

Dear Registrant,

It is Registration Renewal time again. Please note the following important registration renewal information for the renewal period of April 1st, 2023 to March 31st, 2024.

Renewal Package Submission Deadline

The Registrar must receive renewal packages **no later than February 28, 2023**. The review of submissions will begin early March therefore all packages must be submitted to the Registrar by the end of February. A late fee of \$100 will be charged if a package is received after February 28th, 2023.

Please submit all forms in hard copy format by regular mail to the address below. Electronic documents attached by email will not be accepted at this time. *

*If you require sending documents by email, please contact the registrar for special consideration.

Carolyn Knox, Registrar
P.E.I. Dietitians Registration Board
PO Box 362
Charlottetown
C1A 7K7

Registration Renewal Fee

Please note: The 2023-2024 annual renewal fee is **\$350** this year.

Payment:

There are two options:

CHEQUE OR MONEY ORDER:

- Post-dated for April 1, 2023
- Made payable to **College of Dietitians of PEI**
- Included with your renewal package

E-TRANSFER:

- **Send Transfer between March 7, 2023 and April 1, 2023** (to ensure funds are available for deposit between Apr 1 - 7, 2023)
 - * **PLEASE NOTE, FUNDS WILL NOT BE ACCEPTED BEFORE APRIL 1, 2023 SO IF YOUR E-TRANSFER IS SENT TOO EARLY (30 DAYS), IT MAY EXPIRE AND IT WILL BE YOUR RESPONSIBILITY TO RE-SEND**
 - * If the funds are not available between April 1 - 7, 2023, a **late fee of \$100 will be charged**
- Sent to peidrbtreasurer@gmail.com (DO NOT send to the Registrar)
- Using the password **renewal2023** (DO NOT use a password of your choosing)

- Check off Method of Payment on your renewal form.
- Cash will not be accepted.

Professional Development Requirements:

To maintain your registration with the College of Dietitians of PEI, you are required to obtain 10 credit hours of professional development per year or 30 credit hours in the three years preceding the application for renewal.

CDPEI is committed to Equity, Diversity, and Inclusion (EDI). The Council is wanting registrants to be engaged in this topic and has approved the additional Professional Development Requirement of including an activity that is on the topic of EDI. This is an annual requirement going forward.

To initiate this requirement CDPEI is offering some links to tools and resources. Please see attached documents. To fulfill the requirement registrants can review some of those offered and inform highlights of what was learned in the Professional Development Record.

The attached documents were developed by the CDPEI EDI Committee and does not represent a comprehensive list.

Please note that registrants are not limited to the suggestions provided and are free to participate in an appropriate EDI activity of their own choosing.

PEI Professional Development Record Guidelines:

This document outlines the various types of professional development activities and the amount of credit hours that each is worth. There is also a code that corresponds for each type of activity. **The requirement to include CE activities from at least two categories has been waved for this year.**

Professional Development Record for the current renewal period:

Record all of the professional development actives you have participated in since February 28, 2022 on the Professional Development Record. Complete the form as follows:

- Column 1: Record the date you completed the PD activity/event.
- Column 2: Indicate the code that corresponds to the PD record guidelines.
- Column 3: Provide a brief description of the PD activity or event or course, etc.
- Column 4: Record the total time, in hours, spent on each activity, NOT the credit hours associated with the activity. If it is a course or conference, this amount of time should represent the amount of time in sessions or lectures and not include lunch or coffee breaks.

If you have any questions, please contact Carolyn Knox at (902) 394-1745 or by email at registrar@peidietitians.ca

Sincerely,

Carolyn Knox, Registrar