



## INFORMATION ON REGISTRATION RENEWAL: TEMPORARY REGISTER EXTENSION

A registration renewal application for Temporary Register Extension applies to any registrant who is currently registered on the Temporary Register and requires further extension on the Temporary Register. The following serves as an informative guide on the application and registration process to extend Temporary Register of the College of Dietitians of Alberta (the College).

### Contents

ELIGIBILITY FOR REGISTRATION .....	2
INFORMATION ON APPLICATION PROCESS .....	3
REQUIRED DOCUMENTS .....	3
TIPS FOR APPLICATION.....	4
APPLICATION TIMELINES.....	4
ACKNOWLEDGMENT OF RECEIPT OF APPLICATION.....	4
INFORMATION ON REGISTRATION .....	5
REGISTRATION TIMELINES .....	5
REGISTRATION FEES .....	5
TEMPORARY REGISTRATION .....	6
GENERAL REGISTRATION .....	6
REGISTRATION CONFIRMATION.....	6
INFORMATION ON CANADIAN DIETETIC REGISTRATION EXAMINATION .....	7
REGISTRATION DEADLINES .....	7
SCHEDULING THE CDRE .....	7
ACCOMMODATIONS .....	7
CDRE PREPARATION GUIDE .....	8
COLLEGE COMMITMENT .....	9
QUESTIONS AND SUPPORT .....	9
INFOGRAPHIC OF PROCESS.....	10

## 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 be eligible for extension of registration on the Temporary Register, two scenarios are applicable:

1. Registrant has successfully completed the Canadian Dietetic Registration Examination but has not conferred with a Baccalaureate degree in foods and nutrition from an accredited Canadian University, or equivalent, and therefore cannot provide official transcripts indicating conferred degree.
2. Registrant was unsuccessful in their first attempt at the Canadian Dietetic Registration Examination but is eligible to apply for a second attempt while maintaining active registration with the College.

If an individual has met the requirements above, they are eligible to apply to the College for registration renewal to the Temporary Register.

If an individual does not meet the above requirements (for example, has attempted the CDRE twice and was unsuccessful), they are not eligible to apply for an extension on the Temporary Register.

## INFORMATION ON APPLICATION PROCESS

When a registrant is ready to complete the application to extend registration on the Temporary Register, they will be required to gain access to the College's online Registrant Portal (<https://cda.alinityapp.com>) to complete an application for registration renewal.

Within 30 days of the expiry of their current Temporary registration, registrants will have the ability to submit an online **Registration Renewal: Temporary Register**. The online form consists of a Profile Form and a Renewal Form. Once submitted, the form will be reviewed by the College office. Please note, additional documents may be submitted separately.

The College has prepared a **"Documents for Submission: For Registration Renewal (Temporary Register Extension)"** resource for registrants to refer to when preparing their application. This document is available on the College website under [For Applicants – Registration following CDRE](#).

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

### REQUIRED DOCUMENTS

A complete application for registration renewal 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: For Registration Renewal (Temporary Register Extension)"** resource available on the College website under [For Applicants – Registration following CDRE](#).

#### Scenario #1: Passed CDRE, Awaiting Convocation of Degree

1. Online Form submitted: Application for Registration Renewal (Temporary Register)
  - a. Note: when submitting the Profile Update form, registrants will be asked to provide practice hours for any employment records, up to the end of the current registration period (March 31). This will be an estimate of the hours already achieved to current date, and an estimate of intended practice hours for the remainder of the year.
2. CDRE Results (already on file with College)
3. If necessary, Temporary Supervisor Form (Appendix 1 in Documents for Submission)

#### Scenario #2: Unsuccessful First CDRE Attempt, Applying for Second Attempt

1. Online Form submitted: Application for Registration Renewal (Temporary Register)
  - a. Note: when submitting the Profile Update form, registrants will be asked to provide practice hours for any employment records, up to the end of the current registration period (March 31). This will be an estimate of the hours already achieved to current date, and an estimate of intended practice hours for the remainder of the year.
2. Official Academic Transcripts (if current set does not show conferred degree)
3. CDRE Results from First Attempt (already on file with College)
4. If necessary, Temporary Supervisor Form (Appendix 1 in Documents for Submission)

## 5. CDRE Form (Appendix 2 in Documents for Submission)

The College office will contact a registrant if additional information and/or documentation is required to update a registrant's file.

Once the online registration renewal form is submitted, it will be approved for registration. The remaining documents may follow, to complete the registrant's file with the College.

### TIPS FOR APPLICATION

- It is the responsibility of the applicant to request official transcripts be forwarded to the College office should the set provided at the time of application not show conferred degree. Registrants should contact their university to request official transcripts be mailed to the College office once degree has been conferred.

### APPLICATION TIMELINES

The length of time it takes for an application to be complete and for a registrant to obtain extension on the Temporary Register depends on the length of time it takes for a registrant to submit the online form. The College recommends registrants begin the application process as soon as they receive results from the CDRE and have determined they require a register extension.

### ACKNOWLEDGMENT OF RECEIPT OF APPLICATION

Once an applicant has submitted the online renewal form, the College will provide written acknowledgement of receipt.

## INFORMATION ON REGISTRATION

A Temporary registrant to the College of Dietitians of Alberta is **not** able to use the protected titles Registered Dietitian, Registered Nutritionist, Nutritionist, or the initials RD in Alberta until formally notified by the College that they are entitled to do so.

### REGISTRATION TIMELINES

Once a registrant has submitted the online form, the registrant is eligible for registration renewal with the College. This process can typically be completed within 1-3 business days.

Before or following registration renewal approval, the registrant may be required to submit the remaining documents to update their file with the College. This can include updating Temporary Supervisor Information (if it has changed), Official Transcripts and the CDRE Form (to confirm preferences for upcoming sitting of the exam).

### REGISTRATION FEES

The following registration fees are automatically included in an invoice for extension of Temporary Registration, upon approval of the renewal form.

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

For registrant's who have successfully completed the CDRE and therefore are not required to complete the next sitting of the exam, they should contact the College office to request the invoice be corrected to remove the CDRE Fee.

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.

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

## TEMPORARY REGISTRATION

Registrants who have met all requirements for registration renewal are eligible to apply for Temporary Registration Extension with the College and, if necessary, 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 registrants 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 and submission of official transcripts showing degree has been conferred, 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 a registrant’s registration renewal has been approved on the Temporary Register of 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) 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

Temporary registrants who are attempting the CDRE for a second time are strongly encouraged to apply for Temporary Registration Extension and the CDRE as soon as possible so 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](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.

## REGISTRATION RENEWAL

- Temporary registrants who require extension on the Temporary Register, they must submit an online application.
- Temporary registrants will also be asked to provide required documentation to update their file with the College.

## TEMPORARY REGISTRATION EXTENSION

- Once a completed renewal form has been received in the College office, the registrant is eligible for extension of Temporary registration with the College.
- Registration package is provided by mail once approved.