

## 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:<br>(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 practice dietetics?    Yes <input type="checkbox"/> No <input type="checkbox"/> |  |   |  |
| If no, provide the name you use when you practice:   |  |   |  |
| 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:        | <p>A valid email address is essential. The College uses emails to communicate important information to members and to reset the password to your online College account. Be sure that your email security settings allow mass emails from the College.</p> |              |

### AUTHORIZATION TO WORK IN CANADA

|   |
|---|
| <input type="checkbox"/> Canadian Citizen – Enclose a copy of your Canadian Birth Certificate, Canadian Secure Certificate of Indian Status, Canadian Passport, or Canadian Citizenship Certificate/Card. |
| <input type="checkbox"/> Permanent Resident – Enclose a copy of your Permanent Resident Card.   |
| <input type="checkbox"/> Temporary Resident – Enclose a copy of your Work Permit.   |

|  |
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| <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). |
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\* The information requested on this form is collected for the purposes of evaluating your application for registration. Once an individual becomes a member 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.

**The following documents must be sent directly to the College of Dietitians of Ontario from the university or institution:**

| Required Document(s)  | Degree/Program Name  | Name of University/Country | Duration and/or Year of Completion |
|---|--|----------------------------|------------------------------------|
| <p><b>1. Academic Preparation</b><br/>World Education Services (WES) Assessment sent directly to CDO (required for all university degrees completed outside of Canada, with the exception of USA universities with regional accreditation)</p> <p><b>AND</b><br/>Official Transcript(s) (sent directly to CDO from the University, <u>if not included</u> in the WES report)</p> <p>Official Course Descriptions (sent directly to CDO by the University) of all courses as they appear on the transcript</p> | 1.   | 1.                         | 1.                                 |
|   | 2.   | 2.                         | 2.                                 |
|   | 3.   | 3.                         | 3.                                 |
| <p><b>2. Practical Training in Dietetics</b><br/>Official transcript showing/confirming that practical training was completed as part of degree (sent directly to CDO by the University or Internship Program)<br/>Official letter (sent directly to CDO by the University or Internship Program) providing a detailed description of the program completed</p> <p><b>OR</b><br/>Independent Practicum Submission</p>   |  |                            |                                    |
| <p><b>3. Language Proficiency</b><br/>TOEFL iBT Score of 80 and minimum score of 26 in speaking component (report must be sent directly to CDO by the institution)<br/>IELTS (academic) overall band score of 6.5 and minimum score of 8.0 in speaking component (report must be sent directly to CDO by the institution)<br/>Official letter confirming that the medium of instruction was English/French (sent directly to CDO from the school or university)</p>   | If you chose "Medium of Instruction", provide name of the institution that will be sending the letter. |                            |                                    |

**I CONFIRM THAT I HAVE MADE ARRANGEMENTS FOR THE DOCUMENTS LISTED ABOVE TO BE MAILED OR EMAILED TO THE COLLEGE OF DIETITIANS OF ONTARIO.**

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

*Manual or electronic signatures are accepted.*

## 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

**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?**

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

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

Yes No

**2. Have you ever been charged or found guilty of:**

- 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 of professional misconduct, incompetence, or incapacity in Ontario, or any other province, territory, state, or country?**

**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?**

**5. Has any finding of professional negligence been made against you in any civil or criminal proceeding within or outside Canada?**

**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, provide details:**

**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?**

**8. Do you have an alcohol or drug dependency that affects your ability to perform the duties of a Registered Dietitian safely?**

**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?**

**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.**

## 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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## CANADIAN DIETETIC REGISTRATION EXAMINATION (CDRE)

If you are deemed eligible, will you be submitting a request for special accommodations to write the CDRE?

No

Yes

Refer to Appendix D of the [CDRE Preparation Guide](#) for more information about requesting special accommodations.

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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 to use the title "Dietitian" until the College has confirmed that I am registered as a member 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.

Aggregate exam results will be used for statistical purposes.

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

*Manual or electronic signatures are accepted.*

## APPLICATION AND ASSESSMENT FEES

|   |                   |
|---|-------------------|
| Application Fee   | \$185             |
| Academic Equivalence Assessment Fee (not required if you graduated from a degree program accredited by the Partnership for Dietetic Education and Practice in Canada or the Accreditation Council for Education in Nutrition and Dietetics in the USA)            | \$425             |
| Practical Training Assessment Fee (not required if you completed an internship or practicum program accredited by the Partnership for Dietetic Education and Practice in Canada or the accreditation Council for Education in Nutrition and Dietetics in the USA) | \$425             |
| <b>Total</b>  | <b>\$1,035.00</b> |

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## PAYMENT OF FEES

Once your application has been received, we will send you an email with instructions on how to pay your application fee.

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## NEXT STEPS

1. Make sure you have answered all of the questions in this application form.
2. Manually or electronically sign the application form.
3. Email your completed application form to: [registration@collegeofdietitians.org](mailto:registration@collegeofdietitians.org)
4. During the COVID-19 pandemic, please use **regular mail** (not registered mail) to deliver any documentation that cannot be emailed to the College and it will be rerouted by Canada Post to an alternate address. **Do not deliver it by hand or by courier service** as no one is at the College to receive it.

**The College of Dietitians of Ontario**  
**1810-5775 Yonge Street, Box 30**  
**Toronto, ON M2M 4J1**

4. Add the College's domain [@collegeofdietitians.org](mailto:@collegeofdietitians.org) to your email service's safe senders list (also called white 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.
5. 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.