



Assessment for Registration Application Information Guide

The College of Dietitians of BC (CDBC) regulates dietetic practice in BC under legislation found in the [Health Professions Act](#), the [Dietitians Regulation](#), and the [CDBC bylaws](#). The primary duty of the College is to protect the public by ensuring that Dietitians meet requirements necessary for safe, competent and ethical dietetic practice.

Since April 1, 2004, only individuals registered with the CDBC may use the title “Dietitian” and practice the Restricted Activities stated in the Dietitians Regulation and the bylaws. You may **not** practice as a Dietitian, use the title “Dietitian” or call yourself a Registered Dietitian until your application for registration is approved by the College’s Registration Committee. Please review section 41 (3) of the CDBC bylaws in order to determine eligibility for the various classes of registration.

Full Registration is available to applicants who:

- have completed an academic education program approved by the CDBC Board and a Canadian program of practical training that was accredited at the time of graduation, or have had their knowledge, skills and abilities assessed for substantial equivalence to Canadian dietetic education and practical training;
- have successfully completed the examinations approved by the CDBC Board (the Canadian Dietetic Registration Examination and CDBC’s Jurisprudence Examination for Dietitians), including any equivalency upgrading programs required by the Registration Committee; and
- meet all other registration requirements.

Temporary Registration is available to applicants for a period of up to one year (expires on March 31 regardless of issue date; renewable once only), who have **not** yet passed the [Canadian Dietetic Registration Examination \(CDRE\)](#) or the [Jurisprudence Examination for Dietitians \(JED\)](#) but, in the opinion of the Registration Committee, may practice as a Temporary Registrant without risk to the public.

Note: terms and conditions for practice may be set by the Registration Committee.

Internationally Educated Applicants who wish to potentially register with the CDBC must have their education credentials and dietetic education and practical training assessed to determine substantial equivalence to Canadian dietetic education at entry-to-practice levels and their eligibility to register with the CDBC.

Assessment for Registration with the CDBC is a multi-step process:



STEP 1: VERIFY CREDENTIALS

A comprehensive/specialized credential assessment of your academic degree(s) is required to verify your degree is authentic and comparable to Canadian post-secondary education.

In order to be eligible for registration assessment, the credential report must state that **you've successfully completed four years of post-secondary education with a focus in dietetics.**

- You may contact any one of the following agencies to obtain this report:
 - [World Education Services \(WES\)](#)
 - [International Credential Evaluation Services \(ICES\)](#)
 - [International Qualification Assessment Service \(IQAS\)](#)
- Please request a **course-by-course** evaluation (comprehensive assessment).
- The CDBC must receive the report directly from the assessment agency.

STEP 2: SUBMIT DOCUMENTS

Once you meet the requirement in Step 1, submit the following documents to the CDBC:

- 1) ***“Application for Assessment of Academic Education and Practical Training”***
- 2) ***Official transcripts*** from all universities/institutions that contributed to your education.
 - a) All transcripts **must be sent directly from the education institution to the College.**
- 3) ***Letter of Verification of Internship Completion*** signed by the Dietetic program/ Internship program Director/ Supervisor.
 - a) This letter **must be sent directly from the education institution to the CDBC.**
 - b) Details of the letter should include:
 - i) Total length of time of the practical training experience;
 - ii) Types of rotations/areas of practice (e.g. Clinical, Community, Administrative);
 - iii) Length of time in each area of practice;
 - iv) Types of experience and skills developed in each area of practice (e.g. nutrition care planning, individual or group counseling, etc);
 - v) Type of clients;
 - vi) Level of competence achieved (i.e. observing, providing dietetic services, supervising);
 - vii) Methods of evaluation/assessment; and
 - viii) Position, credential or qualifications of the person(s) supervising each rotation
- 4) ***Translation of Documents to English*** – If applicable
 - a) Any documents not provided in English **must** be translated by a certified translator.
 - b) All translations **must be sent directly from the education institution to the CDBC.**
 - c) Note: the College requires the receipt of documents in both English **and** the original language in which they were issued.
- 5) ***Current Résumé***
 - a) Include details that highlight the variety of employment positions held with emphasis on dietetic experiences and responsibilities.
 - b) If applicable, include continuing education initiatives completed in the last 3 years in the context of your work as a Dietitian.
- 6) ***Knowledge Assessment Fee – \$408.00 CAD***
 - a) Fee is non-refundable.
 - b) Make cheque payable to the College of Dietitians of BC.

- c) Payment for the assessment is only processed once all your required documentation is received.

STEP 3: ASSESSMENT FOR SUBSTANTIAL EQUIVALENCE

An assessment is required to determine if an applicant's academic education and practical training/experience are substantially equivalent to accredited Canadian dietetic education and training for entry-to-practice. Methods for assessing substantial equivalence at entry-to-practice levels are developed under the direction of the CDBC Registration Committee and approved by the CBDC Board of Directors. These methods assess applicants relative to Canadian [Integrated Competencies for Dietetic Education and Practice \(ICDEP\)](#); and determine if there are any gaps in dietetic education or practical skills, for entry-to-practice in Canada. The assessment process also allows applicants to determine and individualize upgrading activities that may be necessary to bridge competence gaps and prepare for Temporary Registration, writing the Canadian Dietetic Registration Examination and the Jurisprudence Examination for Dietitians, and being granted Full Registration.

There are five parts to assessing substantial equivalence for entry-to-practice in Canada:

- 1) the Canadian Dietetic Practice, Orientation and Self-Assessment Tool (OSAT)
- 2) the Competence Self-Verification (CSV) Case Studies;
- 3) the Practical Assessment Interview;
- 4) the Self Directed Learning (SDL) plan
- 5) review of application by the CDBC Registration Committee

Part 1 – Canadian Dietetic Practice, Orientation and Self-Assessment Tool (OSAT)

- The OSAT provides detailed information on how dietetics is practiced and the expectations of Dietitians in Canada. The OSAT allows applicants to self-rate their dietetic knowledge, skills and abilities relative to Canadian dietetic competencies.
- Applicants are directed to the website, instructed to complete the Self-Assessment and forward results to the CDBC.

Part 2 – Competence Self-Verification (CSV) Case Studies

- After completing the OSAT, applicants are given online access to the CSV case studies. Results from the case studies are used to identify the need for academic upgrading.
- **Important: Applicants must pass ALL of the case studies in order to continue with the assessment process**
 - Required minimum passing scores for each practice area include:
 - 50% in professional practice, communication and collaboration; population & public health and nutrition management
 - 65% in nutrition care
- Applicants should take time to review dietetic knowledge and skills before attempting the case studies. If an applicant does not pass the case studies, gaps in dietetic knowledge and skills are considered too great to continue with the assessment process. Unsuccessful applicants will be referred to A Canadian dietetic education program for further assessment and substantial upgrading.

Part 3 – Practical Assessment Interview (PAI)

- Once the OSAT is completed and the Case Studies are passed, the CDBC will arrange for a Practical Assessment Interview (PAI). The PAI is used to help identify gaps in practical knowledge, skills and judgement in dietetics.
- The interview will be conducted by a minimum of two dietitian evaluators.

Part 4 – Self Directed Learning (SDL) plan

- After completion of the Practical Assessment Interview, the CDBC will meet with applicants to discuss CSV Case Study and PAI results. If Case Studies and PAI results show gaps in Canadian dietetic knowledge, skills and abilities, the applicant will need to develop a Self-directed Learning (SDL) plan. This plan outlines the upgrading needed to become substantially equivalent to Canadian Dietitians, at entry-to-practice level. A SDL plan may include university level, academic course work and/or practical training upgrading. Available education resources and how they can be applied to a SDL plan will also be discussed at the meeting between the CDBC and the applicant. A [SDL plan template](#) is available on the CDBC website.
- Note: Completing academic upgrading may take several months or longer. Completion of academic upgrading is required prior to practical training upgrading. Currently, placement in BC for practical training upgrading for internationally educated applicants is limited. Admission to all Canadian practicum upgrading programs is highly competitive.

Part 5 – Application Review by the CDBC Registration Committee

- The Registration Committee will review an application for registration. The credential evaluation report, resume, Case Study and PAI results and SDL plan are all considered during the review. As a result of this review, the Registration Committee may accept or amend a SDL plan. Amendments may require the applicant to complete additional academic course work and/or practical upgrading in order to be substantially equivalent in knowledge, skills and abilities, as an entry-to-practice, Canadian Dietitian.

STEP 4: UPGRADING

Once a SDL plan has been approved by the Registration Committee, an applicant has up to three years to complete upgrading. Cost of all upgrading is the responsibility of the applicant. The deadline to complete upgrading is set by the Registration Committee (typically three years maximum).

As proof of completion of upgrading, applicants must arrange to have official transcripts, certificates of completion, and/or practicum evaluations sent directly from the granting organizations, to the CDBC.

If an applicant is unable to complete upgrading by the deadline, the applicant may submit a formal request for deadline extension to the Registration Committee. The decision to grant a deadline extension is at the Registration Committee's discretion.

Once the SDL plan is complete, an applicant may choose to test new knowledge and skills by completing a new set of CSV case studies. Contact the CDBC for more information on a new set of case studies.

STEP 5: REGISTRATION

After completing required academic and practical upgrading, the Registration Committee will confirm completion and eligibility for Temporary Registration with the CDBC.

Successful applicants may apply for Temporary Registration with the CDBC and may begin working as a "Temporary Registered Dietitian" or "RD(t)". Temporary Registration expires March 31, of the current registration year, regardless of issue date. Temporary Registration is renewable once only.

As per the CDBC bylaws, section 43 (3), A Temporary Registrant must write the [Canadian Dietetic Registration Examination](#) (CDRE) at the first scheduled sitting following his or her registration. The CDRE is offered in May and November each year. Cost for the CDRE is \$525.00 CAD.

Once you have successfully completed the CDRE your registration status will be converted to Full Registrant.

Unsuccessful CDRE

- If an applicant fails a second attempt at the CDRE, the Registration Committee will:
 - suspend Temporary Registration status;
 - assess the applicant for currency using aspects of the assessment for registration process
 - review the applicant's complete file, including assessment information and CDRE results, to determine further academic and/or practical training upgrading requirements
- The candidate will be notified of these requirements and will have up to 3 years to complete additional upgrading.
- Once a candidate completes the required upgrading, she/he may re-apply to take the CDRE.

For questions regarding the assessment for registration procedure or the documents required, please contact the CDBC at info@collegeofdietitiansbc.org; telephone: (604) 736-2016; toll-free in BC 1(877) 736-2016.