

## APPLICATION FOR CREDENTIAL ASSESSMENT

**Incomplete applications will not be processed**

ALL sections of this form must be completed. All documents and fees must be received by the College before your application can be processed.

### GENERAL INFORMATION

*Legal Surname: (Name on your official documents, e.g., birth certificate, passport)		*Previous Surname(s):	
*Legal Given Name:		*Legal Middle Name:	
Do you use the legal name given above when you practise dietetics? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no, provide the name you use when you practise:			
Date of Birth: dd:                  mm:                  yy:		Gender:      Female <input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/>	
*Preferred language for College correspondence: English <input type="checkbox"/> French <input type="checkbox"/>			

### HOME MAILING ADDRESS

Street / Apt:			
City:		Province:	Postal Code:
Phone:			
Email:	A valid email address is essential. The College uses emails to communicate important information to registrants and to reset the password to your online College account. Be sure that your email security settings allow mass emails from the College.		

### AUTHORIZATION TO WORK IN CANADA

<p>Canadian Citizen – Enclose a copy of your Canadian Birth Certificate, Indian Status and Identification Card, Canadian Passport, or Canadian Citizenship Certificate/Card.</p> <p>Permanent Resident – Enclose a copy of your Permanent Resident Card.</p> <p>Temporary Resident – Enclose a copy of your Work Permit.</p>
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<p><input type="checkbox"/> Name Change: If your official transcripts are under a different name than the one you are currently using, you must enclose proof of your change in name with this application (e.g., document showing your old name (i.e., marriage certificate) and a government issued ID showing your current name (i.e., driver's license, passport).</p>
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\* The information requested on this form is collected for the purpose of evaluating your application for registration. Once an individual becomes a registrant of the College, only information marked with an asterisk (\*) is made public on the [Register of Dietitians](#). You may consult the College's [Privacy Policy](#) on the website.

**All documentation must be sent electronically to the College from the university, WES, or training institution:**

Required Document(s)	Degree/Program Name	Name of University/ Country	Duration and/or Year of Completion
<p><b>1. Academic Preparation</b>  <a href="#">World Education Services (WES) Course-by-Course International Credential Advantage Package (ICAP)</a> (required for all university degrees completed outside Canada, except USA)</p> <p>Official Transcript(s) (for applicants from Canadian accredited &amp; recognized USA programs)</p> <p>Official Course Descriptions of all courses as they appear on the transcript for degrees completed outside of Canada/USA</p> <p>Successful completion of the Knowledge and Competency Assessment Tool (KCAT) with Level I</p>	1.	1.	
	2.	2.	
	3.	3.	
<p><b>2. Practical training in dietetics</b></p> <p>Practical training listed in my transcript</p> <p><b>OR</b></p> <p>Official letter from the university or regulatory body or hospital which confirms that the degree(s) completed qualifies the applicant to practise as a Dietitian in the country where the institution is located</p> <p><b>OR</b></p> <p>Independent Practicum Submission</p>			
<p><b>3. Language Proficiency</b></p> <p>Minimum language proficiency test results according to CDO <a href="#">Policy 4-50 Language Proficiency</a></p> <p>Official letter confirming that the medium of instruction was English/French</p>	<p>If you chose “medium of instruction” option, please provide the name of the institution sending the letter:</p>		

## CONDUCT AND HEALTH

The purpose of these questions is to provide the Registrar or a panel of the Registration Committee with information about whether an applicant will practise dietetics in a safe and ethical manner.

You must answer all questions. If you answer 'Yes' to any of the questions below, please attach a separate sheet describing the specific situation, dates, and the nature of the findings/conclusion. You may be asked to provide additional documentation

	Yes	No
<b>1. Have you ever applied OR been licensed/registered with a professional regulatory body (for dietetics or any other profession) in Ontario, or any other province, territory, state or country?</b>	<input type="checkbox"/>	<input type="checkbox"/>

1 a. If yes, please provide details about your registration/license below:

Name of Regulatory/Licensing Body	Number of dietetic practise hours accumulated in the past three years (as applicable)	I verify that I have arranged for the regulatory body to send confirmation of my registration directly to the College (please sign) <a href="#">Click here for Registration Verification Form</a>

	Yes	No
<b>2. Have you ever been charged or found guilty of:</b>	<input type="checkbox"/>	<input type="checkbox"/>

a. an offence under the Criminal Code (Canada)?

 

b. an offence related to prescribing, compounding, selling or administering drugs?

 

c. an offence, other than a municipal by-law offence or an offence under the Highway Traffic Act, that occurred in the course of, or that was related to, your practice of dietetics?

 

d. an offence that was committed while you were impaired by any substance?

 

e. any other offence that might reasonably be relevant to your suitability to practise dietetics?

 

3. Have you ever been found guilty (in Ontario, or any other province, territory, state, or country) of professional misconduct, incompetence, or incapacity?	<input type="checkbox"/>	<input type="checkbox"/>
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4. To your knowledge, are you currently being investigated for professional misconduct, incompetence, or incapacity, in Ontario, or any other province, territory, state, or country?	<input type="checkbox"/>	<input type="checkbox"/>
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5. Has any finding of professional negligence been made against you in any civil or criminal proceeding within or outside Canada?		<input type="checkbox"/>
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6. Have you ever been refused for registration with a body that is responsible for the regulation of a profession, either within or outside of Canada? If yes, please provide details:	<input type="checkbox"/>	<input type="checkbox"/>
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7. Do you suffer from any physical or mental condition or disorder that affects your ability to perform the duties of a Registered Dietitian safely?	<input type="checkbox"/>	<input type="checkbox"/>
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8. Do you have an alcohol or drug dependency that affects your ability to perform the duties of a Registered Dietitian safely?	<input type="checkbox"/>	<input type="checkbox"/>
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9. Is there any other event or circumstance that may be considered relevant to your suitability to practise dietetics in a safe and ethical manner?	<input type="checkbox"/>	<input type="checkbox"/>
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10. While attending a post-secondary institution, have allegations of misconduct ever been made against you, or have you ever been suspended, expelled or penalized by a post-secondary institution for misconduct? If yes, please attach written details.	<input type="checkbox"/>	<input type="checkbox"/>
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## TEMPORARY REGISTRATION FEE

A *Temporary Certificate of Registration* is available for applicants who meet the requirements and have applied to write the next available *Canadian Dietetic Registration Examination* or have written the examination and are waiting for their results. An individual holding a *Temporary Certificate of Registration* may practise using the title "Registered Dietitian" but may not supervise another dietitian.

Do you wish to receive a [Temporary Certificate of Registration](#) once you have been deemed eligible?

No, I do not wish to receive a Temporary Certificate of Registration.

Yes, I wish to receive a Temporary Certificate of Registration.

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## DATE AND SIGN YOUR APPLICATION

Carefully read and check all declarations below. Applications with declarations that are not checked will not be accepted.

I certify the above to be true, and I acknowledge and understand that:

- If an applicant is found to have made a false or misleading statement, or an omission or misrepresentation on their application, any certificate of registration issued to them will be deemed invalid.
- I may not use the title "Dietitian" until the College has confirmed that I am registrant of the College of Dietitians of Ontario.
- I must notify the College, *within 30 days*, if there are any changes to the information provided on this form including changes in my contact information (home or work address and phone number) or email.
- Aggregate exam results will be used for statistical purposes.
- I must make arrangements for the required documents to be sent directly to the College.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Manual or electronic signatures are accepted.

mmm/dd/yyyy

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## APPLICATION AND ASSESSMENT FEES

Application Fee (non-refundable)	\$185
Academic Equivalence Assessment Fee (not required if you graduated from a College-recognized accredited degree in Canada or the Accreditation Council for Education in Nutrition and Dietetics (ACEND) in the USA)	\$425
Practical Training Assessment Fee (not required if you completed a College-recognized accredited practicum program in Canada or ACEND in the USA)	\$425
<b>Total</b>	<b>\$1,035.00</b>

## NEXT STEPS

1. Email your completed application form, authorization to work in Canada, and name change documentation (as applicable) to: [registration@collegeofdietitians.org](mailto:registration@collegeofdietitians.org)
2. The College operates a primarily paperless organization. Please request your institutions send all documentation such as transcripts, practicum completion letters, demonstration of language proficiency, etc. electronically to: [registration@collegeofdietitians.org](mailto:registration@collegeofdietitians.org). If your institution is unable to send documentation electronically, please contact the College for further details.
3. Add the College's domain @collegeofdietitians.org to your email service's safe senders list. The College sends many important communications by email (some are automated). If your email provider blocks the automated emails or sends them to your junk folder, you may miss important information causing delays in processing your application.
4. You will receive an email from the College once your application has been received with instructions on how to pay your fees and track the progress of your application online.