



Policy Title: Assessment for Substantial Equivalence - Requirements	Replaces former policy:
	<input checked="" type="checkbox"/> Title: CDBC Full Registration – Substantial Equivalence <input type="checkbox"/> N/A
Applies to: Dietetics	Date Effective: 2024-06-28
	Last Update: Select date
Contact: Name of Policy Owner	

Policy Statement:

For the purposes of application for registration, the Assessment for Substantial Equivalence may be used to evaluate the knowledge, skills, abilities, and judgment of an individual who has not completed a Canadian dietetics education program approved by the College.

An Applicant to the Designated Health Profession of Dietetics (an “Applicant”) is required to submit proof of academic and practical training in dietetics before their eligibility to attempt the Assessment for Substantial Equivalence can be determined.

Credential evaluation

Academic credentials not completed in Canada must be verified by an approved credential assessment agency as being authentic and demonstrating successful completion of post-secondary education equivalent to, at minimum, a Canadian bachelor’s degree, with a focus in dietetics.

Approved credential assessment agencies include the International Credential Evaluation Service (ICES), the International Qualifications Assessment Service (IQAS) and World Education Services (WES). To ensure authenticity, credential assessment reports must be sent directly to the College from the credential assessment agency.

Translation of documents

Any documents submitted to the College as part of the application process that are not written in English must be translated into English by a certified translator, at the expense of the Applicant.

To ensure authenticity, applicants must arrange for translated and official documents to be submitted directly to the College by the applicable translators and/or institutions.



When official documents are not available from the Applicant's university or internship program due to war, political instability, civil unrest, catastrophic events, or the like, the College will accept verified or notarized copies of official documents. In very rare circumstances, if these documents are not available, College staff must verify that the documents cannot be obtained. Findings will be presented to the Registration Committee for review, to determine if the Assessment for Substantial Equivalence may proceed.

Next steps

Upon completion of the Assessment for Substantial Equivalence, an Applicant must create a self-directed learning plan that identifies areas for study or review, resources and learning activities, and expected completion dates. An Applicant may also be required to complete academic and/or practical upgrading, as determined by the Registration Committee.

The Applicant may be granted registration in the class of Temporary for up to one year (with the option to renew once) if it is determined that they:

- Have a combination of knowledge, skills, abilities, and judgment substantially equivalent to that of a graduate from any of the academic and practical training programs listed in Schedule 2, Table 1 of the CHCPBC Bylaws;
- Have successfully completed any academic and/or practical upgrading requirements as determined by the Registration Committee; and
- Meet all other requirements as specified in Schedule 2, 1.1 of the CHCPBC Bylaws.

1. Policy Rationale and Purpose:

Any Applicant who has successfully completed an academic and practical training program not listed in Schedule 2 of the CHCPBC Bylaws must have their dietetic knowledge, skills, abilities, and judgment assessed for currency and substantial equivalence to the Canadian Integrated Competencies for Dietetic Education and Practice (ICDEP). This policy provides further guidance on the requirements for such Applicants.

2. Policy Scope:

This policy applies to Applicants to the Designated Health Profession of Dietetics who have not successfully completed a Canadian dietetics education program approved by the College.



3. Legal Authority:

- *Health Professions Act, Section 20*
- CHCPBC Bylaws, Schedule 2

4. Key Partnerships:

N/A

5. Definitions:

N/A

6. Process Check:

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

7. Resources/References:

N/A

Reviewed by the Board on:		Select date	<input checked="" 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

1. An academic and/or practical training/internship program will be assessed as being substantially equivalent to the programs listed in Schedule 2 of the CHCPBC Bylaws if the Registration Committee determines that:

- a. The academic and/or practical training/internship program was assessed by a member of the Alliance of Canadian Dietetic Regulatory Bodies as being equivalent to Canadian dietetic education.

Note: Copies of official transcripts, translations, credential evaluations, practical training/internship verification, and education assessments containing the regulatory authority's official seal must be sent directly to the College from the Alliance member.

or

- b. The academic and/or practical training/internship program was previously assessed by the College's Registration Committee as being substantially equivalent to a degree granted by a program listed in Schedule 2 of the CHCPBC Bylaws.

Note: Copies of official transcripts, translations, credential evaluations, practical training/internship verification, and education assessments must be included in the application.

1. When an academic and/or practical training/internship program has not been previously assessed, the Registration Committee will review and approve a summary of information submitted by an Applicant, as compiled by College staff. The summary must include details of the Applicant's Assessment for Substantial Equivalence results, academic history and self-directed learning plan.
2. Self-directed learning (SDL) plans must include identified areas for study or review, resources and learning activities, and expected completion dates. The SDL plan allows an Applicant to develop an individualized upgrading plan based on Knowledge Assessment (KA) and Practical Assessment Interview performance findings.
3. The Registration Committee will determine requirements for **academic upgrading** for applicants who do not meet the minimum passing requirements of the KA portion of the Assessment for Substantial Equivalence.



4. The Registration Committee will determine that academic upgrading requirements have been met by reviewing transcripts and/or certificates for successfully completed courses.
5. The Registration Committee will determine requirements for **practical training upgrading** based on the results of the Practical Assessment Interview portion of the Assessment for Substantial Equivalence.
6. Practical training upgrading requirements must provide experience under the supervision of current Canadian Registered Dietitians granted privileges equivalent to Full Registrants of the College. The number of practical training upgrading hours and the areas of focus for this experience (clinical, population and public health, management) will complement the Applicant's practical training/internship and work experience.
7. The Registration Committee will determine that practical training upgrading requirements have been met by reviewing:
 - a. Official documents verifying completion of the relevant ICDEPs
 - or
 - b. Official attestation documents verifying that ICDEP and upgrading practice hours have been met. Attestation documents are completed by the Applicant and signed by the Dietitian supervisor.

Note: All official documents must be sent directly to the College from the granting supervisor or institution.