

## Internationally Educated Health Professionals

### Steps to Licensing - Registered Dietitians

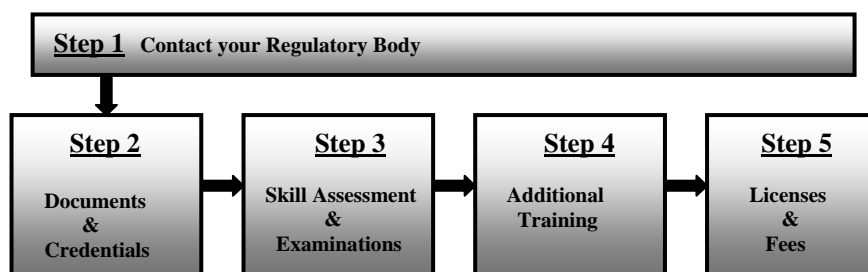
A Registered Dietitian (RD or PDt) is a health professional who is an expert in food and nutrition and has extensive scientific knowledge in biochemistry, physiology, lifestyle and health behaviours. In Canada the titles "Registered Dietitian" (RD) or "Professional Dietitian" (PDt) are protected by law. Registered Dietitians in Saskatchewan are licensed by the Saskatchewan Dietitians Association.

**Definition:** Dietitians develop, administer and supervise nutrition and food preparation programs in hospitals, nursing homes, schools, company cafeterias or similar settings. They also provide nutrition counseling for individuals and groups and consulting to health professionals, dietetic interns, community groups, government, media and individuals. Other duties include developing educational materials for students and the general public and planning, evaluating and conducting nutrition education programs. Some dietitians and nutritionists participate on health care teams both to determine nutritional needs of patients and to plan therapeutic diets and menus. Some in this field also study and analyze current scientific nutritional studies and conduct research to improve the nutritional value, taste, appearance and preparation of food. [National Occupation Classification 313]

Dietitians can work in many different settings including but not limited to community, public health, acute care, home care, long term care, industry, government, media, education, administration, research and private practice. They act to maintain and promote the health of individuals, groups and the community. Dietitians may influence policy development, direct nutrition programs, manage food service areas and provide information or education to clients and other team members on nutrition and food choices. Dietitians contribute to mentoring future dietetic professionals. For more information on dietitians and their various roles please visit the Dietitians of Canada website at [www.dietitians.ca](http://www.dietitians.ca)

Basic Requirements:

- Successful completion of an accredited university degree in foods or nutrition (or equivalent) recognized by the Saskatchewan Dietitians Association.
- Successful completion of an accredited program of practical training (or equivalent) recognized by the Saskatchewan Dietitians Association.
- Successful completion of the Canadian Dietetic Registration Examination (CDRE).



### Steps to Licensing

#### 1. Contact your Regulatory Body

Application form and licensing information is available from the Registrar at [registrar@saskdietitians.org](mailto:registrar@saskdietitians.org).

Contact info for the Saskatchewan Dietitians Association (SDA):

17-2010 7<sup>th</sup> Ave  
Regina, Saskatchewan S4R 1C2  
Phone: 306-359-3040 Website: [www.saskdietitians.org](http://www.saskdietitians.org)

#### 2. Documents and Credentials

##### Evaluation of Educational Credentials

- Education records are to be sent directly from the credential assessment agency to SDA. Contact the SDA office for the list of approved credential assessment agencies. The assessment must demonstrate that you have the equivalent of a Canadian undergraduate degree from a verified university and program before further evaluation will be completed.

**Application form including payment for assessment (\$350)**

**Documents for assessment of education and practical training:**

- completed application form (includes contact info for 3 references and any dietetic organizations you have previously been registered in)
- transcripts sent directly from the university to SDA
- course descriptions of courses listed on the transcripts
- letter verifying completion of practical training sent directly from the internship coordinator to SDA
- copy of internship/practicum manual sent directly from the internship coordinator directly to SDA
- current resume
- Internship Program Log (form included in application package)
- Dietetic Competency Summary (form included in application package)

**Translation of Document**

- All documents not written in English need to be translated by a recognized translator and sent directly to SDA (refer to table)

**Language Proficiency**

- Applicant to arrange English fluency testing if language of instruction is in a language other than English. Results sent directly from the testing agency to SDA. Contact SDA for list of accepted tests.

**Interview**

- Once the initial education and practical training assessment has been complete, an interview will be conducted with the applicant to review the details of their application package.

**3. Skills Assessment & Examinations**

The Registration Committee and/or assessment company approved by the Registration Committee may conduct any assessment it deems necessary to assess the applicant. This may range from an interview to more extensive observational assessment.

Exam (to be written after the candidate is accepted as a restricted member):

- Canadian Dietetic Registration Exam -Exam fee: \$400

**4. Additional Training****Bridging/upgrading required**

- If the applicant is not eligible for restricted membership, SDA may request the applicant to complete upgrading at the applicants' cost.

**5. Licenses & Fees****Categories**

- If the applicant meets all of the criteria for registration, the regulator may give approval to work with a restricted license, until the candidate can write the Canadian Dietetic Registration Exam (CDRE).
- Once the applicant has successfully completed the CDRE, they will become a full practicing member.

**Appeal process**

- Unsuccessful applicants may appeal in writing to the SDA Board the decision of registration committee within 30 days of being informed of the decision

**Fees**

- Academic and Practical Training Assessment Fee \$350 (\$150 Academic, \$200 Practical Training)
- Application Fee \$105
- Licensing Fee \$300 annually

**Timelines**

- Initial assessment for a Restricted license varies, but once all the appropriate documentation is submitted, typically 6 weeks for the assessment to be completed.
- Applicants with a Restricted License can practice until the next writing of the CDRE which is in the spring and fall of each year. The applicant will be notified within 6-8 weeks of writing the exam as to whether or not they have passed or failed. If they pass, their license will automatically be changed to a full practicing license. If they fail, they will be required to apply for another restricted membership and write the exam again at its next sitting.
- If upgrading is required after the initial assessment, the applicant must submit all appropriate documentation to the Registration Committee to verify completion. The length of time an applicant has to finish their upgrading will depend on when they completed their academic and practical training. This will be determined once the assessment is completed. Applicants' training is defined as being current if it is completed within the last three years. The applicant must ensure they meet the three year time frame from the completion date of their academic and/or practical training to the completion of their upgrading. Otherwise, additional upgrading will be required.

## Summary of Documents Required for Application to SDA

Document	Required	Cost	Translation Yes/No	Notarized or Photocopy	Who sends it?	Where do they send it?
Evaluation of educational credentials (Contact SDA for list of approved credential assessment agencies).	✓	Varies, depending on which agency candidate selects.		No, original document only.	Agency completing credential evaluation (i.e. WES, ICES)	To SDA directly
Completed application forms and payment for Assessment	✓	\$350 for assessment			Applicant	To SDA as part of application package
Proof of licensure in previous jurisdiction(s) if applicable	✓				Contact information for jurisdictions provided on application form.	SDA will contact the jurisdiction directly and request a verification letter.
Names of three (3) reference (i.e. former employer or senior/supervising dietitian in internship)	✓				Contact information for references provided on application form.	SDA will contact the references directly.
Current Resume (i.e. detailed work history)	✓		Please provide in English.		Applicant	To SDA as part of application package
Educational transcripts	✓		Yes	Notarized Translation	University	To SDA directly
Course syllabus	✓		Yes	Notarized Translation	University	To SDA directly
Proof of Completion of Practical Training	✓		Yes	Notarized Translation	Letter from Practical Training Coordinator	To SDA directly
Copy of Internship/Practicum Manual	✓		Probably, please check with SDA.	Notarized Translation	From Practical Training Coordinator or applicant.	To SDA directly from Practical training Coordinator. May also be provided by applicant if unavailable from Coordinator.
Internship Program Log	✓		Please provide in English.		Applicant	To SDA as part of application package.
Dietetic Competency Summary	✓		Please provide in English		Applicant	To SDA as part of application package
English Language Proficiency (Contact SDA office for list of accepted tests.)	✓			No	Testing agency	To SDA directly from testing agency
Copy of marriage license (if name change)	✓		Yes	Notarized Translation	Applicant	To SDA as part of application package

The Saskatchewan Dietitians Association

17-2010 7<sup>th</sup> Ave

Regina, Saskatchewan S4R 1C2

Phone: 306-359-3040

Email: [registrar@saskdietitians.org](mailto:registrar@saskdietitians.org) Website: [www.saskdietitians.org](http://www.saskdietitians.org)

For more information on immigrating to Saskatchewan, view the Saskatchewan Government Immigration Branch website at [www.immigration.gov.sk.ca](http://www.immigration.gov.sk.ca).