



Annual Renewal

The Importance of Your Declaration

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The annual renewal form includes questions about your contact information, current practice, and personal situation. Some of the information is collected for reporting to the Ministry of Health and Long-Term Care's health professions database (in aggregate form). Most of the information is needed to carry out the College's regulatory obligations and business.

The College relies on members to answer the questions truthfully and accurately. For this reason, the College includes "declarations", where the member confirms or declares that the answers they have provided are accurate.

YOUR ANSWERS MUST BE TRUTHFUL

During renewal, the College sometimes receives calls from members who want advice about how to answer a question to avoid a particular outcome, like having to purchase liability insurance or being referred to the Quality Assurance Committee. The College's answer to these questions is always the same: You must answer the questions honestly regardless of the outcome; answering one way or another depending on the outcome should not factor into any decision about how to respond to a question.

For example, a dietitian who does dietetics-related volunteer work outside of her regular job would be required to purchase private liability insurance. Even though she can rely on her employer's insurance at work, it would not cover the volunteer work. While it might be tempting to tell the College that she does not do dietetics-related volunteer work, this would be considered a false or misleading statement. According to section 25 of the *Professional Misconduct Regulation*, "signing or issuing, in the member's professional capacity, a document that the member knows contains a false or misleading statement", is professional misconduct.

ADMINISTRATION FEES FOR LATE RENEWAL FORMS AND SDL TOOLS

Your annual renewal fees, form and SDL Tool are due on October 31.

- A late fee of \$70 will apply if your renewal fees and/or your renewal form are received at the College after 11:59 pm October 31.
- An administrative fee of \$70 will also apply if your SDL Tool is received after 11:59 on October 31.

Please be Advised

The College will no longer be sending print notices of your annual renewal in the mail.
All notices and reminders will be sent by email.

The renewal portal is open for 60 days from September 1 to October 31 every year.