

Continuing Education Guidelines 2025

To maintain your registration with the College of Dietitians of PEI, it is required for general members to submit a continuing education record annually.

Continuing Education (CE) Requirements

1. Continuing education requirements are 30 credit hours of CE per 3-year period (prorated for new members).
 - a) Many registrants aim for 10 credit hours each year to meet requirements
2. One Category K: Equity, Diversity, and Inclusion activity each year
3. Activities in two or more CE categories each year

Continuing Education Audits

- 20% of continuing education records are audited each year. Audits are chosen at random.
- It is advised to keep CE supporting documents (certificates, slide decks, notes, agendas etc) for three years after submission, as they may be needed in case of an audit to provide additional details.
- To be considered for dietetic continuing education credit hours, the activity must relate clearly and directly to the actual practice of dietetics.

Continuing Education Record Guidelines:

Submit only the CE Record Form – no supporting documents. See Audit section above for details.

Using the CE Record Form, document your educational activities you have participated in since February 28 of the current registration year. The Continuing Education Activity Guide outlines the various types of activities and associated codes.

Complete the form as follows:

Column 1: Record the date you completed the CE activity/event

Column 2: Indicate the code that corresponds to the CE activity/event - *Please note code changes*

Column 3: Provide a brief description of the CE activity/event

Column 4: Record the total time (not credit hours), in hours, spent on each activity/event. 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 do not see the activity which you wish to receive credit for, please contact the Registrar (registrar@peidietitians.ca).

Continuing Education Activity Guide

Code	Category	Credit Hour	Comments
A	Attendance at or participation in:		Per hours of professional subject matter (does not include lunch or coffee breaks)
	1. Short courses	5. Workshops	
	2. Webinars	6. Seminars	
	3. Conferences	7. Journal club	
	4. Grand rounds	8. Poster Sessions	
C	Academic & Professional Programs/Courses		
	1. Graduate Course (Nutrition)	30.0	On successful completion
	2. Undergrad course (Nutrition)	10.0	On successful completion
	3. Auditing undergrad course (Nutrition)	5.0	On successful completion
	4. Advanced certification (Nutrition) ie CDE	Credit hours evaluated on an individual basis. Please contact the Registrar.	
F	Presentations & Journal Club		
	1. To Registered Dietitians or other health practitioners	2.0	Per hour of professional subject matter
	2. Poster presentation	2.0	Per poster
	3. Journal club presentation	1.0	Max of 2 credit hrs/1yr
G	Writing for Publication		
	1. Article for professional press	2.0	Per article
	2. Peer reviewed article	3.0	Per article
	3. Book review for professional press	2.0	Per book
	4. Peer reviewing an article	2.0	Per article
I	Mentoring & evaluating students (ie preceptor for dietetic students)	1.0	Per 4-week mentor/preceptorship and involvement in evaluation
J	Individual Study Program that is pre-approved by the registrar	1.0	Per hour of professional subject matter or at the discretion of the registrar
K	Equity, Diversity, and Inclusion education	1.0	Per hour of subject matter