



LICENCE RENEWAL 2026-27- DUE Tuesday MARCH 31st, 2026

The Saskatchewan College of Dietitians, formerly the Saskatchewan Dietitians Association, has an online licence renewal process that is accessed through the members only side of www.saskdietitians.org.

SCD licence renewal process is same as it was for SCD, consisting of 5 steps:

- 1) review your profile and update as required;
- 2) fill in completion information on your current learning plan (2025-26);
- 3) complete your 2026-27 practice profile + self-assessment form;
- 4) develop and submit learning plan for 2026-27;
- 5) answer annual declaration questions, agree to terms and submit payment.

If you need a copy of your 2025/26 licence/receipt for Income Tax print it off before you do your renewal. Once renewal is complete you will only have access to your 2026/27 licence/receipt.

Contact the Registrar (registrar@saskdietitians.org) if you require a password reset, changes to your current learning plan, have had a name change or require assistance with your renewal.

Steps to renew your SCD licence:

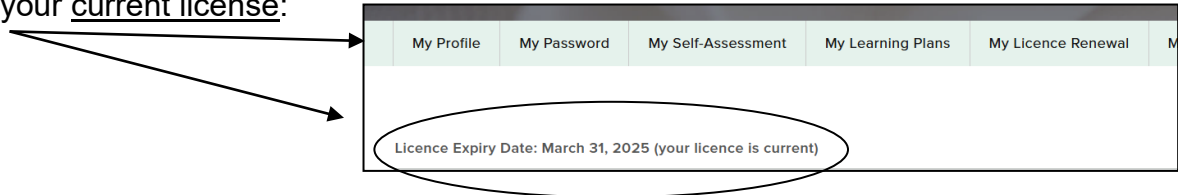
Go to SCD website- www.saskdietitians.org and select “Member Login” from top right.



If you have forgotten your password, click “Lost your password?”

You will be prompted to enter your username or email address where instructions on how to reset your password will be sent.

Once inside the Member's Only side of website, you will see the following ribbon at the top and the **expiry date** of your current license:



1. Update your profile by selecting **“My Profile”** and click submit once complete.



Birthday *

Day ▾ Month ▾ Year ▾

Gender *

Female ▾

Do you identify as an Indigenous person? *

Yes No Prefer not to answer

First Nations

Inuit

Métis

Do you identify as a racialized person? *

Yes No Prefer not to answer

Note that in this context, racialized persons are black or persons of colour, other than In

Two new questions were added to member profile last year. We are asking about registrants if they identify as an Indigenous or racialized person. The question is optional as you can select “prefer not to answer.”

These questions have been added so we can better understand the characteristics of our membership and how this compares to the provincial demographics. By understanding which groups have less representation, we can work with others (eg. Dietitians of Canada, College of Pharmacy and Nutrition at University of Saskatchewan, employers) to explore barriers and identify potential actions/initiatives. Having baseline data will allow us to monitor changes in the diversity of the dietetics profession in Saskatchewan over time.

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.

Status	
Part-time	<input checked="" type="checkbox"/>
Area of Practice	
Other (specify below)	<input checked="" type="checkbox"/>
Other Area of Practice:	
Location of Practice	
Other	<input checked="" type="checkbox"/>
Age Groups	
All Ages	<input checked="" type="checkbox"/>

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 clients 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, registrants 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 other categories.

f) **additional certifications completed** (ie. CDE, CNSC, Wellness Coach, lactation consultant) with dates obtained/re-certified

g) Once you have updated your profile, this will be reflected under Requirements for Licence Renewal.

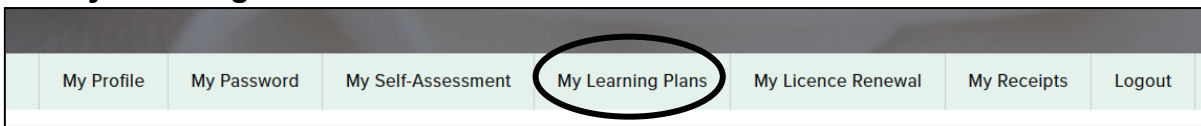
Requirements for SCD Licence Renewal

Your current account status is as follows.

- ✓ Your account's expiry date is **2025-03-31**.
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 not completed** your Online Learning Plan for **2024/2025**.
Please ensure that you have properly submitted the completion of the current term's Learning Plan. [[View My Learning Plans](#)]
- ✗ You **have not completed** your Self-Assessment for **2025/2026**.
Please ensure that you have submitted your Self-Assessment for the upcoming term. If you have just submitted your Self-Assessment, please ensure that your receipt has been acknowledged by an administrator. [[Submit a Self-Assessment](#)]
- ✗ You **have not submitted** your Online Learning Plan for **2025/2026**.
Please ensure that you have properly submitted next term's Learning Plan. [[View My Learning Plans](#)]

Important Note: You must have completed all requirements before you proceed to payment. This

2. Select **"My Learning Plans"** from the menu bar.



a) Click on **2024/25** learning plan. Status needs to be "received" for you to be able to fill in completion details.

You can view and update your active Learning Plans here. Access previous learning plans on the [Learning Plan History](#) page. Please note that due to the change in format for 2024-25 that information in previous learning plans that was in a text box may appear under "other."

ⓘ You have already submitted a Learning Plan for the 2024/2025 term. This plan is currently needs input or review from you. You can [click here](#) to make changes.

Step	Submitted	For Term
Received	February 1, 2024 at 9:27 pm	2024/2025

b) Fill in **completion details** (status of goal and impact on practice).

Completion progress *

This learning goal is:

Complete

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 you select partially complete or not complete, an additional text box will open up asking you to explain what activities you did complete and why this goal is not met.

Completion progress *

This learning goal is:

Partially complete

Explanation *

You have indicated this goal is partially complete or not complete. Please provide an explanation and re-submit this goal into a new year.

Workflow
 Entry ID: 17998
 Submitted: January 9, 2023 at 9:21 pm
 Last updated: January 28, 2024 at 4:16 pm
 Submitted by: gl.moore@sasktel.net
 Status: Pending

Received (Pending Input)
 User: gl.moore@sasktel.net (Pending)

Note

Save submission Submit for review

SUBMIT

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

If you want to **save for later (not submit)**, select “save submission” **and** then click submit. If you do not do both steps, your work will not be saved.

If you have added all the completion details, click “submit for review” **and** then “submit”.

Save submission Submit for review

SUBMIT

Requirements for SCD Licence Renewal

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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 2024/2025.
Click here to review your completed Learning Plan. [[View My Learning Plans](#)]
- ✗ You **have not completed** your Self-Assessment for 2025/2026.
Please ensure that you have submitted your Self-Assessment for the upcoming term. If you have just submitted your Self-Assessment when receipt has been acknowledged by an administrator. [[Submit a Self-Assessment](#)]
- ✗ You **have not submitted** your Online Learning Plan for 2025/2026.
Please ensure that you have properly submitted next term's Learning Plan. [[View My Learning Plans](#)]

c) Once you have submitted your completion details on your 2025/26 learning plan, this will be reflected Requirements for Licence Renewal.

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

My Profile My Password **My Self-Assessment** My Learning Plans My Licence Renewal My Receipts Logout

a) Select **2026/27** as the term from drop down menu and Begin Self-Assessment.

The self-assessment form consists of 6 self-reflection questions and 15 standards with multiple indicators that you will self-assess against. The standards that you are self-assessing against are the SCD Standards of Practice. Read more about them here. You can "save and continue later*" at any point and you will be prompted to enter an email address where a link will be sent for you to continue the self-assessment at another time. Please write down or take a picture of the link in the event that the email ends up in your junk folder and you cannot retrieve it.

In order to review past Self-Assessments and track the status of recent submissions, please visit your [Self-Assessment History page](#).

For Term *

2025/2026

BEGIN SELF-ASSESSMENT **SAVE AND CONTINUE LATER**

b) Click begin self-assessment and you will be taken to the Practice Profile questions. You are required to put something in each box. If the statement is not relevant or you have no comment, type N/A.

c) Once you have finished the practice profile questions you will be prompted if you want to continue to self assessment or save/continue later.

Practice Profile

What are my current dietetic practice area(s) and/or professional interests? *

What knowledge and/or skills do I need to respond to stay current in my dietetic practice and/or to respond to the issues/changes I have identified? *

in a way that is inclusive and respectful of their cultural beliefs, values and practices? *

es do I bring to my dietetic practice? *

PREVIOUS **CONTINUE TO SELF-ASSESSMENT** **SAVE AND CONTINUE LATER**

If at any point you select “**Save and Continue Later**” you will be prompted to enter an email address where a link to the form will be sent. Use the link within 30 days to return to your form.

Please use the following link to return to your form from any computer.

https://omnionline.wpcdev.ca/sda/members/my-practice-reflection/?gf_token=263b617e2bdb453fa919e63779fec52d

Note: This link will expire after 30 days.
Enter your email address if you would like to receive the link via email.

Email Address

SEND LINK

Write down or take a picture of the link so that if the message goes to your junk folder you will have a way to return to your form. If you want to ensure that messages from SCD will not go to your junk folder, whitelist our email address- registrar@saskdietitians.org

d) **Clicking continue**, will take you to the **self-assessment form**. The form is based on the SCD Standards of Practice. For each of the 15 standards you will be required to self-assess against each indicator using the rating scale provided.

Self-Assessment, Part 1

For each of the 15 Standards of Practice, use the rating scale indicated below. You are required to give a rating for each indicator. If an indicator is not applicable to your practice, select N/A. Remember that the term “client” is used in a broad context to include individual clients, communities, staff or other health professionals. Use the notes section at the end of each standard and/or indicate which position you are referring to if you have more than one job.

C=competent: Has the knowledge/skills required to meet this indicator
D= Area for further development: Would like to further enhance knowledge/skills
N/A= not applicable

Standard 1 - Assessment And Intervention

Registered Dietitians competently select and interpret assessment data, develop goals/plans, and implement the delivery of client-centered, professional services. To demonstrate this standard, the registered dietitian will:

a) Obtain clients' consent for professional services. *

C D N/A

Select C, D or NA for each indicator using the radio buttons. Use the comment box at the end of each standard to offer a comment on why or why not you are choosing to set a goal related to a specific indicator or to identify which job you are referring to if you hold more than one position.

If you self-assess as a D, it does not mean you are not competent, it is only a way to flag that this topic/indicator is an area you would like to further develop. **If you self-assess an indicator as a D, you should be setting a learning goal related to this topic or be able to explain why you did not prioritize.**

Remember that you can save and continue later at any point. When you have completed all 15 standards, click the submit button. Once submitted you will get the following confirmation message:

Thank you for submitting your Self-Assessment. You will be contacted if there are any questions concerning your submission.

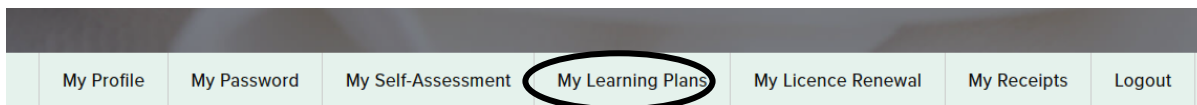
Requirements for SCD Licence Renewal

Your current account status is as follows.

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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 **2024/2025**.
Click here to review your completed Learning Plan. [[View My Learning Plans](#)]
- ✓ You **have completed** your Self-Assessment for **2025/2026**.
No review is needed at this time.
- ✗ You **have not submitted** your Online Learning Plan for **2025/2026**.
Please ensure that you have properly submitted next term's Learning Plan. [[View My Learning Plans](#)]

e) Once you have submitted your 2026/27 self-assessment, this will be reflected under Requirements for Licence Renewal.

4. Select "My Learning Plans" from the menu bar.



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

You can view and update your active Learning Plans here. Access previous learning plans on the [Learning Plan History](#) page. Note that due to the change in format for 2024-25 that information in previous learning plans that was in a text box may appear under the Learning Plan History page.

- 🕒 You have already submitted a Learning Plan for the 2023/2024 term. This plan is complete and approved – no action is required at this time.

You do not have any active Learning Plans for the current or upcoming terms. You can use the link below to submit a new one.

[Submit New Learning Plan](#)

For Term *

2025/2026

Number of Goals *

2

1

2

2

b) Select term "2026/2027"

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

d) Use the drop down menu to select which question or standard from the self-assessment your goal will be related to.

Learning Goal #1

How did you identify this learning goal? *

Based on my self-assessment, this learning goal is related to

Practice Profile Q1- Current practice area and/or professional interest

Practice Profile Q1- Current practice area and/or professional interest

Practice Profile Q2- Clients

Practice Profile Q3- Bias, assumptions, beliefs and privileges

Practice Profile Q4- Specialized knowledge and/or high risk activities

Practice Profile Q5- Transitions

Practice Profile Q6- Trends affecting dietetic practice

Practice Profile Q7- Knowledge/Skills to stay competent in my dietetic practice

Professional Standard 1- Advertising

Professional Standard 2- Assessment and Interventions

Professional Standard 3- Boundaries

Professional Standard 4- Client Centered Services

Professional Standard 5- Collaborative Practice

Professional Standard 6- Communication

Professional Standard 7- Competence

Professional Standard 8- Conflict of Interest

Professional Standard 9- Consent

Professional Standard 10- Evidence-Informed Practice

Professional Standard 11- Fees and Billing

Professional Standard 12- Privacy/Confidentiality

Professional Standard 14- Record Keeping

If your goal doesn't align with a question/standard you can select "other" and a text box will open up where you can provide details:

Learning Goal #1

How did you identify this learning goal? *

Based on my self-assessment, this learning goal is related to

Other

Please describe how you identified this goal *

You have selected "other"; please provide additional context

e) Type your learning goal in the text box. See the CCP Workbook for more tips on SMART goals.

What knowledge, skills or competencies will I work in this licensing year? *

Specific to the practice profile question or professional standard identified above, between April 1-March 31 my learning goal is to...

Activities to meet my learning need *

Identify learning activities (check all that you apply) that you have planned/considered

- Journal club/study group/video
- Review of clinical practice guidelines/PEN/journal review
- Webinar/podcast
- Case studies/rounds
- Conference/Course/Education Session
- Networking/Job Shadow/
- Consult subject matter expert/ environmental scan
- Role play for skill development
- Specialty practice certification or education groups
- Employer provided continuing education

f) Identify learning activities that you have planned/considered to achieve this learning goal. Click all that apply and if your planned activity is not on the list, click “other” and add in the text box. We have moved to a drop down menu as registrants indicated it was hard to specify exactly what your learning activities were going to be before you even began working on the goal.

Employer provided continuing education

Other

Please describe additional activities *

You have selected "other"; please describe the additional activities you have planned

g) Identify the results (outcomes) you expect from working on this learning goal, checking all that apply and selecting “other” if none of the other options apply.

End results expected *

What do you expect to be the outcomes from your learning? Check all that apply:

- Develop a program/process/product
- Enhanced accountability
- Enhanced critical thinking/decision making
- Improved communication skills
- Change in perception, understanding, awareness, insight or philosophy
- Improved work environment
- Increased confidence
- Increased or updated knowledge/skill/competence
- Professional skills developed
- Other

h) To **submit** your new learning plan, use the **workflow box** in upper right-hand corner.

Workflow

Entry ID: 17998
 Submitted: January 9, 2023 at 9:21 pm
 Last updated: January 28, 2024 at 4:16 pm
 Submitted by: gl.moore@sasktel.net
 Status: Pending

Received (Pending Input)

User: gl.moore@sasktel.net (Pending)

Note

December 2025

Save submission Submit for review

SUBMIT

If you want to **save for later (not submit)**, select “save submission” **and** then click submit. If you do not do both steps, your work will not be saved.

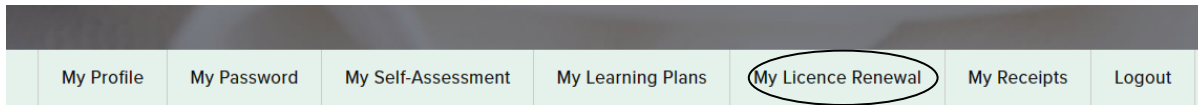
If your learning plan is complete, click “submit for review” **and** then “submit”.

Save submission Submit for review

SUBMIT

SC

5. Select “My Licence Renewal” from the menu bar.



a) Once you have submitted your 2026/27 learning plan, this will be reflected under Requirements for Licence Renewal.

A page titled 'Requirements for SCD Licence Renewal'. It lists several requirements with green checkmarks: 'Your account's expiry date is 2025-03-31', 'Your profile is up to date', 'You have completed your Online Learning Plan for 2024/2025', 'You have completed your Self-Assessment for 2025/2026', and 'You have submitted your Online Learning Plan for 2025/2026'. Each item has a link to review it. An 'Important Note' states that all requirements must be completed before payment. At the bottom, there is a black 'NEXT' button.

b) If you have submitted all of the required elements, you are ready to renew. Click on the “Next” Button near the bottom of the page.

A form titled 'SCD License Renewal Declaration'. It asks five questions with radio button options for 'Yes' and 'No'. All 'No' options are selected. The questions are: 1. Have you ever been found guilty of a criminal offence or an offence...? 2. Have you ever been found guilty of professional misconduct and/or to the practice of dietetics or any other profession? 3. To your knowledge, are you currently being investigated for professional misconduct in any other province, territory, state or country? 4. Have any findings of professional negligence ever been made against you? 5. Have you ever been refused for registration with a body that is responsible for regulating the profession in Canada? At the bottom are 'PREVIOUS' and 'NEXT' buttons.

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

d) Review the terms, click that you understand/accept and click “Submit.”

A page with a heading 'By submitting this form electronically, I agree to the following terms and conditions'. It lists five terms: 1. I verify that all statements contained in my renewal application are true and correct and may be cause for refusal of renewal or cancellation. 2. I agree to notify SCD within 30 days when there are changes to my contact information. 3. I am aware that the information I have provided to SCD will be used to update my profile in the provider registry system to authorize access to the system. 4. I consent to receive electronic correspondence from SCD. 5. I agree to have my contact information added to the SCD database. Below the terms is a 'Terms *' section with a checked box: 'I understand and accept these terms.' At the bottom are 'PREVIOUS' and 'SUBMIT' buttons.

d) At payment page, click to select the fees applicable in your situation (eg. \$370 licence renewal fee) .

Do not select records admin fee (\$25) unless you require a paper copy to be mailed to you.

Please select only the fees that apply in your situation. Do not select the \$25.00 records administration fee unless you require a duplicate copy of your license or need a paper copy mailed to you.

Fee	Amount
<input type="checkbox"/> Licence Renewal Fee	\$370.00
<input type="checkbox"/> Records Administration Fee (e.g., duplicate copy of license, verification of registration for another regulatory body)	\$25.00
<input type="checkbox"/> Relicensing Fee (e.g. < 3 years return to being licensed)	\$50.00

You will automatically be charged a \$185 fee if your renewal submission is 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 once you have completed all of the components.

e) Select payment method by clicking either “**Online (Credit Card)**” or “**Cheque**” or “**Etransfer.**”

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

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

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

If there is an issue with your transaction, SCD will contact you.

***If you get a **508 Error Message** when attempting payment, it is a compatibility issue with your browser (typically Internet Explorer). It is usually resolved by using a different platform, preferably Chrome. If you still get the error message, call the SCD office at 306-359-3059 and you can do your payment over the phone.

Payment Details

Card Number VISA M.C.

Expiry MM/YY Security Code Security Code ?

Cardholder Name

256-bit SSL encrypted

Securely processed by Global Payments

If you select **“Pay by Cheque”** you will be directed to print the invoice and mail with your cheque to SCD at Box 277, Rosetown, SK S0L 2V0.

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 SCD in regards to doing an electronic money transfer.**

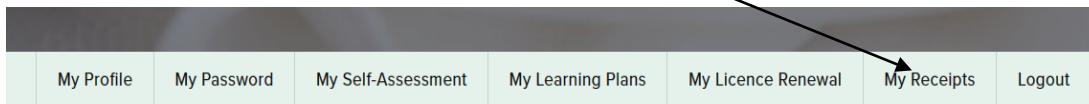
Please print this invoice and mail it to the address below, along with
[When you are finished, click here to return to the site.](#)

Renewal Invoice

If you select **“Pay by Etransfer”** you will be taken to the invoice screen that gives you the total amount owing and the email address that you are to send the etransfer to (registrar@saskdietitians.org). Etransfers are set to auto deposit without a security question.

g) The Registrar will confirm the receipt of all the components (including payment) and then process your renewal. **If you have paid by etransfer, 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.

6. Select **“My Receipts”** from the menu bar



a) Click on **“Download and save/print my receipt.”**

Once the Registrar has approved your renewal and you have received the auto-generated email confirming your renewal, you will be able to download a PDF of your receipt/licence using the link below.

If you need a copy of your receipt/licence from a year other than the current year, please contact the Registrar to request a copy.

[Download and Print My Receipt](#)

****Note that you can only print the receipt for the current year. If you require a receipt for a different licensing year, contact the registrar.**

If you require a printed copy of your receipt mailed to you, select and pay the \$25 records admin fee.

On the home page, it will now show the updated expiry date of your licence.