

APPLICATION FOR KNOWLEDGE AND COMPETENCY ASSESSMENT TEST (KCAT) AND/OR PERFORMANCE BASED ASSESSMENT (PBA)

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 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 members 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 THE COLLEGE OR ANOTHER CANADIAN DIETETIC REGULATOR? If yes, did you complete:

Yes No

KCAT. What was your last result? Level
 PBA. What was your last result? Pass/Fail
 Not applicable

If you have applied to the College in the past, you are not required to resubmit the transcripts, practical training documents or a World Education Services (WES) assessment.

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

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? |
|---|---|------------------------------------|--|
| <p>1. Academic Preparation</p> <p><input type="checkbox"/> World Education Services (WES) course by course Evaluation (sent directly to CDO)</p> <p>AND/OR</p> <p><input type="checkbox"/> Official transcript for each degree/certificate (only if not sent directly to the College by WES)</p> <p><input type="checkbox"/> Internationally Educated Professionals in Nutrition (IEPN) completion letter (only if applicable)</p> | 1. | 1. | Yes No |
| | 2. | 2. | Yes No |
| | 3. | 3. | Yes No |
| <p>2. Practical training in dietetics</p> <p><input type="checkbox"/> Official Transcript (sent directly to CDO by the institution or WES) showing practical training was completed as part of the degree</p> <p>OR</p> <p><input type="checkbox"/> Official letter (sent directly to CDO by the institution) from the University or Regulatory Body or Hospital which confirms that the degree(s) completed qualifies the applicant to practice as a Dietitian in the country where the institution is located</p> | | | Yes No |
| <p>3. Language Proficiency</p> <p><input type="checkbox"/> TOEFL iBT Total Score of 79 (report must be sent directly to CDO by the institution)</p> <p><input type="checkbox"/> IELTS (academic) overall band score of 6.5 (report must be sent directly to CDO by the institution)</p> <p><input type="checkbox"/> Official letter confirming that the medium of instruction was English (sent directly to CDO from the school or university)</p> | If you chose "Medium of Instruction" option above, provide name of the institution, sending the letter. | | Yes No Resubmit if IELTS/TOEFL report has expired |
| <p><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).</p> | | | |

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 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 _____

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

PAYMENT OF FEES

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

NEXT STEPS

1. Make sure you have answered all the questions in this 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 how to pay your fees and track the progress of your application online.

We kindly request that you do not staple the pages of your application form upon submission to the College.