

When an applicant is ready to apply to the College, they will be required to gain access to the College's online Registrant Portal.

- Were you previously registered with the College? Did you previously complete the College's Jurisprudence Learning Module while a student at the University of Alberta? If yes, please [contact the College office](#) to enable your existing online account.
- Are you a new applicant to the College? Access <https://cda.alinityapp.com> to create an account with the College to apply for registration.

Once an account has been activated, applicants will have the ability to submit an online **Application for Registration: Courtesy Register**. The online form consists of a Profile Form and an Application Form. Once submitted, the application form will be reviewed by the College office. Please note, application documents may be submitted separately. As soon as the first document is received, a file is created, and further documents are added to the file when they are received.

The College has prepared a **"Documents for Submission: Application for Registration (Courtesy Register)"** document for applicants to refer to when preparing their application. This document is available on the College website under [For Applicants – Applications – Courtesy Register](#).

In the interests of privacy, College staff will only discuss the specifics of an application or registration with the individual applicant or regulated member, unless written permission has been granted to allow disclosure of information to a third-party.

### APPLICATION FEE

An Application Fee of \$52.50 CAD is paid upon submission of the application form.

- If paying the required fees by credit card, the applicant will be invoiced for the required fees and receive directions for submitting payment online.
- If paying the required fees by cheque, the applicant will be invoiced for the required fees and receive directions for submitting the payment by cheque. Cheques are deposited once received in the College office.

An application is not complete and approved until all fees have been received by the College office. Fees are non-refundable.

Any additional costs associated with obtaining the required documentation (i.e. obtaining verification of registration documentation) are the responsibility of the applicant. The College does not set the fees associated with these services.

### REQUIRED DOCUMENTS

A complete application for registration must contain the documents listed below. Further information on each requirement and how it is to be submitted can be found within the **"Documents for Submission: Application for Registration (Courtesy Register)"** resource available on the College website under [For Applicants – Applications – Courtesy Register](#).

1. Online Form submitted: Application for Registration (Courtesy Register)
2. Current resume/curriculum vitae
3. Description of Services for Alberta Registration (Appendix 1 in Documents for Submission)
4. Identity Verification Documentation
5. Documentation supporting Authorization to Practice - Residency Status (if required)

To be provided by another dietetic regulatory body upon request by applicant:

1. Verification of Registration Form for all current and previous dietetic regulatory bodies
2. Official Academic Transcripts for each degree completed
3. Internship Verification Letter
4. CDRE Results
5. Name Change Documentation (if required)

The College office will contact an applicant if additional information and/or documentation is required to complete an application for registration. Please note, missing documents will delay the registration process.

Only once all required documents have been submitted is the application considered complete; the applicant may then be approved for registration as outlined below.

#### ALTERNATIVE DOCUMENTATION

If an applicant is unable to submit the documents required above, and as specified with the Documents for Submission 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 the Registration Committee of the College would review any documentation and confirm whether it would be accepted.

#### TIPS FOR APPLICATION

- Documentation may be provided electronically in advance, to start a file. When required, official copies must follow (provided to the College office).
- If any documentation was issued under a different name, the provided copy of Government issued identification that shows your current legal name will account for the difference.
- 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 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.

#### APPLICATION TIMELINES

The length of time it takes for an application to be complete and for an applicant to obtain registration depends on the length of time it takes for an applicant to submit the required documentation. The College recommends applicants begin the application process as soon as possible once they have determined they require registration in Alberta. An applicant can start a

file with the College office when they are ready to apply, and the file will remain open as the applicant submits further documentation.

Please note, to ensure the currency of the information contained within an application form (which includes both incomplete forms and submitted forms), online application forms tied to an application that have not been completed within 6 months from creation of the form may be withdrawn. If you require registration with the College later, you may submit another application form online.

#### ACKNOWLEDGMENT OF RECEIPT OF APPLICATION

Once an applicant has submitted all required documentation, under provincial legislation, the College is required to provide written acknowledgement of receipt of a complete application within 10 days.

## INFORMATION ON REGISTRATION DECISION

The College is required to complete a review of all required documentation to determine whether requirements for registration have been met.

If an applicant has been able to demonstrate that they satisfy the requirements for registration, a written registration decision will provide information on finalizing registration with the College.

If an applicant has not been able to demonstrate that they satisfy the requirements for registration, the applicant will be provided a written registration decision outlining the reasons and the right to an internal review or appeal.

### REGISTRATION DECISION TIMELINE

Under provincial legislation, the College is required to make a registration decision on applications within 20 business days after receiving a complete application. The College is required to provide the written registration decision to the applicant within 10 business days after making the decision.

For applicants who have met the requirements for registration, this process can typically be completed within 1-3 business days upon receipt of a complete application.

### APPEALING A REGISTRATION DECISION

Under the *Health Professions Act*, an applicant may request a review of a registration decision by Council (otherwise known as an appeal). The Council's role in a review/appeal is to review the rationale and outcome of the decision and assess whether the decision was reasonable. The request must be submitted in writing to the attention of the Registrar within 30 days from the date of the registration decision notification. The request must set out the reasons why the application for registration should be approved with or without conditions. In accordance with the *Bylaws* of the College, a Registration Decision Review Fee of \$262.50 CAD is required for a review of a registration decision.

Within 30 days of receiving the request for review, the Registrar must advise the applicant of the date, time, and location of the review. The review must commence within 60 days of the Registrar receiving the request for review. College Council will hear the appeal and review the submissions made by all parties. A written decision is provided to all parties within 10 business days following the review.

## INFORMATION ON REGISTRATION

An applicant to the College of Dietitians of Alberta is **not** able to:

- practice or use the protected titles of Dietitian, Nutritionist, Registered Dietitian, Registered Nutritionist, the initials RD, or any other protected titles in Alberta until formally notified by the College that they are entitled to do so.
- accept or begin an employment position (including orientation) until formally notified by the College that their application for registration has been approved, that they are entitled to do so and have received a practice permit.
- indicate on a resume or any other documentation, or verbally indicate that they are registered with the College until formally notified by the College that they are a regulated member and have received a practice permit.

### REGISTRATION TIMELINES

Under provincial legislation, the College is required to provide a registration decision to applicants within 20 business days after receiving a complete application. Once an applicant has submitted all required documentation, the applicant is eligible for registration with the College. This process can typically be completed within 1-3 business days upon receipt of all required documentation.

- Documentation supporting Authorization to Practice - Residency Status (Eligibility to Lawfully Practice) must be provided to the College office before any practice permits are issued.

### REGISTRATION FEES

The following registration fees are required for a complete General Registration, upon approval of the application.

Courtesy Practice Permit Fee issued for a minimum of 30 days to a maximum of 180 days;

- Registration for 0-30 days, \$52.50 CAD
- Registration for 30-60 days, \$105.00 CAD
- Registration for 60-90 days, \$157.50 CAD
- Registration for 90-120 days, \$210.00 CAD
- Registration for 120-150 days, \$262.50 CAD
- Registration for 150-180 days, \$315.00 CAD

The Practice Permit Fee will cover a practice permit for the period requested and paid for by the applicant.

- If paying the required fees by credit card, the applicant will be invoiced for the required fees and receive directions for submitting payment online.
- If paying the required fees by cheque, the applicant will be invoiced for the required fees and receive directions for submitting the payment by cheque. Cheques are deposited once received in the College office.

An application is not complete and approved until all fees have been received by the College office. Fees are non-refundable.

## COURTESY REGISTRATION

Registration on the Courtesy Register grants full registration and the right to practice and use all the protected titles of the College: Registered Dietitian, Registered Nutritionist, Dietitian, Nutritionist, and the initials RD.

## REGISTRATION CONFIRMATION

Once an applicant has been approved to the Courtesy Register of the College, they will receive a registration package in the mail. This package will include a formal letter confirming their registration as well as guidance on where to obtain relevant documentation.



## COLLEGE COMMITMENT

The College of Dietitians of Alberta's duty is to carry out registration practices that are transparent, objective, impartial and procedurally fair. The College is committed to a bias-free and discrimination-free application, assessment, and registration process.

## QUESTIONS AND SUPPORT

Should an applicant have any questions regarding any of the information provided, or should they require support through the process, they can be directed to the College office:

College of Dietitians of Alberta  
1320, 10123 99 Street  
Edmonton, AB T5J 3H1

Phone: (780) 448-0059

Fax: (780) 489-7759

Toll Free: 1-866-493-4348

Email: [office@collegeofdietitians.ab.ca](mailto:office@collegeofdietitians.ab.ca)

Website: [www.collegeofdietitians.ab.ca](http://www.collegeofdietitians.ab.ca)

Appointments can be scheduled during office hours by contacting the College office. The office is open Monday-Friday from 9:00 am to 4:00 pm.

## APPLICATION

- Applicants Registered Elsewhere in Canada who require Courtesy registration must submit an online application along with all required documentation.
- Applicants must request Verification of Registration with all regulatory bodies they have held registration with.

## REGISTRATION DECISION

- Once a complete application has been received in the College office, it is reviewed.
- A Registration Decision is provided to applicants.

## COURTESY REGISTRATION

- If requirements for registration have been met, the applicant is eligible for Courtesy registration with the College for the length of time required.
- Registration package is provided by mail once approved.