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|---------------------------------------|--|-----------------|---------|----------|
| <b>SECTION</b>                        | <b>Registration</b>  |                 |         |          |
| <b>SUBJECT</b>                        | <b>Dietitian Candidate Registration</b>  | <b>Policy #</b> |         |          |
| <b>APPLICABLE GOVERNANCE DOCUMENT</b> | <b>Dietitian Regulations - Section 9, 10<br/>Regulated Health Professions Act - Section 11</b> |                 |         |          |
| <b>Approved by CDPEI Council</b>      | Effective<br>November<br>2024  | Reviewed        | Revised | Page 1/2 |

## **POLICY**

The category entitled Dietitian Candidates (temporary registration), as described in the Dietitian Regulations, is for those who meet all requirements for registration except for completion of the Canadian Dietetic Registration Exam (CDRE). Registration as an RD Candidate is valid until 8 weeks after writing the CDRE or until the results are available, whichever comes first.

If employed as a Dietitian Candidate, it is required to have a mentor in their workplace. Mentors must be fully registered members of CDPEI and possess experience in the same area of practice as the Dietitian Candidate. Dietitian Candidates must submit the following information to CDPEI: their workplace details, their manager's contact information, and the name and contact information of their mentor.

All Dietitian Candidates are expected to write the next available sitting of the CDRE. The Registrar/Deputy Registrar may grant an extension based on the written request of the applicant stating sufficient reason. The decision to grant an extension is solely determined by the Registrar/Deputy Registrar and their decision is final.

In the event of failure of the first attempt of the CDRE, the applicant may request an extension of the Temporary Membership. The request for an extension must be sent to the Registrar/Deputy Registrar and show, if they are working, that they are in an environment that supports their professional development and meets requirements laid out in the Extension of Dietitian Candidate license and unsuccessful first attempt of CDRE Policy.

In the case of failure of the second attempt of the CDRE, the candidate's Temporary Membership is revoked. See Unsuccessful second attempt of CDRE policy for details.

## PROCEDURE

| Action  | Time              | Responsibility             |
|---|-------------------|----------------------------|
| Dietitian Candidate application to CDPEI <ul style="list-style-type: none"> <li>• Applicant to submit the following to CDPEI:               <ul style="list-style-type: none"> <li>○ application form</li> <li>○ payment of fees (application, temporary membership, and CDRE fees)</li> <li>○ copy of government issued ID)</li> <li>○ name change documents (if required).</li> </ul> </li> <li>• Applicant to arrange for original documents to be sent directly from the issuing institution to CDPEI for the following:               <ul style="list-style-type: none"> <li>○ university transcripts</li> <li>○ confirmation of accredited internship</li> <li>○ and criminal record check</li> </ul> </li> </ul> | n/a               | Applicant                  |
| Upon receipt of application package and supporting documents (as outlined in 1) Registrar/Deputy Registrar to determine eligibility.  | 1-2 weeks         | Registrar/Deputy Registrar |
| Deposit application fees  | 1 week            | Treasurer                  |
| Confirm registration and send to Candidate: <ul style="list-style-type: none"> <li>○ receipt of payment</li> <li>○ temporary membership number</li> <li>○ Dietitian Candidate welcome letter</li> </ul> Update register on website  | 1-2 weeks         | Registrar/Deputy Registrar |
| Register Dietitian Candidate for CDRE.  | When portal opens | Registrar/Deputy Registrar |
| If employed, Dietitian Candidate to send employer and mentor information to CDPEI.  | n/a               | Applicant                  |