

The Saskatchewan Dietitians Association has an online licence renewal process that is accessed through the members only side of the SDA website at www.saskdietitians.org.

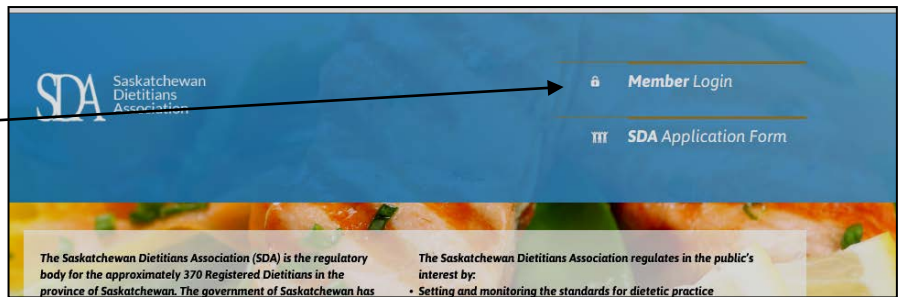
SDA licence renewals are due by March 31, 2019 and consists of 5 steps:

- 1) review your profile and update as required;
- 2) fill in completion information on your current learning plan (2018-2019);
- 3) complete and upload your 2019-20 practice reflection;
- 4) develop and submit learning plan for 2019-2020;
- 5) answer annual declaration questions, agree to terms and submit payment.

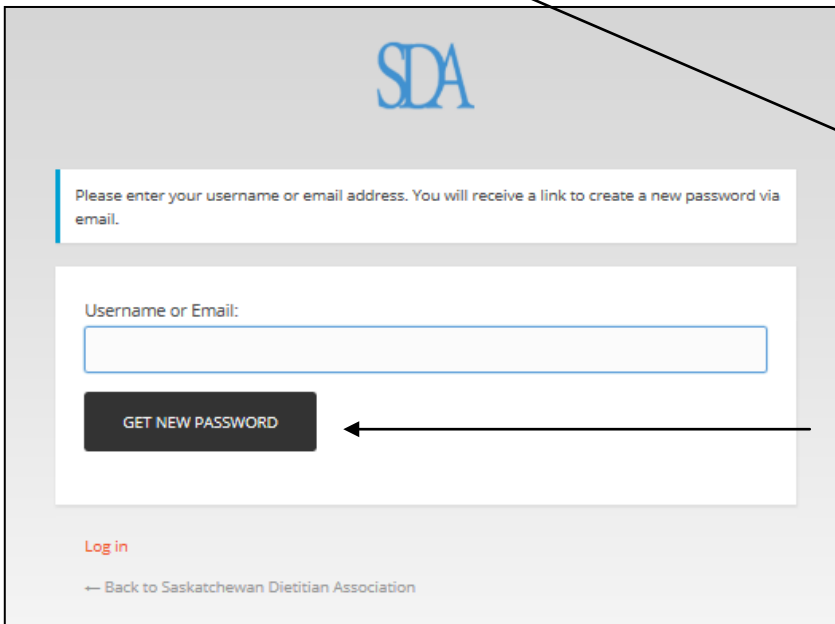
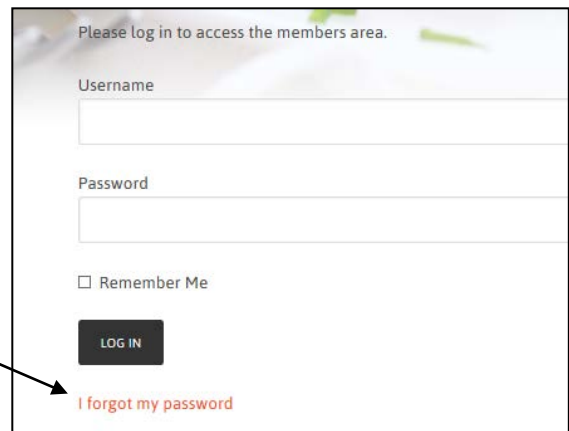
*****If you encounter any problems with either your password reset or getting locked out of your account, contact the registrar right away and she will assist you. As well, if you need to make changes to your current learning plan, contact the Registrar (registrar@saskdietitians.org) to make those edits before you fill in completion details.**

Steps to renew your SDA licence online:

- 1) Go to SDA website- www.saskdietitians.org and select “Member Login” from top right.

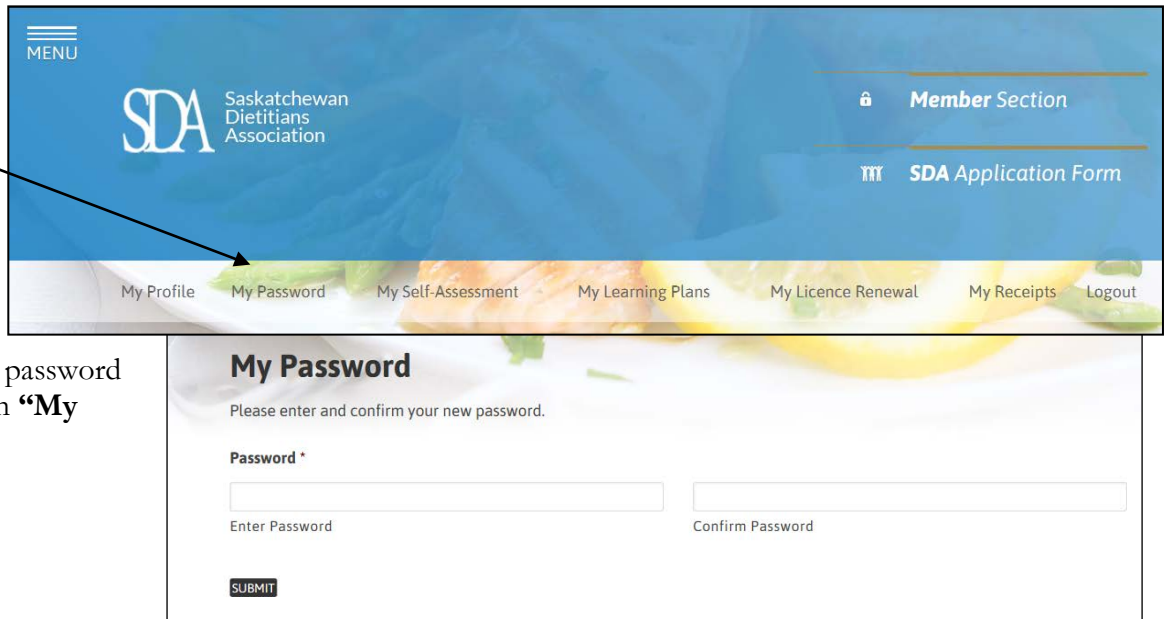


If you have forgotten your password, click on “I forgot my password”

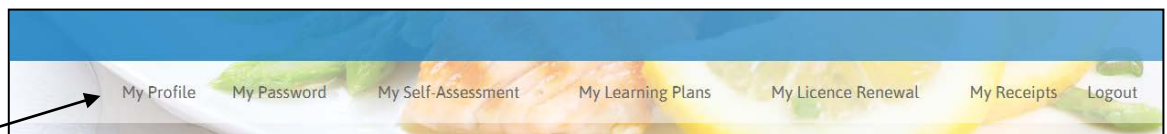


b) At this screen, use either your username or your email which you have indicated as your preferred email for SDA correspondence (work or home). **The website will send your new password to your email address that you have indicated as preferred.** The email will contain your username/password and a link that will take you back to the log in page.

c) Note you can change your password once you are into the site (to the right is view of Members Only home page and below the change my password feature) by clicking on “**My Password.**”



2) Select “**My Profile**” from the menu bar.



Update your profile. **If you are not employed in dietetics or a related field, select “Not employed in dietetics or related field”.** If you are employed in dietetics or related field, then you will need to provide details regarding that employment. If you have more than one job, select the appropriate number from the drop down menu and fill in the details for each job. For definitions for the areas of practice see the chart on the following page.

- a) **employment status** -Update or confirm employment contact info and then define status as full time, part time, casual or self-employed.
- b) **area of practice** (academic, administrative, clinical, community, food service, industry, primary care, private practice, public health, other)
- c) **location of practice** (Saskatchewan health authority, tribal council, Saskatchewan Cancer Agency, academia, government (provincial or national), Non-profit organization, retail, private care home, private practice, doctor office).
- d) **age group of client served** (all, adult, pediatric, elderly)

- e) **geographic service area**- using the general areas of the Saskatchewan Health Authority as well as provincial and not applicable, members are asked to identify the area to which they provide services. This is meant to facilitate finding Dietitians for making referrals. If you are not employed in dietetics or live/provide services out of province, select not applicable.

Area of Dietetic Practice	Description
Academic	Teaching of students enrolled in formal education programs.
Administration	Participates in the planning and administration of an organization, healthcare department or team
Clinical	Direct in-patient and out-patient, one-on-one interventions in a hospital, long term care, outpatient or home care setting
Community	Provides consultation, nutrition services and counselling in community settings to individuals and groups. Plans, delivers, and evaluates community nutrition programs (eg. chronic disease management, diabetes, prenatal)
Food Service	Management of foodservice departments and/or hospitality settings
Industry	Medical nutritional companies (e.g., Nestle, Abbott Labs, etc.), health care supplies/marketing and commodity groups (e.g. Pulse Growers, Flax Council)
Management	Financial and/or human resources management for an organization or department
Primary Care	Provides consultation, nutrition services and counselling in in collaboration with the interprofessional health team in a primary care setting.
Private Practice	Independently own/operate business.
Public Health	Uses population health promotion strategies including assessment, promotion, protection and enhancement of nutritional health and prevention of nutrition related diseases, focusing on the interactions among the determinants of health, food security and overall health.
Research	Focus of activities is in knowledge development and dissemination of research findings.
Other	Any other place of employment that does not fit into any of the other categories.

- f) **additional certifications completed** (ie. CDE, CNSC, Wellness Coach, lactation consultant) with dates obtained/re-certified
- g) Once the changes have been approved, a green check mark will appear (✓) on the **Renew my Licence** page and indicate that your profile has been updated.

Requirements for SDA Licence Renewal

Your current account status is as follows.

- ✓ Your account's expiry date is **2019-03-31**.
 You may renew any time on or before this date without incurring a late renewal fee.
- ✓ Your profile **is up to date**.
 Click here to review your profile. [[Review My Profile](#)]

3) Select “My Learning Plans” from the menu bar.



My Learning Plans

You can view and update your active Learning Plans here. If you've recently submitted a new Learning Plan and don't see it here, it may still be under review. You can check your [Learning Plan History](#) page to see the status of your pending and completed plans.

- You have already submitted a Learning Plan for the 2016/2017 term. This plan is currently needs input or review from you. You can [click here](#) to make changes.

STEP	SUBMITTED	FOR TERM
Received	February 22, 2016 at 11:01 am	2016/2017

a) Click on **2018/19** learning plan. Its status needs to be received for you to be able to fill in completion details.

b) Your 2018-19 learning plan will appear and you will be able to **fill in your completion details** (status of goal and impact on practice). Note this has changed from previous years where you had to indicate a completion date and provide a summary. Rather than having detailed summaries in your submission, SDA encourages you to use learning logs to itemize your learning activities. Samples can be found in the CCP Member Workbook.

Learning Goal Progress *

Complete

This learning goal is:

Impact of Learning Goal *

How has my practice changed or been enhanced as a result of working on this learning goal?

If your goal is complete, select complete from the drop down menu and then fill in the details regarding the impact of working on this goal.

If your goal is either partially complete or not complete, an additional text box will open up asking you to provide an explanation as to why this goal is not met and any relevant details.

Learning Goal Progress *

Not complete

This learning goal is:

Explanation *

You have indicated this goal is partially complete or not complete. Please provide an explanation and resolution (e.g., planned learning activity not available, plans to carry forth this goal into a new year).

For example, if this goal is not met because the training you had hoped to take was not offered within the given time frame, you might indicate your plan for when you will take the training and when you therefore anticipate this goal to be complete. Or if your goal is partially complete and you want to continue to work on it in the next continuing competence program year, indicate that. Please note that if you are forwarding a learning goal, you still need to type the statements into the learning plan for the next year. In doing so, try to be very specific about the learning activities you will complete in that time frame.

b) To **submit** your completion details, use the **workflow box** in upper right hand corner.

Workflow
Entry ID: 6803
Submitted: January 31, 2018 at 7:24 pm
Last updated: November 23, 2018 at 4:08 pm
Submitted by: gLmoore@sasktelnet
Status: Pending

Received (Pending Input)
User: gLmoore@sasktelnet (Pending)
Note

Save submission Submit for review

Workflow
Entry ID: 6803
Submitted: January 31, 2018 at 7:24 pm
Last updated: November 23, 2018 at 4:08 pm
Submitted by: gLmoore@sasktelnet
Status: Pending

Received (Pending Input)
User: gLmoore@sasktelnet (Pending)
Note

Save submission Submit for review

Text: If you want to **save but not submit**, select “save submission” and then click submit. If you do not do both steps, your work will not be saved. The words “entry saved” will appear in green writing to confirm your entry has saved properly.

Text: If you have added all the completion details and are **ready for or it to be reviewed**, click “submit for review” and then “submit”***.

Below is the screen shot that will appear when you have **added the completion details and submitted** to SDA for review. If you have saved your submission it will say Entry saved in green writing.

My Learning Plans

You can view and update your active Learning Plans here. If you've recently submitted a new Learning Plan and don't see it here, it may still be under review. You can check your [Learning Plan History](#) page to see the status of your pending and completed plans.

- You have already submitted a Learning Plan for the 2016/2017 term. This plan is currently needs input or review from you. You can [click here](#) to make changes.

Entry updated and submitted for review

c) SDA will **review** the submission within 24 hours and send you an automatic email response to indicate that the learning plan has been confirmed as being complete or tell you if it needs revisions. The automatic response will go to the address that you have designated (work or home email) as your preferred site for SDA correspondence in your profile.

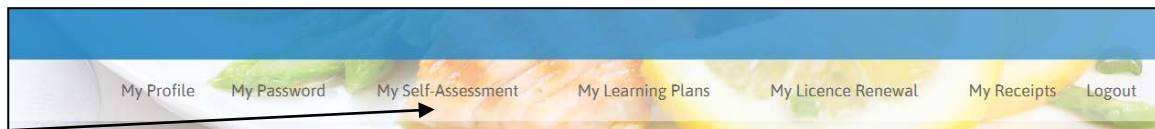
A green check mark will then appear (✓) on the **Renew my Licence** page and indicate that your 2018-2019 Learning Plan is complete.

Requirements for SDA Licence Renewal

Your current account status is as follows.

- ✓ Your account's expiry date is **2019-03-31**.
You may renew any time on or before this date without incurring a late renewal fee.
- ✓ Your profile is **up to date**.
Click here to review your profile. [[Review My Profile](#)]
- ✓ You **have completed** your Online Learning Plan for **2018/2019**.
Click here to review your completed Learning Plan. [[View My Learning Plans](#)]

4) Select “My Self-Assessment” from the menu bar.



a) Complete your self-assessment using the fillable word or pdf form. **Save a copy to your computer.**

A screenshot of the 'My Self-Assessment' web page. The title is 'My Self-Assessment'. Below the title is a paragraph of text: 'Annually, complete the self-assessment using the form provided by SDA. Copies of the self-assessment form are available in a Word fillable version and a PDF fillable version. Your version of internet browser may interfere with the online versions of the forms. If you have issues, contact the Registrar at registrar@saskdietitians.org.' Below this is a bolded instruction: '***You must complete and save the document to your computer. You will then upload it to your SDA profile using the feature below.' Underneath is another paragraph: 'In order to review past Self-Assessments and track the status of recent submissions, please visit your Self-Assessment History page.' The form includes a 'For Term' dropdown menu with '2019/2020' selected. Below that is a 'My Self-Assessment *' section with a file input field and a 'Browse...' button. At the bottom left is a black 'UPLOAD' button. Arrows from the text on the right point to the '2019/2020' dropdown, the 'Browse...' button, and the 'UPLOAD' button.

b) Select **2019-20** as the term from drop down menu.

c) Upload your **saved practice reflection** by clicking browse and then selecting the appropriate file from your computer, then click, “Upload”.

A screenshot of the 'Requirements for SDA Licence Renewal' page. The title is 'Requirements for SDA Licence Renewal'. Below the title is a paragraph: 'Your current account status is as follows.' There are five items listed, each with a green checkmark icon: 1. 'Your account's expiry date is 2019-03-31. You may renew any time on or before this date without incurring a late renewal fee.' 2. 'Your profile is up to date. Click here to review your profile. [Review My Profile]' 3. 'You have completed your Online Learning Plan for 2018/2019. Click here to review your completed Learning Plan. [View My Learning Plans]' 4. 'You have completed your Practice Reflection for 2019/2020. No review is needed at this time.' 5. 'You have not submitted your Online Learning Plan for 2019/2020. Please ensure that you have properly submitted next term's Learning Plan. [View My Learning Plans]' An arrow from the text on the right points to the fourth item.

d) Once you have uploaded your practice reflection, a green check mark will then appear (✓) on the **Renew my Licence** page. You will also get an auto-generated email once your practice reflection has been confirmed by the Registrar to have been received.

5) Select “My Learning Plans” from the menu bar.

A form titled 'New Learning Plan'. Below the title is a paragraph of instructions. There are two dropdown menus: 'For Term *' with '2018/2019' selected and 'Number of Goals *' with '2' selected. Arrows from the text to the right point to these two dropdown menus.

a) Select “Submit New Learning Plan” and the form will open up.

b) Select term “2019/2020”

c) Select **number of goals** (at least 2 goals) from the drop down menu.

d) Complete the required fields for each goal and select radio button “submit for review” and then the submit button.

A close-up of the submission options. There are two radio buttons: 'Save submission' (unselected) and 'Submit for review' (selected). To the right is a 'SUBMIT' button. An arrow from the text above points to the 'Submit for review' radio button.

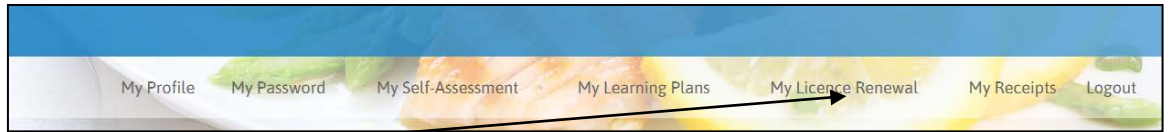
If you want to save but not submit, select “save submission” radio button and then click submit. If you do not do both steps, it will not save your work. The words “entry saved” will appear in green writing to confirm your entry has been saved.

A close-up of the submission options. There are two radio buttons: 'Save submission' (selected) and 'Submit for review' (unselected). To the right is a 'SUBMIT' button. An arrow from the text above points to the 'Save submission' radio button.

A green check mark will appear (✓) on the “Renew My Licence” page to indicate that your 2019-2020 Learning Plan has been submitted. Reminder that you do not wait for it to be marked as received, once you have your five green check marks you can renew without penalty.

A form titled 'Learning Goal #1'. It contains several sections: 'Learning Need *' with a text area; 'Context of Learning Need *' with a text area; 'Activities to Meet My Learning Need *' with a text area; and 'End Results Expected *' with a text area.

6) Select **My Licence Renewal** from the menu bar.



Requirements for SDA Licence Renewal

Your current account status is as follows.

- ✔ Your account's expiry date is **2019-03-31**.
You may renew any time on or before this date without incurring a late renewal fee.
- ✔ Your profile **is up to date**.
Click here to review your profile. [[Review My Profile](#)]
- ✔ You **have completed** your Online Learning Plan for **2018/2019**.
Click here to review your completed Learning Plan. [[View My Learning Plans](#)]
- ✔ You **have completed** your Practice Reflection for **2019/2020**.
No review is needed at this time.
- ✔ You **have submitted** your Online Learning Plan for **2019/2020**.
Click here to review your submitted Learning Plan. [[View My Learning Plans](#)]

Important Note: You must have five green check marks before you submit your renewal complete renewal package: up-to-date profile, complete practice reflection, complete new learning plan for the current term. Submitting your renewal without five green check marks will result in a \$165 surcharge on the \$330 licensing fee.

Your renewal package is complete and in order. You may renew your account without

NEXT

Note: If you do not have 5 green check marks the system considers your renewal to be incomplete and will charge you a \$165 surcharge on the \$330 licensing fee.

a) If you have five green check marks you are ready to renew. Click on the **“Next”** Button near the bottom of the page.

b) You will be taken to a series of declaration questions that you will answer yes/no. If you answer yes, you will be prompted to provide additional details.

SDA License Renewal Declaration

Please ensure that the following information is current and correct.

1. Have you ever been found guilty of a criminal offence or an offence under the Food and Drug Act or Narcotic Control Act? *
 Yes
 No
2. Have you ever been found guilty of professional misconduct and/or incompetence in Saskatchewan or any other jurisdiction in relation to the practice of dietetics or any other profession? *
 Yes
 No
3. To your knowledge, are you currently being investigated for professional misconduct and/or incompetence in Saskatchewan or any other province, territory, state or country? *
 Yes
 No
4. Have any findings of professional negligence ever been made against you in a civil or criminal proceeding within or outside Canada? *
 Yes
 No
5. Have you ever been refused for registration with a body that is responsible for the regulation of a profession either within or outside of Canada? *
 Yes
 No

PREVIOUS **NEXT**

c) At the end of the five questions, click **“Next.”**

d) You will be taken to screen on the right. Click the box to accept terms and then “Submit” to be taken to payment page.

Renew My SDA Licence
Step 3 of 3

By submitting this form electronically, I agree to the following terms:

I verify that all statements contained in my renewal are accurate. I understand that a false or misleading statement or misrepresentation may be cause for refusal of renewal or cancellation of membership and licensure with SDA.

I agree to notify SDA within 30 days when there are any changes to the information contained within this renewal.

I am aware that the information I have provided to SDA may be used by eHealth Saskatchewan as part of their provider registry system to authorize access to the electronic health record viewer.

I consent to receive electronic correspondence from SDA.

I agree to have my contact information added to the “Find a Member” feature on the Members Only section of the SDA website.

Terms *

I understand and accept these terms.

PREVIOUS **SUBMIT**

7. Payment:

Payment – Renewal

Thank you, Lana Moore. Your renewal request has been submitted. You can select your method of payment below.

Please select the fees you wish to pay.

FEE	AMOUNT
<input type="checkbox"/> Licence Renewal Fee	\$330.00
<input type="checkbox"/> Duplicate Copy of Licence	\$10.00
TOTAL	\$0.00

a) Check the box “Licence Renewal Fee” and if desired “Duplicate Receipt”. Keep in mind you will now be able to print off your own licence/receipt. The system will sum the amounts and place in the total box. You will automatically be charged a \$165 fee if your renewal is late or incomplete. If you get to the payment page and realize your renewal is incomplete, **you can go back and complete the requirements** and then attempt payment renewal once you have completed all fo the components.

b) You can pay by cheque or by credit card. Select either “Pay by Cheque” or “Pay Online.”

You may submit payment for your renewal fees through our online credit card system or by cheque. If you choose to pay by cheque, your renewal will not be processed until payment is confirmed (i.e., your cheque is received).

PAY ONLINE **PAY BY CHEQUE**

Please check here if your employer will be paying your fees by cheque.

Note: We accept payment **only** by Mastercard or Visa. We apologize for any inconvenience.

If the Cheque is being sent by your **employer**, check this box.

c) If you select “Pay by Cheque” you will be taken to the screen below. Print a copy of the invoice and mail it with your cheque to SDA.

If your **employer** is sending a cheque, please make sure they include a copy of this invoice or at least identify for whose licensing fees the cheque is for. If it is an option, have your employer contact SDA in regards to doing an electronic money transfer.

Please print this invoice and mail it to the address below, along with
[When you are finished, click here to return to the site.](#)

Renewal Invoice

Lana Moore
Member #355
Box 277
Rosetown, Saskatchewan
Canada, S0L 2V0

Phone: (306) 882-3435
Email: gl.moore@sasktel.net

Fee Amount
TOTAL \$0.00

Payable To:

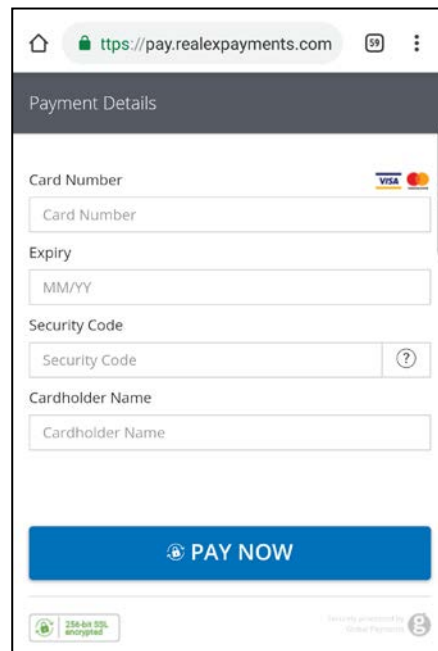
Saskatchewan Dietitians Association
#17-2010 7th Avenue
Regina, SK S4R-1C2

Invoice N200000069

[Print this Invoice](#)

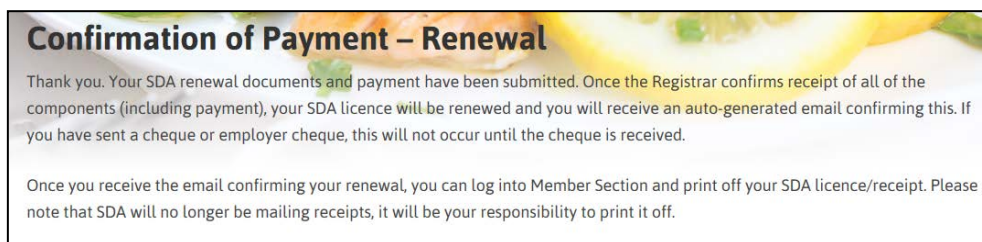
b) If you select **“Pay Online”** you will be taken to the screen shown to the right to input your credit card details.

Please note that we have a new e-commerce provider and so you will **no longer receive** the auto generated email confirming that your credit card transaction was processed. If there is an issue with your transaction, SDA will contact you.



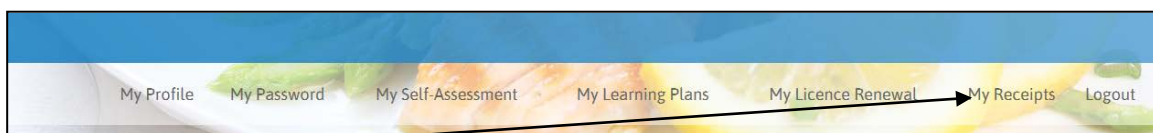
The screenshot shows a mobile browser interface for the website <https://pay.realexpayments.com>. The page is titled "Payment Details" and contains several input fields: "Card Number" (with a Visa/MasterCard logo), "Expiry" (MM/YY), "Security Code" (with a help icon), and "Cardholder Name". A prominent blue button labeled "PAY NOW" is located at the bottom of the form. At the very bottom of the page, there is a small security logo for "256-bit SSL encrypted" and a note "Secure payment by Realex Payments".

8. Renewal Submitted- Once you have completed payment, you will be taken to a screen that confirms your renewal has been submitted.



The Registrar will then confirm the receipt of all the components (including payment) and process your renewal. **If you have paid by cheque or employer cheque, your renewal will not be processed until the cheque is received.** As it is a real person who verifies each submission and payment, the process is not immediate. Renewals are usually processed in less than 12 hours and you will get an auto-generated email confirming your licence renewal.

9. Printing SDA Licence/Receipt- Once you have received the email confirming your renewal, you can log into Members Only and print off a copy of your SDA licence/receipt by going to “My Receipts”.



a) Click on **“Download and print my receipt.”** Note that you can only print your receipt for the current licensing year.

