



INFORMATION ON APPLICATION FOR REGISTRATION: TEMPORARY REGISTER (DOMESTIC)

The Temporary Register (Domestic) Application for Registration route applies to any graduate of an approved Canadian dietetic program that includes successful completion of both academic and internship requirements. The following serves as an informative guide on the application and registration process to the Temporary 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.

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 registration.

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](#).

If an individual has completed an Unaccredited Program (either degree and/or internship), they are eligible to apply to the College for assessment as an Unaccredited Canadian Trained Applicant.

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: Temporary 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 (Temporary Register)"** document for applicants to refer to when preparing their application. This document is available on the College website under [For Applicants – Applications – New Canadian Trained Applicant](#).

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 \$105.00 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 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 transcripts and police information check) 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 (Temporary Register)"** resource

available on the College website under [For Applicants – Applications – New Canadian Trained Applicant](#).

1. Online Form submitted: Application for Registration (Temporary Register)
2. Official Academic Transcripts for each degree completed
3. Internship Verification Letter
4. Letter of Degree Completion (if degree has not been conferred at time of application)
5. Temporary Supervisor Form (Appendix 1 in Documents for Submission)
6. CDRE Form (Appendix 2 in Documents for Submission)
7. Identity Verification Documentation
8. Documentation supporting Authorization to Practice - Residency Status (if required)
9. Police Information Check

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 Registration Committee of the College would review any documentation and confirm whether it would be accepted.

TIPS FOR APPLICATION

- Ensure that you have official, verified copies of all required documentation, including academic and internship documentation from the institution(s), forwarded to the College office. A complete list of required documentation can be found within the Documents for Submission resource.
- 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.

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 at least 4-6 weeks prior to the conclusion of their degree/internship. 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 Canadian Dietetic Registration Examination is offered twice per year therefore, complete applications must be received at least 2 weeks prior to the beginning of the CDRE period for the applicant to be eligible to complete the next sitting of the CDRE. Specific deadlines are outlined on the College website under [For Applicants – Canadian Dietetic Registration Examination](#) or can be provided by contacting the College office.

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 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

The College will make a registration decision on applications after receiving a complete application. The College will provide the written registration decision to the applicant.

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 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

Once an applicant has received a registration decision that confirms they are eligible for registration with the College, they will be notified of final requirements to complete the application (payment of fees below). This process can typically be completed within 1-3 business days upon an approved application.

- 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 approval of the application.

- 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

New Canadian Trained 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 and passed the CDRE.

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.

When a Temporary registrant is eligible to apply for General Registration, an online application form will be available. The required fees for a General Practice Permit are available in the College’s [Fee Schedule](#). The fee will cover a practice permit from the date of approval to the end of the current registration year (March 31).

REGISTRATION CONFIRMATION

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

INFORMATION ON CANADIAN DIETETIC REGISTRATION EXAMINATION

The Canadian Dietetic Registration Examination (CDRE) is a national examination that tests the necessary knowledge, skill, attitude, and judgment required to competently practice dietetics. The CDRE is a requirement for registration in all provinces except Quebec.

The CDRE is a four-hour, computer-based, multiple-choice examination offered in May and November each year.

REGISTRATION DEADLINES

New Canadian Trained Applicants are strongly encouraged to apply for Temporary Registration and the CDRE well in advance of finishing their internship so that, as soon as they have completed internship and are approved to the Temporary Register, candidates can schedule their seat for the exam early within the scheduling period.

SCHEDULING THE CDRE

The College pre-registers all Temporary registrants for the next sitting of the Canadian Dietetic Registration Examination (CDRE); this includes providing email and contact information to the scheduling agency. 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 (a part of Meazure).

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*.

ACCOMMODATIONS

Requests for exam accommodations must be made prior to the deadline for accommodation requests as outlined on the College website under [For Applicants – Canadian Dietetic Registration Examination](#).

To allow for adequate time to arrange accommodation, applicants with accommodation requests are encouraged to submit the required forms, as found on the CDRE page of the College's website, well in advance of the registration deadline for the CDRE.

For more information on the accommodation policy and the required information for the request (including forms), please review the CDRE Preparation Guide or contact the College office.

CDRE PREPARATION GUIDE

The CDRE Preparation Guide explains how the examination is designed, the examination process (including sample questions), study guides and references. This is the only resource provided to applicants and approved by the College for preparation for the CDRE. It is available on the College website under [For Applicants – Canadian Dietetic Registration Examination](#).

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

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.

INFOGRAPHIC OF PROCESS

