

SECTION	Registration			
SUBJECT	Continuing Education credits & audits	Policy # XXX		
APPLICABLE GOVERNANCE DOCUMENT	Regulation Health Professions Act Dietitian Regulations			
Approved by CDPEI Council	Effective January 2024	Reviewed	Revised	Page 1/1

POLICY

General Registrants are required to submit annual Continuing Education (CE) records upon renewal of registration. General Registrants are required to complete 30 credit hours in each three year period to maintain competency in accordance with Section 60 of the Act and Section 16 of Dietitian Regulations. CE records of 20% of general registrants will be audited annually chosen at random.

PROCEDURE

Action	Responsibility
1. Annual submission of CE record by all general registrants accompanying registration renewal.	General Registrant
2. Audit of 20% of CE record chosen at random. Audits will review previous three years of submissions to meet requirements in Act and Regulations. A CE audit document will be provided electronically to those audited who successfully meet CE credit hours.	Registrar/Deputy Registrar
3. The College will provide direction to registrants when CE credit hours do not meet established evaluation criteria. Regulated members must undertake any additional actions related to their program as directed by the College. Failure to comply with the directions provided by the College may result in conditions on, suspension, or cancellation of the practice permit.	Registrar/Deputy Registrar