

## Welcome Members of the College of Dietitians of Prince Edward Island

Congratulations on registering as a Registered Dietitian with CDPEI! Please consult the resources below to help guide you with the College's requirements to maintain membership in good standing. All members must comply with the Regulated Health Professions Act, Dietitians Regulations, By-Laws, Standards of Practice, and Code of Ethics; therefore, it is your professional responsibility to read these documents and practice in accordance. Documents listed below are available in the members area of the CDPEI Website.

- [Regulated Health Professions Act](#)
- [Dietitian Regulations](#)
- [CDPEI By-Laws](#)
- [CDPEI Standards of Practice](#)
- [CDPEI Code of Ethics](#)

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## About the College of Dietitians of Prince Edward Island (CDPEI)

CDPEI is the regulatory body for Dietitians, Nutritionists, and Dietetic Interns on Prince Edward Island. The CDPEI Council governs and administers the affairs of the College in accordance with the PEI Regulated Health Professions Act, Dietitians Regulations, By-Laws, Standards of Practice, and Code of Ethics. In order for individuals to refer to themselves as a Registered Dietitian, Nutritionist, Registered Dietitian (candidate), or Dietetic Intern, registration with the CDPEI is required by law.

### *Key Responsibilities of CDPEI*

1. Protection of the PEI public by establishing, maintaining, and enforcing standards for:
  - a. Entry to practice;
  - b. Continuing competence
  - c. Professional practice and code of ethics/conduct
2. Interpret dietetic scopes of practice
3. Ensure dietetic education and training programs meet requirements for registration
4. Assess and register qualified applicants as per Regulated Health Professionals Act and Dietitian Regulations.
5. Protect Professional titles of designations: the protected titles of the College include the following titles, abbreviations, and initials:
  - a. Registered Dietitian (R.D.)
  - b. Nutritionist
  - c. Dietitian
  - d. Dietitian Candidate/Registered Dietitian Candidate OR RD Candidate
  - e. Dietetic Intern

Please note: No person, other than a member, shall use the designations listed above or any other title, name, description, abbreviation or derivative in any language implying that a person is a member of a CDPEI.

6. Investigate and resolve complaints about dietetic practice and conduct. [Complaints](#) against a regulated member must be dealt with in a process that is open, fair, timely and which protects the public from incompetent or unethical practitioners. Members must practice according to the profession's [Code of Ethics, Standards of Practice, Regulated Health Professionals Act, and Dietitians Regulations](#).

## CDPEI Council

The CDPEI Council governs and administers the affairs of the College. The Bylaws are a legal document that specify the rules and processes under which the College operates. The functions of the Council are to:

- prescribe initial and continuing qualifications for registration;
- assess applications and decide if applicants qualify for registration;
- issue certificates of registration and keep the official register of registered practitioners;
- prescribe and monitor adherence to standards of practice and ethical guidelines for registered practitioners;
- investigate complaints, and exercise discipline or professional remediation of registered practitioners, by revocation, restriction or suspension of a registration, by reprimand, retraining requirement, fine or other means;
- regulate the practice of the profession and to govern the members in accordance with the Regulated Health Professions Act, Dietitians Regulations, Standards of Practice, and by-laws.

As per CDPEI By-Laws, the Council is composed of six persons, of whom four are Registered Dietitians and two are public representatives nominated by Engage PEI. The Council also employs a Registrar and a Deputy Registrar who maintains an official listing of Dietitians and Nutritionists registered with the College of Dietitians of Prince Edward Island.

### *Opportunities for involvement in the Council*

The College relies on the professional knowledge and judgment of dietitians to help develop regulations, programs and policies for the delivery of safe, ethical and quality dietetic service to protect the public. There are opportunities to participate in College work. Dietitians can apply for vacant seats on Council and can be appointed to committees or working groups. They can also participate by responding to College consultations and surveys about new standards, policies or College activities. Opportunities for council seats, working groups, and consultations/surveys will be communicated by email and on the [CDPEI website](#).

## Registration Renewal

Registration renewal is due annually in February. To renew your registration, you will need to submit the following:

1. Registration Renewal Form
2. Renewal fee
3. Continuing education record

Dates to remember:

- January 31 – Renewal and continuing education information will be emailed and posted in the CDPEI members section by this date.
- February 28- If you do not submit your renewal documents and fee by February 28, a late penalty will apply.
- April 1<sup>st</sup>- If you fail to submit the required documents and fee by April 1, your registration will be terminated, and you will need to reapply as a new applicant.

## Resignation

Please inform us if you plan to resign or not renew your registration to avoid suspension or revocation. To resign from CDPEI, send an email or letter to the CDPEI office stating:

- Your intention to resign from the College
- The effective date of your resignation
- The reason for resigning (e.g., retirement, relocation, career change)

If you are moving to another province, ensure you are registered in that province before resigning from CDPEI. Please note that registration fees are non-refundable.

## Continuing Education Program

CDPEI is responsible for ensuring that members maintain their professional education and competencies throughout their careers. To meet this responsibility, CDPEI requires all active members to participate in continuing education each year. Dietitians must record their continuing education activities throughout the year and submit a report during the annual renewal process.

Guidelines for continuing education are provided to registrants and posted in the Members section of the CDPEI website along with the renewal documents.



# College of Dietitians

of Prince Edward Island

## Employment updates

Please keep CDPEI informed of any changes to your employment status. If you are starting a new role or transitioning to a different position, kindly email [deputyregistrar@peidietitians.ca](mailto:deputyregistrar@peidietitians.ca) with your new place of employment, along with your manager's name and contact information.

## Communication

Email from [registrar@peidietitians.ca](mailto:registrar@peidietitians.ca) or [deputyregistrar@peidietitians.ca](mailto:deputyregistrar@peidietitians.ca) and the CDPEI website are used to communicate important information about dietetic regulation and practice, and CDPEI updates. Please ensure the Registrar and Deputy Registrar emails are marked as safe in your inbox to avoid losing communication with the spam filter.

**It is important to update CDPEI on changes contact information.**

## Questions

If you have any questions about your registration or any other regulatory related topic please contact the Registrar at [registrar@peidietitians.ca](mailto:registrar@peidietitians.ca) or Deputy Registrar at [deputyregistrar@peidietitians.ca](mailto:deputyregistrar@peidietitians.ca)