

SECTION	Registration & CDRE			
SUBJECT	Extension of Dietitian Candidate license and unsuccessful first attempt of CDRE			
Policy #				
APPLICABLE GOVERNANCE DOCUMENT	Dietitian Regulations 9, 12			
Approved by CDPEI Council	Effective November 2024	Reviewed	Revised	Page 1/2

POLICY

Dietitian Candidates who have unsuccessfully written the Canadian Dietetic Registration Exam (CDRE) once may apply for an extension of their Candidate membership. A Candidate may only request an extension after the first failure. Extensions will not be considered after second and subsequent attempts.

Extension of the Dietitian Candidate license is based on meeting all the following criteria:

- The Candidate meets all criteria for initial registration as a temporary member according to the Regulated Health Professionals Act, Dietitian Regulations, and Dietitian Candidate policy.
- The Candidate must immediately notify employer of failed result of CDRE and have employer contact Registrar indicating they were notified of CDRE failure and if they agree to maintain the Candidates employment.
- The Candidate must arrange supervision by a Registered Dietitian and approved by the Registrar. It is the Candidate’s responsibility to find supervision. The Candidate with extended temporary membership shall practice only under the supervision of a Registered Dietitian/s as approved by the Registrar following guidelines below.
- The Candidate is expected to write the next CDRE unless granted an extension by Registrar/Deputy Registrar.

Guidelines for supervision:

- The Registered Dietitian/s who provides supervision to the Candidate are expected to:
 - provide sufficient guidance and direction to enable the person to perform competently.
 - be readily available to the Candidate by phone, email, or in person.
 - be in or have experience in a similar area of practice as the Candidate. If the Candidate is working in more than one practice area, then more than one supervising Registered Dietitian will be required.

- meet with the Candidate monthly to review their workload and ensure that standards of care for assessment, education, follow-up, and documentation are being met.
- consider arranging direct supervision of Candidate. Direct supervision is highly encouraged once per month and can be completed more often if indicated.
- Submit *Dietitian Candidate Supervision Documentation Form* every four weeks to CDPEI Registrar documenting clients reviewed by supervising Registered Dietitian/s. The table must not contain any personal identifiers with regards to clients. It must be signed by Candidate and supervising Registered Dietitian/s.

PROCEDURE

Action	Time	Responsibility
College notifies Candidate of failure of CDRE and sends the following documents: <ul style="list-style-type: none"> ● CDRE Certificate indicating failure ● CDRE Performance Report ● CDPEI Policy for Extension of Dietitian Candidate license and unsuccessful first attempt of CDRE ● Dietitian Candidate Supervisor form ● Dietitian Candidate Supervision Documentation Form 	Within 1-2 days of release date	Registrar or Deputy Registrar
If Candidate is employed, the following is required: <ol style="list-style-type: none"> 1. Notify employer of CDRE exam results and request they email the College to indicate they have been notified of exam results and if they agree to maintain the Candidates employment. 2. Source Dietitian Supervision and submit Dietitian Supervisor form for approval by College. 3. Follow requirements for supervision as outlined in this policy: <ol style="list-style-type: none"> a. Monthly meetings with supervising RD b. Complete and submit CDPEI Candidate Supervision Documentation Form every four weeks to Registrar. 	<ol style="list-style-type: none"> 1. Within 1-2 days 2. 1 week 3. ongoing 	Candidate
Register & pay fees for next CDRE		Candidate