



Dear Member,

It is Registration Renewal time again. Please note the following important registration renewal information for the renewal period of April 1st 2018 to March 31st, 2019.

Deadline for renewal package submission:

The Registrar must receive renewal packages **no later than February 28, 2018**. The board will be meeting in early March to review the packages therefore all packages must be submitted to the Registrar by the end of February. A late fee of \$100 will be charged if a package is received after February 28th, 2018.

Please submit all forms and supporting documents in hard copy format by regular mail to the address below. Electronic documents attached by email will not be accepted at this time.*

*If you require sending documents by email, please contact the registrar for special consideration.

Carolyn Knox, Registrar
P.E.I. Dietitians Registration Board
PO Box 362
Charlottetown
C1A 7K7

Please note: 2018-2019 Registration Renewal Fee: \$300

Payment options:

- Cheque or money order payable to the **P.E.I. Dietitians Registration Board**. Post date for April 1, 2017. Please include in your renewal package if choosing this option.
- E-transfer to peidrbtreasurer@gmail.com (Please note: not to the Registrar) If you are choosing this method please consider the deadlines for the transaction to be completed. The e-transfers will be accepted between April 1 and April 7, 2018. Most banks have a 30 day timeline for e-transfers to be completed. Therefore it is advised that you setup payment to go out after March 8th and before April 1st. If the funds are not available between April 1st and 7th, a late fee of \$100 will be charged.

Please use the following **password**: Renewal 2018 **Do not choose one of your own.**

Check off Method of Payment on your renewal form.

Cash will not be accepted.

Professional Development Requirements:

To maintain your registration with the PEI Dietitians Registration Board, you are required to obtain 10 credit hours of professional development per year or 30 credit hours in the three years preceding the application for renewal.

PEI Professional Development Record Guidelines:

This document outlines the various types of professional development activities and the amount of credit hours that each is worth. There is also a code that corresponds for each type of activity.

Professional Development Record for the current renewal period:

Record all of the professional development activities you have participated in since February 28, 2017 on the Professional Development Record. Complete the form as follows:

- Column 1: Record the date you completed the PD activity/event.
- Column 2: Indicate the code that corresponds to the PD record guidelines.
- Column 3: Provide a brief description of the PD activity or event or course, etc.
- Column 4: Record the total time, in hours, spent on each activity, NOT the credit hours associated with the activity. 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.

In your renewal package, include a copy of all available information about the particular PD activity/event such as program descriptions, brochures, conference outlines, etc. This will help in evaluating activities and awarding the appropriate amount of credit hours.

If you have any questions, please contact Carolyn Knox at (902) 892-9234 or by email at registrar@peidietitians.ca

Sincerely,

Carolyn Knox, Registrar