



Policy Title: Temporary Registration <hr/> Applies to: Dietetics	Replaces former policy: <input checked="" type="checkbox"/> Title: CDBC Temporary Registration; CDBC Sole and Private Practitioner <input type="checkbox"/> N/A
	Date Effective: 2024-06-28
	Last Update: Select date
Contact: Name of Policy Owner	

Policy Statement:

For the Designated Health Profession of Dietetics, an individual who has not yet fulfilled examination requirements may register in the registration class of Temporary.

Terms and conditions for a Registrant practicing in the Temporary class (a “Temporary Registrant”) include:

- Not supervising any Registrant in the registration class of Full.
- Not being appointed to or serving on any committee or panel of the College.
- Not practicing as a sole and private practitioner without an approved mentorship.
- Using the title “Registered Dietitian – Temporary,” with the initials “RD (T).”

Mentorship

Temporary Registrants are permitted to work as sole and private practitioners under the approved mentorship of a Full Registrants *only*, as described below.

A mentor must be:

- A Registrant of the Designated Health Profession of Dietetics in the registration class of Full (a “Full Registrant”) and in good standing with the College.
- Actively working in a dietetics field that supports the Temporary Registrant’s intended area of practice as a sole and private practitioner.
- Registered to practice Restricted Activities, if the Temporary Registrant’s intended practice area includes enteral or parenteral nutrition support.



- Free from any actual or apparent conflict of interest. (For example, an individual cannot mentor a Temporary Registrant who is their family member, friend or employer.)

Mentorship must be in place for the duration of a Temporary Registrant's work as a sole and private practitioner.

Reinstatement of Temporary Registrants

- **Reinstatement immediately after initial Temporary Registration**

A former Temporary Registrant who resigned in good standing within their initial registration year is eligible to apply for reinstatement as a Temporary Registrant, only in the registration period immediately following their initial registration year.

- **Reinstatement after renewal of Temporary Registration**

A former Temporary Registrant who renewed their registration prior to resigning from the College is not permitted to reinstate as a Temporary Registrant but may be eligible to apply for registration as a Full Registrant, provided they demonstrate successful completion of the Canadian Dietetics Registration Exam (CDRE) within the preceding three years.

- **Reinstatement of former Temporary Registrants more than three years after the date of registration expiry**

A former Temporary Registrant seeking reinstatement more than three years after their registration expiry date must complete the Assessment for Substantial Equivalence and any academic and/or practical upgrading as determined by the Registration Committee. Upon successful completion of upgrading, the former Temporary Registrant must write the CDRE before applying for Full registration. Successful completion of the CDRE must occur in the three years preceding the date they are granted registration as a Full Registrant.

1. Policy Rationale and Purpose:

The Canadian Dietetic Registration Examination (CDRE) verifies competence to practice dietetics in Canada. Until the CDRE requirement is fulfilled, it is in the public's interest for the College to establish measures and conditions to ensure that Temporary Registrants deliver dietetic care safely, ethically and competently.

This policy provides further guidance to the Bylaws regarding Temporary Registration, mentorship, and reinstatement of a Temporary Registrant.



2. Policy Scope:

This policy applies to current and former Registrants of the Designated Health Profession of Dietetics in the registration class of Temporary, including Temporary Registrants seeking employment as sole and private practitioners, and to Registrants in the class of Full who are interested in providing mentorship.

3. Legal Authority:

- CHCPBC Bylaws, Schedule 2, 3.0

4. Key Partnerships:

N/A

5. Definitions:

Mentorship – A process for the informal transmission of knowledge and the psychosocial support perceived by the recipient as relevant to their work, career or professional development; entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom or experience and a person who is perceived to have less

Not-for-profit sector – The segment of the economy that is run by charities and non-profit organizations

Note: Such organizations are more commonly considered part of the private sector.

Private sector – The segment of the economy that is run by individuals and companies, rather than government; most organizations in this sector are run with the intention of making profit

Public sector – The segment of the economy under control of government

Sole and private practitioner – A Registrant working in any sector (i.e., private, public or not-for-profit), who is functioning independently and in isolation, without oversight by a Full Registrant

Supervision – A situation in which a Temporary Registrant's practice is overseen by a Full Registrant; the scope, the nature and form of the supervision is applied in accordance with relevant policies, standards and guidelines approved by the Board

6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other: Click or tap here to enter text.



7. Resources/References:

- Dietetic Sole and Private Practitioner Interpretive Guide

Reviewed by the Board on:		Select date	<input type="checkbox"/> N/A
Reviewed by the Registrar/Deputy Registrar on:		Select date	<input type="checkbox"/> N/A
Date Approved Select date	Approved By <input type="checkbox"/> Board <input type="checkbox"/> Committee (<i>Name of Committee</i>) OR Name <i>Full Name</i> Title <i>Title</i>		
Date Effective Select date	Revision history	Last Updated:	Select date
Next Review Select date		Previous Update:	Select date
Drafted by: Name <i>Name</i>		Title <i>Title</i>	



Appendices

Appendix A

Procedure for Temporary Registration

1. The application for Temporary Registration through the College's online platform must be fully completed, including provision of:

- a. Personal and contact information for the public record.
- b. An original or notarized name change document, if the Applicant's name differs from the name on their official transcript or practical training documentation.

Note: Official application/registration documents that are not written in English must be translated into English by a certified translator, at the expense of the Applicant.

2. An Applicant must submit authentic evidence that academic requirements have been met, via:

- a. Official transcripts sent directly to the College from all post-secondary academic institutions where education was completed that contributed to the degree granted in dietetics (where the dietetics education program that granted the degree is listed in Schedule 2 of the Bylaws), or
- b. Official verification that the Applicant's academic education, including any required academic upgrading, is substantially equivalent to the Integrated Competencies for Dietetic Education and Practice (ICDEP).

3. An Applicant must submit authentic evidence that practical training requirements have been met, via:

- a. Inclusion on the Applicant's official transcript of an integrated undergraduate program in dietetics that includes practical training; or
- b. Inclusion on the Applicant's official transcript of an accredited combined master's or doctorate post-graduate program in dietetics that includes practical training; or
- c. Official verification that the Applicant's practical training, including any required academic upgrading, is substantially equivalent to the Integrated Competencies for Dietetic Education and Practice; or
- d. From Applicants who completed a Canadian "academic-only" bachelor's, master's or doctorate degree in dietetics:



- i. Official verification of internship completion sent directly to the College from the authorized signatory or head of an accredited internship program listed in Schedule 2 of the Bylaws; or
 - ii. Official competency attestation documents that indicate completion of the practical competencies in the ICDEP.
4. An Applicant from any of the integrated academic and practical training programs listed in the College Bylaws is considered eligible for Temporary Registration if, prior to official transcripts being available:
 - a. An official letter is received from the academic institution stating that the Applicant has successfully completed all academic program requirements.
 - b. An official letter is received from the academic institution, signed by the Director of the internship program or Course Coordinator of the practical training courses, stating that the Applicant has successfully completed all practical training requirements.

Determination of the Applicant's ability to practice as a Temporary Registrant without any risk to public health and safety will be made by the Registration Committee based on any information provided by academic institutions and/or practical training agencies.

5. The Criminal Record Check Authorization section of the online registration application must be completed, and applicable payment must be received by the College.
6. Fees, as specified in Schedule 1 of the College Bylaws, must be paid in full prior to the processing of the application.
7. The Statutory Declaration Form must be completed, signed, dated, and notarized by a notary public or lawyer registered, licensed or commissioned in Canada, and must be uploaded in the application or emailed to the College.
8. A Temporary Registrant wishing to practice Restricted Activities may be permitted to do so according to requirements outlined in the College Bylaws.



Appendix B

Procedure for Mentorship

1. A Temporary Registrant interested in working as a sole and private practitioner is required to submit a completed mentorship agreement to the College. Approval of mentorship is determined by College staff.
2. The College's Decision Map – Sole and Private Practitioner offers a series of pathways to help determine a Temporary Registrant's need for mentorship and identify appropriate sole and private practitioner situations.
3. College-approved mentorship is not required when a private, public or not-for-profit sector employer has an organizational structure in place where the Temporary Registrant is accountable to a Full Registrant.
4. Acceptable mentorship for a sole and private practitioner occurs when a Temporary Registrant has signed a *Mentorship Agreement for Private Practitioners* (Appendix C) with a Full Registrant (the mentor). This signed agreement must be approved by the College prior to the start of the mentorship.
5. Mentorship must be in place for the entire duration of the time the Temporary Registrant is working as a sole and private practitioner.
6. Under the *Mentorship Agreement for Sole and Private Practitioners*:
 - a. Permission to proceed with mentorship is granted by the College to a Temporary Registrant after review and approval of a submitted *Mentorship Agreement for Sole and Private Practitioners*.
 - b. A Temporary Registrant must *not* work as a sole and private practitioner until the College has granted permission in writing.
 - c. Mentorship must include regular communication (in-person, telephone and/or virtual) between the mentor and the Temporary Registrant.
7. Communication between the mentor and the Temporary Registrant may include (but is not limited to):



- a. Reviewing dietetic practice, practice issues and activities that the Temporary Registrant had undertaken since the last communication.
 - b. Discussing client charts.
 - c. Reviewing and discussing client billing (if applicable).
8. Communication between the mentor and the Temporary Registrant should occur biweekly, at minimum; however, more frequent communication is highly encouraged in order to facilitate a meaningful mentorship experience.
 9. If the Temporary Registrant fails the Canadian Dietetic Registration Examination, direct supervision will be required, and the *Mentorship Agreement for Sole and Private Practitioners* will not be considered sufficient.



Appendix C

Mentorship Agreement for Sole and Private Practitioners

Purpose:

The *Mentorship Agreement for Sole and Private Practitioners* establishes appropriate mentorship expectations between a Temporary Registrant of the Designated Health Profession of Dietetics who wishes to pursue employment as sole and private practitioner and the Full Registrant who will serve as their mentor.

Instructions:

1. Complete Section 1 – Temporary Registrant *and* Section 2 – Dietitian Mentor.
2. Submit the completed agreement to the College.

The Temporary Registrant must not work as a sole and private practitioner until the College has approved the agreement in writing.

Section 1 – Temporary Registrant

Name:

Registration #:

Anticipated Dates for Mentorship: Start:

End:

Primary Area of Sole and Private Practice:

Responsibilities of the Temporary Registrant

1. I am responsible for organizing my *Mentorship Agreement for Sole and Private Practitioners*.
2. My conduct as a sole and private practitioner is in accordance with the Dietitian's Code of Ethics and Standards of Practice.
3. I will provide the College with the name of a Full Registrant working in a dietetics practice area that supports my work as a sole and private practitioner who has agreed to mentor me.
4. I shall initiate a first meeting with my Dietitian Mentor to set mentorship expectations. At minimum, the mentorship expectations will include:
 - a. Regular, biweekly contact with the Dietitian Mentor (which may be increased at the discretion of the mentor).
 - b. Orientation to any applicable legislation, policies and procedures relevant to working as a sole and private practitioner (e.g., Personal Information Protection Act).
 - c. Discussion of practice issues and challenges, such as:
 - Client charting



- Record keeping
 - Billing
 - Patient relations
 - Evidence-based decision making
5. I will seek the advice of my Dietitian Mentor biweekly and as necessary and will follow their direction.
 6. I will co-operate with my Dietitian Mentor and provide them with access to all billings that I render, if applicable. I agree to review the billing for the services I provide.
 7. If for any reason my Dietitian Mentor is not able to provide mentorship, I will notify the College immediately and provide the name of another Full Registrant who is willing to mentor me.
 8. In the event that my Dietitian Mentor is away — whether on vacation, because of illness or for any other reason – for a period greater than three weeks, I will ensure that another Full Registrant of the College is available, in my mentor’s place, to carry out the terms of this agreement. I will first obtain approval from the College for another Full Registrant of the College to act as a mentor.
 9. I am aware that this mentorship agreement must be in place until I am granted Full registration by the College, or until I am no longer working as a sole and private practitioner.
 10. I will register for the first available Canadian Dietetic Registration Examination after being granted registration with the College.
 11. I understand my responsibilities as the Temporary Registrant in this agreement.

Signature: _____

Date: _____



Section 2 – Dietitian Mentor

Name:

Registration #:

Primary Area of Sole and Private Practice:

Responsibilities of the Dietitian Mentor

1. I will mentor the Temporary Registrant listed above in accordance with the Dietitian’s Code of Ethics and Standards of Practice.
2. I will ensure that I will have proper liability insurance in place when the mentorship is to be provided outside of my work responsibilities.
3. I will notify the College immediately if the Temporary Registrant is not compliant with the mentorship requirements or any other conditions on their practice permit.
4. Before the Temporary Registrant begins work as a sole and private practitioner, I will orient them to any legislation, policies and/or procedures relevant to working as a sole and private practitioner (e.g., Personal Information Protection Act).
5. I will advise the Temporary Registrant regarding relevant practice issues, client relations, proper charting and record keeping, billing, evidence-based decision making, and the like, in accordance with the Dietitian’s Code of Ethics and Standards of Practice.
6. I will connect with the Temporary Registrant _____ (frequency). When I am not physically present, I will be available for consultation and advice via telephone or Internet.
7. I will provide reasonable notification to the Temporary Registrant if I am to be away — whether on vacation, because of illness or for any other reason — for a period greater than three weeks.
8. In the event that I have concerns regarding the Temporary Registrant’s competency to practice dietetics in any respect, I will report my concerns immediately to the College.
9. I understand my responsibilities as the Dietitian Mentor in this agreement.

Signature: _____

Date: _____