

SECTION	Registration			
SUBJECT	Reinstatement within three years	Policy #		
APPLICABLE GOVERNANCE DOCUMENT	Dietitian Regulations 11-16 Regulated Health Professions Act 12, 24, 25			
Approved by CDPEI Council	Effective December 2024	Reviewed	Revised	Page 1/2

BACKGROUND

The College of Dietitians of Prince Edward Island (CDPEI) is responsible for developing, establishing, and maintaining the standards of licensure. The College deems assurances of applicant’s dietetic knowledge, skills, and judgement to be in the public interest. This policy sets out the assessment criteria used by the College to determine when an applicant has sufficiently demonstrated the currency of their knowledge, skills, and competence within three years of resigning their license to practice in a Canadian jurisdiction.

POLICY

1. Applicants for membership must meet the criteria as defined in the Regulated Health Professions Act Sections 12 and Dietitian Regulations sections 11-16.
2. Applicants for membership must meet the Currency of professional knowledge and skills criteria as defined in the Dietitians Regulations Section 14. Demonstration of currency can be any of the following:
 - A) practiced dietetics for 500 hours in the past three years without any restrictions; practice hours may need to be required confirmed by employer(s) OR
 - B) successfully completed their degree in dietetics or human nutrition from an accredited program in the past three years OR
 - C) completed refresher program satisfactory to the registrar within three years of application
3. Submission of continuing education record is required when applying for reinstatement. Continuing education requirements include completion of at least 30 credit hours in the past three years meeting the standards and requirements established by the Council.
4. If the applicant has practiced dietetics within the past three years but has not met the currency requirement as outlined in Section 2 of this policy, the Registrar may grant a license with condition or restriction.

PROCEDURE

Action	Time	Responsibility
<p>Applicant submits request for reinstatement to CDPEI including the following:</p> <ul style="list-style-type: none"> • application form • reinstatement form • continuing education record • transfer verification form from province previously registered • Copy of government issued ID • Payment of application assessment for Canadian educated currency applicants 	n/a	Applicant
Deposit assessment fees	1 week	Treasurer
Upon receipt of application package and supporting documents Registrar/Deputy Registrar to determine eligibility. Registrar may request a letter directly from employer for proof of currency.	2 weeks	Registrar/Deputy Registrar
<p>If approved for reinstatement, applicant to submit the following to CDPEI</p> <ul style="list-style-type: none"> • Criminal record check • Registration fees 	1 month	Applicant
Deposit registration fees	1 week	Treasurer
<p>Confirm registration with or without conditions/restrictions and send the following to applicant:</p> <ul style="list-style-type: none"> • receipt of payment • registration certificate • general member welcome letter <p>Update register on website</p>	1-2 weeks	Registrar/Deputy Registrar