

---

# NOVA SCOTIA DIETETIC ASSOCIATION

---

FRPA Review Report

---

Province of Nova Scotia

---



# Table of Contents

|  |    |
|--|----|
| Background of the Regulatory Body .....                      | 1  |
| Definition of the Profession .....                           | 1  |
| Staffing.....  | 2  |
| Types of Licences/Certificates Issued and 2014 numbers ..... | 2  |
| Access to registration information .....                     | 2  |
| Registration Fees.....                                       | 3  |
| Steps in the Registration Process .....                      | 3  |
| 2014 Data .....  | 3  |
| Legislation.....   | 4  |
| Summary .....  | 4  |
| Two-year Action Plan .....                                   | 5  |
| Disclaimer .....   | 6  |
| Appendix A – FRPA Review Assessment Questionnaire .....      | 7  |
| Appendix B – Forms .....                                     | 26 |

# Background of the Regulatory Body

## Definition of the Profession

### The Organization

The Nova Scotia Dietetic Association (NSDA; the Association) licenses dietitians<sup>1</sup> and nutritionists in Nova Scotia. NSDA ensures dietitians are qualified and practice in a safe, competent and ethical manner. NSDA also addresses public complaints.

### Registration Requirements

Qualifying as a dietitian in Canada

There are two required qualifications for entry to practice:

- Completion of an accredited university degree in foods and nutrition (or equivalent)
- Completion of an accredited program of practical training (or equivalent)

In addition, all provincial dietetic regulation bodies, except Quebec, require successful writing of the Canadian Dietetic Registration Examination.

### Education

In order to practice as a dietitian in Canada, an individual must complete a 4-year Bachelors degree in foods and nutrition from an accredited Canadian university or the equivalent.

A list of accredited programs [www.dietitians.ca](http://www.dietitians.ca) . In addition to general academic preparation in humanities, communications, science, statistics, and basic principles of management, the degree will include courses in general and organic chemistry, microbiology, physiology, biochemistry, advanced human nutrition, advanced foods, food service systems organization and management, and quantity food production management.

Academic preparation from non-accredited Canadian and international programs is assessed for equivalency to Canadian academic programs by each dietetic provincial regulatory body. Application must be made to one of the ten regulatory bodies.

<sup>1</sup> The titles dietitian and nutritionist are used interchangeably and have the same meaning. Both titles are protected under the Professional Dietitians Act.

## **Practical Training**

To practice as a dietitian in Canada, an individual must also complete a dietetic internship from an accredited Canadian internship program or equivalent. The internship consists of a minimum of 35 weeks of practical experience gained under the supervision of registered dietitians. The practical training is designed to ensure that entry-level competencies (refer to The Integrated Competencies for Dietetic Education and Practice at <http://www.dietitians.ca/Downloads/Public/ICDEP-April-2013.aspx>) required to practice have been acquired in a variety of practice settings and areas, including direct client care, community and population health, and food service administration. .

- Clinical rotations focus on competencies related to the role of nutrition in human disease states and the development of nutrition therapies for clients. Some examples of areas of training would include medicine, surgery, cardiology, gastroenterology, diabetes and pediatrics.
- Community nutrition rotations include working with individuals, groups and organizations in the community in the areas of health promotion and disease prevention. The focus is on needs assessment, education, program planning, delivery and evaluation in areas commonly seen in the community setting, such as prenatal nutrition, heart disease, diabetes, and obesity.
- Food service management rotations focus on management of food service systems and include exposure to food service operations including procurement, production, distribution, and management of financial and human resources.

Candidates who have completed a non-accredited practical training or a practical training outside of Canada must have their program assessed for equivalency. In this case the applicant must contact the regulatory body for dietitians in the province in which they plan to reside.

## **Staffing**

NSDA employs one full-time staff, the executive manager.

## **Types of Licences/Certificates Issued and 2014 numbers**

- Full licence – 21
- Temporary licence – 37

## **Access to registration information**

NSDA provides information to all applicants and potential applicants through the website (<https://www.nsdassoc.ca/>). In addition to the website NSDA provides applicant information via email and telephone. Applicants can begin the application process outside Canada.

## **Registration Fees**

Application fee:

Canadian and domestic applicants \$65.00

Credential and competency assessment fee:

- International applicants \$400.00

Temporary Membership fee:

- Canadian and domestic applicants \$155 (pro-rated based on the month of registration prior to writing the Canadian Dietetic Registration Exam)

Registration fee to write the Canadian Dietetic Registration Exam:

- Canadian and domestic applicants \$400.00

## **Steps in the Registration Process**

Applicants complete the application form, and submit the required documentation (verification of completion of accredited internship and degree, copy of birth certificate) and applicable fees.

Applicants from out of province and are registered in another Canadian jurisdiction submit the application form, copy of birth certificate and required fee. The other Canadian jurisdiction sends confirmation of registration in good standing and sends verified copies of credentials. There is also an English language proficiency requirement.

The Registration Committee assesses internationally educated dietitians' education and practical training for substantial equivalency to Canadian dietetics education and training, and assesses applicants' competency compared to entry to practice competencies. There is also an English language proficiency requirement. The pathway to licensure can be found at the following link:

<http://nsdassoc.ca/images/documents/documents/Atlantic%20Canada%20Pathway%20to%20Licensure%202014%20March.pdf>

## **2014 Data**

Length of time to process registration (from receipt of completed application<sup>1</sup>) usually takes 14 days for domestic applicants, 6 days for Canadian applicants, and 304 days for international applicants.

Number of internal reviews (2014): 0

---

<sup>1</sup> The length of time may depend on the applicant's urgency to register after receiving notice of eligibility to register, whether an assessment was required, whether additional information was required for completion of the assessment (e.g. verification of credentials), and/or whether the applicant required to obtain additional upgrading/gap training to meet registration requirements.

Number of applicants who received training or qualifications outside of the province: 3 accepted (1 Ontario, 1 New Brunswick, 1 Newfoundland), 0 rejected, and 0 still in progress

Number of applicants who received training or qualifications outside of Canada: 1 accepted, 3 rejected and 1 still in progress (Philippines, Iran, Brazil, India and Australia).

### **Legislation**

Professional Dietitians Act can be found at <http://nslegislature.ca/legc/statutes/profdiet.htm>

Dietitians Act (not yet proclaimed) can be found at [http://nslegislature.ca/legc/bills/61st\\_1st/3rd\\_read/b047.htm](http://nslegislature.ca/legc/bills/61st_1st/3rd_read/b047.htm)

## **Summary**

Overall, NSDA is in compliance with FRPA. Some of the short comings identified are detailed in the action items below. These actions must be completed on or before the next FRPA review in 2017.

Internationally educated dietitians (IEDs) can start the application and assessment process prior to coming to Canada. Whereas IEDs may be challenged to obtain original course descriptions and verification documents, NSDA will start the assessment before the entire application package has been received.

NSDA has adopted the College of Dietitians of British Columbia's online self-assessment process. The IED can complete this before arriving in Canada. This helps the IED become familiar with dietetic entry-level competencies and the dietetic scope of practice in Canada. The self-assessment includes self-reflection and the completion of case studies.

NSDA completes a credential assessment to ensure IEDs have had comparable education (e.g. four year degree with courses in sciences, clinical nutrition, community and food service management). Currency is considered, in addition to the knowledge and skills IEDs have acquired through employment experience. The online self-assessment and interview assist to determine whether academic and/or practical training is required.

NSDA has partnered with Mount Saint Vincent University to establish a process to enable IEDs in Atlantic Canada to bridge their gaps. The closest dietetics bridging program is in Ontario.

## **Two-year Action Plan**

Website will be updated to make information more accessible (e.g. expected response time, what to expect in the assessment)

Improve upon how assessment criteria and how applicant meets criteria is communicated in the decision to the applicant.

Internal policy will be developed to include examples of alternative information that will be accepted if original documents cannot be obtained in internal policy (rely on competency assessment)

Will consult with other colleges to explore their policies regarding applicants' access to documents related to registration and develop a process.

Will include a disclaimer in by-laws that states 'no one who acted as a decision maker in respect of a registration decision acted as a decision maker in an internal review.

## Disclaimer

The Nova Scotia Dietetic Association hereby declares that the information contained in this report is a true and accurate representation of current registration practices for their organization.



\_\_\_\_\_  
Jennifer Garus, Executive Manager

April 17, 2015

Date

## Appendix A – FRPA Review Assessment Questionnaire

FRPA Review Assessment Questionnaire Nova Scotia Dietetic Association

Question 1 (info q1)

**How (what methods) do you use to provide information to potential applicants on your registration practices? (e.g. internet, individual counselling, hard copies)?**

Respondent Answer

*Internet, Email, Telephone, Other (please specify)*

Explain, specify, clarify, quantify, where appropriate. (info-q1)

*The application form is accessible on the NSDA website (<http://nsdassoc.ca/default.asp?mn=1.52.10>) and provides information about the registration process, as does the NSDA website under various tabs under Registration. There is a Pathway to Licensure on the website found at:*

*<http://nsdassoc.ca/images/documents/documents/Atlantic%20Canada%20Pathwa...>*

*Information about the registration process for temporary membership is emailed to dietetic internship directors in NS twice each year with a request to forward the information to every new graduate. The same information is on the NSDA website under Temporary Membership. The executive manager also attends sessions in person at several education programs to provide an overview of the registration process.*

*Information is emailed to applicants throughout the application and registration process: telephone and email enquiries are responded to in a timely manner; an email is sent to confirm receipt of application and whether there are any outstanding documents; an email is sent to confirm eligibility and next steps in the process (e.g. payment of fees); and an email is sent to confirm registration. Emailing throughout the process is new to our process. Previously, we relied on mail and it extended the time it took for applicants to register.*

*We have made our process known to ISIS staff, so that they can assist applicants through the registration process. An in-person meeting to discuss the application process is possible on request. For international applicants and applicants for re-instatement, an in-person interview is part of the process and an overview of the registration process is provided verbally at that time, as well.*

Review Finding (info-q1)

*Level 3 - are looking into on-line submission*

Action (info-q1)

*No action required at this time.*

Section 16(3)(g)

Question 1B (info q1b)

## **Can applicant begin the process outside of Canada?**

Respondent Answer

*Yes*

Explain, specify, clarify, where appropriate (info-q1b)

*An applicant can have their application processed from outside of Canada as per the Pathway to Licensure*

*([http://nsdassoc.ca/images/documents/documents/Atlantic%20Canada%20Pathway%20to%20Licensure\\_%202014%20March.pdf](http://nsdassoc.ca/images/documents/documents/Atlantic%20Canada%20Pathway%20to%20Licensure_%202014%20March.pdf)). They can have their credentials assessed through WES prior to coming to Canada and complete the online competency self-assessment from outside of Canada. If required as a result of the assessment, bridging can begin prior to coming to Canada: the applicant has the option to complete the online Orientation for the Canadian Health Care System before coming to Canada. NSDA's credential assessment can be completed before the applicant arrives in Canada. We have also completed telephone interviews (rather than waiting for the applicant to arrive in Nova Scotia) to assist in determining whether bridging is indicated.*

Review Finding (info-q1b)

*Level 2*

Action (info-q1b)

*No action required at this time.*

Question 2 (info Q2 Web Link)

**Please provide a link to your website.**

Respondent Answer

<http://www.nsdassoc.ca>

Question 2a (info Q2a)

**a. I believe that information on our website is: clear and understandable; written in plain language?**

Respondent Answer

2

Question 2b (info Q2b)

**b. On what basis do you make changes to your website?**

Respondent Answer

*Feedback from Applicants, Policy Change, News Postings, Other (Please Specify)*

Question 2c (info Q2c)

**c. When was the section of the website pertaining to registration last updated?**

Respondent Answer

*on-going*

Explain, specify, clarify, quantify, where appropriate. (info-q2)

*It is a challenge to use plain language to communicate the process without compromising the accuracy of the information, but every attempt is made to do so. For example, we assess for 'substantial equivalence'. That term especially has been difficult to explain. Without the word, 'substantial', the wrong information is provided to the applicant. We have asked international students in the bridging program and ISIS staff for feedback on the Pathway to Licensure and sections of the website.*

Review Finding (info-q2)

*Level 3*

Action (info-q2)

*No action required at this time.*

Section 16(3)(g)

Question 3a (info Q3a)

**a. Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?**

Respondent Answer

*Legislation, Regulation, Policy*

Question 3b (info Q3b)

**b. Specify the appropriate section(s)?**

Respondent Answer

*Act(9)/Bylaws(2)/ Policies V-10, V-20, V-100, V-110, V-120, V-130.*

Question 3c (info Q3c)

**c. Is this information made available to applicants?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (info-q3)

*This information is on the website and registration policies are posted on the website:  
<http://nsdassoc.ca/default.asp?mn=1.52.10>*

Review Finding (info-q3)

*Level 3*

Action (info-q3)

*No action required at this time.*

Sections 7 (a), 7(c), 7(f), 16(3)(a), 16(3)(d)

Question 4 (info Q4)

**Are you waiting for legislation to be passed?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (info-q4)

*new Dietitians Act (not yet in force): [http://nslegislature.ca/legc/bills/61st\\_1st/3rd\\_read/b047.htm](http://nslegislature.ca/legc/bills/61st_1st/3rd_read/b047.htm)  
section: 2(l), 2(y), 2(af) address registration. new Regulations set out the criteria for entry into the  
license categories. They are still in draft format (not yet approved). Policies will be drafted based on  
new regulations.*

Review Finding (info-q4)

*Level 2 - timeline in Act*

Action (info-q4)

*No action required at this time.*

Question 5a (info q5a)

**a. Is the criteria for meeting the requirements of registration documented?**

Respondent Answer

Yes

Question 5b (info q5b)

**b. Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (e.g. the number of years of schooling needed to be considered equivalent to a degree)?**

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q5)

*A description of the criteria is on the NSDA website. <http://nsdassoc.ca/default.asp?mn=1.52.10>  
Completion of the BC online competency self-assessment is online and by completing the assessment, they have an opportunity to become familiar with the entry to practice competencies upon which Canadian education and training are based. Link to competencies are also online at <http://nsdassoc.ca/default.asp?mn=1.52.25>*

Review Finding (info-q5)

Level 3

Action (info-q5)

*No action required at this time.*

Sections 7(d), 16(3)(b)

Question 6 (info q6)

**If you require translation of specific documents how is the applicant informed?**

Respondent Answer

Web Site

Explain, specify, clarify, quantify, where appropriate. (info-q6)

*The website states that documents on the document checklist must be in English or translated to English  
<http://nsdassoc.ca/default.asp?mn=1.52.10.42>*

Review Finding (info-q6)

Level 3

Action (info-q6)

*No action required at this time.*

Section 7(a)

Question 7 (info q7)

**Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade)?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (info-q7)

*Applicants send their application to NSDA. NSDA contacts the other college to confirm registration in good standing and sends copies of documents (e.g. transcript, exam results). The Labour Mobility Verification Form can be found at <http://nsdassoc.ca/default.asp?mn=1.52.10.43>*

Review Finding (info-q7)

*Level 3*

Action (info-q7)

*No action required at this time.*

Sections 7(a), Ch 7

Question 8 (info q8)

**Does your organization make accommodations for applicants with physical or mental disability?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (info-q8)

*The application form asks if applicants require accommodations when writing the Canadian Dietetic Registration Exam (CDRE). Accommodations are granted based on CDRE Policy and communicated on page 6 in Exam Preparation Guide:  
<http://nsdassoc.ca/images/documents/documents/2014%20English%20Guide.pdf>*

Review Finding (info-q8)

*Level 3*

Action (info-q8)

*No action required at this time.*

Section 16(3)(h)

Question 9a (info q9a)

**a. Is any or all of your assessment process done by a third party (e.g. national bodies, credential assessment agencies, etc.)?**

Respondent Answer

*Yes*

Question 9b (info q9b)

**b. If so, please specify the name of the organization and describe their role.**

Respondent Answer

*WES: credential assessment & verification of documents. Alliance of Canadian Dietetic Regulatory Bodies-network and administer national exam. College of Dietitians of BC - developed online competency assessment.*

Question 9c (info q9c)

**c. Please indicate the types of activities that they assist with?**

Respondent Answer

*Credential Assessment, Verification of Documents, Examinations, Recognition of Prior Learning*

Question 9d (info q9d)

**d. Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act including transparency, objectivity, impartiality and procedural fairness?**

Respondent Answer

*Other (please specify)*

Question 9e (info q9e)

**e. Are you informed of all decisions made by third parties on applicants?**

Respondent Answer

Yes

Question 9f (info q9f)

**f. Does your third party have an internal review process for unsuccessful applicants?**

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (info-q9)

*There is an appeal process for candidates who fail the exam. see CDRE policy. The BC self-assessment tool informs the NSDA decision. It provides information to support recognition of the IED's current knowledge and skills. There is a contract between exam company (SMT) and the Alliance of Canadian Dietetic Regulatory Bodies.*

Review Finding (info-q9)

Level 3

Action (info-q9)

*No action required at this time.*

Section 16(3)(i)

Question 10a (info q10a)

**a. What types of supports do you provide to applicants during the registration process?**

Respondent Answer

*Internet, Telephone, Print Material, Other (please specify)*

Question 10b (info q10b)

**b. Have you had applicants who need support mechanisms that you can't provide or are not available?**

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (info-q10)

*The registration process includes an in-person interview where the applicant asks questions, and the interview is conducted in a supportive environment. After the assessment process, we offer an in-person debriefing to review strengths and weaknesses. We have done telephone interviews to hasten the process*

*because their decision to move was based on the outcome. If another province started an assessment, we recognize this and consider it in our assessment and fee. We start the assessment before a complete application is submitted to expedite the process.*

Review Finding (info-q10)

*Level 3*

Action (info-q10)

*No action required at this time.*

Sections 7(e), 16(3)(k)

Question 11 (info q11)

**Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (info-q11)

*Applicants are provided detailed information in writing of where to go for upgrading and/or bridging and additional support (e.g. ISIS)*

Review Finding (info-q11)

*Level 3*

Action (info-q11)

*No action required at this time.*

Section 8(d)

Question 2 (comm q2)

**Do you have a reasonable timeframe to respond to inquiries from applicants?**

Respondent Answer

*1 Very Reasonable*

Explain, specify, clarify, quantify, where appropriate. (comm-q2)

*inquiries are consistently responded to within 1 to 2 business days.*

Review Finding (comm-q2)

*Level 1*

Action (comm-q2)

*Will include response times on the website, including what to expect in the assessment (timeline).*

Sections 7(b), 8(a), 8(b), 8(c)

Question 3a (comm q3a)

**a. Do you provide written decisions, responses and reasons for acceptance or rejection of an application?**

Respondent Answer

*Yes*

Question 3ai (comm q3ai)

**i. Do you have a formal policy for this process?**

Respondent Answer

*Yes*

Question 3aii (comm q3aii)

**ii. Do you have a standard timeline?**

Respondent Answer

*Yes*

Question 3b (comm q3b)

**b. Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such review)?**

Respondent Answer

*Yes*

Question 3c (comm q3c)

**c. Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you communicate the results?**

Respondent Answer

*We adapt a template letter so that we are consistent in how the decision is communicated to the applicant. We also use a template assessment summary to integrate the various components of the assessment and identify strengths and weaknesses. This is summarized verbally to the applicant, but it is also something that we should provide in writing. Offering the in-person meeting to discuss the assessment is already done. We start the assessment before a complete application is submitted to expedite the process.*

Review Finding (comm-q3)

*Level 3*

Action (comm-q3)

*Current summarizing criteria for assessment, comparison of how criteria is met, and outline how to meet the gaps.*

Sections 8(b), 8(c)

Question 1a (docu q1a)

**a. Do you provide information on what documentation of qualifications must accompany an application?**

Respondent Answer

*Yes*

Question 1b (docu q1b)

**b. Do you include a process for verification of documentation authenticity?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate.(docu-q1)

*document checklist for international applicants attached. application form states original documents must be sent directly to NSDA from university in sealed envelope. Stated on website, in policy and on doc checklist: If you do not have original documents, notarized copies are acceptable. If any of your records are not in English, submit the documents in the original language as well as notarized English translations.*

Review Finding (docu-q1)

*Level 2*

Action (docu-q1)

*No action required at this time.*

Section 9(a)

Question 2 (docu q2)

**Do you provide information on the steps in the registration process including supporting documentation required at the various steps?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (docu-q2)

*Pathway:*

[http://nsdassoc.ca/images/documents/documents/Atlantic%20Canada%20Pathway%20to%20Licensure\\_%202014%20March.pdf](http://nsdassoc.ca/images/documents/documents/Atlantic%20Canada%20Pathway%20to%20Licensure_%202014%20March.pdf)

Review Finding (docu-q2)

*Level 3*

Action (docu-q2)

*No action required at this time.*

Sections 7(c), 16(3)(a), 16(3)(b)

Question 3 (docu q3)

**Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicants control (e.g. a sworn statement in lieu of full documentation)?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate.(docu-q3)

*Yes, if the applicant is unable to obtain course outlines we have contacted other provincial colleges to acquire copies of course outlines from the same university in a similar time period. We need to add this process to our policy.*

Review Finding (docu-q3)

*Level 1*

Action (docu-q3)

*Will included examples of alternative information in internal policy. Rely on competency assessment.*

Sections 9(b), 16(3)(c)

Question 4 (docu q4)

**What difficulties or obstacles are faced by applicants who received their qualification in a country other than Canada?**

Respondent Answer

*obtaining original documents, identifying and participating in gap training programs, language proficiency or professional technical language, Other (please specify)*

Explain, specify, clarify, quantify, where appropriate.(docu-q4)

*IEDs with families are challenged to find time and resources to do bridging. If language proficiency is weak, there is difficulty meeting registration requirements thus delaying the application process. Also their abilities are not accurately tested through the online competency self-assessment if English is poor. The in-person interview is helpful for probing, rephrasing so the applicant understands the questions. If quality of education and actual practice (culture/context) in home country is so different from Cdn ed'n and practice, applicants do not know (until they are in the bridging program) how much additional learning they need to do to function to a safe standard in Canada.*

Action (docu-q4)

*No action required at this time.*

Sections 9(b), 16(3)(c)

Question 5a (docu q5a)

**a. Do you have a process for which requests for access documentation related to registrations are considered?**

Respondent Answer

*No*

Question 5b (docu q5b)

**b. Is this made available to applicants?**

Respondent Answer

*No*

Question 5c (docu q5c)

**c. What information may you exclude?**

Respondent Answer

*To date, NSDA has never had a registration appeal nor a request for documentation. NSDA will consult with other colleges to explore their policies and develop a process.*

Question 5d (docu q5d)

**d. Do you charge a fee?**

Respondent Answer

*No*

Review Finding (docu-q5)

*Level 1*

Action (docu-q5)

*NSDA will consult with other colleges to explore their policies and develop a process.*

Section 12(1), 16(3)(j)

Question 1 (inte q1)

**Does your Act include an authority to conduct an internal review of the registration decision?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate.(inte-q1)

*section 17 of new act [http://nslegislature.ca/legc/bills/61st\\_1st/3rd\\_read/b047.htm](http://nslegislature.ca/legc/bills/61st_1st/3rd_read/b047.htm)*

Review Finding (inte-q1)

*Level 3*

Action (inte-q1)

*No action required at this time.*

Section 7(a)

Question 2 (inte q2)

**Do you have a regulation or by-law that defines the internal review process?**

Respondent Answer

*No*

Explain, specify, clarify, quantify, where appropriate. (inte-q2)

*section 18 of the new act addresses a process the Registration Appeal Committee must follow.  
[http://nslegislature.ca/legc/bills/61st\\_1st/3rd\\_read/b047.htm](http://nslegislature.ca/legc/bills/61st_1st/3rd_read/b047.htm)*

Review Finding (inte-q2)

*Level 3 - in the Act*

Action (inte-q2)

*No action required at this time.*

Section 7(a)

Question 3 (inte q3)

**When are unsuccessful candidates informed of their right to internal review of a registration decision?**

Respondent Answer

*Upon application, Included with a registration decision*

Explain, specify, clarify, quantify, where appropriate. (inte-q3)

*on website: <http://nsdassoc.ca/default.asp?mn=1.52.10.42> and stated on decision letter*

Review Finding (inte-q3)

*Level 2*

Action (inte-q3)

*See question 12*

Sections 7(a), 10(1)

Question 4a (inte q4a)

**a. Do you have an internal review process and procedures document (policy document)?**

Respondent Answer

*Yes*

Question 4b (inte q4b)

**b. Does this include time frames for the internal review?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (inte-q4)

*Policy documents are currently being drafted. We have already set up a committee and they have had training. We plan, with the applicant's consent, to use the NS Regulated Health Profession's process for internal reviews.*

Review Finding (inte-q4)

*Level 2*

Action (inte-q4)

*No action required at this time.*

Sections 7(a), 10(1)

Question 5a (inte q5a)

**For the internal review process you make available to applicants that are not granted registration:**

**a. Summarize the process of the internal review?**

Respondent Answer

*A process is stated in the new Dietitians Act (2009). We have developed a flow chart.*

Question 5b (inte q5b)

**b. Describe the opportunities made available to an applicant to make submissions respecting such review.**

Respondent Answer

*Applicants will be invited to submit additional information to inform the appeal when they are advised that they can appeal the decision of the Registration Committee.*

Question 5c (inte q5c)

**c. Specify the format for the internal review submission**

Respondent Answer

*Oral, Written, Other (please specify)*

Question 5d (inte q5d)

**d. What is the timeline for submitting supporting evidence?**

Respondent Answer

*Unlimited*

Respondent Answer

*The Act specifies written submission with option for oral*

Question 5e (inte q5e)

**e. Do you believe this is enough time to receive supporting evidence from outside Canada?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (inte-q5)

*As NSDA has never had an appeal, it will be important to consult with other colleges to review their policies. Retrieving additional information is often difficult for IEDs, and because they may eventually secure information that is relevant to the decision, the submission deadline should be flexible without comprising the value of the initial competency assessment (e.g. currency).*

Review Finding (inte-q5)

*Level 3*

Action (inte-q5)

*No action required at this time.*

Sections 7(a), 10(1), 10(2), 10(4), 16(3)(m)

Question 6a (inte q6a)

**a. Are the results of the internal review made available to applicants in writing, with reasons?**

Respondent Answer

*Yes*

Question 6ai (inte q6ai)

**i. In what timeframe are the results of the internal review made available to applicants?**

Respondent Answer

*1-2 months*

Question 6aii (inte q6aii)

**ii. Are these timelines communicated?**

Respondent Answer

*No*

Explain, specify, clarify, quantify, where appropriate.(inte-q6)

*We have not yet had an appeal, so timelines haven't been communicated, but when this information is incorporated into policy, the policy will be on the website and communication about the timeline will be communicated (and stated in policy).*

Review Finding (inte-q6)

*Level 2 - timelines are in the Act*

Action (inte-q6)

*No action required at this time.*

Sections 7(a), 10(3)

Question 7 (inte q7)

**Have individuals who make internal review decisions received appropriate training?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (inte-q7)

*We have not yet had an internal review, but those on the committee have previously been active on the Registration Committee and development of new legislation and regulations. They have attended education offered through the NSRHPN (The Network) for those on registration appeal committees. There is a plan to develop an online video for all committee members on principles of administrative / ethical decision making that will be part of an orientation for all committee members.*

Action (inte-q7)

*No action required at this time.*

Sections 7(a), 11, 16(3)(p)

Question 8 (inte q8)

**Do you have a prohibition that states no one who acted as a decision-maker in respect of a registration decision acted as decision maker in an internal review?**

Respondent Answer

*No*

Explain, specify, clarify, quantify, where appropriate. (inte-q8)

*This statement is in the FRPA that we need to adhere to... It is stated in the draft terms of reference for the committee and will be added a bylaw when college is proclaimed.*

Review Finding (inte-q8)

*Level 3 - in the terms of reference that is in draft form*

Action (inte-q8)

*Will include this information in the by-law.*

Sections 7(a), 10(5), 16(3)(n)

## Appendix B – Forms



# ***Nova Scotia Dietetic Association***

## **Guidelines for Completing the Application for Registration**

### **Basic Instructions**

Please type or print neatly. All relevant sections of the form must be completed. Do not use abbreviations of hospitals or organizations; provide the names in full. Once completed, review your application against the checklist provided. Enclose the completed checklist with your application form.

Send all necessary items to NSDA. Allow 2-4 weeks for processing of your application.

### **Application Procedures**

When your application is received, it is reviewed to ensure that the form is complete, all necessary documents have been received or will be forthcoming, and the application fee is enclosed.

If the application form is incomplete, it will be returned to you. If your cheque is returned because of insufficient funds (NSF), the application will be held back until payment is honoured. An incomplete application or NSF cheque will delay the processing of your application. There is a penalty of \$25.00 for NSF cheques.

Additional information and documentation regarding education and/or practical experience may be required depending on the qualifications (status) of the applicant.

### **Section A: General Information**

General information is required for completion of the membership database. The only information made available to the public is your name and registration number.

- Give complete addresses and phone numbers, indicating area code and extension when applicable.
- If you have worked for more than one employer as a dietitian, provide information on each of the previous employers (add photocopied pages if necessary).

### **Section B: Academic and Competency Qualifications**

Qualifications for registration as a dietitian are based on two components:

- (1) academic preparation; and
- (2) practical experience.

### **Section C: Information on Legal Activity**

You must answer these questions, as they are required as evidence of good character and reputation as outlined in Section 9(1) (a) of the *Professional Dietitians Act*.

### **Section D: Certificate Information**

Please provide the name you wish to have on your certificate of registration precisely as you wish it to appear.

### **Section E: Payment of Fees**

All applicants must submit the non-refundable application fee of \$65.00. Make cheque or money order payable to the Nova Scotia Dietetic Association. If you wish to pay the fee by Interac e-transfer, contact NSDA to receive a password.

If deemed eligible for membership or temporary membership, you will be notified of the registration fee due to complete the registration process. The annual registration fee for full licensure is \$310. The fee is \$155 for registration after September 30. The temporary membership fee is pro-rated. Refer to the NSDA website ([www.nsdassoc.ca](http://www.nsdassoc.ca)) for information about the pro-rated fee schedule for temporary membership. The annual renewal fee is payable each year on or before March 31.

### **Questions about the Application Form or Registration**

If you have questions regarding your application, please contact NSDA at (902) 835-0253 or [info@nsdassoc.ca](mailto:info@nsdassoc.ca)

Thank you for completing the form accurately. This helps with the efficient processing of your application. Please remember to sign and date your application form and to include the completed application checklist.

**Send your application to:**

**NOVA SCOTIA DIETETIC ASSOCIATION  
301 – 380 Bedford Highway  
Halifax, NS B3M 2L4**



# ***Nova Scotia Dietetic Association***

## **APPLICATION FOR REGISTRATION**

Complete all applicable sections. Please print neatly or type. The only information made available to the public is your name and registration number.

### **SECTION A: GENERAL INFORMATION**

|                                 |                   |
|---------------------------------|-------------------|
| Surname:                        | Previous surname: |
| Given name:                     | Preferred name:   |
| Date of birth (day/month/year): | Gender:           |
| Language(s) of work:            |                   |

### **Residency Status**

- Canadian Citizen
- Permanent Resident
- Other (please describe): \_\_\_\_\_

Enclose photocopy of birth certificate or citizenship documentation.

If English is not first language, proof of English language proficiency may be required.

| <b>HOME ADDRESS</b> |           |              |       |
|---------------------|-----------|--------------|-------|
| Street & No.        |           |              | Apt # |
| City                | Province: | Postal Code: |       |
| Phone               | E-mail:   |              |       |

This page is not applicable to new graduates who have not been previously employed as a dietitian

| <b>CURRENT EMPLOYMENT</b>       |  |              |
|---------------------------------|--|--------------|
| Position Title                  |  |              |
| Organization                    |  |              |
| Term of Employment              | Start Date:  | To:          |
| Street:                         |  | City:        |
| Province:                       |  | Postal Code: |
| Phone:                          |  | Extension:   |
| Manager's name / position title | _____<br>_____   | Email _____  |
| Employment Status               | Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Other <input type="checkbox"/> _____ |              |

Please indicate with a X to which address you want correspondence directed:  home  employment

**AREAS OF PRACTICE (Check all that apply) - Not applicable for students or new graduates**

- Client Care - Provision of Service to Individuals Specific Area \_\_\_\_\_
- Community and Population Health - Provision of Services to Populations/Groups
- Management/Business - Provision of Services to Organizations, Business and Industry
- Management of Foodservice Systems - Provision of Services Related to Foodservice Systems
- Academia
- Other

**PRACTICE SETTINGS (Check all that apply)**

- Business / Industry
- Hospital
- Outpatient Department
- Long-Term Care Facility
- Community Health Centre
- Private Practice
- Public Health Department
- Provincial / Federal Government
- Educational Facility
- Other: Specify \_\_\_\_\_

For the purpose of assessing currency of professional knowledge and skills, have you actively practiced as a dietitian or nutritionist for at least 800 hours within the last three years?

Yes     No

Copy this page prior to completion if additional copies of this section are required.

| <b>PREVIOUS EMPLOYMENT</b> |                          |
|----------------------------|--------------------------|
| Position:                  | _____                    |
| Organization:              | _____                    |
| Title:                     | _____                    |
| Address:                   | _____ Postal code: _____ |
| Manager's Name:            | _____                    |
| Position Title             | _____                    |
| Phone #:                   | _____                    |

## **SECTION B: ACADEMIC QUALIFICATIONS AND PRACTICAL TRAINING**

| <b>ACADEMIC QUALIFICATIONS</b>  |
|---|
| Undergraduate Degree: _____<br>University: _____<br>Location: _____<br>Year Granted: _____    |
| Post Graduate Degree(s): _____<br>University: _____<br>Location: _____<br>Year Granted: _____ |

| <b>PRACTICAL TRAINING</b>   |
|---|
| Name of Program: _____<br>Location: _____<br>Year of Completion: _____<br>Program Director: _____ |

## **Documentation Required\*:**

- An official transcript of all pertinent courses. Transcripts must be sent to NSDA in a sealed envelope or sent directly to NSDA from the university.
- If your university transcript does not yet state that you have met degree requirements, provide a verification letter from the university indicating completion of degree requirements
- Verification letter from the institution (e.g. internship director) where you completed your practicum program

\* Applicants currently registered in another province are not required to submit the documents listed above. NSDA will contact the dietetic regulatory body in which you are currently registered for verified copies.

## **SECTION C: INFORMATION ON GOOD STANDING AND PRIOR REGISTRATION**

*You must answer these questions as they are required to help establish good character and reputation as outlined in Section 9(1)(a) of the Professional Dietitians Act.*

1. Have you been found guilty of a criminal offence (or an offence under the Food and Drugs Act (Canada) or the Narcotic Control Act (Canada) or Controlled Drugs and Substances Act or Criminal Code?  Yes  No
  
2. Have you been found guilty of professional misconduct, incompetence, negligence or incapacity in Nova Scotia or any other jurisdiction in relation to the practice of dietetics or any other profession?  Yes  No
  
3. Are you the subject of any current proceedings for professional misconduct, incompetence, negligence or incapacity?  Yes  No

**If you have answered “yes” to any of the above questions, please provide details.**

4. Have you previously been registered with the Nova Scotia Dietetic Association?  Yes  No

If yes, please provide date of last registration: \_\_\_\_\_ Registration No. \_\_\_\_\_

5. Are you presently or have you previously been registered with another dietetic or health profession (e.g. nursing) regulatory body in or out of Canada?  Yes  No

If so, which one(s): \_\_\_\_\_

If yes, please provide date of last registration: \_\_\_\_\_ Registration No. \_\_\_\_\_

I hereby authorize NSDA to verify my registration with any/all health profession regulatory bodies with whom I am/have been registered.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION D: ENTRY EXAMINATION**

Have you previously written the Canadian Dietetic Registration Examination?  Yes  No

Date(s) and result(s) \_\_\_\_\_ (include all attempts)

Any applicant who is not a member of another Provincial Dietetic Regulatory Body in any Canadian jurisdiction must write an entry examination. The examination will be administered in May and November each year. **You will be expected to write the next available examination administration.**

I would like to write the exam in:  English  French

Do you have any special needs which have to be accommodated?  Yes  No

If you have answered "yes", please provide details:

\_\_\_\_\_

## **SECTION E: TEMPORARY MEMBERSHIP**

Temporary membership is available for individuals writing the examination who meet all other non-exemptible and exemptible requirements for membership, with the exception of the competency examination. A Temporary Membership is valid until the Temporary Member becomes a licensed member or the Temporary Member fails the exam.

Do you wish to apply for temporary membership?  Yes  No

## **SECTION F: CERTIFICATE INFORMATION**

Please print or type (using upper and lower case letters) the name you wish to appear on your Certificate of Registration: \_\_\_\_\_

## **SECTION G: PAYMENT OF APPLICATION FEE**

Application Fee: \$65.00

I have enclosed a CHEQUE  or MONEY ORDER

There is a penalty of \$25 for NSF cheques

***Make cheque or money order payable to: Nova Scotia Dietetic Association.***

**I verify that all statements contained in this application are accurate. I understand that a false or misleading statement or misrepresentation may be cause for revocation of my Certificate of Registration. I agree to notify the Association within 30 days when there are changes to the information contained within this form.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Mail form, supporting documents, payment in full to:*

**Nova Scotia Dietetic Association**

**301 – 380 Bedford Highway**

**Halifax, NS B3M 2L4**

## **APPLICATION CHECKLIST**

Please use the following checklist to ensure that your application is complete:

- Copy of birth certificate or citizenship documentation
- Proof of English language proficiency, if applicable
- Letter of confirmation of meeting degree requirements from university if your transcript does not state that you have met degree requirements.
- Transcript(s) of marks from university(ies) - send in sealed envelope or request that university send them directly to NSDA
- Letter of confirmation of graduation from practicum program
- Cheque or money order for \$65.00 made payable to Nova Scotia Dietetic Association. The application fee is non-refundable. If you wish to pay by Interac e-transfer, contact NSDA for a password.

**PLEASE COPY THIS APPLICATION FORM AND ACCOMPANYING DOCUMENTS FOR YOUR RECORDS**