



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. Applicants must be proficient in English (CLB 8 in all categories), 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.

If you are an internationally educated applicant, take some time to explore dietetics in the Canadian context. The Canadian Dietetic Practice Orientation and Self-Assessment website (<http://dietitiansselfassessment.ca/home.aspx>) is an excellent resource that provides detailed descriptions of dietetic practice in Canada and will introduce you to terminology, reference values and resources commonly used in Canada. A thorough review and reflection of this information, prior to submitting your application is recommended.

The process for assessment of substantial equivalence includes the following:

1. Pre-Assessment Credential Evaluation
2. SDA Assessment of Academic and Practical Training
3. SDA Assessor Review and Recommendations

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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) 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, submit required documentation and application fee of \$105. 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 7th Ave, Regina, SK S4R 1C2. Candidates will be asked to complete the education summary form to self-identify the equivalency of their academic training to that of accredited Canadian dietetic programs. The Registrar will review and do a further comparison of the candidate’s 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. **Review by SDA Assessor Panel-** Once all of the required documents have been submitted, SDA will forward your portfolio for review by its panel of assessors who are familiar with entry level competencies for dietitians in Canada.

The assessors may determine that further assessment of the candidate is required. Candidates will be notified in writing of the type and cost of any additional assessment requested. Assessment may include: in person or phone interview, case studies, multiple mini interviews, knowledge test, OSCE or direct observation. **In all instances, the candidate would be responsible for paying the cost of the additional assessment and any associated expenses.**

4. **Decision-** Once the assessors have made a determination of substantial equivalency, they will write a report to the Registrar with their recommendations and the Registrar 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 \$525.

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.

If it is determined that you require academic upgrading, you will be provided with detailed suggestions in regards to the class requirements. **If it is determined that you require practicum experiences, be advised that at this point in time, no practicum experiences for internationally trained dietitians are available in Saskatchewan.** You may need to apply for bridging programs in other provinces (ie. Alberta, Ontario). Plans are underway for the development of a bridging program, but at the current time, it is not available.