

APPLICATION FOR RETURN TO PRACTISE

(For former members of the College of Dietitians of Ontario re-applying within 3-9 years since you graduated or last practised as a Dietitian)

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: (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: yyyy:	Gender: Female Male Other		
*Preferred language for College correspondence: English <input type="checkbox"/> French <input type="checkbox"/>			

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 BEEN REGISTERED WITH THE COLLEGE? Yes No

Reason for terminating previous College membership:	
Resigned <input type="checkbox"/>	Membership Expired (Temporary and Provisional Members only) <input type="checkbox"/>
Retired <input type="checkbox"/>	

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.

<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, the information marked with an asterisk (*) is made publicly available on the [Register of Dietitians](#). You may consult the College's [Privacy Policy](#) on the website.

CURRENT DIETETIC KNOWLEDGE AND COMPETENCE

If it has been between 3 and 9 years since an applicant graduated or was registered and practised as a dietitian, the applicant may choose to write the CDRE **OR** submit a portfolio of upgrading activities. Note: An applicant who has never passed the Canadian Dietetic Registration Exam must write the exam, even if they choose to submit an upgrading activities portfolio to demonstrate currency. For more information please refer to [Policy 3—30 Assessing Currency for Applicants](#).

- I wish to write the Canadian Dietetic Registration Exam (CDRE) to demonstrate the currency of my knowledge & competence
- I have completed Upgrading ([portfolio enclosed](#))

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?	<input type="checkbox"/>	<input type="checkbox"/>

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) Click here for Registration Verification Form

1 b. Are there any additional transcripts for course/degrees (in progress or completed) that the College does not have on file? This also includes transcripts related to post secondary institution attended including CEGEP.

1 c. If yes, please provide details below:

Degree/Program Name/Course Name	Name of University/Country	Duration and/or Year of Completion	I verify that I have arranged for the academic institution to send the official transcript directly to the College (please sign)

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?

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- 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 practice 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.

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 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. During the COVID-19 pandemic, please use **regular mail** (not registered mail) to deliver your documentation 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. 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.