

APPLICATION TO WRITE THE KNOWLEDGE AND COMPETENCY ASSESSMENT TOOL (KCAT) FOR ENTRY INTO ONTARIO ACCREDITED PRACTICAL TRAINING PROGRAMS

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: (name on your official documents, e.g. birth certificate, passport)	* Previous Surname(s)
*Legal Given Name:	*Legal Middle Name:
Date of Birth dd: mm: yy:	Gender: Female <input type="checkbox"/> Male <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		Fax :	
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>		

HAVE YOU PREVIOUSLY APPLIED TO WRITE THE KCAT? Yes No

If yes, please indicate approximate date(s): _____

If you have applied to the write the KCAT in the past, you are not required to resubmit the transcripts, practical training documents or a World Education Services (WES) assessment (as applicable). You are only required to submit transcripts or letters for courses or training that you completed after your first application.

Note: The College may ask you to resubmit proof of language proficiency (as applicable) if the report on file (IELTS/TOEFL) has expired.

* 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 at www.collegeofdietitians.org > Register of Dietitians. You may consult the College's [Privacy Policy](#) on the website.

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

TABLE 1 – Complete only if you were educated in Canada or the USA

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?
1. Academic Preparation <input type="checkbox"/> Official transcript for each degree in progress or completed, sent directly from the university AND <input type="checkbox"/> ACEND Verification Form (for applicants educated in the USA only)	1.	1.	<input type="checkbox"/> Yes No
	2.	2.	Yes No
	3.	3.	Yes No

TABLE 2 – Complete only if you were educated internationally

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?
1. Academic Preparation <input type="checkbox"/> World Education Services (WES) course by course Evaluation (sent directly to CDO) AND/OR <input type="checkbox"/> Official transcript for each degree/certificate (only if not sent directly to the College by WES)	1.	1.	Yes No
	2.	2.	Yes No
	3.	3.	Yes No
2. Language Proficiency (Report/Letter must be sent directly to CDO by the institution) <input type="checkbox"/> TOEFL iBT Total Score of 79 <input type="checkbox"/> IELTS (academic) overall band score of 6.5 <input type="checkbox"/> Official letter confirming that the medium of instruction was English			<input type="checkbox"/> Yes <input type="checkbox"/> No Resubmit if IELTS/TOEFL has expired

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 SENT DIRECTLY TO THE COLLEGE OF DIETITIANS OF ONTARIO.

Signature _____ Date _____

Form must be signed manually. Applications with electronic signatures will not be 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 KCAT application, eligibility to write the KCAT may 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 _____

Form must be signed manually. Applications with electronic signature will not be accepted.

PAYMENT OF FEES

The preferred payment method is Visa or Mastercard, although cheques are accepted. Credit cards must be in Canadian currency; debit cards are not accepted. Please indicate how you intend to pay the application fee of \$185:

- Credit Card – once your application has been received, we will send you an email with instructions for paying by credit card.
- Cheque – enclose a cheque for \$185 for the application fee, payable to: *College of Dietitians of Ontario*.

NEXT STEPS

1. Make sure you have answered all of the questions and made arrangements to submit all the required documentation in this KCAT application form.
2. Ensure the form is signed manually and not with electronic signature. Applications with electronic signatures will not be processed.
3. Mail the Application form to:
The College of Dietitians of Ontario
1810-5775 Yonge Street, Box 30
Toronto, ON M2M 4J1
4. Add the College's domain @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 next steps, including how to pay your fees and track the progress of your KCAT application online.