APPLICATION FOR KNOWLEDGE AND COMPETENCY ASSESSMENT TEST (KCAT) TO DEMOSTRATE 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: (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 ☐ No ☐ If no, provide the name you use when you practise:	
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:	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.

HAVE YOU PREVIOUSLY APPLIED TO WRITE THE KCAT?   Yes   No

If yes, please indicate date(s) of completion (*mmm/dd/yyyy*):

What was your last result? Level

> If you have applied to the write the KCAT in the past, you are not required to resubmit your transcripts. You are only required to submit transcripts for courses that you completed after your first application.

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 Official Transcript(s) for all post-secondary courses and degrees <u>completed or in progress,</u> sent directly from the university.	1.	1.	Yes No
	2.	2.	Yes No
AND ACEND Verification Form (for applicants educated in the USA only)	3.	3.	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).

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 a 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*

NEXT STEPS

1. Email your completed application form, authorization to work in Canada, and name change documentation (as applicable) to: registration@collegeofdietitians.org

2. The College operates a primarily paperless organization. Please request your institutions send all documents such as transcripts and practicum completion letters electronically to: 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 application fees and track the progress of your application online.