



Fair Registration Practices Report (2008) for College of Dietitians of Ontario

1. Provision of information about Registration Practices

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information and the manner in which you make information available, current, accurate and user friendly in each of these subcategories:

a) Steps to complete the registration process -

*The following **general information** applies to all of the subcategories for section 1, but for ease of use, is included only once in this first subcategory. Please refer to this general information, in addition to the specific information for each subcategory for question 1 (a-p).*

Potential applicants who call or email the College of Dietitians of Ontario (CDO) for registration information are referred to the appropriate registration staff member. Staff members answer all questions, explain the registration process, and refer the potential applicants to the appropriate section of the website to access additional information and download forms and checklists.

The CDO website is the central source for registration information for potential applicants. Potential applicants may not be aware of the need for registration with the College or may begin their search for information in a variety of places. The websites of many other organizations include information about CDO and provide a link to our website. Some examples include:

- The Alliance of Dietetic Regulatory Bodies
- Dietitians of Canada
- The Federation of Health Regulatory Colleges
- The Internationally Educated Dietitians Pre-Registration Program (IDPP)
- Office of the Fairness Commissioner
- Other Provincial and Federal Government Portals

To ensure that the information we provide is user friendly, CDO conducts regular satisfaction surveys with people who use our website. Regular updates to the website address the feedback received from these surveys. In the summer of 2008, the content and structure of CDO's website was updated, incorporating feedback from our stakeholders (members, applicants and the public). The goal of the update was to ensure that we provide information and resources that are current, useful and easy to locate and understand. CDO staff began the revision process by mining our data regarding the most frequently asked questions. This helped to identify the information that needed to be added or



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communicated more clearly on the new website. To ensure that improvements are ongoing, the new website includes a link to allow users to provide feedback about the site or its content. Additionally, in the fall of 2008, CDO began planning discussions to work with staff of the dietetic bridging program, to help collect feedback about the website from internationally educated applicants. This work will be completed in 2009.

Registration requirements do not change frequently, however when a change is made to requirements or the tools that we use to collect and assess information from our applicants, relevant staff are educated about the change, and the website is updated accordingly. The content of the website forms and checklists are written by registration staff. Prior to being posted on the website, the content is reviewed by the Registrar & Executive Director to ensure that it is current, accurate and in plain English. In addition, the Executive Office and Communications Coordinator reviews and edits content for clarity, language and readability.

Applicants who contact the College by phone or email are guided through a few questions, to ensure that they obtain information specific to their situation. The website guides potential applicants through this same series of questions. Once an applicant has gone through the questions, they are directed to a checklist which lists everything that should be included in a complete application package.

The website landing page for Registration information outlines what regulation means, followed by a list of the nine registration requirements that all applicants must meet. Because the documentation required to demonstrate some of these requirements is different for different groups, applicants are directed to separate pages depending on where their academic and practical training was completed. There are separate pages for applicants:

- currently registered in another province
- educated in Canada
- educated in the US
- Educated Internationally (other than the US)

*The following information is relevant to how CDO makes information about the **registration requirements** available to potential applicants in the categories of section b – requirements for registration; section c – how the requirements are met; section d – education or practical experience that must be completed in Canada; section e – requirements that may be satisfied through acceptable alternatives; section g – documentation that must accompany each application:*

Potential applicants are informed about the requirements for registration either from direct communication with CDO staff or on our website. The 9 registration requirements, which are common to all applicants, are listed on the registration landing page. They are repeated



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on the landing page for each category of applicant (educated in Canada, US, or internationally). By clicking on any one of the requirements, the applicant is brought to a table which lists each requirement and explains how those requirements are demonstrated by someone in their situation.

Because the documentation used to demonstrate the requirements is different for each different groups, there is a separate table for applicants who are educated in:

Canada (<http://www.cdo.on.ca/en/becomeRD/canada/default.asp>),

the US (<http://www.cdo.on.ca/en/becomeRD/us/default.asp>), or

Internationally (<http://www.cdo.on.ca/en/becomeRD/international/default.asp>)

For example, one of the registration requirements is language proficiency in English or French. The table for applicants educated in Canada or the US indicates that the applicant demonstrated proficiency in French or English by completing their education in one of those languages. The table for internationally educated applicants indicates the ways in which the language proficiency can be demonstrated (e.g. received education in English or French; language testing scores; or completion of the bridging program).

The College also provides potential applicants with application checklists that are individualized; each containing a list of the specific documents that should be provided by someone in their situation. Potential applicants who contact the College by phone or email are guided through a few questions, to ensure that they are directed to the appropriate checklist. For applicants who visit the website first, the website also guides potential applicants through this same series of questions. These checklists outline the alternative documentation that is acceptable for someone in each individual situation. There are 8 checklists for Canadian applicants, 8 checklists for US applicants and 1 checklist for all other internationally educated applicants.

Information specific to subsection a) Steps to complete the registration process.

In addition to the information provided, above, CDO staff members are invited annually to give presentations to Ontario dietetic internship programs, as well as the bridging program. During these presentations, the application process and fees are outlined, and applicants have an opportunity to ask questions.

b) Requirements for registration



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Please refer to the general information for provision of registration information, as well as the general information for provision of information about registration requirements, which are both included in the response to section a.

This information would be provided to applicants by CDO staff, by phone or email, and in the table of registration requirements and application checklists that are described in section a.

In addition, registration requirements are communicated to dietetic interns and applicants from the bridging program in annual presentations conducted by CDO staff. In these presentations, the application process is outlined for the specific audiences, and applicants have an opportunity to ask questions.

- c) Explanation of how the requirements are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content.**

Please refer to the general information for provision of registration information, as well as the general information for provision of information about registration requirements, which are both included in the response to section a.

This information would be provided to applicants by CDO staff, by phone or email, and in the table of registration requirements and application checklists that are described in section a.

- d) Any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario.**

Please refer to the general information for provision of registration information, as well as the general information for provision of information about registration requirements, which are both included in the response to section a.

This information would be provided to applicants by CDO staff, by phone or email, and in the table of registration requirements that is described in section a.

- e) Requirements that may be satisfied through acceptable alternatives**



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Please refer to the general information for provision of registration information, as well as the general information for provision of information about registration requirements, which are both included in the response to section a.

Because we have individualized the tables of registration requirements and application checklists, applicants are provided with information only about the acceptable alternatives that would apply to their situation.

f) the steps in the assessment process

Please refer to the general information for provision of registration information, which is included in the response to subsection a, in addition to the specific information for each subcategory for question 1 (a-p).

Applicants are advised by letter as to when their applications have been referred to the Registration Committee for assessment of their academic and practical training equivalency, or for assessment of continuing competency, competency attestation, Canadian Academic and Practical Training submissions, or upgrading practicum. In advance of Registration Committee meetings, Registration Staff advise applicants of submission deadlines for upcoming meetings.

CDO's website provides applicants and potential applicants with information about the criteria used for assessment (e.g. list of course content that must be covered in undergraduate degree; minimum language test scores, etc.)

Four distinct steps for international applicants is are detailed on the website and clearly labeled "Step 1..2...3..4.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants.

Please refer to the general information for provision of registration information, as well as the general information for provision of information about registration requirements, which are both included in the response to section a.

CDO relies on the table of requirements and application checklists to communicate which documents are required for a complete application. In addition, when an incomplete application package is received, the College provides a letter and list of further documents that are required to complete the application.



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There are three documents that would be required of internationally educated applicants that may not be required of Canadian applicants:

Academic Assessment – CDO requires that applicants provide a copy of an assessment by World Education Service (WES) regarding the level of the degree. CDO considers only those degrees that have been assessed by WES to be equivalent to a university level degree in Canada.

Course Outlines/Descriptions – Any applicant, from Canada or other countries, who has completed a nutrition degree that has not been accredited by Dietitians of Canada or the Commission on Accreditation for Dietetic Education (US) must undergo an academic equivalency assessment. All non-US internationally educated applicants would fall in to this category. This means that in addition to transcripts, they are required to produce detailed course outlines or descriptions.

Language Proficiency Test– May be required of some internationally educated applicants, because CDO's registration requirements include proficiency in either English or French. If the applicant received their dietetics education or training in English or French, they are deemed to meet the language proficiency requirement. Applicants who complete the bridging program (IDPP) are also considered to meet the language proficiency requirement. All others must provide documentation of passing a language proficiency test.

h) Alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

Please refer to the general information for provision of registration information, which is included in the response to subsection a, in addition to the information specific to this question, which appears below.

CDO does not encounter this situation very often. On the few occasions that it has occurred in the past, the circumstances have been different each time, such that it would be impossible to develop a policy. Currently, should an applicant indicate that, for reasons beyond their control, they are unable to obtain the required documentation, staff work with them to verify the situation and provide personalized assistance to identify appropriate alternatives.

i) How applicants can contact your organization

Please refer to the general information for provision of registration information, which is included in the response to subsection a, in addition to the information specific to this question, which appears below.



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The “Contact Us” section of the website contains general contact information (mailing address, general telephone number, toll free telephone number, fax number and general email information), as well as a list of staff, their roles, and their contact information. Applicants are free to choose the means of contacting the organization that is most convenient for them.

j) How, why, and how often your organization initiates communication with applicants about their applications

Please refer to the general information for provision of registration information, which is included in the response to subsection a, in addition to the information specific to this question, which appears below.

Upon receipt, an application is reviewed by staff to determine whether it is complete (i.e. does it include all necessary documents) and whether the applicant has completed accredited undergraduate and practical training programs. If the applicant has completed accredited undergraduate and practical training programs, the rest of the registration requirements are verified. If the applicant has not completed accredited undergraduate and practical training programs, the application must be referred to the registration committee to determine equivalence. Applicants are also referred to the Registration Committee for assessment of continuing competency if they have not been practicing in the profession within the past 3 years, or if they transfer from another Canadian jurisdiction whose quality assurance programs do not meet CDO’s standards. The following tables outline the communication that is initiated by CDO for these different scenarios.

In 2008, CDO staff began investigation and planning for changes that would allow individual applicants to access CDO’s confidential database for the purpose of tracking the progress of their application over the internet. This work is ongoing.

Table 1. Communication plan for applicants who have completed *accredited undergraduate and practical training programs*:

Registration Event/Milestone	Communication with applicant, initiated by CDO
Application is received, but is incomplete (documentation or information is missing).	CDO sends <i>email</i> to the applicant acknowledging receipt of application and advising of information or documentation that is missing.
Complete file is received, and all registration requirements have been met.	CDO sends letter <i>by mail</i> advising applicant that they are eligible to register for the Canadian Dietetic Registration Examination (CDRE).



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Registration Event/Milestone	Communication with applicant, initiated by CDO
	Applicant is also advised of the option to obtain Temporary Registration with the College, which allows the applicant to practice and use RD title until the exam results are received.
Temporary Membership Fees are processed	Applicants are sent a registration package by mail , with membership information and password for members' website.
Registration for CDRE is complete	Applicants are sent exam package by mail , with exam rules, preparation guide, and information regarding date, time and venue of the exam.
Exam results are received	CDO sends exam results by mail . Applicants who have passed the exam are provided with information regarding fees for general membership. Applicants who have failed the exam are asked to contact the College to review their results.
General Membership Fees are processed	CDO sends a letter by mail advising RD of their General Membership status. If applicant did not have a temporary membership, the Registration package is sent at this time.

Table 2. Communication plan for applicants who have not completed accredited undergraduate and practical training programs

Registration Events/Milestones	Communication with applicant, initiated by CDO
Application is received, but is incomplete (documentation or information is missing).	CDO sends letter by mail acknowledging receipt of application and advising of information or documentation that is missing. Applicant is given 60 days to provide the missing information or file will be closed.
10 days prior to deadline for providing missing information	Registration Coordinator sends email to applicant that deadline is approaching. Advises applicant of process for requesting an extension, if necessary.
Applicants request for extension has been approved by the Registration Coordinator.	CDO sends letter by mail advising applicant of new deadline.
Deadline passes and applicant has not provided missing	Registration Coordinator sends letter by mail advising that deadline has passed. Applicant is given an additional 60 days to provide missing



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Registration Events/Milestones		Communication with applicant, initiated by CDO
	information or requested an extension.	information or request an extension, otherwise, file will be closed.
	Final deadline for providing documentation/information passes.	Registration Coordinator sends letter by mail , advising that their file has been closed. If they wish to reopen their file, they must re-apply.
	Missing documentation is received and file is now complete; referred to Registration Committee	Registration Coordinator contacts the applicant by phone or email to advise that the file is complete and to confirm the date of the Registration Committee meeting at which the file will be reviewed.
Application is received with all required documentation		CDO sends letter by mail acknowledging receipt of application
Registration Committee Decision: File Refused		CDO sends decision and reasons by mail . Decision and reasons letter includes information about appeal process.
Registration Committee Decision: Conditional Admission		CDO sends Decision and Reasons by mail which outlines the requirements that applicant must meet before becoming eligible to write CDRE.
	10 days prior to deadline for completing registration requirements	Registration Coordinator sends email to applicant that deadline is approaching. Advises applicant of process for requesting an extension, if necessary.
	Applicant's request for extension has been approved by the Registration Committee.	CDO sends letter by mail advising applicant of new deadline.
	Deadline passes and applicant has not provided documentation or requested an extension.	Registration Coordinator sends letter by mail advising that deadline has passed. Applicant is given an additional 60 days to complete requirements or request an extension, otherwise, file will be closed.
	Final deadline passes with no communication from applicant.	Registration Coordinator sends letter by mail , advising that their file has been closed. If they wish to reopen their file, they must re-apply.
Throughout the application process, the Registration Coordinator notifies the applicant by email when documents are received at CDO, regardless of whether or not the file is complete.		
Registration Committee Decision: Admit		CDO sends letter by mail advising applicant that they are eligible to register for the Canadian Dietetic Registration Examination (CDRE). Applicant is also advised of the option to obtain Temporary Registration with the College, which allows the applicant to practice and use RD title



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Registration Events/Milestones		Communication with applicant, initiated by CDO
		until the exam results are received.
Temporary Membership Fees are processed		Applicants are sent a registration package by mail , with membership information and password for members' website.
Registration for CDRE is complete		Applicants are sent exam package by mail , with exam rules, preparation guide, and information regarding date, time and venue of the exam.
Exam results are received		CDO sends exam results by mail . Applicants who have passed the exam are provided with information regarding fees for general membership. Applicants who have failed the exam are asked to contact the College to review their results.
General Membership Fees are processed		CDO sends a letter by mail advising RD of their General Membership status. If applicant did not have a temporary membership, the Registration package is sent at this time.

k) The process for dealing with documents provided in languages other than French or English

Please refer to the general information for provision of registration information, which is included in the response to subsection a, in addition to the information specific to this question, which appears below.

Information about translation of documents is provided verbally by Registration Program staff and is outlined on the application checklist. Documents that are not in English or French must be translated for the applicant. The applicant is asked to provide the original documents, along with an English translation that has been notarized or certified.

l) The role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process.

Please refer to the general information for provision of registration information, which is included in the response to subsection a, in addition to the information specific to this question, which appears below.



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The role of World Education Service (WES) is described on the landing page for internationally educated applicants. It is also described on the application checklist and the table that lists the 9 registration requirements. This information may also be explained verbally, by registration staff. If the applicant requires further information about WES processes and policies, they are referred to the WES website, as this is the best way to ensure that the information provided is accurate and current.

The IDPP (bridging program) is described on our website on the landing page for internationally educated applicants. It is also referred to in the table that lists the 9 registration requirements. Internationally Educated applicants are encouraged to investigate the program in the letter that CDO sends to acknowledge receipt of their application. Information about IDPP may also be explained verbally, by registration staff. Applicants are referred to the IDPP program website (both of these pages contain links), as this is the best way to ensure that information is accurate and current.

m) Any timelines, deadlines or time limits that applicants will be subject to during the registration process

Please refer to the general information for provision of registration information, which is included in the response to subsection a, in addition to the information specific to this question, which appears below.

See Tables 1 and 2 regarding communication plan (Subsection 1j)

n) The amount of time that the registration process usually takes

Please refer to the general information for provision of registration information, which is included in the response to subsection a, in addition to the information specific to this question, which appears below.

Internationally educated applicants are advised by CDO staff (verbally or through email) and on the CDO website that it takes 4-12 weeks **from the time that all required documents are received at the College** to review an application and issue a decision. It is explained to applicants that the range of 4-12 weeks is dependent on the timing of the next Registration Committee meeting in relation to when all of the required documentation is received. The Registration Committee typically meets every 6-8 weeks. The deadline for submitting a completed application package is three weeks before the meeting. This allows time for the application packages to be sent and reviewed by committee members in advance of the meeting, and allows one week after the meeting for the decision and reasons letters to be drafted, reviewed, signed and mailed to the applicant.



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The actual time, from receipt of the application form, to notice of decision and reasons can vary considerably, depending on how long it takes for the applicant to provide the required documentation.

- o) Information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of license.**

Please refer to the general information for provision of registration information, which is included in the response to subsection a, in addition to the information specific to this question, which appears below.

Information about application and assessment fees is provided in tabular form on the website and on the application form itself.

Information about fees for the Canadian Dietetic Registration Examination (CDRE) is provided on the website. It is also provided in the letter that applicants received once they have been deemed eligible to write the exam.

Each year, CDO staff are regularly invited to give presentations to Ontario dietetic internship programs, as well as the bridging programs. During these presentations, the application process and fees are outlined, and applicants have an opportunity to ask questions.

- p) accommodation of applicants with special needs, such as visual impairment**

Please refer to the general information for provision of registration information, which is included in the response to subsection a, in addition to the information specific to this question, which appears below.

CDO rarely encounters requests for accommodation of applicants with special needs during the application process. Requests are sometimes received for accommodation during the exam process. As a result, the only accommodation policy that exists is related to the Registration Examination. If a request is received for accommodation with respect to other application processes, it is dealt with on an individual basis and appropriate arrangements are made to address the needs of the applicant.

There is an accommodation policy for the Canadian Dietetic Registration Examination (CDRE). The CDRE preparation guide advises applicants to contact the College to arrange for accommodation of special needs. This policy addresses accommodation for a variety of



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special needs, including sight, mobility, learning disabilities, religion, breast feeding, other physical concerns.

2. Amount of fees

Are any of the fees different for internationally trained applicants? If yes, please explain.

Fees are based on the resources required to process the application. Applications that require an assessment by the Registration Committee use more resources, and therefore have an additional fee. The general application fee is \$100.00. There are additional fees for assessment of academic equivalencies (\$100.00) and practical training equivalencies (\$150.00).

These fees are the same for Canadian or internationally educated applicants.

3. Provision of Timely Decisions, Responses and Reasons

a) What are your timelines for:

i. making registration decisions

CDO does not currently have formal timelines for making registration decisions, however our current practice is for applications to be reviewed by the Registration Committee within 3-11 weeks ***from the time that all required documents are received at the College*** to review an application and issue a decision. The range of 3-11 weeks is dependent on the timing of the next Registration Committee meeting following completion of the application. The Registration Committee typically meets every 6-8 weeks. The deadline for submitting a completed application package is three weeks before the meeting. This allows time for the application packages to be sent and reviewed by committee members in advance of the meeting.

ii. responding to applicants in writing

CDO does not currently have formal timelines for responding to applicants in writing, however our current practice is to provide a written letter confirming receipt of the application and the opening of the application file within 6-8 calendar days. Applicants whose files are nearing completion are typically advised by email of the due date for the next Registration Committee meeting.

iii. providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions

CDO does not currently have formal timelines for providing written reasons to applicants about all registration decisions, however our current practice is for



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written decisions and reasons to be mailed within 7 calendar days of the committee meeting at which the decision is made. From February to August 2008, signed registration decisions and reasons were mailed within 16 calendar days. In the last three months of the year, they were mailed within 5 days.

b) Explain how your organization ensures that it adheres to these timelines.

CDO is currently working on formalizing the timelines for the various steps in the registration process, so that timeliness of decisions, responses and reasons can be formally tracked. We are in the process of making changes to the structure of our database that will allow us to easily print regular reports about the timeliness of our processes.

4. Access to Records

a) Describe how you give applicants access to their own records relating to their applications for registration.

Requests for access to records are infrequent as applicants have provided most of the documentation that appears in the file. For documents that are sent directly from a third party (e.g. University transcripts; confirmation of registration with another regulatory body, etc.), an applicant is provided a copy upon request.

b) Explain why access to applicants' own records would be limited or refused.

Applicants are not refused access to any aspect of their records.

c) State how and when you give applicants estimates of the fees for making records available.

CDO does not charge fees for making records available.

d) List the fees for making records available

CDO does not charge fees for making records available.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

CDO does not charge fees for making records available



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5. Resources for Applicants

- a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

Resources for Application

Application Checklists have been developed to help applicants ensure that all required documents have been included in the application package. The CDO website guides applicants through a series of questions to determine the appropriate checklist for their situation. There are 17 different checklists, for a variety of different situations.

Course List – Applicants are referred to specific tables that outline the 9 Registration Requirements and how they will be demonstrated. These tables include a list of the courses that must be included in the undergraduate education. (e.g. <http://www.cdo.on.ca/en/viewPages.asp?ID=97#academic>).

CDO Website – contains links to the external resources that an applicant may need to access in order to apply to CDO, for example:

- World Education Services (WES) – for assessment of the degree
- Internationally Educated Dietitians Pre-Registration Program (IDPP) – Bridging program
- Dietitians of Canada website provides a list of Canadian accredited academic and practical training programs
- The Commission on Accreditation for Dietetics Education (CADE) provides a list of accredited undergraduate and practical training programs in the US.

Resources for Applicants who are required to complete Upgrading Courses or Practicum:

Planning and Documenting your Upgrading Practicum- This document outlines the responsibilities of the applicant, lists the learning outcomes that must be achieved, and describes key elements that must be addressed in planning and documenting an upgrading practicum. The document also provides detailed directions for documenting the practicum submission (e.g. formatting, content, and organization), as well as tips for planning a successful practicum.

Supervising/Coordinating an Upgrading Practicum – This document is meant to help registered dietitians who supervise or coordinate an upgrading practicum for an applicant. It provides the forms that dietitians must during the submission process, and describes the expectations of the practicum, and the responsibilities of the RD in this



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process. The document also outlines the learning outcomes and discusses the key elements that must be addressed during the upgrading practicum.

Sample Learning Diary – This document provides a sample of a learning diary to help applicants reflect on the learning that came from each activity, and help them to plan additional activities to address learning outcomes that have not yet been achieved.

Course Information – Applicants who are asked to complete upgrading courses and who require help in choosing an appropriate course are sent an email with a list of courses that have been previously approved by the Registration Committee. The list includes courses available on-site, on-line and those that are open to special students (as opposed to those enrolled in a degree program). Because course content and availability changes, applicants are advised not to rely solely on this course list. The email also includes the description of the course content that should be addressed in the course.

Resources for Applicants Who Complete a Canadian Academic and Practical Training (CAPT):

Planning and Documenting your Canadian Academic and Practical Training (CAPT) – This document outlines the responsibilities of the applicant, lists the learning outcomes that must be achieved, and describes key elements that must be addressed in planning and documenting an upgrading practicum. The document also provides detailed directions for documenting the practicum submission (e.g. formatting, content, and organization), as well as tips for planning a successful practicum.

Supervising/Coordinating a Canadian Academic and Practical Training (Practical Component) – This document is meant to help registered dietitians who supervise or coordinate a CAPT practicum for an applicant. It provides the forms that dietitians must use during the submission process, and describes the expectations of the practicum, and the responsibilities of the RD in this process. The document also outlines the learning outcomes and discusses the key elements that must be addressed during the upgrading practicum.

Sample Learning Diary – This document provides a sample of a learning diary to help applicants reflect on the learning that came from each activity, and help them to plan additional activities to address learning outcomes that have not yet been achieved.

Resources for Preparing for the Canadian Dietetic Registration Examination

Canadian Dietetic Registration Examination (CDRE) Preparation Guide – This document is developed and maintained by the Alliance of Canadian Dietetic Regulatory Bodies. CDO provides all applicants who are registered for the CDRE with a hard copy of the Preparation Guide; it is also available in PDF format on the CDO website. The guide includes descriptions of the purpose of the exam, general rules for writing the exam;



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process for requesting accommodations; the competencies on which the exam is based; the exam blueprint; sample questions and a list of resources that may help to prepare for the exam.

CDRE Audio Visual Guide - CDO has produced an audio-visual resource for helping applicants to prepare for the CDRE. It is available on the website. Applicants are notified about the Audio-visual guide in the letter that they receive to confirm that they are registered for the exam.

Resources for Competency Attestation

Completing Your Competency Attestation Package – This document is for applicants who are intending to prepare a competency attestation package to demonstrate the practical training requirement. It outlines the responsibilities of the applicant and describes key elements that must be addressed in planning and documenting of the competencies. The document also provides detailed directions for documenting the submission (e.g. formatting, content, and organization), as well as tips for planning a successful practicum. Along with this package, applicants receive a copy of the *Competencies for the Entry Level Dietitian* (competencies which must be demonstrated, and on which the Canadian Dietetic Registration Examination is based).

Resources for Orientation to the Profession

When an applicant is deemed eligible to write the CDRE and applies for a temporary registration, they receive a registration package that includes information about the profession and regulation in Ontario. The registration package includes a copy of *The Jurisprudence Handbook for Dietitians in Ontario*, which includes information on the laws and ethics that affect dietetic practice in Ontario. The Jurisprudence Handbook and related materials are available on-line and used as a resource for education and practical training, as well as for new members of the profession.

CDO Staff

The staff at CDO is the biggest resource for potential applicants. Applicants are encouraged to consult the website to retrieve the appropriate forms and checklists for application; however staff is also available to help applicants who need further clarification or instruction to complete their application. This is done by email, phone or in-person meetings.



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Additionally, any applicant who does not pass the CDRE is invited to meet with the Registrar & Executive Director and/or Registration Manager to discuss the applicant's exam results and help them develop a plan to address deficiencies before the next exam. While these meetings generally take 45 minutes to an hour, some have lasted as long as 2-3 hours or as long as it takes for the applicant to feel comfortable moving forward with exam preparation.

b) Describe how your organization provides information to applicants about these resources.

CDO's website is the main source of information for applicants. Potential applicants are first guided to the appropriate section of the website where they can access a checklist that applies to their individual situation (there are 17 separate checklists).

Information about the resources for applicants who are required to complete an upgrading or CAPT practicum are provided in writing to the applicant along with their decision and reasons letter. This information is also available on the How to Become an RD section of the website, under Resources and Links.

The Preparation Guide for the CDRE is provided to applicants in hard copy when they are notified that they are registered for the exam. It is also available on the website.

The *Audio Visual Guide* for preparing for the CDRE is available on the CDO website. There are links to the Guide from the home page of the website, as well as the CDRE page of the website. Applicants are advised about the guide in the letter that they receive to confirm their registration for the exam. Additionally, internship coordinators and the coordinators of the bridging program provide information to potential applicants about the guide.

The Jurisprudence Handbook is available on the website, and is provided to applicants in hard copy once they have been granted temporary membership while waiting to write the CDRE.

Any written correspondence provided to applicants advises them about the appropriate CDO staff person to contact if they require further assistance.

6. Internal Review or Appeal Process

CDO does not have an internal appeal or review process. As set out in the Regulated Health Professions Act, applicants who wish to appeal a registration decision from CDO are referred to the Health Professions Appeal and Review Board. The cover letters for all Decisions and



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Reasons, however, invite applicants to contact the Registrar & Executive Director if they have any questions about their decision.

7. Information on Appeal Rights

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review or appeal from a decision.

Decision and Reasons letters are provided to every applicant whose file is reviewed by the Registration Committee. These letters include information about their right to appeal to the Health Professions Appeal and Review Board, the deadline for submitting an appeal, format and content of the appeal, as well as the address and contact person.

8. Assessment of Qualification

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession

The registration requirements for becoming a dietitian in Ontario are:

1. Academic Preparation from an accredited Canadian university program in foods & nutrition or equivalent
2. Practical Training in an accredited practical program in Canada or equivalent
3. Language Proficiency in English or French
4. Record of Ethical and Competent Practice
5. Good Character and Good Conduct
6. Current Dietetic Knowledge and Competence
7. Eligible to Work in Canada
8. Knowledge and practical experience related to the Canadian health care system
9. Pass the Canadian Dietetic Registration Examination (Registration Exam)

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration

CDO has a recognition agreement with the Commission on Accreditation for Dietetics Education (CADE), in the United States. Under this agreement, undergraduate programs



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and internship practicums that have been accredited by (CADE) are considered equivalent to undergraduate or internship programs accredited by Dietitians of Canada. Thus no further assessment is required. CDO also recognizes registration with the American Dietetic Association's Commission on Dietetic Registration, for the purpose of assessing continuing competence activities.

All applicants (Canadian and international) who have completed an undergraduate degree or internship program that was not accredited by Dietitians of Canada (DC) or CADE in the US, must have the degree or internship (or both) assessed by the Registration Committee. Undergraduate degrees that have been completed outside of Canada and the US must first be assessed by World Education Service, who will determine the equivalent level of the degree. Only those degrees that are assessed to be equivalent to a university level (bachelor's degree or higher) will be considered by the Committee.

For undergraduate degrees, the Committee reviews the syllabus/descriptions of each course to ensure that the subject matter from the following courses are covered:

1. Humanities/Social Sciences (12 credits)
2. Natural Sciences (9 Credits: 3 each in General Chemistry, Organic Chemistry and Microbiology)
3. Professional Subjects (18 Credits: 3 each in Basic Foods, Advanced Foods, Basic Principles of Management and Communications Arts and 6 in Basic Human Nutrition)
4. Human Nutrition (9 Credits: 3 each in Advanced, Clinical and Community Nutrition)
5. Food Service Systems Management (9 Credits: Foodservice systems organizations and Management, Quantity Food Production Management, Foodservice Facilities, Cost Control & Accounting and Personnel)
6. Supporting Sciences (12 Credits: 9 total in Biochemistry and Physiology and 3 total in Advanced Social Science, Statistics and Computers)

Where an applicant has not completed the subject matter from a particular course, the committee reviews the course content of all courses that have been completed to determine whether the content was covered in other courses, under different titles. If an applicant is missing some of the required courses, they will be asked to complete these courses before they will be eligible to become registered with the College.

For all applicants (Canadian and internationally educated) who have not completed an internship or practicum that is accredited by DC or CADE, the internship program is assessed by the Registration Committee. The applicant provides documentation from the program which describes the length, the structure of the program, the format for evaluation, and the competencies or learning outcomes that must be demonstrated or



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achieved for successful completion. These aspects are compared to the standards for accredited Canadian internship programs:

- The program must be a minimum of 1300 hours.
- It must provide supervised practical experience at an appropriate level of complexity (i.e. the activities should represent the activities that would be performed by an entry-level dietitian in Canada, meaning that they should be more complex than the activities that may be assigned to a dietetic technician or assistant in a Canadian healthcare system).
- The competency statements or learning outcomes must address all of the Competencies for the Entry Level Dietitian
- The practical experiences must be supervised by a dietitian who is qualified to practice in the country where the experiences were achieved.
- The practical experiences must address all 3 areas of Canadian dietetic practice (Clinical, Community and Food Services Management).

There are three potential outcomes of a practical training assessment:

- The committee may deem the practical training to be equivalent to an accredited practicum or internship in Canada
- The committee may determine may ask the applicant to complete additional practical experiences to cover specific competency statements or practice areas, or
- The committee may determine that the practical training is not equivalent to an accredited practicum or internship

c) Explain how work experience in the profession is assessed

Academic and practical training are two separate non-exemptible requirements, under CDO's Registration Regulation. Currently, there is very little legal latitude to substitute work experience for formally structured, supervised practical training based on a comprehensive set of competencies. The nature of work experience, however, may be used to inform the Committee regarding the level of competency that was attained during the practicum. The College is currently reviewing its registration regulation in order to permit more flexibility in this area.

In addition, the College accepts as meeting the practical training equivalency completion of the dietetic bridging program, pending a favourable review by the Registration Committee of the documentation of learning activities completed by the applicant.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.



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CDO's Registration Manager regularly participates in the accreditation process for dietetic internship/practicum programs (programs outside of Ontario) as a reviewer. CDO maintains current and accurate information on the accreditation processes in both Canada and the US by maintaining copies of the Accreditation Standards for both Dietitians of Canada and the Commission on Accreditation for Dietetics Education. The Registration Committee meets with academics and reviews course descriptions from Ontario programs. The Registrar & Executive Director also represents CDO in the Partnership for Dietetic Education and Practice. Members of this group represent regulatory bodies, dietetic educators and the professional association from across Canada, and are dedicated to the development of national competency standards (knowledge, skill and judgement) for entry to practice and continuing competence. The Registrar & Executive Director also maintains a link with the Dietetic Education Leadership Forum of Ontario, which is an action group comprised of internship coordinators and university course directors within Ontario.

- e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.**

CDO maintains a reference binder with decisions and reasons from complicated applications. This resource binder will help the Committee to ensure that consistency is maintained when assessing the equivalency of academic degrees.

- f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.**

Not Applicable – In assessing an applicant's credentials, the content of the academic degree and/or practicum is considered. CDO does not consider institutions (Other than the Commission on Accreditation for Dietetics Education (CADE) or the Commission on Dietetic Registration (CDR), in the US). CDO relies on the expertise of World Education Services (WES) to assess the status of an institution in its home country for the purpose of recognition of credentials. See section 9 c for information on the procedures used by WES for recognition of institutions.

- g) Describe how your organization accommodates applicants with special needs, such as visual impairment.**



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CDO does not often receive requests for accommodation of special needs. When received, such requests are considered on an individual basis, and appropriate accommodations are made to address the needs of both the applicant and the College. Print material can be adapted and special needs are accommodated, as necessary, in the writing of the exam.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

The average time from the date of application, to the date that a letter is issued to an applicant is 51 days.

There was one applicant whose length of time was significantly higher than the average, due to difficulties in accessing documents. When this outlier is removed, the average time for all applicants is 49 days.

i. State whether the average time differs for internationally trained individuals

The average time for Canadian trained applicants is 32 days. The average time for Internationally Educated applicants is 135 days.

There was one applicant whose length of time was significantly higher than the average, due to difficulties in accessing documents. When this outlier is removed, the average time for internationally educated applicants is reduced to 125 days.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

The reason for the greater amount of time for internationally trained applicants is the fact that most internationally educated applicants must be referred to the Registration Committee for assessment of academic degrees and practical training. Canadian and US applicants would only be referred to the Registration Committee if they completed undergraduate degrees or practical training programs that were not accredited, if they have not practice dietetics for more than 3 years, or if they are transferring from a province whose Quality Assurance program does not meet Ontario standards.

Another reason for the longer time frame for internationally educated



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applicants is the fact that more documentation is required for the academic and practical training assessments. Applicants often submit their applications before all of the required documents have been retrieved, thus increasing the time it takes for them to be referred to the Registration Committee (applicants are not referred to the Committee until all documents have been received).

Though we do not have the data, there is no reason to believe that the average time for Canadian trained applicants who are referred to the committee would be longer than Internationally Educated Applicants who are referred to the Committee. The average time for Canadian and US trained applicants is the same (32 days); each of these groups have a similar percentage of applicants who are referred to the registration Committee.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g. baccalaureate, master's, Ph.D) of the credential presented for assessment

To ensure that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate, CDO relies on the expertise of World Education Services. The first step in the assessment process for a university degree completed outside of Canada is for the degree to be assessed by World Education Service (WES) to determine the level (e.g. baccalaureate, master's, Ph.D). For information on how WES determines the level of the credential, see the response for question 9(c).

ii. Describe the criteria that are applied to determine equivalency

The criteria for determining equivalency of the undergraduate degree are:

- The degree must be assessed as equivalent to a Canadian University degree
- The formal education must be a minimum of 14 years in length
- The academic degree must not be lacking more than one 3-credit course from the following:
 - Humanities/Social Sciences (12 credits)
 - Natural Sciences (9 Credits: 3 each in General Chemistry, Organic Chemistry and Microbiology)
 - Professional Subjects (18 Credits: 3 each in Basic Foods, Advanced Foods, Basic Principles of Management and Communications Arts and 6 in Basic Human Nutrition)
 - Human Nutrition (9 Credits: 3 each in Advanced, Clinical and Community Nutrition)
 - Food Service Systems Management (9 Credits: Foodservice systems organizations and Management, Quantity Food Production)



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- Management, Foodservice Facilities, Cost Control & Accounting and Personnel)
- Supporting Sciences (12 Credits: 9 total in Biochemistry and Physiology and 3 total in Advanced Social Science, Statistics and Computers)

The following are the criteria used for determining the equivalency of practical training:

- The program must be a minimum of 1300 hours.
- It must provide supervised practical experience at an appropriate level of complexity (i.e. the activities should represent the activities that would be performed by an entry-level dietitian in Canada, meaning that they should be more complex than the activities that may be assigned to a dietetic technician or assistant in a Canadian healthcare system).
- The competency statements or learning outcomes must address all of the Competencies for the Entry Level Dietitian
- The practical experiences must be supervised by a dietitian who is qualified to practice in the country where the experiences were achieved.
- The practical experiences must address all 3 areas of Canadian dietetic practice (Clinical, Community and Food Services Management).

iii. Explain how work experience is taken in to account

Academic and practical training are two separate non-exemptible requirements, under CDO's Registration Regulation. Legally, there is very little latitude to substitute work experience for formally structured, supervised practical training based on a comprehensive set of competencies. The nature of work experience, however, may be used to inform the Committee regarding the level of competency that was attained during the practicum.

j) If your organization conducts competency assessments:

CDO does not conduct competency assessments other than through the Canadian Dietetic Education Examination (CDRE), which is developed to validate competency as opposed to assessing competency. See section 8 (I) for information regarding the CDRE.

- i. Describe the methodology used to demonstrate competency
- ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated
- iii. Explain how work experience is used in the assessment of competency



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k) If your organization conducts prior learning assessments:

CDO does not conduct prior learning assessments

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

CDO Administers the Canadian Dietetic Registration Examination (CDRE) in Ontario. The CDRE is a multiple choice exam, consisting of approximately 210 questions. Applicants complete the exam by filling out bubble cards, which are scored by computer. If an applicant has concerns about their exam score, they may request that their exam be re-scored. They may also appeal the administration and content of the exam. These appeals are investigated and reviewed by the Registrar and a decision is made in consultation with the Alliance of Canadian Dietetic Regulatory Bodies. A successful appeal would result in a rewrite of the exam at no cost and extension of a temporary certificate of registration permitting a candidate to continue to practice as an RD.

An applicant who does not pass the exam is allowed two rewrites. After failing for a second time, applicants are required to complete upgrading (in the form of course work and supervised practicum), before they can write the exam for a third time. The purpose of the upgrading requirement is to ensure that applicants have the opportunity to assess their performance and address any learning needs before writing the exam for the final time.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies

CDO Administers the Canadian Dietetic Registration Examination in Ontario. CDO relies on a third party to develop the exam and to determine the appropriate tests for validity and reliability. The third party is the University of Alberta's Division of Studies in Medical Education (DSME). The lead consultant for DSME is a specialist in medical examinations.

An important aspect of establishing validity of a test is to ensure that the test is comprised of items that are a representative sample of content of the CDRE competency domain. The test is built according to a blueprint that ensures adequate sampling based on level of importance and frequency of the entry to practice competencies. Items are developed by subject matter experts that test specific competencies.



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KR-20 (alpha) reliability is calculated for each examination administration.

The alpha coefficients for the last two administrations were 0.87 and 0.86 which is considered as adequate for the purposes of the examination.

iii. State how often exam questions are updated and the process for updating them.

Each examination consists of approximately 210 items, 70 of which are newly developed specifically for that test administration. The remaining items that are selected from the bank to be part of the exam are reviewed by the examination development committee as the first step in the development of an examination. Items are reviewed in terms of latest psychometric performance, currency, relevancy and relation to the specified competency.

9. Third Party Organizations

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

CDO relies upon the following organizations in the registration process:

World Education Services – for assessment of the level of the degree
TOEFL for language proficiency testing

The Internationally Educated Dietitians Pre-Registration Program (IDPP) – the dietetics bridging program is sometimes relied upon for assessment of language proficiency

CDO Administers the Canadian Dietetic Registration Examination in Ontario. CDO relies on the University of Alberta's *Division of Studies in Medical Education (DSME)* to develop the exam and to determine the appropriate tests for validity and reliability. The lead consultant for DSME is a specialist in medical examinations.

b) Explain what measures your organization takes to ensure that any third party organization that it relies upon to make assessments:

i. Provides information about assessment practices to applicants

The CDO website contains links to some of the third parties on which it relies (WES, IDPP). These websites are reviewed regularly to ensure that applicants are able to find the necessary information. Information about the registration examination is provide directly by CDO (through the preparation guide, the audio-visual guide, and direct communication with applicants).



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ii. Utilizes current and accurate information about qualifications from outside Canada

IDPP – CDO maintains a complete program binder and the Registration Committee meets with the IDPP Manager and Coordinator once a year. The Registration Committee has reviewed and approved the language assessment system used in the IDPP program (Ryerson University), which is based on CAELS.

CDO relies upon the expertise of other third parties (to determine the appropriateness of the information that is used for assessing the level of education (WES) and language proficiency (TOEFL).

iii. Provides timely decisions, responses, and reasons to applicants

CDO makes note of significant changes to the timeliness of decisions, responses and reasons. Where significant delays result in the applicants' access to timely responses, CDO investigates. In 2008, issues related to the timeliness of the U of T Comparative Education Services resulted in selection of WES to assess the level of education for applicants.

iv. Provides training to individuals assessing qualifications

(WES) CDO relies on the expertise of third party organizations to determine the appropriate training for individuals involved in their assessment processes.

(Exam) The Canadian Dietetic Regulatory Bodies collectively contract with DSME. The contract details the services to be provided and includes education and direct guidance of those involved in the development of the exam items and process.

(Bridging Program) The bridging program provides orientation to preceptors. In addition, the Registration Committee directly reviews the learning activities of applicants from the bridging program as submitted globally by the program and as submitted by each applicant.

v. Provides access to records related to the assessment to applicants

CDO and the Registration Committee confirmed that WES provides appropriate access to records during an interview and presentation provide by WES for the Registration Committee.

CDO directly provides records, i.e. results of the registration examination, rescoring and appeals.



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vi. Accommodates applicants with special needs, such as visual impairment

The CDRE policy for accommodation of special needs is controlled by the Alliance of Canadian Dietetic Regulatory Bodies. CDO's Registrar & Executive Director is the lead for the Alliance on development of policies related to the Exam.

c) If your organization relies on a third party to do credential assessments:

i. Explain how the third party determines the level (e.g. baccalaureate, master's or Ph.D) of the credential presented for assessment

The Evaluation Methodology used by WES includes the following:

- Review for recognition of awarding authority and foreign educational institution.
- Place the credential in the educational system of origin in accordance with the admission requirement into the program (e.g. number of years of pre-university education).
- Determine the level and type of institution where the program is offered.
- Ascertain the length of the program, program structure and degree award requirements
- Establish the purpose and value of the credential in the home country
- Find the comparable credential on the Canadian academic spectrum.

ii. Describe the criteria that are applied to determine equivalency

CDO relies on WES to provide a judgment on educational documents and the level of the degree only. Equivalency to an accredited university degree in foods and nutrition in Canada is assessed by CDO's Registration Committee.

iii. Explain how work experience is taken in to consideration

Not Applicable. WES does not evaluate accomplishments outside of actual academic training. Academic training is a non-exemptible requirement, under CDO's Registration Regulation. Legally, there is no latitude to substitute work experience for undergraduate study in foods and nutrition.

d) If your organization relies on a third party to conduct competency assessments:

N/A CDO does not rely on a third party to conduct competency assessments.



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e) If your organization relies on a third party to conduct prior learning assessments:

N/A CDO does not conduct prior learning assessments or rely on a third party to conduct prior learning assessments.

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

CDO Administers the Canadian Dietetic Registration Examination (CDRE) in Ontario. The CDRE is a multiple choice exam, consisting of approximately 210 questions. Applicants complete the exam by filling out bubble cards, which are scored by computer. If an applicant has concerns about their exam score, they may request that their exam be re-scored, by hand. They may also appeal the administration and content of the exam.

An applicant who does not pass the exam is allowed two rewrites. After failing for a second time, applicants are required to complete upgrading (in the form of course work and supervised practicum), before they can write the exam for a third time. The purpose of the upgrading requirement is to ensure that applicants have the opportunity to assess their performance and address any learning needs before writing the exam for the final time.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies

CDO Administers the Canadian Dietetic Registration Examination in Ontario. CDO relies on a third party to develop the exam and to determine the appropriate tests for validity and reliability. The third party is the University of Alberta's Division of Studies in Medical Education (DSME). The lead consultant for DSME is a specialist in medical examinations.

An important aspect of establishing validity of a test is to ensure that the test is comprised of items that are a representative sample of content of the CDRE competency domain. The test is built according to a blueprint that ensures adequate sampling. Items are developed by subject matter experts that test specific competencies. Each item is reviewed by 7-10 registered dietitians to ensure that it represents current dietetic practice.

KR-20 (alpha) reliability is calculated for each examination administration.



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The alpha coefficients for the last two administrations were 0.87 and 0.86 which is considered as adequate for the purposes of the examination.

iii. State how often exam questions are updated and the process for updating them.

Each examination consists of approximately 210 items, 70 of which are newly developed specifically for that test administration. The remaining items that are selected from the bank to be part of the exam are reviewed by the examination development committee as the first step in the development of an examination. Items are reviewed in terms of latest psychometric performance, currency, relevancy and relation to the specified competency.

10. Training

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

The Registrar & Executive Director and Registration Program Manager are trained to handle applications from applicants who have completed accredited undergraduate degrees and accredited practical training programs within the past three years, as well as applicants who are registered in other provinces and are applying through the Mutual Recognition Agreement. This training includes:

- Verifying that transcripts indicate completion of the degree
- Verifying that transcripts and other documents are sent directly from the originating source
- Verifying the accreditation status of academic and practical training programs and the source of verification of completion of the practical training that is not part of a university program transcript
- Review of declarations and documents verifying good character and good standing
- Verifying completion of application including signature of the applicant
- Verifying name against documents or verification of a name change

ii. individuals who make registration decisions

Registration decisions are made by the Registrar and Executive Director, and by the Registration Committee. All staff involved in registration participate in orientation and training as do members and the Chair of the Registration Committee.

Registrar and Executive Director



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When the Registrar and Executive Director is hired, they receive an orientation to the College, including relevant legislation, policies and procedures. The Registrar has a resource manual for registration policies and procedures aid in making consistent, fair and impartial decisions. The Registrar & Executive Director also periodically attends conference sessions related to registration practices.

Registration Committee Members

New members to the Registration Committee receive an orientation before participating in any registration decisions. The orientation includes a review of:

- the roles of staff, committee chair, and committee members
- resource binder for committee members
- tools, checklists, and criteria used for assessment
- review of policies and procedures for file assessment
- review of a sample file

After the orientation is complete, new committee members participate in the review of several application files as an observer only. They review and score the file and participate in the discussion, but do not participate in the final registration decision. Observing the review of these files allows the new committee member to ask questions and improve their knowledge in specific areas before assuming the responsibility of reviewing an application file for decision. Additionally, new committee members are typically paired with experienced committee members on review panels. This allows the new member to discuss any questions about standards or process with the experienced committee member.

iii. individuals who make internal review or appeal decisions

Not applicable. CDO does not conduct internal reviews or appeals. Reviews and appeals are completed externally, through the Health Professions Appeal and Review Board (HPARB). Registration staff are trained on the procedures for a review through HPARB, in terms of ensuring that applicants are notified of their right to appeal, the process for appealing, and the documents that must be provided in the event of an appeal.

11. Agreements on the Recognition of Qualifications

- a) List any agreements on the recognition of qualifications that were in place during the reporting period.

National Agreement



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CDO is a signatory of a Mutual Recognition Agreement, Agreement on Labour Mobility for Dietitians/Nutritionists in Canada (2004), which includes all Canadian Provinces with the exception of Quebec.

International Agreement

CDO has a recognition agreement with the *Commission on Accreditation for Dietetics Education* (American Dietetic Association).

In 2008, CDO has begun discussions with the *Dietitians Association of Australia* to explore the possibility of developing a reciprocity agreement. This work is ongoing.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

CADE Recognition Agreement

The impact of this agreement is that applicants who completed their undergraduate degree or internship/practical training at CADE accredited programs are deemed to meet the academic and/or practical training requirements in Ontario without undergoing further assessment. These applicants must still demonstrate the remaining 7 registration requirements.

Mutual Recognition Agreement

Dietitians registered with a Canadian dietetic regulatory body, other than the *Ordre Professionnel des Diététistes du Québec*, are deemed to have met the academic, practical training and examination requirements for a general certificate of registration if the individual fulfills all of the following conditions:

1. When applying to the College of Dietitians of Ontario, the applicant is still registered with a regulatory body of dietitians in another jurisdiction in Canada.
2. The applicant has been continuously registered with a regulatory body of dietitians in Canada since October 1, 1998 or has passed the Canadian Dietetic Registration Examination (CDRE).
3. The applicant's registration in the other jurisdiction is not in a restricted category such as temporary, qualifying, honorary, retired, inactive, associate or special.
4. When applying to the College of Dietitians of Ontario, the applicant's registration in the other jurisdiction is not subject to any conditions, restrictions or limitations other than those that apply to all members.

In some instances, the applicant's qualifications for registration may be subject to further assessment by the College Registration Committee. For instance, if the applicant has not participated in a professional quality assurance program that meets the following five criteria:



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- Mandatory
- Monitored
- Consequence for non-compliance
- Annual reporting
- Activities related to dietetic practice and professional standards.

Note: The mutual recognition agreement was the agreement in place during the reporting period (January 1- December 31, 2008). In January, 2009, a new agreement was signed by all provinces (including Quebec). This agreement will take effect on April 1 of 2009, to the extent that enabling Regulations are in place.

12. Data Collection

a) Indicate the languages in which application information materials are available.

Language	Yes/No
English	Yes
French	Yes
Others	No

b) State the number of paid staff employed by your organization in the following categories.

Category	Staff
Total Staff employed by the regulatory body	10
Staff involved in appeals process	2
Staff involved in registration process	4

c) List the countries where your internationally educated applicants were initially trained in the profession, and the number of applicants trained in each country.

Applicants	Country of training (Canada Excluded)	Number of applicants
Largest Number	India	11
Second-largest number	US	7
Third-largest number	Iran	6
Fourth-largest number	Lebanon	3
Fifth-largest number	Australia*	1

*Note: there were 10 countries with 1 applicant each. Australia was listed as the fifth largest number because we have had inquiries from 3 people from Australia since November of 2008, so we anticipate that in 2009 there will be more than one application from this country.



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- d) Indicate where your members were initially trained in the profession. Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

Members	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)				
	Ontario	Other Canadian Provinces	USA	Other International	Total
Total Members	2022	709	63	111	2905
Non-Practising Members*	7	5	-	-	12

*Note: CDO does not have a non-practicing class of registration, so this number was derived by using the total number of members who indicated that they were not currently employed. It is possible that some of the people holding General memberships may not be practicing in the profession.



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e) State the number of applications your organization processed in the past year

Jan 1. to Dec 31	Ontario	Other Canadian Provinces	USA	Other International	Total
New applications received	89	69	7	31	196
Applicants actively pursuing licensing (Applicants who had some contact with your organization in the reporting year)	1	3	2	18	24
Inactive Applicants (applicants who had no contact with your organization in the reporting year)	1	1	2	4	8
Applicants who met all requirements and were authorized to become members but did not become members	1	-	1	-	2
Applicants who became members	79	38	7	25	149
Applicants who were authorized to receive an alternative class of license but were not issued a license	1	2	3	-	6
Applicants who were issued an alternative class of license	80	32	2	10	124

Class of Certificate

Description

General

Members who have met all registration requirements

Temporary

Waiting to write the exam. All other requirements have been met.



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f) State the number of reviews and appeals your organization processed in the past year.

	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario).				
Jan. 1 to Dec 1	Ontario	Other Canadian Provinces	USA	Other International	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as the Registration Committee**	13	8	1	38	60
Applicants who initiated an appeal of a registration decision	1			1	2
Appeals heard	1			0 (Decision pending)*	1
Registration decisions changed following an appeal	0			(Decision pending)	0

* 1 Appeal (internationally educated applicant) is still pending with HPARB

**CDO does not conduct internal review or appeal processes. Applicants who wish to appeal their decisions are referred to the Health Professions Review and Appeal Board (HARB). There is a policy regarding the applicants who are referred to the Registration Committee at CDO. The numbers for this category reflect the number of applicants referred to the Registration Committee for assessment of: equivalence of academic degree; equivalence of practical training; continuing competence.