

COLLEGE

Briefings

Summer 2025 Edition

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Call for Applications: 2025 CDRE Item Writing Committee

The Alliance of Canadian Dietetic Regulatory Bodies (the Alliance) is the group of dietetic regulators from across Canada. In a consistent national approach, the Alliance members work together to support the regulatory mandate of each provincial jurisdiction to protect the public interest. The Alliance administers the Canadian Dietetic Registration Examination (CDRE) and is seeking volunteers to serve on the Item Writing Committee.

Currently, the Alliance is recruiting dietitians with lived and/or practice-based experience related to Indigenous foodways. Those with experience working with marginalized populations and knowledge of cultural safety and humility would also be helpful to support the committees' work.

More information on the volunteer position and the application form (in English and French) is available on the College website under [For Dietitians – Regulated Member Resources – Volunteer Opportunities](#). Please use the application form to express your interest in serving on the committee, and the experience and assets you bring to the role.

Please email your application to cdre.manager@dieteticregulators.ca by July 31, 2025.

Annual Report 2024

The College has posted the Annual Report for 2024/2025 online. Click here to access the report (under [About Us – Annual Reports](#)).

College Practice Permits and Receipts

The College reminds registrants that practice permits and official tax receipts are available on the [Registrant Portal](#) under “Download Registration” along the left sidebar. The College archives previous year’s permits and receipts so should you require a receipt from a previous year, please access it in the registrant portal.

- Regulated members are required under the *Health Professions Act* to have their practice permit available when requested by employers and the public. Employers and the public can also verify registration by accessing the Public Register of the College at <https://cda.alinityapp.com/Client/PublicDirectory>
- Official tax receipts include the breakdown of practice permit fees to include GST paid.

Reporting Professional Liability Insurance Information

All practicing regulated members of the College of Dietitians of Alberta are required to carry Professional Liability Insurance (PLI) in their own name, of at least \$2 million per occurrence/claim.

The College’s online profile form includes a section for reporting Insurance information. If you have not already done so, you are required to disclose the following information on your Profile:

- **Insurance Provider:** you may select from the drop-down list, or if the provider is not listed, select Missing Provider to add to a text box.
- **Policy Number:** provide the policy number
- **Coverage:** provide the policy coverage amount (minimum \$2,000,000.00 required)
- **Effective Date:** effective date of policy coverage
- **Expiry Date:** expiry date of policy coverage

Reporting PLI information is mandatory for all practicing registrants. If you are practicing (employed/private practice in dietetics) you must provide active PLI information on your profile and ensure it remains current. If a policy expires, you will be required to add the new policy information.

If you are a non-practicing registrant (on leave, not employed, or employed in a non-dietetic role), please ensure your employment status on your profile reflects your current status. Reporting PLI will be optional for non-practicing registrants.

The College will complete random audits of Professional Liability Insurance coverage. You may be contacted and asked to submit proof of professional liability insurance coverage to the College.

For more information on the requirements as well as answers to common questions, please refer to the College Website, under [For Dietitians – Liability Insurance](#).

Continuing Competence Program (CCP) Audit Process

Continuing Competence Program (CCP) submissions were completed in March by all regulated members for 2024/2025. The CCP audit process began in April 2025.

- For any regulated members selected for Review Audit, you will see this selection noted in the [Registrant Portal](#) under “My Audits”. Please note, no action is required from you unless you are contacted by the College.
- For any regulated members selected for Document Audit, in addition to having a record noted in your “My Audits” section online, you will also have received an email by the end of April requesting the required documentation. The College communicates by email when requesting audit documentation.

Further information on the Continuing Competence Program, including information to assist you in completing the program requirements throughout the year, can be found on the College website under the [For Dietitians section](#).

Canadian Dietetic Registration Examination (CDRE)

For all Temporary regulated members who completed the May 2025 sitting of the Canadian Dietetic Registration Examination (CDRE), the College anticipates receiving the results by early July.

Please ensure your profile with the College remains current to ensure you receive up-to-date information from the College office.

For all Temporary regulated members who are scheduled to complete the November 2025 sitting of the CDRE, you will receive information on scheduling the exam closer to the scheduling window in September 2025. Further information on the CDRE can be found on the College website under [For Applicants - Canadian Dietetic Registration Exam \(CDRE\)](#).

Contacting the College Office

The College office hours are Monday-Friday from 9:00am to 4:00pm. College staff are available by phone or email during regular business hours. If we are unable to assist you when you call the office, please leave a message, or send an email. We will address all questions or requests as soon as possible.

The College office is open by appointment only. Please call the College office at 780-448-0059 or send an email to office@collegeofdietitians.ab.ca to schedule an appointment. The College may have limitations in place for the health and safety of any visitors and the College staff.

Doug Cook, Registrar & Executive Director (*he/him*)

Lisa Omerzu, Executive Assistant & Registration Coordinator (*she/her*)

Shannon Eklund, Director of Professional Practice (*she/her*)

College's Registrant Portal

Resources for Regulated Members

The College has a variety of resources available for regulated members to refer to when using the Registrant Portal, including a Guide for Using the Registrant Portal, Demo Videos for the Registrant Portal, Help sections throughout the Online Forms, and the Continuing Competence Program (CCP) Manual. The resources can be found under [For Dietitians – Regulated Member Resources, Registrant Portal Resources](#).

Ensuring Your Profile is Current

All Dietitians, as regulated professionals, have a duty to ensure their profile information with the College is updated within 30 days of any change in the information required for the College's Register. This includes changes to your legal name, contact information (phone and email), mailing address, employment information, and insurance information. You should update your profile information online by logging onto the [Registrant Portal](#) to complete a Profile Update.

If any information found on the [Public Register](#) or [Find a Dietitian Directory](#) is inaccurate or incomplete, please [contact the College office](#) to request a correction.

Two-Factor-Authentication Security

Two-Factor-Authentication is well established as an essential component of security best practices. The College of Dietitians of Alberta is committed to protecting the privacy and security of your personal information. The College's [Registrant Portal](#) requires Two-Factor-Authentication for each user. For information on this process and how to complete the steps to validate your browser, please refer to the **Guide for Using the Registrant Portal** found online under [Regulated Member Resources](#).

Ensuring you Receive CDA Emails

To ensure you receive all important communications from the College office in a timely manner, please add **CDA Administration (office@collegeofdietitians.ab.ca)** to your safe sender list or address book.

Adding our sending domain (collegeofdietitians.ab.ca) to your list of accepted email senders (often referred to as a "whitelist", "safe list", or "list of privileged senders") will ensure that you receive College communications from all College email addresses.

Failure to receive emails from the College does not excuse missed deadlines or requirements for maintaining your registration.

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COLLEGE OF DIETITIANS
OF ALBERTA

The College of Dietitians of Alberta office is located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.