The College of Dietitians of BC regulates dietetic practice in BC under legislation found in the Health Professions Act, the Dietitians Regulation, and the College bylaws. The primary duty of the College is to protect the public by ensuring that dietitians meet requirements necessary for safe and competent dietetic practice.

As of April 1, 2004, only dietitians registered with the College may use the title “dietitian” or “registered dietitian” practice the Reserved Actions stated in the Dietitians Regulation and the bylaws. You may not practice as a dietitian or use the title “dietitian” or “registered dietitian” until your application for registration is approved by the College’s Registration Committee.

Instructions
Please download the Application for Registration from the website, complete the form, sign and mail it to the College with the required documents and fees. The College will contact you if further information is required.

1. Registration Class
Please review sections 44 to 47 of the College bylaws in order to determine your eligibility for the various classes of registration. The bylaws are available on the website.

Full Registration (Grandparented) is available until December 10, 2005 to applicants who:
- were general members of the British Columbia Dietitians' and Nutritionists' Association at any time between December 10, 2001 and December 11, 2003; and
- have completed a minimum of 600 practice hours within three years of the application date; and
- meet all other registration requirements.

Full Registration is available to applicants who:
- have completed academic and practical training programs listed in Schedule E of the bylaws (attached) or have had their knowledge, skills and abilities assessed for equivalency; and
- have successfully completed the examinations approved by the CDBC Board (the Canadian Dietetic Registration Examination), including any equivalency upgrading programs required by the Registration Committee; and
- meet all other registration requirements.

Temporary Registration is available to applicants for a period of up to one year (renewable once) who have not met the Full Registration examination requirement, but who have:
- proven to the satisfaction of the Registration Committee that they can be reasonably expected to successfully complete the Canadian Dietetic Registration Examination; and
- in the opinion of the Registration Committee, may practice without any risk to public health; and
- meet all other registration requirements.

(Note: terms and conditions for practice may be set by the Registration Committee.)
2. **Personal Information**
   Please carefully complete this section. If your name is different from the name on your academic transcripts and/or practical training documents, you must submit a copy of the relevant document verifying your name change. A map of the electoral regions is attached.

(All information collected from applicants is managed in accordance with the Freedom of Information and Protection of Privacy Act. For questions on the use of information, you may contact Fern Hubbard, Registrar at the College of Dietitians (CDBC) office.)

3. **Business Information**
   The Register of the CDBC is a public document. It is posted on the website (www.collegeofdietitiansbc.org). In accordance with the proposed amendments to section 22 of the *Health Professions Act*, the Register contains the name, business address, business telephone number, and class of registration of all registrants. If you have any questions or concerns regarding this requirement, please contact Fern Hubbard, Registrar.

   Information about your preferred contact with the College and type of employment and is also requested.

4. **Dietetic Education Program (Academic)**
   Applicants must provide information on their dietetic education program. Please ensure you provide the name(s) of undergraduate and post-graduate degrees granted, full name of the educational institution, province or state, and graduation date. Transcripts must be sent directly to the CDBC from the education institution or from another Canadian dietetic regulator. See point 6 below if your academic program is not listed in Schedule E (attached) and you are applying for equivalency assessment.

5. **Practical Training Program**
   Applicants must provide information on their practical training (internship) program. Accredited Canadian programs are listed in Schedule E (attached).

   Original verification of internship completion must be sent directly to the College from the Director of your practical training program or from another Canadian dietetic regulator. If the practical training was integrated with the accredited undergraduate academic program, this information must be included on the transcript.

   Other verification of practical training includes inclusion on the applicant's transcript of a post-graduate practicum-based Canadian or American program in dietetics (or equivalent) or completion of an academic Canadian or American program in dietetics (or equivalent) accompanied with an original or notarized copy of the Dietitians of Canada's competency attestation form that indicates the completion of required competencies. See point 6 below if your practical training program is not listed in Schedule E and you are applying for equivalency assessment.

6. **CDBC Approval of Education and Training**
   Schedule E of the CDBC bylaws contains the approved academic and practical training programs that are approved for registration by the CDBC. Applicants who have not completed CDBC approved programs may apply to have their knowledge, skills and abilities assessed for equivalency. Please see Appendix 4 of the Application for Registration for more information. Applicants may also be eligible for Temporary Registration.

7. **Canadian Dietetic Registration Examination**
   Full Registration applicants must have successfully completed the examinations approved by the CDBC Board (the Canadian Dietetic Registration Examination). Proof of successful completion in the form of the original results document must be forwarded to the College from either the testing agency or from a Canadian dietetics regulatory authority where previously registered.

   Applicants who have not completed the examination may be eligible for Full Registration (Grandparented) or Temporary Registration. Full Registration (Grandparented) applicants must complete Appendix 3 of the Application for Registration.
8. **Good Character**  
Applicants must provide evidence of good character consistent with the responsibilities of a registrant and the standards expected of a registrant. This includes fully completing the Application for Registration form, including the Statutory Declaration, and arranging for a letter of good standing to be sent to the CDBC from all current or previous jurisdictions (if applicable).

9. **Criminal Records Search Authorization**  
In accordance with the *Criminal Records Review Act* (CCRA), the CDBC must ensure that all registrants have had a criminal records search. Registration applicants must provide a complete and correct Criminal Records Search Authorization form and the additional $20 processing fee. Please see the attached CRRA information sheet. Forms may be downloaded from the College website.

10. **Application for Reserved Actions**  
Reserved actions are elements of the Dietitians’ scope of practice that present a significant risk of harm and are reserved to those professionals specifically qualified to perform these actions. The Reserved Actions are as follows:
(a) design, compound or dispense therapeutic diets where nutrition is administered through enteral means
(b) design therapeutic diets where nutrition is administered through parenteral means
(c) administer a substance to a person by instillation through enteral means
(d) administer a substance to a person by instillation through parenteral means
Applicants who wish to apply to practice reserved actions in the current registration year (April 1 to March 31) must complete Appendices 1 and 2 of the Application for Registration form, submit documentation and provide additional fees. Reserved actions are renewed annually.

11. **Payment of Fees**  
As specified in Schedule D of the bylaws, the registration fee for all new registrants is $700. This includes a $200 initial registration fee and $500 annual registration fee, which is valid until March 31 following initial registration. All registrants must renew registration and pay the annual fee prior to March 31 each year.
Applicants who are applying to practice reserved actions, must include the additional fees as outlined in Appendix 2.
Applicants who require an assessment of their knowledge, skills and abilities must include the additional assessment fee as outlined in Appendix 4.
There is no fee to transfer registration status from the Temporary Registration class to a Full Registration Class.

12. **Statutory Declaration**  
Please carefully review and complete the Statutory Declaration in the presence of a Notary Public or Commissioner for Taking Affidavits. Completion of this declaration is a requirement in the CDBC bylaws. The statement declares that all information in your application is true.

**Other Information**  
Section 49 of the bylaws requires all registrants to carry professional liability insurance in an amount of not less than 1 million dollars per occurrence. Evidence of liability insurance may be submitted with registration documents or after registration, but must be submitted prior to practicing. If your insurance is provided by your employer, the CDBC requires a letter from your employer verifying your policy. If your insurance is through Dietitians of Canada, please enclose a copy of your policy.
CDBC Bylaws - Schedule E
CDBC Approved Education Programs

Acadia University
Integrated Dietetic Internship Program, Wolfville, NS

ARAMARK Canada Ltd. Enterprise Group
Health Care Support Services Program, Toronto ON

Barrie and Simco County
Comprehensive Dietetic Internship Program, Barrie, ON

Brescia University College affiliated with The University of Western Ontario

Capital Health
Dietetic Internship Program, Edmonton, AB

Capital Health
Graduate Dietetic Internship Program, Halifax, NS

Fraser Health Authority/Royal Columbian Hospital
Internship Program, New Westminster, BC

Grand River Hospital
Dietetic Internship Program, Kitchener, ON

Hamilton Health Sciences
Clinical Practice and Education Program, Hamilton, ON

Health Care Corporation of St. John’s
Dietetic Internship Program, St. John’s, NFLD

Hospital for Sick Children
Dietetic Internship Program, Toronto, ON

Langara Nutrition Management Program, Vancouver, BC

Laval University
Internship Program, St. Foy, QB

London Health Sciences Centre
Comprehensive Graduate Dietetic Internship Program, London, ON

Manitoba Partnership
Dietetic Education Program, Winnipeg, MB

McGill University
McGill University Internship Program

Medicine Hat Regional Hospital
Dietetic Internship Program, Medicine Hat, AB

Moncton Hospital
Graduate Dietetic Internship Program, Moncton, NB

Mount Sinai Hospital
Comprehensive Internship Program, Toronto, ON

Mount St. Vincent University

Mount St. Vincent University
Integrated Dietetic Internship Program, Halifax, NS

North York General Hospital
Dietetic Services, Toronto, ON

Ottawa Hospital
Affiliated Internship Program, Ottawa, ON

PHRED South Eastern Ontario Program, Kingston, ON

Providence Health Care
Dietetic Internship Program, Vancouver, BC

Regie Regionale de la Sante Beausejour
Internship Program, Moncton, NB

Ryerson Polytechnic University

Saskatoon Health Region

Dietetic Internship Program, Saskatoon, SK

Ste. Anne de Bellevue
St. Francis Xavier University

St. Francis Xavier University
Integrated Dietetic Internship Program, Antigonish, NS

St. Michael’s Hospital
Internship Program, Toronto, ON

Sunnybrook and Women’s College Health Science Centre
Dietetic Internship Program, Toronto, ON

University Health Network
Dietetic Internship Program, Toronto, ON

University of Alberta

University of Alberta
Dietetic Internship Program, Edmonton, AB

University of British Columbia
University of Guelph
Université Laval
University of Manitoba
Université de Moncton
University of Moncton
Graduate Dietetic Internship Program, Moncton, NB
Université de Montréal
University of Montreal
Internship Program, Montreal
University of Prince Edward Island
University of Prince Edward Island
UPEI/QHR Integrated Dietetic Internship Program, Charlottetown, PEI
University of Saskatchewan
University of Saskatchewan
Dietetic Internship Program, Regina, SK

Upper Island Health Authority
Dietetic Internship Program, Victoria, BC

Vancouver Coastal Health
Dietetic Internship Program, Vancouver, BC

Yukon First Nations
Dietetic Internship Program, Whitehorse, Yukon
Criminal Records Review Act

Information Sheet

The practice of dietetics in British Columbia is regulated under the Health Professions Act. This Act stipulates that applicants for registration with the College of Dietitians of BC must undergo a criminal record check. For more information, the Criminal Records Review Act can be found on the web at http://www.pssg.gov.bc.ca/criminal-records-review/schedules/ScheduleB.pdf.

The Criminal Records Review Program supplies Criminal Record Check forms and requires a $20 processing fee for each criminal record check. The forms are provided with your Application for Registration or can be found on the web at http://www.pssg.gov.bc.ca/criminal-records-review/schedules/ScheduleB.pdf.

Applicants for registration must:

- Complete a Schedule B – Applicant to a Governing Body Consent Form;

- Carefully check the completed form to ensure you have completed all sections. The Criminal Records Review program will not accept incomplete or inaccurate forms. This could result in a delay of your registration process with the College.

- Attach payment of $20 as a certified cheque or money order (not a personal cheque) payable to the Minister of Finance or by completing the Application for Pre-authorized Credit Card Usage Form. This form can also be found on the web at http://www.pssg.gov.bc.ca/criminal-records-review/forms/CreditCard.pdf.

- Failure to attach payment to the Consent form will result in it being returned to you. This will create a delay in your registration process with the College.

- Ensure that your completed Consent form with payment attached is returned to the College with your Application for Registration.

The College is required to submit your Consent form and payment to the Criminal Records Review Program. Please note that you will not receive the outcome of your criminal record check; it will be sent directly to the College. Also, please note that you will not receive a receipt for payment and are advised to retain a copy of your payment for your records.