



## Registration Assessment- Application Information Guide

The Saskatchewan Dietitians Association (SDA) is the regulatory body for Registered Dietitians in the province of Saskatchewan. Its mandate is protection of the public and it fulfills its role of public protection by:

- Setting and monitoring the standards for dietetic practice to ensure the public receives safe, competent and ethical nutrition services.
- Investigating complaints about the performance or ethical conduct of a Registered Dietitian and recommend the appropriate remedial or disciplinary action.

All applicants to SDA must meet the same registration requirements in order to receive a licence to practice as a Dietitian in Saskatchewan. The requirements include demonstrating that you meet the Canadian standards for academic and practical training.

If you are an internationally educated applicant, review the Canadian Dietetic Practice Orientation and Self-Assessment Tool available at: <http://dietitianselfassessment.ca/home.aspx> The website provides a detailed description of dietetic practice in Canada and help you assess your knowledge and skills against the standards required to practice dietetics in Canada.

To become licenced as a Registered Dietitian in Saskatchewan, applicants must be fluent in English, meet good character/reputation requirements and have obtained the following or substantial equivalence to the following within three years of date of application:

- ✓ Successful completion of a university program in nutrition and/or dietetics approved by the board
- ✓ Successful completion of a dietetic internship program approved by the board
- ✓ Successful completion of the Canadian Dietetic Registration Exam (CDRE)

Candidates may be registered with SDA on a Restricted Licence if they meet the academic and practical training requirements and are waiting to write the CDRE. With successful completion of the CDRE, their restricted licence converts to a full practicing licence.

The academic and practical training programs that are currently approved by the board are those which are accredited by the Partnership for Dietetic Education and Practice. This document was prepared to provide guidance to applicants whom intend to apply to meet SDA's requirements by demonstration of substantial equivalence.

The process for assessment of substantial equivalence includes the following:

1. Pre-Assessment Credential Evaluation
2. SDA Credential Assessment of Academic and Practical Training
3. Competence Self-Assessment Process
4. Competence Self-Verification Process
5. Portfolio Review
6. Interview (at the discretion of SDA)

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1. **Pre-assessment Credential Evaluation-** A comprehensive credential assessment of your academic degree is required to verify your academic degree authenticity and comparability to Canadian post-secondary education. This assessment is NOT done by SDA, but through an agency and can take several weeks. You can find information on costs and time for assessment on the agency website. SDA must receive the report directly from the agency.

The preferred agency is World Education Services (WES- [www.wes.org](http://www.wes.org)) and the report that is required is the “comprehensive course by course report” with the assessment certificate and copies of documentation to be sent from WES to SDA directly. Through WES, you can also have your transcripts verified (as required in step 2 below) and sent directly to SDA by ordering the ICAP service.

In order to be eligible for the full assessment process, the credential report must state that your education is comparable to a Canadian dietetic bachelor degree. If a favourable pre-assessment credential evaluation is returned, the candidate will be notified and sent an “SDA Application for Assessment of Academic and Practical Training.”

2. **SDA Assessment of Academic and Practical Training- Candidates** are required to complete the SDA Application for Assessment of Academic and Practical Training form, documentation and fees. Candidates must provide copies of documentation to support name change if any of the documents are issued in a name other than that given on the form.

Candidates should have copies of their transcripts sent directly from their university (or WES if they selected the ICAP service) to SDA at 17-2010 7<sup>th</sup> Ave, Regina, SK S4R 1C2. The Registrar will use the Dietitians of Canada Course Guide to evaluate the equivalency of academic training to that of accredited Canadian dietetic programs and will also compare academic preparation to the Foundational Knowledge specifications of the Integrated Competencies for Dietetic Education and Practice (ICDEPs) that we use in Canada to identify gaps in major areas of study.

Candidates should also have verification of their practical training sent directly to SDA. The verification letter should come from the internship coordinator and should detail candidate’s experience in clinical nutrition, food services administration and public/community health. If the letter from the internship coordinator does not provide adequate detail, the candidate will be required to submit documentation or a letter highlighting their internship experiences (program length, details of rotations, program manual/evaluation framework). The Registrar will examine the program to evaluate how it compares to Canadian programs that are at least 1250 hours in length, supervised by dietitians and are designed to meet the Integrated Competencies for Dietetic Education and Practice (ICDEP).

Candidates must declare if they are registered with any other regulatory bodies and provide verification of these registrations. The Registrar will contact the regulatory body to confirm registration and to verify that the applicant has not been the subject of an investigation or that they have not been found guilty of professional misconduct and/or incompetence in any past dietetic employment or regulated practice in any other jurisdiction. Candidates will identify relevant dietetic work experience.

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3. **Competence Self-Assessment (CSA)**- After review of the SDA Application for Assessment of Substantial Equivalence form and fee payment, candidates will receive links to the online Competency Self-Assessment tool.

The CSAP enables applicants to self-assess their dietetic knowledge, skills and abilities relative to the Integrated Competencies for Dietetic Education and Practice (ICDEP) which describe the knowledge, skills, abilities, attitude and judgements necessary for the competent performance of entry level dietitians in Canada. It allows candidates to self-assess their own experience from work, volunteer and/or academic/practical training to see if there are any competence gaps.

For each competency statement in the ICDEP, candidates are asked the following four questions. Their answers will be saved automatically and sent to SDA for review once the questionnaire is complete.

**Question 1- CURRENT PRACTICE**

Question- Have you performed or had experience doing this competency/performance indicator within the last three years?

Answer: Yes or No

**Question 2- PRACTICE LEVEL**

Question- What level have you most recently performed or had experience using this competency/performance indicator?

Answer: Observed (o), Under supervision (u), Independently (i), Supervised/Directed others (s)

**Question 3: DEMONSTRATE**

Question- Are you able to demonstrate and/or answer oral/written questions on this competency/performance indicator?

Answer: Yes or No

**Supporting Comment Box:**

Question: Did you answer yes to being able to demonstrate the competency/performance indicator in Question 3:

Answer-If so, please provide brief explanatory comments and examples that support your knowledge, skills and abilities to demonstrate competency.

4. **Competence Self-Verification (CSV)**- After completing the CSA, you will receive the links to the Competence Self-Verification (CSV) tool which consists of a series of case studies in which you verify the competencies you have said you have. Complete the CSV and click “Next” at the end of each case study to submit your answers.

Once your answers re-appear with the answer key, please compare your answers to the answer key and indicate if your answer was correct or incorrect. There is a “notes” section at the end of each question

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where you may want to indicate topics/areas of practice you would like to review. Once you are done self-correcting, click “next”. Your answers, corrections and notes will be emailed automatically to SDA. A report of your results will be available to you.

5. **Portfolio Review-** Completing the competence self-assessment and verification tools will give you a good understanding of where you are at in comparison to the entry to practice competencies in Canada and position you to create a portfolio for review by the SDA Assessors. The portfolio should include a cover letter, resume and a summary of the results of the self-assessment and verification tools. It should also include a self-directed learning plan on how to address any gaps that have been identified through the assessment processes.

In your cover letter, you should introduce yourself to SDA. In the letter you should summarize your experiences and provide rationale as to how those experiences demonstrate your competence as an entry level dietitian and why you should be considered for licensure with SDA.

As appropriate/relevant you can include a letter from a supervisor or reference who has advanced training a minimum of three years’ experience as a registered dietitian and is familiar with the entry to practice standards in Canada. The letter should clearly identify the supervisor’s opinion of the overall competence of the candidate and rationale as to why this candidate should be considered for licensure.

SDA will utilize a team of assessors familiar with entry level competencies for dietitians in Canada to review the portfolio and provide feedback to the SDA Registration Committee in regards to the results of the self-assessment, self-verification and the self-directed learning plan as appropriate. The assessors may also provide feedback in regards to additional requirements (academic and/or practical training upgrading or assessment, cultural competence training) and timelines.

6. **Interview-** At their discretion, the SDA assessors may conduct an interview with the candidate.

7. **Decision-** Once the assessors have made a determination of substantial equivalency, they will write a report to the Registration Committee with their recommendations. The Registration Committee will review the report and make a recommendation to the Registrar who will inform the candidate in writing of the decision.

If the assessors determine that the candidate has met the requirements for substantial equivalence, they will make a recommendation to the Registration Committee that the candidate be granted a restricted licence with SDA and be permitted to write the Canadian Dietetic Registration exam at its next sitting (exam is offered in May and November each year). The cost of the exam is \$400.

If the assessors determine that the candidate has not met the requirements for substantial equivalence, they will provide feedback to the candidate in regards to areas that need to be addressed and recommendations regarding subsequent interviews. The candidate will receive feedback in writing.

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