



INFORMATION ON APPLICATION FOR REGISTRATION: INTERNATIONAL APPLICANTS

The International Application for Registration route applies to any applicant who has received training at an institution outside of Canada. The following serves as an informative guide on the application, assessment, and registration process for Internationally Educated Applicants to 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.

To become registered with the College, an applicant must meet the registration requirements for the profession of dietetics as set out in the [Registered Dietitians and Registered Nutritionists Profession Regulation](#) and the [Health Professions Act](#).

1. The applicant must have graduated with a Baccalaureate degree in foods and nutrition from an accredited Canadian University, or **equivalent**.
2. The applicant must have successfully completed a dietetic internship or a practicum from an accredited Canadian internship program, or **equivalent**.
3. The above qualifications must be obtained within three years prior to the date of a complete application or upgrading may be required.
4. The applicant must demonstrate good character and reputation in order to register with the College.
5. The applicant must demonstrate English language proficiency in order to register with the College.
6. The applicant must demonstrate eligibility to lawfully practice in Canada in order to register with the College.
7. The applicant must successfully complete the Canadian Dietetic Registration Examination when eligible.

If an individual has met requirements 1-6 above, they are eligible to apply to the College for assessment of substantial equivalency.

If an individual does not meet the above requirements (for example, has not completed an equivalent degree in foods and nutrition or dietetics, or has not completed a dietetic internship or practicum), they are not eligible to apply to the College. The individual would be required to complete the requirements for registration prior to applying for registration.

Within Canada, degree and internship programs approved by the College's Council are accredited by Accreditation Canada. A listing of all accredited and unaccredited Canadian Degree/Internship programs can be found on the College website under [For Applicants – Applications – Requirements for Registration](#).

ARE YOU READY TO APPLY?

On the College website under [For Applicants - Applications - Internationally Trained Applicant](#), the College has made a Self-Assessment Tool available for individuals to help decide if they are ready to apply to the College for an eligibility assessment. The College encourages all applicants to complete the Self-Assessment Tool.

INFORMATION ON APPLICATION PROCESS

When an applicant is ready to apply to the College, they will be required to first “Sign up” for an account in the College’s online Registrant Portal. The online portal can be accessed at <https://cda.alinityapp.com>.

Once an account has been created, applicants will have the ability to submit an online **Application for Registration: International Applicants**. 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.

- Applicants are not required to complete the Jurisprudence Learning Module, which shows as Available under My Exams. This will become a requirement once the applicant has been approved to a practicing register. Applicants will be notified when it is a requirement for completion.

The College has prepared a “**Documents for Submission: Application for Registration (International Applicants)**” resource for applicants to refer to when preparing their application. This document is available on the College website under [For Applicants – Applications – Internationally Educated Applicant – Application Documentation](#). Applicants may complete the application and assessment process before they have permanently arrived in Alberta.

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 \$210.00 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 until the required fee has been received by the College office. The fee is non-refundable.

Any additional costs associated with obtaining the required documentation (i.e. external academic assessment, obtaining transcripts and registration documentation) as well as

document translation and English language tests are the responsibility of the applicant. The College does not set the fees associated with these services. A summary document of the estimated fees for external assessors can be found on the College website.

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 (International Applicants)”** resource available on the College website under [For Applicants – Applications – Internationally Educated Applicant – Application Documentation](#).

1. Online Form submitted: Application for Registration (International Applicants)
2. Official Academic Transcripts for each degree completed
3. Academic course descriptions/outlines for completed programs of study
4. Official Internship Verification letter from program
5. Internship Summary Form (Appendix 1 in Documents for Submission)
6. Self-Assessment Form: Cross-Reference to *Integrated Competencies* (available on College website)
7. Practical Experience Summary (Appendix 2 in Documents for Submission contains information and sample format)
8. External Academic Credential Assessment
9. Current resume/curriculum vitae
10. Work Experience Documentation (letters of employment verification)
11. Competence Activities Documentation (summary and verification of competence activities)
12. Verification of previous and/or current registration with another dietetic regulatory body
13. Identity Verification Documentation
14. Documentation supporting Authorization to Practice - Residency Status (if required)
15. English Language Proficiency verification: Instruction in a Country on the College approved list OR Language Test
16. Police Information Check

The Executive Assistant/Registration Coordinator for 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 assessment process.

Only once all required documents have been submitted is the application considered complete; the applicant may then proceed to the assessment process 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 Registration Committee of the College would review any documentation and confirm whether it would be accepted.

TIPS FOR APPLICATION

- Ensure that you have official copies of all required documentation, including academic and internship documentation from the institution(s). If you have not yet arrived in Canada, it would be beneficial to contact the appropriate institutions to request this documentation prior to your arrival. A complete list of required documentation can be found within the Documents for Submission resource.
- Ensure all application documents are originals or verified copies and are in English. If documents are in a language other than English, notarized translations must be provided. Please note, original documentation will be returned to the applicant at the conclusion of the assessment process.
- 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.
- The College can receive a complete application from an applicant regardless of Eligibility to Lawfully Practice (Residency Status). A declaration is included within the application form but the application and assessment processes outlined in this guide can be completed without Permanent Residency or a Work Visa. Documentation supporting Authorization to Practice - Residency Status must be provided to the College office before any practice permits are issued.
- Ensure you have met the English Language Proficiency requirements for registration. Information on language proficiency can be found on the College website under [For Applicants – Applications – Internationally Educated Applicant – English Language Proficiency](#). Applicants must provide documentation demonstrating language proficiency prior to being eligible for assessment therefore, an applicant may wish to complete this requirement early to ensure compliance with requirements.
- The College can receive a complete application from an applicant regardless of whether their credentials (degrees, internship/practicum) were completed within the previous three years, or whether they have prior dietetic work experience within the previous three years. The College assesses currency requirements as part of the assessment process. Applicants are encouraged to submit any relevant documentation, including for activities completed outside of the previous three years.
- An applicant may wish to submit the request for the External Academic Credential Assessment to an approved third-party assessor early in the application process as it can take time to obtain the final document. Applicants can gather the other required documents while awaiting the assessment results.
- The College's assessment of qualifications is based on the information and documentation provided by the applicant therefore, it is the responsibility of the applicant to provide sufficient, appropriate, verified documentation for an adequate assessment of their qualifications. The College recommends submitting any documentation relevant to registration with the College.

APPLICATION TIMELINES

The length of time it takes for an application to be complete and advance to the assessment process depends on the length of time it takes for an applicant to obtain and submit the required documentation. 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.

The College completes assessments twice per year therefore, complete applications must be received by the following deadlines to proceed to the next available assessment:

February 15th (for the Spring assessment)

July 15th (for the Fall assessment)

The Executive Assistant/Registration Coordinator for the College office will confirm by email with applicants when an application is complete and is ready to proceed to assessment. Further information on the assessment process as outlined below is provided to the applicant at that time.

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, the College will provide written acknowledgement of receipt of a complete application.

INFORMATION ON ASSESSMENT PROCESS

The Registration Committee of the College will assess the qualifications of an Internationally Educated Applicant to determine if their academic preparation and practical training are substantially equivalent to the requirements for registration obtained through accredited Canadian programs as well as determining if currency requirements have been met.

The assessment process includes two assessments: Credential Document Assessment and College Competency Assessment. Applicants may begin the assessment process prior to arrival in Alberta.

CREDENTIAL DOCUMENT ASSESSMENT

The [*Integrated Competencies for Dietetic Education and Practice*](#) define the entry-to-practice standard for Registered Dietitians in Canada implemented through education programs and the Canadian Dietetic Registration Examination.

The College will complete a review and assessment of all documentation submitted. A cross-reference of all academic and internship documentation to the *Integrated Competencies for Dietetic Education and Practice* will be completed by the College to determine whether there are any gaps in dietetic knowledge. The Self-Assessment Form: Cross-Reference to *Integrated Competencies*, as completed by the applicant, assists with this internal assessment.

COLLEGE COMPETENCY ASSESSMENT

The College Competency Assessment tests whether applicants can demonstrate the minimum standard of practice necessary for professional registration in Alberta, to verify currency of practice-based knowledge and to demonstrate competency in a Canadian setting. It fairly and accurately evaluates the foundational knowledge and competencies needed to practice dietetics at the time of assessment.

Applicants are required to complete a College Competency Assessment conducted at the University of Alberta (UA), which will be based on three components: Foundational Knowledge Examination, Practice Competency Examination (also known as an Objective Structured Clinical Examination) and Multiple Mini Interviews (MMI).

The date for the College Competency Assessment is determined by the College in consultation with the University of Alberta. Once the assessment facilities have been booked and a date has been confirmed, the Executive Assistant/Registration Coordinator for the College will inform applicants of the date for the next College Competency Assessment.

Applicants will be required to be available for the entire day (typically starting at 8:00 am and concluding around 3:15 pm). The assessment is completed virtually.

ASSESSMENT FEE

An Assessment Fee of \$600.00 CAD is to be paid to the College once eligible for the College Competency Assessment. Applicants will be invoiced for the Assessment Fee and provided

information on submitting payment by credit card or cheque. Registration for the assessment will be confirmed once the assessment fee has been processed by the College office.

Any additional costs related to the assessment are the responsibility of the applicant.

ASSESSMENT PREPARATION

Once an applicant has been registered for the College Competency Assessment, they will receive by email the following resources:

- From the College, backgrounders on each assessment component which provides information on assessment and expectations.
- From the University of Alberta, a Competency Assessment Process Preparation Guide which will provide information on what to expect from the assessment and to assist with preparation.

These resources will be the only resources provided to applicants. The College Competency Assessment evaluates the foundational knowledge and competencies needed to practice dietetics at the time of assessment; we do not provide study resources for the assessment.

Minimum Passing Results: The assessment results are a part of the overall application that is reviewed by the Registration Committee therefore, the minimum scores below serve as a GUIDELINE ONLY.

Foundational Knowledge Exam	>80% = met minimum requirements
Practice Competency Exam	minimum pass score is 4/5
Multiple Mini Interviews	minimum pass score is 35

INFORMATION ON REGISTRATION DECISION

Following completion of the College Competency Assessment, the Registration Committee of the College will review all application documentation and the results of both College assessments. The College will then send a letter by mail to the applicant outlining the registration decision of the Registration Committee and the requirements for registration.

If an applicant has been able to successfully demonstrate that their academic preparation and practical training is substantially equivalent to the requirements for registration obtained through accredited Canadian programs as well as meeting currency requirements, the applicant's registration decision will provide information on registration with the College.

If an applicant has not been able to demonstrate the minimum standard of practice, practice-based knowledge, and competence necessary for professional registration in Alberta, the applicant will be issued an interim registration decision. Based on any noted deficiencies in competence or knowledge, an interim registration decision may include any or all of the following: English language upgrading, academic upgrading, practical experience upgrading, dietetic bridging or any other requirements as determined by the Registration Committee. Contact information for the individual who can assist with information and/or registration for any additional dietetic education will be provided at the time of the interim registration decision.

- If English language upgrading is required, along with meeting the College's language requirement for registration, if academic and/or practical upgrading is required, you will be required to meet the University of Alberta's English Language requirements for admission to the program. Therefore, you may wish to refer to the English Language requirements at the University when considering programs to complete to meet the College's requirement.
- If additional dietetic education is required, course costs are the responsibility of the applicant.
- If practical experience upgrading (professional practicum) is required, costs are the responsibility of the applicant. The College also advises applicants that location of available placements is determined by placement capacity within the province. All applicants should be expected to complete placements in rural locations across the province, which is required of all internship or practicum participants within the program, and cannot be guaranteed placements in urban centres or their hometown.

Following an interim registration decision of the Registration Committee, an applicant's file is closed. The file will re-open once an applicant has either successfully completed all requirements for registration as outlined in the College's registration decision letter or the applicant applies for re-assessment later.

REGISTRATION DECISION TIMELINE

Under provincial legislation, the College is required to provide an interim registration decision to applicants within 6 months after receiving a complete application. The College will provide a written registration decision to the applicant following review by the Registration Committee.

RETURN OF DOCUMENTS

Following the assessment process and once a registration decision has been provided by the Registration Committee, the College office may arrange for the return of original documentation submitted as part of application.

APPEALING A REGISTRATION DECISION

Under the *Health Professions Act*, an applicant may request a review of the interim 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 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 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

The length of time it takes for an applicant to complete all requirements for registration outlined in the interim registration decision to be eligible for registration with the College depends on the requirements and when the applicant successfully completes them. The College encourages applicants to begin completing the requirements as soon as possible once an interim registration decision has been provided by the College office. Interim registration decisions are considered current for 3 years after the decision was made. If an applicant does not begin the process of upgrading within that 3-year period, the interim registration decision may not remain current and the applicant may require re-assessment to determine currency.

Once an applicant has successfully completed all requirements for registration identified through the assessment process by the Registration Committee, and official documentation supporting the completion of requirements has been received in the College office, the applicant is eligible for registration with the College. The College recommends applicants begin the application process at least 4-6 weeks prior to the conclusion of their final requirement for registration. Applicants should contact the College office to obtain information on completing an application for registration. Once a complete application has been received, registration 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 Temporary Registration, upon completion of all requirements for registration and eligibility for registration with the College.

- Temporary Practice Permit Fee of \$236.25 CAD
- Canadian Dietetic Registration Examination (CDRE) Fee of \$600.00 CAD

The Practice Permit Fee will cover a practice permit from the date of approval to 8 weeks following the next sitting of the CDRE.

- 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.
 - If an applicant wishes to post-date the CDRE Fee, a post-dated cheque for the fee amount must be received in the College office before an application can be approved. The cheque can be post-dated up to the deadline for complete applications for the next CDRE sitting. Please confirm dates with the College office. The Application Fee and the Practice Permit Fee may not be post-dated.

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

TEMPORARY REGISTRATION

Internationally Educated Applicants who have met all requirements for registration are eligible to apply for Temporary Registration with the College and eligible to write the next sitting of the Canadian Dietetic Registration Examination (CDRE) as a final step towards registration in Alberta. Temporary registration with the College allows candidates to practice under supervision and use the protected title “Dietitian” until they have written the CDRE. Required fees for Temporary Registration (Practice Permit Fee and CDRE Fee) will be collected once eligible for registration.

GENERAL REGISTRATION

On successful completion of the CDRE, Temporary registrants are eligible for registration on the General Register and issued a General practice permit. Registration on the General Register grants full registration (without supervision) and the right to practice and use all the protected titles of the College: Registered Dietitian, Registered Nutritionist, Dietitian, Nutritionist, and the initials RD. Required fees for General Registration (Practice Permit Fee) will be collected once eligible for registration.

REGISTRATION CONFIRMATION

Once an applicant has been approved to a register with the College, they will receive a registration package in the mail. This package will include a formal letter confirming their registration and any additional requirements (ie. Temporary Supervision, CDRE, Continuing Competence) as well as guidance on where to obtain relevant documentation.

The College is aware of the following supports for Internationally Educated Applicants, outside of the College. Please note, the following programs and services are not required to apply for registration with the College; they are presented here for your information only.

- The [Alberta Advantage Immigration Program \(AAIP\)](#) is an economic immigration program that nominates people for permanent residence in Alberta. Nominees must have skills to fill job shortages or be planning to buy or start a business in Alberta. They must also be able to provide for their families. The program is run by the governments of Alberta and Canada.
- Immigration, Refugees and Citizenship Canada (IRCC) has a program called [Settlement Online Pre-Arrival \(SOPA\)](#), which delivers pre-arrival orientation, employment and workplace culture communication support for immigrants focusing on job search, job readiness and job retention. More information can also be found on the Alberta partner's website, [CCIS](#).
- [Directions for Immigrants in Trades and Professional Careers](#) is a no cost career service centre that offers resources and support for internationally educated professionals. More information can be found on the [Dietitian/Nutritionist](#) occupation page.
- Alberta Government's [Foreign Qualification Recognition \(FQR\)](#) promotes fair and accurate recognition of qualifications and skills of immigrants by regulatory organizations and employers. FQR website provides a list of resources for internationally trained applicants, including newcomer resources/pre-arrival orientation service (Canadian Immigrant Integration program) and working in Alberta.
- Alberta Government's [Opportunity Alberta](#) provides information on living and working in Alberta and includes resources regarding English language skills, studying and working.
- Alberta Government's [Foreign Qualification Recognition \(FQR\)](#) provides information and links for financial assistance through microloans to help with expenses related to training, examinations, skills upgrading and licensing fees. Information is available on Servus-Bredin, [Windmill Microlending](#) and Career Loans.

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 following individual:

Lisa Omerzu
Executive Assistant / Registration Coordinator
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: execasst@collegeofdietitians.ab.ca

Website: 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

- Eligible Internationally Educated Applicants must submit an application online and provide the required documentation.
- Once a complete application has been received in the College office, the applicant is eligible to advance for assessment.

ASSESSMENT

- There are two assessments completed by the College: Credential Document Assessment (cross-reference review of all documentation to competencies) and College Competency Assessment (assessment completed by applicant).

REGISTRATION
DECISION

- The Registration Committee of the College reviews application documentation and the results from both assessments when making their registration decision.
- Registration decision is provided to the applicant by mail.

REGISTRATION

- Once an applicant has successfully completed all requirements for registration as outlined in the registration decision, they are eligible for registration with the College.
- Registration package is provided by mail once approved.