
NOVA SCOTIA
DIETETIC
ASSOCIATION
(NSDA)

Fair Registration
Practices Act (FRPA)
PROGRESS REPORT
APRIL 2020

Province of Nova Scotia



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Executive Summary

The Nova Scotia Dietetic Association (NSDA) 2020 Action Plan was developed in response to findings based on their biennial review of registration practices, as per requirements of the *Fair Registration Practices Act (FRPA)*. The review has identified both progress made to date and opportunities for continuous growth toward fairer assessment of all applicants and registration practices.

The 2020 FRPA progress review shows that NSDA is compliant with requirements of the FRPA. There is an on-going commitment to improving registration practices and NSDA continues to address some actions for improvement assigned in their 2018 FRPA Action Plan. These involve on-going improvements to their website and completing the development/approval of some formal registration policies. Some of these items, with enhancements, are being carried over to the 2020 Action Plan. These improvements will ensure that information about registration practices are being shared with applicants in an open and transparent manner.

Some aspects of NSDA's registration practices developed over the past two years are exemplary. For example, NSDA has adopted the prior learning assessment exams (KCAT and PBA) developed by the College of Dietitians of Ontario. This enables some applicants to proceed through the pathway to licensure without having to participate in bridging programs. Additionally, NSDA has adopted the [Canadian Dietetic Practice Orientation and Assessment Tool \(OSAT\)](#). This is a voluntary pre-arrival step for internationally educated dietitians that helps inform their decision and understanding of their readiness to enter the dietetic profession in Canada.

Also commendable is a training resource developed by NSDA to ensure integrity in decision-making. This document is a resource for committee members to use to make decisions in line with the principles of the FRPA and administrative law.

Over the next two years the NSDA will address the following actions for improvement that have resulted from the 2020 FRPA review process:

- Establish a process for applicants to submit a request for a review of the registration decision and make this process and the internal review policy more accessible to applicants;
- Enhance the accommodations policy to include all stages of the registration process and make information available to applicants on how to request an accommodation;
- Develop a policy on communicating registration decisions;
- Enhance alternative information policy to be inclusive of documents required of Canadian applicants.

It has been a pleasure to work with Jennifer Hemeon, Executive Manager of the NSDA. I appreciate her responsiveness throughout the FRPA progress review and wish to thank her for her cooperation and on-going commitment to fair registration practices.

Sincerely,



Patricia Mertins
Review Officer, Fair Registration Practices Act

Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair.¹ The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices.²

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the Nova Scotia Dietetic Association (NSDA) to review and report on its current registration practices. Second, it shares the NSDA's progress on previously identified areas for improvement and highlights the exemplary practices that have been developed by the NSDA since their previous review.

Through the 2020 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by NSDA to date and identify opportunities to further improve and evolve registration practices.

¹ The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2018, c. 23.

² For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

Context of the Profession in Nova Scotia

Occupational Profile

Dietitians in Nova Scotia are university-educated health professionals who have the knowledge and skills to promote health by translating scientific knowledge of food and nutrition through medical nutrition therapy, nutrition education and counselling, program planning, policy development and management of food service systems. Dietitians work in a broad range of settings providing client and/or population health interventions to all ages. They collaborate as part of multidisciplinary teams, work as independent practitioners or are employed in other settings providing nutrition services. Dietitians' services can also be accessed in the community at private clinics and in hospitals. They are also affiliated with long term care facilities. Dietitians can be employed in other fields as well, such as: management, education, research, consultation services, industry, and sports/athletic organizations. In Nova Scotia, the titles dietitian and nutritionist have the same meaning and are used interchangeably.

Organizational Description

The Nova Scotia Dietetic Association (NSDA; the Association) licenses dietitians¹ and nutritionists in Nova Scotia. NSDA ensures dietitians are qualified and practice in a safe, competent and ethical manner. NSDA also addresses public complaints.

Active Membership (License Renewal) Requirements

Annual license renewal requirements include payment of fees, completion of the annual renewal form, ongoing compliance with the Act, Bylaws, policies and standards, and compliance with the Continuing Competency Program.

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 bachelor's degree in foods and nutrition from an accredited Canadian university or the equivalent.

The Partnership for Dietetic Education and Practice (PDEP) accredits dietetic education programs and a list of accredited programs is accessible at <https://www.pdep.ca/accreditation/accredited-program-list.aspx>. In addition to general academic preparation in humanities, communications, science, statistics, research methods, and basic principles of management, the degree will include courses in general and organic chemistry, microbiology, physiology, biochemistry, professional practice, advanced human nutrition, nutrition care, population health promotion, food science, 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.

The titles dietitian and nutritionist are used interchangeably and have the same meaning. Both titles are protected under the Professional Dietitians Act.

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 1250 hours of practical experience gained under the supervision of professional dietitians. The practical training is designed to ensure that entry-level competencies (refer to The Integrated Competencies for Dietetic Education and Practice at <https://www.pdep.ca/library/Accreditation-Policies-and-Standards/PDEP-ICDEP-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.

CFTA Transfers

Applicants registered in another Canadian jurisdiction are eligible for registration with NSDA upon submission of the online application form, payment of fees and receipt of confirmation of registration in good standing from the other provincial dietetic regulatory body. English language proficiency is required for licensure in Nova Scotia.

International Applicants

Applicants with dietetic credentials obtained outside of Canada complete a prior learning assessment for confirmation of knowledge, skills and abilities substantially equivalent to Canadian entry-to-practice standards. English language proficiency is required for licensure in Nova Scotia. Verification of registration or employment in good standing from the applicant's country of origin is required.

Organizational Structure and Staffing

NSDA employs one full-time staff executive manager and a part-time registration coordinator/practice advisor.

Types of Licenses/Certificates Issued

- Full licence – 607 (February 2020)
- Temporary licence – 9 (February 2020)

Overview of Registration Process

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 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.

For internationally educated applicants, prior to completion of the prior learning assessment, the qualifications will be assessed to determine if the applicant's academic and practical training are reasonably related to the requirements for registration obtained through Canadian dietetic accredited programs. Language proficiency in English, history of ethical and competent practice, and good character and conduct will be assessed and pass of the CDRE will also be required. The pathway to licensure can be found at the following link: <https://nsdassoc.ca/applicants/international-applications>

Cost of Registration (including payment methods)

Payment is possible by Interac e-transfer, cheque or money order.

Application fee for Canadian and Domestic Applicants	\$85.00*
Application for International Applicants	\$400.00*
Registration fee to write the Knowledge and Competency Assessment Tool (for International Applicants)	\$400
Registration fee to take the Practice-based Assessment (for International applicants)	\$2,300
Temporary Membership Fee (prorated)	\$400.00*
Registration fee to write the Canadian Dietetic Registration Exam (Canadian and Domestic)	\$525.00
Registration fee for applicants applying post-entry to practice (including those registered in other jurisdictions or re-instatement)	\$400*

*credit card payment is applicable

Summary from 2018 FRPA Review Report

The following table summarizes the Action Plan from Nova Scotia Dietetic Association Review report and the progress that has been made by the NSDA in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	<ul style="list-style-type: none"> Enhance the website to increase transparency and clarity for applicants (ie. by using the FRPA Web Design Best Practices Checklist and ensuring links are up to date). 	7(a), 7(c), 16(3)(a)-(b), (g)		x	In progress
2	<ul style="list-style-type: none"> Take steps to ensure that the assessment practices of its third-party assessors, WES and Touchstone, are transparent, objective, impartial, and procedurally fair. <ul style="list-style-type: none"> In particular, discuss mechanisms for an internal appeal process with the third-party assessors. 	16(3)(i)	x		<p>Verified that WES communicates to applicants that they may appeal their result.</p> <p>Re. Touchstone: Appeals related to the candidate's writing experience (pertaining to the administration of the exam) are addressed by NSDA.</p>
3	<ul style="list-style-type: none"> Create a policy for considering requests for access to documentation. 	12		x	plan to have policy approved by the board of directors in March 2020
4	<ul style="list-style-type: none"> Add a policy regarding the interim internal review process to the Policy and Procedure Manual that includes: <ul style="list-style-type: none"> Format of supporting documentation provided by applicant, Structure of internal review process (i.e. requirements around in-person meeting), Timeline for submission of documentation. Adding the prohibition— "no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review" 	10	x	x	<p>Current policy documents to be amalgamated into one policy and posted on the website. Policy to include timelines.</p> <p>This is stated on the Appeals Committee's terms of reference which directs the board's decision when appointing committee members.</p>

5	<ul style="list-style-type: none"> Document a formal training manual for internal review decision-makers. 	11		x	<p>In progress – the development of a training module. The Integrity in Decision-making document was developed to serve this purpose, in part. Those currently appointed to the Appeals Committee are board members and have had significant training. They have not been involved or party to Registration Committee decisions as board approved policies enable the Registration Committee to make registration decisions.</p>
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Exemplary Practice

A program, activity or strategy that has been shown to:

- improve transparency, objectivity, impartiality and fairness of registration practices,
- produce successful outcomes for regulators and/or applicants, and
- be effective in accordance with qualitative and/or quantitative data sources.

Name of the Exemplary Practice:		
Exemplary Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input checked="" type="checkbox"/> Recognition of Prior learning / work experience <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input checked="" type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Making or communicating registration decisions <input checked="" type="checkbox"/> Impartial, objective and consistent assessment <input checked="" type="checkbox"/> Preparation and pre-arrival support <input type="checkbox"/> Assessment criteria and methods	<input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Governance <input type="checkbox"/> Access <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce integration <input checked="" type="checkbox"/> Exams <input type="checkbox"/> Appeals
Description:	<p>NSDA has adopted the prior learning assessment exams (KCAT and PBA) developed by the College of Dietitians of Ontario. In-line with best practice, these exams assess applicants' current knowledge and skills acquired from education and experience rather than relying on credential assessment.</p> <p>NSDA has adopted the Canadian Dietetic Practice Orientation and Assessment Tool (OSAT) to help internationally educated dietitians to learn about dietetic practice in Canada. Internationally educated dietitians can do a self-assessment to compare their knowledge and skills to the Canadian dietetic practice standards. This is voluntary and can be completed pre-arrival. This informs their decision and understanding of their readiness to enter the dietetic profession in Canada.</p>	
Value to Applicants:	<p>The PLAR process enables applicants to proceed through the pathway to licensure without bridging, whereas a credential assessment does not reliably predict bridging requirements. Applicants with significant gaps are not eligible to enter a bridging process when they do not have the foundational knowledge and skills to successfully proceed through a gap training program.</p> <p>Re. OSAT – pre-arrival support and education.</p>	
Value to Regulators:	<p>PLAR enables a more fair and reliable assessment compared to credential assessment.</p> <p>OSAT: a comprehensive tool to support applicants</p>	
Link to further information:	<p>https://nsdassoc.ca/applicants/international-applications</p>	

Name of the Exemplary Practice:	Training Resource and decision-making tool: Integrity in Decision-making document
Exemplary Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input checked="" type="checkbox"/> Training for decision-makers <input type="checkbox"/> Recognition of Prior learning / work experience <input type="checkbox"/> Governance <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Access <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Outreach <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Workforce integration <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Exams <input type="checkbox"/> Preparation and pre-arrival support <input type="checkbox"/> Appeals <input type="checkbox"/> Assessment criteria and methods
Description:	The Integrity in Decision-making document is a resource for committee members to use to make decisions in line with the principles of the FRPA and administrative law. It enables decision makers to self-assess potential conflict of interest and bias and provides direction re. process and documentation to ensure that there has been due process and that it is documented.
Value to Applicants:	Confidence that decisions are made according to principles of FRPA and administrative law.
Value to Regulators:	A tool to promote systematic, effective, efficient and sound decision-making. Useful should there be an appeal or review of the decision.
Link to further information:	https://nsdassoc.ca/images/media/documents/Integrity_in_Decision-making.pdf

2019 Registration Data

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	615
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant. 	31
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	3
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant. 	2
	<ul style="list-style-type: none"> CFTA Transfers, applicants already registered in another Canadian jurisdiction. 	16
	<ul style="list-style-type: none"> Total number of applicants. 	52
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> License/certificate name: Full 	579
	<ul style="list-style-type: none"> License/certificate name: Temporary 	36
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: <ul style="list-style-type: none"> Accepted: Rejected: Still in process: Withdrawn: File inactive or closed: 	
	<ul style="list-style-type: none"> Accepted: 	31
	<ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: <ul style="list-style-type: none"> Accepted: 	
	<ul style="list-style-type: none"> Accepted: 	3

	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	2
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	2
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● AIT transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	16
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	<ul style="list-style-type: none"> ● Prince Edward Island – 1 ● New Brunswick – 1 ● Ontario – 1 	Total: 3
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	<ul style="list-style-type: none"> ● Kenya – 1 ● New Zealand – 1 ● India – 1 ● Philippines – 1 	Total: 4

7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	4
	• Received qualifications In Canada, new applicant:	2
	• Received qualifications (training/work experience for trades) Internationally, new applicant:	36
	• CFTA transfers, applicants already registered in another Canadian jurisdiction:	3
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	4
	• Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification	2
	• Received qualifications (training/work experience for trades) Internationally, new applicant	355
	• CFTA transfers, applicants already registered in another Canadian jurisdiction	3
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	• Received qualifications (training/work experience for trades) In NS, new applicant:	Regulatory body costs: \$551 Other: \$525
	• Received qualifications In Canada, new applicant:	Regulatory body costs: \$551 Other: \$525
	• Received qualifications (training/work experience for trades) internationally, new applicant:	Regulatory body costs: \$400 Other: \$3770
	• CFTA transfers, applicants already registered in another Canadian jurisdiction:	Regulatory body costs: \$485 Other: \$0
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	

	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	N/A
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	N/A
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	N/A
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	N/A
12	What does registration with your organization authorize?	Right to use an Occupational Title only

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p>Internet Email Telephone Automated Online Form</p> <p>The NSDA website https://nsdassoc.ca/ provides information to applicants under the menu tab, "APPLICANTS". There is an online application form which enables staff to communicate with applicants about the status of their application.</p>	<p>Level 1 Paper forms and information made available to applicants via regular post, Telephone</p> <p>Level 2 E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to be emailed / faxed / mailed in after completion</p> <p>Level 3 Automated on-line form on website and information is easily accessible on a website</p> <p>Process in place for applicants to track application status</p>	Level 3	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<p>Yes</p> <p>The pathway to licensure is on the NSDA website: https://nsdassoc.ca/applicants/international-applications. There is also a website that provides comprehensive support to potential applicants re. the national dietetic entry to practice standards and enables applicants to complete a self-assessment. There are also resources on this site to help applicants prepare to practice in Canada and to write the assessment exams for entry to the profession. Link: https://dietitianselfassessment.ca/home.aspx. The applicant can submit their application pre-arrival and learn of their eligibility to complete the competency assessment exam (KCAT) prior to coming to Canada. The KCAT is a computer-based exam and is offered in Toronto and Halifax.</p>	<p>Level 1 No</p> <p>Level 2 Yes</p>	Level 2	
2	Please provide a link to your website.	https://www.nsdassoc.ca/	Level 1 No website	Level 2	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<p><input type="radio"/> 1 (Strongly Agree)</p> <p><input checked="" type="radio"/> 2</p> <p><input type="radio"/> 3</p>	Level 2 Website is not up to date		

		<input type="radio"/> 4 <input type="radio"/> 5 (Strongly Disagree)	Website is not in plain language Website does not have links for international applicants		
2b	On what basis do you make changes to your website?	Feedback from Applicants Policy Change Other: Quality Improvements	Website does not contain all forms and/or guidelines		
2c	When was the section of the website pertaining to registration last updated?	On-going	Level 3 Website content is reviewed for accuracy and updated annually Website is in plain language Website is easy to navigate (e.g. international applicants) Website contains all forms and/or guidelines Information on pathway to licensure		
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	Legislation Policy	Level 1 Policy describing the registration process does not exist or is not documented Documents only available upon specific request Level 2 Policy exists to describe certain aspect of registration process Available to the applicant Level 3 Policy exist to describe all aspects of the registration practices Available to the applicant	Level 3	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	Note that NSDA does not have regulations under the current governance framework but has bylaws that address registration requirements. The Dietitians Act (2009) was approved by the NS legislature but the Act has not yet been proclaimed. A) New Canadian applicants: Professional Dietitians Act (1989) - section 9 c, d, e https://nslslegislature.ca/sites/default/files/legc/statutes/profdiet.htm Bylaws - section 2c https://nsdassoc.ca/images/media/documents/NSDA_By-Laws_revised_2018.pdf Policy 4.1 https://nsdassoc.ca/images/media/documents/NSDA_Policy_and_Procedure_Manual.pdf B) CFTA transfers: Professional Dietitians Act (1989) - section 9 1A (note that the 3 year currency requirement outlined in the Act is not required due to CFTA) https://nslslegislature.ca/sites/default/files/legc/statutes/profdiet.htm			

		<p>Bylaw - section 2A4 https://nsdassoc.ca/images/media/documents/NSDA_By-Laws_revised_2018.pdf Policies 4.3 and 4.11 https://nsdassoc.ca/images/media/documents/NSDA_Policy_and_Procedure_Manual.pdf</p> <p>C) Internationally educated applicants: Professional Dietitians Act (1989) - section 9 c, d, e https://nslegislature.ca/sites/default/files/leac/statutes/profdiet.htm Policy 4.1 https://nsdassoc.ca/images/media/documents/NSDA_Policy_and_Procedure_Manual.pdf</p>			
3c	Is this information made available to applicants	<p>Yes</p> <p><i>Links to all governance documents (act, bylaws and policies) are on the NSDA website.</i></p> <p><i>Information related to accredited education programs is posted on the NSDA website under</i></p> <p>REGISTRATION: https://nsdassoc.ca/applicants/registration</p> <p>FEE SCHEDULES: Canadian applicants: re. license fees: https://nsdassoc.ca/applicants/temporary-membership re. exam fees: https://nsdassoc.ca/applicants/registration-exam</p> <p>CFTA applicants: https://nsdassoc.ca/applicants/registration</p> <p>Internationally educated applicants: https://nsdassoc.ca/applicants/international-applications</p> <p><i>Note: for clarity, fees have also been incorporated onto the Pathway to Licensure</i></p> <p>ROLE OF THRID PARTIES: Partnership for Dietetic Education and Practice (accreditation body): https://nsdassoc.ca/applicants/registration World Education Services: https://nsdassoc.ca/applicants/international-applications Alliance of Canadian Dietetic Regulatory Bodies (administers national entry to practice exam): https://nsdassoc.ca/applicants/registration-exam Yardstick and Pearson Vue: <i>The exam preparation guide refers to the third parties involved in the administration of the national exam. Link:</i> https://nsdassoc.ca/images/media/documents/CDRE/Current_CDR_E_Prep_Guide.pdf</p> <p><i>In addition, all applicants receive a standard email upon payment of the exam fee re. the exam registration process through Pearson Vue.</i></p> <p><i>The Knowledge and Competency Assessment Tool (KCAT) is established by the College of Dietitians of Ontario and</i></p>			

		<p>administered by Touchstone. Information about the KCAT is posted on the NSDA website here: https://www.collegeofdietitians.org/resources/registration/kcat-(competency-assessment)/kcat-preparation-guide.aspx</p> <p>The Practice-based Assessment is established by the College of Dietitians of Ontario and administered by Yardstick. Information about the PBA is posted on the NSDA website here: https://www.collegeofdietitians.org/resources/registration/kcat-(competency-assessment)/pba-preparation-guide.aspx</p>			
4	Are you waiting for legislation to be passed?	<p>Yes</p> <p>The Dietitians Act (2009) has not yet been proclaimed. Regulations have been drafted and are with the Department of Health awaiting cabinet's approval. Link: https://nslegislature.ca/legc/bills/61st_1st/3rd_read/b047.htm</p>	N/A	N/A	
5a	Is the criteria for meeting the requirements of registration documented?	<p>Yes</p> <p>a. New Canadian applicants https://nsdassoc.ca/applicants/registration b. CFTA transfers https://nsdassoc.ca/applicants/applying-from-out-of-province c. Internationally educated applicants https://nsdassoc.ca/applicants/international-applications Canadian Dietetic Registration Exam Preparation Guide includes the exam blueprint that specifically lists the competencies assessed on the exam (page 29). https://nsdassoc.ca/images/media/documents/CDRE/Current_CDRE_Prep_Guide.pdf</p>	<p>Level 1 Criteria is made available to applicants verbally but no supplemental documentation</p> <p>Level 2 Criteria is documented and made available to applicants</p> <p>Limited information about the standard you will be assessed against</p>	Level 3	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	<p>Yes</p> <p>The entry to practice competencies is provided to internationally educated applicants via the OSAT. https://dietitiannesselfassessment.ca/home.aspx</p>	<p>Level 3 Criteria is documented and made available to applicants</p> <p>Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method</p> <p>Applicants know the required standards that they will be assessed to</p>		
6	If you require translation of specific documents how is the applicant informed?	<p>Website</p> <p>The document checklist is posted on the website and indicates that documentation must be translated and certified. The document checklist is found under Step 2 on website link: https://nsdassoc.ca/applicants/international-applications</p>	<p>Level 1 No indication of translation requirements</p> <p>Available to applicants upon request</p> <p>Level 2</p>	Level 3	7(a)

			<p>Translation requirements indicated but not specific</p> <p>Available to applicants</p> <p>Level 3 Translation requirements documented with specific instruction</p> <p>Available to applicants</p>		
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	<p>Yes</p> <p><i>The process is outlined here:</i> https://nsdassoc.ca/applicants/applying-from-out-of-province</p> <p>1. Applicant submits online application form + payment of fees 2. NSDA obtains verification of licensure from other Canadian dietetic regulatory body 3. Upon receipt of fees and information (#1 and #2), application is processed. The verification form has been uploaded.</p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and made public on website</p> <p>Any additional requirements approved by government are explained on website</p>	Level 3	3
8	Does your organization make accommodation for applicants with physical or mental disability?	<p>Yes</p> <p><i>Candidates may apply for accommodation(s) to take the national entry-to-practice exam (CDRE), the Knowledge and Competency Assessment Tool (KCAT) and Practice-based Assessment (PBA).</i></p> <p><i>Each of these exam guides provides information about the process to apply for an accommodation. For the CDRE, the decision to grant an accommodation is made by a third party (the Alliance of Canadian Dietetic Regulatory Bodies). For the KCAT and PBA, the decision to grant an accommodation would be made by NSDA's Registration Committee.</i></p> <p><i>Preparation Guides for the CDO, KCAT and PBA respectively:</i></p> <p>https://nsdassoc.ca/images/media/documents/CDRE/Current_CDRE_Prep_Guide.pdf</p> <p>https://www.collegeofdietitians.org/resources/registration/kcat-(competency-assessment)/kcat-preparation-guide.aspx</p> <p>https://www.collegeofdietitians.org/resources/registration/kcat-(competency-assessment)/pba-preparation-guide.aspx</p> <p><i>The Registration Committee would refer to the CDO policy. In progress: NSDA is reviewing CDO's KCAT and PBA policies and will adapt/approve those policies pertaining to NSDA</i></p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and available to applicant</p>	Level 2	16(3)(h)

		reliance on the KCAT and PBA for NS licensure. CDO policy re. accommodation requests for the KCAT and PBA: https://www.collegeofdietitians.org/programs/registration/plar-policies.aspx CDRE Accommodation Policy (uploaded) - see Policy #6			
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	Level 1 Regulatory body assumes that the certifying organization meets FRPA standards Level 2 Regulatory body has received documentation indicating that the certifying organization meets FRPA standards Level 3 Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization	Level 3	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<i>Credential assessment: World Education Services:</i> https://www.wes.org/ca/eca/ <i>Entry to practice examination (CDRE) - Yardstick Assessment Strategies:</i> https://yas.getyardstick.com/services-software/?aclid=CJ0KCQIA_rfvBRCPARIsANIV66PEWPISZre8NQIVuzYxkwvW7Mblceec6SvnfUJ9jrodnMKTRBaz7pwaAvfvEALw_wcB <i>Recognition of Prior Learning Knowledge and Assessment Tool-Touchstone Institute:</i> https://touchstoneinstitute.ca/ <i>Practice-based Assessment -- Yardstick Assessment Strategies:</i> https://yas.getyardstick.com/psychometrics/CanadianDieteticRegistrationExam Alliance of Canadian Dietetic Regulatory Bodies			
9c	Please indicate the types of activities that they assist with.	<i>They perform credential assessment, verification of documents, examinations, and recognition of prior learning</i>			
9d	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?	<i>MOU Service Level Agreement Other: The Alliance of Canadian Dietetic Regulatory Bodies has a contract with Yardstick Assessment Strategies to develop and administer the national entry-to-practice exam (Canadian Dietetic Registration Exam).</i> <i>The board of the Alliance of Canadian Dietetic Regulatory Bodies is comprised of the provincial registrars. NSDA, therefore, plays a decision-making role.</i>			
9e	Are you informed of all decisions made by third parties on applicants?	Yes			
9f	Does the third party have an internal review process for unsuccessful applicants?	No <i>I have contacted WES to learn more about their internal review process. Their website states: "What if a candidate is not satisfied with a WES evaluation report? Each WES evaluation report contains information that candidates can use to contact WES. We review and provide written responses to all questions from candidates". The Alliance of Canadian Dietetic Regulatory Bodies administers the entry-to-practice examination through Yardstick Assessment</i>			

		Strategies. The candidate who fails the exam may appeal their result through the NSDA. The appeal process is not delegated to a third party. The same is the case for the KCAT and PBA exams.			
10a	What types of supports do you provide to applicants during the registration process?	Internet Telephone Other: Offer to meet in person or via video conference, have met with recruitment specialists and other ISANS staff to provide them with information about the pathway to licensure (note that their clients were also invited to attend this information session).	Level 1 None Level 2 Multiple types of supports exist but not well documented Level 3 Multiple types of support exist, well defined and accessible	Level 3	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	No All website pages for applicants state: "Email aconnors@nsdassoc.ca if you have any questions or to schedule an in-person or telephone appointment". The webpage and pathway to licensure for international applicants also contains a link to supports (e.g. ISANS). https://www.nsdassoc.ca/applicants/international-applications			
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	Yes The pathway to licensure, found here: https://www.nsdassoc.ca/images/media/documents/Atlantic_Canada_Pathway_to_Licensure_October_2018.pdf states: NSDA will give you feedback and guidance. Apply to a university to complete a Canadian accredited dietetics undergraduate degree and practicum OR explore other career options. Staff meets with unsuccessful applicants to identify and discuss the gaps identified and refers them to ISANS for support or an accredited education program. Policy 4.11 states: If the applicant completed education and/or practical training which did not address all three areas of practice, they may be counseled about the probability that the KCAT will identify this area of practice as a gap. The candidate may choose to complete course work in the missing area of practice prior to the KCAT or they may choose to take the KCAT first, so that they are armed with complete information about gaps that must be filled when start taking courses. Link to policy: https://www.nsdassoc.ca/images/media/documents/NSDA_Policy_and_Procedure_Manual.pdf	Level 1 Only upon request Not documented Level 2 Yes – not documented Level 3 Yes – documented and available to applicant Applicants are told what their competencies gaps are that need to be addressed	Level 2	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<input checked="" type="radio"/> 1 Very Reasonable <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 Very Unreasonable https://www.nsdassoc.ca/applicants/international-applications 2 to 3 days is posted on website When an applicant sends an email to the registration coordinator, an automated	Level 1 No policy Level 2 Policy in Place Level 3 Policy in place and accessible	Level 3	7(b), 8(a), 8(b), 8(c)

		<i>email reply indicates that they can expect a reply within 2 to 3 days.</i>			
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	Yes	Level 1 Upon request, limited documentation and no standard timeline	Level 2	8(b), 8(c), 10
13ai	Do you have a formal policy for this process?	No	Level 2 Some documentation		
13ai i	Do you have a standard timeline	No <i>For international applicants, a meeting of the Registration Committee is called as soon as an application has been received that includes information pertaining to credentials. The Committee uses this information to determine eligibility to take the Knowledge and Competency Assessment (KCAT) exam. The application may not be complete (e.g. verification of English proficiency, history of registration in good standing from regulatory body or employer), but the Committee meets nevertheless to help ensure a timely decision. Work is underway to enable staff to make this decision and this will lead to a timelier decision.</i>	Level 3 Well-documented process with clearly established timelines		
13b	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	Yes <i>A template decision letter is used for consistency when providing the written rejection decision. It is adapted and individualized for each applicant denied registration. The decision includes reasons. A policy is needed to reflect where "no" is indicated above.</i>	Level 1 Yes – upon request, limited documentation Level 2 Yes – limited documentation Level 3 Yes – well documented process	Level 2	
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes <i>New Canadian Applicants The applicant completes an online application found here: https://members.nsdassoc.ca/apply/initial The website also lists required documentation: https://nsdassoc.ca/applicants/temporary-membership It states what documentation is required (e.g. transcripts, letter of internship completion, copy of identification). CFTA Transfers The applicant completes the online application (link above) but is not required to provide any credential documentation. Internationally Educated Applicants The online application and document checklist identifies the documentation required. https://nsdassoc.ca/applicants/international-applications</i>	Level 1 Documents indicated and communicated verbally Level 2 List of required documents indicated on website Process to verify document authenticity Level 3 N/A	Level 2	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of	Yes <i>For Canadian applicants, credential documents must be sent directly to NSDA from the education institution. Email</i>			

	documentation authenticity?	<i>is accepted if received from an institution's email address. For internationally educated applicants, World Education Services verifies document authenticity. Confirmation of internship completion is accepted in the same manner as a Canadian applicant (sent directly to NSDA from institution or emailed from institutional address).</i>			
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	<p>Yes</p> <p><i>New Canadian Applicants The applicant completes an online application found here: https://members.nsdassoc.ca/apply/initial</i></p> <p><i>The website also lists required documentation: https://nsdassoc.ca/applicants/temporary-membership</i></p> <p><i>It states what documentation is required (e.g. transcripts, letter of internship completion, copy of identification).</i></p> <p><i>CFTA Transfers The applicant completes the online application (link above) but is not required to provide any credential documentation. Internationally Educated Applicants The online application and document checklist identifies the documentation required. https://nsdassoc.ca/applicants/international-applications</i></p>	<p>Level 1 General information Not broken into steps</p> <p>Level 2 Step by step process indicate where applicant needs to supply information</p> <p>Level 3 Step by step process indicate where applicant needs to supply information</p> <p>Pathway to licensure</p>	Level 3	7(c), 16(3)(a), 16(3)(b)
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	<p>Yes</p> <p><i>Policy 4.11</i></p> <p><i>https://www.nsdassoc.ca/images/media/documents/NSDA_Policy_and_Procedure_Manual.pdf</i></p>	<p>Level 1 Yes – on a case by case basis</p> <p>Level 2 Yes – examples documented</p> <p>Process not clearly laid out or documented</p> <p>Level 3 Yes – process clearly documented</p>	Level 2	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<p><i>Identifying and participating in gap training programs</i></p> <p><i>NSDA has few internationally educated applicants. To date, applicants have not had difficulty obtaining original documents or verifying credentials. Policy 4.11 provides a mechanism to address this barrier. The Pathway to Licensure, found on website here: https://nsdassoc.ca/applicants/international-applications, identifies where there are gap training programs. NSDA has collaborated with Mount Saint Vincent University to establish a bridging process in NS that would enable candidates to participate in a bridging program from a distance (e.g. if they do not live in HRM). The Pathway enables candidates to self-study to meet gaps -- and does not require completion of a bridging program. To date, the PLAR exams (KCAT and PBA), have been offered in NS to enable candidates to take the exams in NS. The entry-to-practice exam is offered in various locations across Canada. The most common difficulty experienced by applicants is the ability to participate in gap training programs due to family demands. e.g. pregnancy, new borns or having young children.</i></p>	N/A	N/A	6, 9(b), 16(3)(c)

18a	Do you have a process for which requests for access documentation related to registrations are considered?	No <i>Registration Policy #4.14: Access to registration records requests can be found here:</i> https://nsdassoc.ca/images/media/documents/Registration_Committee/NSDA_Registration_Policies_March_2020.pdf	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicants	Level 3	12, 16(3)(j)
18b	Is this made available to applicants?	No			
18c	What information may you exclude?	<i>A policy is not yet in place</i>			
18d	Do you charge a fee?	No <i>A policy is not yet in place</i>			
19	Does your Act include an authority to conduct an internal review of the registration decision?	No <i>The Dietitians Act (2009) not yet proclaimed provides this authority. Sections 17 and 19 of:</i> https://nslegislature.ca/legc/bills/61st_1st/3rd_read/b047.htm	Level 1 N/A Level 2 N/A Level 3 Yes	N/A	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	No <i>College regulations address the internal review process, but they are not yet in effect (awaiting proclamation of college act). The internal review process is not defined in the current act or bylaw.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	N/A	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Upon Application</i> <i>Upon Request</i> <i>Website links that communicate this information to applicants:</i> https://nsdassoc.ca/applicants/international-applications https://nsdassoc.ca/applicants/temporary-membership https://nsdassoc.ca/applicants/applying-from-out-of-province <i>The decision letter template, in the past, included this information and the newest template does not. It will be added. Candidates, however, were made aware of their right to appeal via the website and verbally during the discussion re. the decision.</i>	Level 1 No specific timeline Level 2 Specific timeline Not documented Level 3 Specific timeline Documented and communicated	Level 1	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	Yes <i>NSDA will make use of the Nova Scotia Regulated Health Professions Network policies that pertain to internal review. Terms of reference and a flowchart have been drafted in anticipation of when the new regulations come into effect and they have been uploaded.</i>	Level 1 Yes Not documented Level 2 Yes	Level 1	7(a), 10(1)

22b	Does this include time frames for the internal review?	Yes <i>Policy A2 is uploaded.</i>	Documented Level 3 Yes Documented and available to applicant		
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>The NS Network of Regulated Health Profession's policies pertaining to appeals would be used in the case of an internal review. When the Dietitians Act (2009) is proclaimed, the act and regulations will address the internal review process. Policies will also be established (they have already been drafted). The NSDA website pages for applicants informs the applicant of their right to internal review. These pages state, "Should your application be denied, you may appeal the Registration Committee's decision within 30 days of written notice". Selection of internal review decision-makers: The Network's Policy A-3 uploaded. The applicant may appear with legal counsel as per Policy A-1. Decision-makers will reach a decision as per appeal flowchart and Policy A-1.</i>	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicant	Level 2	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>The applicant may appeal the decision within 30 days of written notice. The applicant is invited to provide evidence in writing. As per the Review Process flowchart, there may be an oral or written submission of evidence.</i>			
23c	Specify the format for the internal review submission	<i>Oral Written</i>			
23d	What is the timeline for submitted supporting evidence?	<i>Unlimited A timeline requirement for the submission of evidence by the applicant is not in place. Policy A-1 addresses the process for establishing dates with regards to the process in collaboration with all parties.</i>			
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	Yes <i>A timeline requirement for the submission of evidence by the applicant is not in place.</i>			
24a	Are the results of the internal review made available to applicants in writing with reasons?	Yes	Level 1 Yes Level 2 Yes	Level 1	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>Greater than 6 months</i>	Specific timeline Level 3 Yes		7(a), 10(3)
24c	Are these timelines communicated?	Yes <i>With regards to the timeframe, this was addressed in question # 23. "Greater than 6 months" is indicated above, however, the Network policies do not provide timelines. Policy A-1 identifies that all parties would be aware of</i>	Specific timeline and communicated		

		<i>decisions related to process and the committee's registration decision.</i>			
25	Have individuals who make internal review decisions received appropriate training?	Yes <i>The Network policies address training of committee members. Policy A-4. There is an existing pool of dietitians who are trained and available to sit on the Appeal Committee. These dietitians have been appointed by the board of directors and are either past board members or past members of the Registration Committee. A document called "Integrity in Decision-making" has been developed and is a component of all training provided for NSDA volunteers. It has been uploaded.</i>	N/A	N/A	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	No <i>This is not stated in current legislation. The college act states this but is not yet proclaimed. The Appeal Committee's terms of reference and flow chart have been drafted for when the college act comes into effect and contains this information and has been uploaded. The NS Network's policies would be used in the case of an appeal and these policies state this information (A-3)</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 3	7(a), 10(5), 16(3)(n)
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	No <i>No international agreements.</i>	N/A	N/A	7
28	Has your organization experienced any unintended consequences— defined as an unintended negative impact on labour market, economic, social or other condition— arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	Yes <i>The Quebec college does not require the entry-to-practice exam for licensure. French-speaking applicants therefore become registered in Quebec and then, through labour mobility, become licensed in any other provincial dietetic college and bypass writing the national exam. This is especially concerning when they have attempted the exam and failed.</i>	N/A	N/A	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction	Yes <i>Professional Dietitians Act (1989) - section 9 1A (note that the 3-year currency requirement outlined in the Act is not required due to CFTA) Bylaw - section 2A4: https://nsdassoc.ca/images/media/documents/NSDA_By-Laws_revised_2018.pdf Policy 4.3 and 4.11 https://nsdassoc.ca/images/media/documents/NSDA_Policy_and_Procedure_Manual.pdf</i>	N/A	N/A	Chapter 7, CFTA

	regardless of the requirements in the previous jurisdiction?				
30	Do you review the requirements of the other provincial regulatory bodies regularly?	<p>Yes</p> <p><i>NSDA is an active member of the Alliance of Canadian Dietetic Regulatory Bodies. This incorporated body's membership is each of the nine provincial dietetic regulatory bodies and meets on a monthly basis. Through this Alliance, colleges stay informed of provincial colleges' requirements. The Executive Manager's position description states that they "attend meetings of the Alliance of Canadian Dietetic Regulatory Bodies (the Alliance) as the organization's representative and effectively integrate information from those meetings into the organization's activities and policies and procedures, as appropriate." (position description uploaded)</i></p>	N/A	N/A	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	No	N/A	N/A	
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	<p>No</p> <p><i>A jurisprudence e-learning module was introduced in 2018. It is a component of the Continuing Competency Program and registrants are required to complete this multiple-choice, open-book, online module every five years. New registrants complete it during their first year. This addition to the Continuing Competency Program was communicated to the Alliance of Canadian Dietetic Regulatory Bodies. Bylaws have been amended but addressed administrative functions and did not impact occupational standards.</i></p>	N/A	N/A	

FRPA Action Plan

The FRPA Action Plan outlines measures required to either comply and/or improve registration practices in accordance with the Fair Registration Practices Code.

Further Recommendations / Next Steps

The actions listed in this section address registration practices that are compliant with the FRPA and therefore focus on areas for improvement. NSDA will address these actions over the next two years.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	<p>Establish a process for applicants to submit a request for a review of the registration decision including:</p> <ul style="list-style-type: none"> - Time from decision letter to submit a request for review - Who to contact, and how to request a review <p>Make this process and the 'collaborative registration review process' established by the NS Network of Health Professions accessible to applicants by:</p> <ul style="list-style-type: none"> - Appending policy to the decision letter - Posting the request process to the applicant webpages - Providing a link from the applicant webpages to the collaborative registration review policy. 	22 - 24	7(a), 10, 16(3)(m)	Processes and policies to be established and accessible to applicants by September 2020
2	Enhance the accommodations policy to include all stages of the	8	16(3) (h)	To formally adopt the College of Dietitians of Ontario's accommodations policies for the prior learning

	registration process and make information available to applicants on how to request an accommodation.			assessment examinations (KCAT and PBA). Timeline: September 2020
3	Develop a policy on communicating decisions that includes: <ul style="list-style-type: none"> • timeframe for decision-making • reasons for the denied registration • opportunities that may be available for unsuccessful applicants to fill competency gaps, • a statement on the applicant's right to an internal review, and • denial decision letters provide information regarding the internal review process. 	11, 13	8(b)(c)(d), 10	To establish the policy by September 2020.
4	Enhance alternative information policy to be inclusive of documents required of Canadian applicants.	16	9(b), 16(3)(c)	To establish policy by September 2020.

Disclaimer

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



Executive Manager

April 15, 2020

Date

Appendix

- ✓ Blank Application Form
- ✓ Collaborative Registration Appeal Review Process

INITIAL REGISTRATION APPLICATION

CREATE YOUR ACCOUNT

Email	<input type="text"/>
Password	<input type="password"/>
Password Again	<input type="password"/>

CLASS OF REGISTRATION

- Class of Registration**
- Full:** Has met basic requirements of the profession and is able to practise in the profession in Nova Scotia.
 - Temporary:** A temporary member has met all registration requirements (with the exception of the examination). This application for temporary membership is also the application to take the next sitting of the Canadian Dietetic Registration Exam.

DEMOGRAPHICS

- Yes **Aboriginal Status**
- No
- Yes **Are you a member of a visible minority?**
- No

MEMBERS DATA

Given Name(s)	<input type="text"/>	Surname	<input type="text"/>
Previous Name	<input type="text"/>		
	if applicable.		
Country	<input type="text" value="Canada"/>	Phone	<input type="text"/>
Province	<input type="text" value="Nova S"/>	Postal Code	<input type="text"/>
City	<input type="text" value="Please select..."/>	Date of Birth	<input type="text"/>
Address	<input type="text"/>	Gender	<input type="text" value="Please select..."/>

CITIZENSHIP STATUS

DOCUMENTATION VERIFYING YOUR CITIZENSHIP STATUS MUST ACCOMPANY THIS APPLICATION FORM.

- Citizenship**
- Canadian Citizen
 - Permanent Resident/Landed Immigrant of Canada
 - Work Permit/Visa

LANGUAGE PROFICIENCY

IF YOUR FIRST LANGUAGE IS NOT ENGLISH, DOCUMENTATION OF ENGLISH PROFICIENCY MAY BE REQUIRED.

First Language

Will you be able to provide professional services in (Check all that apply)

- English
- French
- Other

ACADEMIC QUALIFICATIONS

Name of Institution	<input type="text" value="Please select..."/>		
Program Type	<input type="text" value="Please select..."/>	Address	<input type="text"/>
Degree/Diploma/Certificate Obtained	<input type="text"/>	City	<input type="text"/>
Year Started	<input type="text"/>	Province	<input type="text" value="Please"/>
Year Completed	<input type="text"/>	Postal Code	<input type="text"/>
		Country	<input type="text" value="Please select..."/>

[+ Add Academic Qualification](#)

PRACTICAL TRAINING

Program Name:	<input type="text"/>	City	<input type="text"/>
Program Director	<input type="text"/>	Province	<input type="text" value="Please select..."/>
Year Completed	<input type="text"/>	Postal Code	<input type="text"/>
Address	<input type="text"/>	Country	<input type="text" value="Please select..."/>

[+ Add Practical Training](#)

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.

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

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

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? List regulatory body name along with date of last registration and registration numbers.

Yes No

Have you previously been registered with the Nova Scotia Dietetic Association? If yes, please provide date of last registration and registration number.

Yes No

Are you the subject of any current proceedings for professional misconduct, incompetence, negligence or incapacity?

Yes No

EMPLOYMENT

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

What is your current employment status?

Do you have previous employment as a dietitian in any jurisdiction at any time in the past?

Yes No

AREAS OF PRACTICE

(CHECK ALL THAT APPLY) - NOT APPLICABLE FOR STUDENTS OR NEW GRADUATES.

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

BIRTH CERTIFICATE OR CITIZENSHIP DOCUMENTATION

I will be uploading a scanned copy of my birth certificate or citizenship documentation with this application:

Yes No

UPLOAD DOCUMENT

Proof of Citizenship

PAYMENT OF FEES

In order for your application to be processed you must submit all applicable fees.

- Application fee (non-refundable):
 - \$85.00 - Canadian education
 - \$400.00 - assessment fee for international applicants (do not pay membership fee)
- Full membership fee:
 - \$400.00 - full membership
 - \$200.00 - after September 30th

Choose Your Method
of Payment

- Credit Card
- Email Money Transfer
- Send a cheque via mail

Upon submission, you will be asked to provide credit card information.

Submit

By clicking the "Submit" button above,

- You verify that all statements contained in this application are accurate and understand that a false or misleading statement or misrepresentation may be cause for revocation of your license,
- You agree to keep your account profile up-to-date (e.g. email address, current employment information),
- You understand that you may be required to provide further documentation and information and undertake other assessments in order to determine eligibility for registration with NSDA, and that the regulatory body will contact you if additional documentation is necessary,
- You provide consent for NSDA to disclose personal information to third parties and for third parties to disclose personal information to NSDA that may be necessary for NSDA to process your application and verify the information that you have provided,
- You are aware that you may not practice or use protected titles Dietitian, Nutritionist or the initials P.Dt. in Nova Scotia until you have been formally notified by NSDA that you are entitled to do so,
- You are aware that you may not begin employment as a dietitian until you have been formally notified by NSDA that your application has been approved.
- You are aware that personal information requested on this form is used for the purposes of administration of Labour Mobility Agreements with other regulatory authorities, administration of the Canadian Dietetic Registration Examination, and generally for regulatory activities under the Dietitians Act. You consent to the collection, use and disclosure of your personal information for such purposes.

Policy Name	Collaborative Registration Appeal Review Process
Policy Number	A- 2
Applicable legislation	RHPN Act 2013 (22)5
Date initial approval	September 24, 2015
Approved by	RHPN Council
Date next review/revision	

Definitions

The definitions from policy A1 apply to this policy.

Reason for Policy

All members of regulated health professions in Nova Scotia are required to have a process for an objective, impartial, fair and transparent review or appeal of registration and licensing decisions that meet the requirements of the *Fair Registration Practices Act*.

Policy Statement

1. The collaborative registration review process must be used when a Network member's governing statute does not provide for an internal review or appeal process within the meaning of the *Fair Registration Practices Act*.
2. Where the Network member does have an internal review or appeal procedure in their governing statute, the appellant and affected Network member may jointly agree to use the collaborative registration review process established by the Network instead of their home process.
3. If the Network collaborative registration appeal review process is used, the review or appeal process of the affected member governing statute does not apply.
4. The persons serving on the Registration Appeal Review Committee have all the powers, privileges, and immunities of a commissioner under the *Public Inquiries Act*, with the exception of the powers of contempt, arrest and imprisonment.

Procedure

1. The Executive Director of the Network is the staff support person to the Registration Appeal Review Committee.
2. An appellant must notify the affected Network member that the appellant is challenging a registration or licensing decision made under the affected Network member's governing statute.
3. The notice of the appeal must be within the timelines established by the governing statute and/or policies of the affected Network member and in the manner required by the affected member's governing statute and/or policies, if available. If no procedure or timelines are provided the notice of appeal must be filed within 30 days of the decision under review.
4. On receipt of the appellant's notice of appeal, the affected Network member determines with the appellant the appeal process to be used, either the Network members home legislative process, if available or the Network collaborative process.
5. If there is agreement between the appellant and the Network member to use the collaborative registration review process, the Network member must then notify the Network Executive Director within 14 days of such agreement and include a signed agreement by both parties to use the collaborative process.
6. Once the request has been received by the Network Executive Director, the Network responds in writing to both parties notifying them of the Collaborative Review process that will be used as set out in section 22 of the *Regulated Health Professions Network Act, 2013, c. 48*.
7. The Network letter to the appellant asks for them to submit in writing the grounds or basis for appealing the decision of the respondent. Grounds are basically the issues the appellant anticipates raising during the review for consideration by the Registration Appeal Review Committee.
8. The Network letter to the respondent asks for the regulator to forward the reasons for the registration or licensing decision under review and all materials in the possession of the regulator leading to the decision.
9. Unless subject to privilege or confidentiality requirements under the *Fair Registration Practices Act* or the appellants governing legislation, the material received from the respondent shall be provided to the appellant.
10. Once the necessary information has been received by the Network, the appellant and the affected Network member are contacted in writing to notify them that the Registration Appeal Review Committee has been established and names the members.
11. Both parties will be provide with the registration review flow chart.

Forms

- a) Registration Review Process Flow Chart
- b) Template Letter A

- c) Template Letter B
- d) Template Letter C