

*“Excellent dietetic practice in
the interest of Ontarians.”*



*‘L’excellent exercice diététique
dans l’intérêt des Ontariens et
Ontariennes.’*

COMPLETING Your COMPETENCY SUBMISSION (Graduate Competencies)

Attainment of the *Graduate Competencies* is a College requirement for registration through the graduate route. Your submission must address all of the Competency Statements. You are encouraged to consider these when planning courses, assignments and practicum/practical training experiences. CDO does not grant prior approval to practicum or practical training programs.

This information will help you in preparing your competency submission, which is an important part of your application to the College of Dietitians of Ontario. Reflecting on the activities in which you engaged to attain the competencies will help you to describe them effectively. This will require *attention to detail* and *clear* language. A dietitian who has supervised your dietetic training may be able to assist you in wording your activity descriptions to clearly demonstrate your attainment of the competencies.

Directions

1. The *Competency Statement* should be typed in bold at the top of the page. (see Sample Format, Page 3)
2. Activity descriptions should be detailed not general, explicit not implied, and should explain *what* you did and *how* you did it. Description of theory obtained in courses is inadequate without description of how you applied this theory in a practical setting, which could be a simulated setting.
3. Ensure that you provide enough activities (at least two) to confirm you have attained the competency. Your description wording must be clearly linked to the *Competency Statement* or *component*. It should not be left to the Registration Committee to guess which part of your activity description relates to which part of the *Competency Statement*.
4. Any group activity description must identify *your specific contributions*.
5. It is possible for a single dietetic experience to address more than one *Competency Statement*.

6. Material that supports any of your described activities (e.g. *samples* of your own work) should be included in an Appendix separate from your Competency descriptions. Include *in your written descriptions*, an explanation of **how** the material demonstrates a contribution to your attainment of the competency. Please do not provide material that does not demonstrate some aspect of your personal achievement. (e.g. *Canada's Food Guide to Healthy Eating*)
7. The signature of the attester should be on the same page of at least some of the activity description, not on a separate page by itself.
8. A Master List of Attesters must be provided with the following information for each:
 - Name (printed) plus original signature
 - Degree(s) & Professional Designation (e.g. B.Sc., PhD, RD),
 - Title and/or position
 - Place of Employment (name & address)
 - Business telephone & fax numbers
9. **Type** all activity descriptions.
10. **Number** all pages of your Competency Statement submission.
11. Include an **Index** of the *Competency Statements* indicating the activity description(s) and page number(s) where each is addressed.
12. Include a **Summary Table** identifying your activities, where carried out (facilities attended), dates of training and name(s) of supervising dietitian(s).

Important Information about Attestations

1. The attester's signature attests to the fact that she/he:
 - supervised the activity
 - it is accurately described
 - it was performed at an acceptable standard (i.e. at a level consistent with the expectations for an entry-level dietitian).
2. Professional Practice competencies and all activities of a clinical nature can only be attested by the following:
 - a member of the College of Dietitians of Ontario
 - a member of another Canadian Dietetic Regulatory Body
 - a dietitian registered with the Commission on Dietetic Registration (CDR)
3. Attesters who are not registered dietitians must be individuals who possess expertise in the competency area which is recognized by the Registration Committee. The Registration Committee reserves the right to approve attesters.

It is the mandate of the Registration Committee to determine, on the basis of the written submissions, whether each competency has been fully achieved.

Sample Format

College of Dietitians of Ontario
Graduate Competencies

COMPETENCY STATEMENT:

P1 Practices dietetics in accordance with the ethics of the profession.

Applicant: _____
 (please print)

Signature _____

I demonstrated achievement of the above competency in the following way(s):

Activity # 1 Date Completed _____

Attestation

I hereby attest that I supervised this activity which is accurately described above.

 Signature

 Date

Reminder: Attestor's signature must be on the same page as activity description.