



INFORMATION ON REGISTRATION CHANGE: TEMPORARY TO GENERAL REGISTER

A registration change application from Temporary to General Register applies to any registrant who is currently registered on the Temporary Register and has successfully passed the Canadian Dietetic Registration Examination (CDRE) and therefore meets all requirements for full registration. The following serves as an informative guide on the application and registration process to the General 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 be eligible for registration on the General Register, the Temporary registrant must:

1. Have successfully completed the Canadian Dietetic Registration Examination.
2. Have conferred with a Baccalaureate degree in foods and nutrition from an accredited Canadian University, or equivalent, and have provided official transcripts indicating conferred degree.

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

If an individual does not meet the above requirements (for example, official transcripts do not show registrant has conferred degree), they are not eligible to apply to the General Register. The individual may apply for an extension on the Temporary Register until they have met the requirements for registration.

INFORMATION ON APPLICATION PROCESS

When a registrant is ready to complete the application to the General 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 change.

Within 30 days of the expiry of their current Temporary registration, registrants will have the ability to submit an online **Registration Change: General Register**. The online form consists of a Profile Form and a Registration Change 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 Change (Temporary to General Register)"** 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 change 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 Change (Temporary to General Register)"** resource available on the College website under [For Applicants – Registration following CDRE](#).

1. Online Form submitted: Application for Registration Change (General 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. During registration renewal period in March, you will have the ability to amend the practice hours to reflect accurate dietetic hours for the employment record.
2. Official Academic Transcripts (if current set does not show conferred degree)
3. CDRE Results (already on file with College)

The College office will contact a registrant 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 registrant may then be approved for registration as outlined below.

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 registration on the General Register depends on the length of time it takes for a registrant to submit the required documentation. The College recommends registrants begin the application process as soon as they receive confirmation of successful completion of the CDRE.

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

A Temporary registrant to the College of Dietitians of Alberta is **not** able to use the protected titles Registered Dietitian, Registered Nutritionist, 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 all required documentation, the registrant is eligible for registration change with the College. This process can typically be completed within 1-3 business days upon receipt of all required documentation.

REGISTRATION FEES

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

General Practice Permit Fee (prorated)

- After May CDRE, \$448.88 CAD
- After November CDRE, \$149.63 CAD

The Practice Permit Fee will cover a practice permit from the date of approval to the end of the current registration year (March 31).

- If paying the required fees by credit card, the registrant will be invoiced for the required fees and receive directions for submitting payment online.
- If paying the required fees by cheque, the registrant 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. official transcripts) are the responsibility of the registrant. The College does not set the fees associated with these services.

GENERAL REGISTRATION

Registration on the General 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 a registrant has been approved to the General 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. Continuing Competence) 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

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

- Temporary registrants who have passed the CDRE and meet the requirements for General registration must submit an online application along with all required documentation.

GENERAL REGISTRATION

- Once a complete application has been received in the College office, the registrant is eligible for General registration with the College.
- Registration package is provided by mail once approved.