

## APPLICATION FOR KNOWLEDGE AND COMPETENCY ASSESSMENT TEST (KCAT) TO DEMONSTRATE ACADEMIC CURRENCY

**Incomplete applications will not be processed**

ALL sections of this form must be completed, and [all documents](#) and fees must be received by the College before your application will be processed.

### GENERAL INFORMATION

Legal Surname: <small>(name on your official documents, e.g. birth certificate, passport)</small>	Previous Surname(s)
Legal Given Name:	Legal Middle Name:
Date of Birth dd:          mm:          yy:	Gender:   Female      Male      Other
Preferred language for College correspondence:   English      French	

### HOME MAILING ADDRESS

Street / Apt:			
City:	Province:	Postal Code:	
Phone			
Email:	<small>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.</small>		

**HAVE YOU PREVIOUSLY APPLIED TO WRITE THE KCAT?          Yes          No**

If yes, please indicate date of completion:

What was your last result?

If you have applied to the College in the past, you are not required to resubmit your transcripts.

The following documents must be sent directly to CDO from the university or institution:

Required Document(s)	Degree/Program Name Including Name of University/Country	Duration and/or Year of Completion	Are these documents already on file from a previous application?
<b>1. Academic Preparation</b>  Official transcript(s) for your accredited degree and any associated transfer credits, sent directly from the University  AND  ACEND Verification Form (for applicants educated in the USA only)	1.	1.	Yes  No
	2.	2.	Yes  No
	3.	3.	Yes  No
	4.	4.	Yes  No

**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).

**I CONFIRM THAT I HAVE MADE ARRANGEMENTS FOR THE DOCUMENTS LISTED ABOVE TO BE MAILED OR EMAILED DIRECTLY TO:**

The College of Dietitians of Ontario  
 c/o Registration Program  
 1810-5775 Yonge Street. Box 30  
 Toronto, ON M2M 4J1  
[registration@collegeofdietitians.org](mailto:registration@collegeofdietitians.org)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Manual or electronic signatures are accepted.*

## 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.*

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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 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.