



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

## Policy Statement:

An Applicant to the Designated Health Profession of Dietetics (an “Applicant”) who requires an assessment of their dietetic knowledge, skills, abilities, and judgment must complete the Assessment for Substantial Equivalence (the “Assessment”). Details of the Assessment are outlined in Appendix A.

Upon completion of the Assessment, the Applicant may be required by the Registration Committee to complete academic and/or practical upgrading. All upgrading must be completed within the timeframe set by the Registration Committee, up to a maximum of three years. In extenuating circumstances, an extension to the assigned upgrading period may be granted by the Registration Committee upon receipt and review of a written request from an Applicant.

Applicants who do not meet the minimum requirements in one or both parts of the Assessment, as described in Appendix A, may:

- Successfully complete a Canadian dietetic education program approved by the College in order to become eligible to apply for registration;
- Re-attempt the Assessment, provided they submit proof of academic and/or practical training that demonstrates substantial improvement in the areas where significant competency gaps were identified; or
- Appeal the Registration Committee decision to the Health Professions Review Board.

### 1. Policy Rationale and Purpose:

The Assessment for Substantial Equivalence enables the College to verify competence in all domains of dietetic practice and to determine self-directed learning needs to bridge any gaps in the knowledge, skills, abilities, and judgment required for registration with the College. This policy provides further guidance on the Assessment for Substantial Equivalence.



## 2. Policy Scope:

This policy applies to the following Applicants and Registrants of the Designated Health Profession of Dietetics:

- Any Applicant who is an internationally educated Dietitian.
- Any former Registrant or current Non-Practising Registrant who has been off the public register for more than six years and is seeking reinstatement.
- Any Applicant who was previously registered as a Dietitian in another Canadian jurisdiction and has been unlicensed for more than six years.
- Any Applicant who has graduated from a Canadian dietetic education program *not* approved by the College.
- Any former Temporary Registrant seeking registration more than three years after their registration expiry date.

## 3. Legal Authority:

- *Health Professions Act*, Section 20
- CHCPBC Bylaws, Schedule 2, 1.7 and 9.0

## 4. Key Partnerships:

- Partnership for Dietetic Education and Practice

## 5. Definitions:

N/A

## 6. Process Check:

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

## 7. Resources/References:

- [Integrated Competencies for Dietetic Education and Practice](#)



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



# Appendices

## Appendix A

### Assessment for Substantial Equivalence

The Assessment for Substantial Equivalence consists of a Knowledge Assessment and a Practical Assessment Interview.

#### Knowledge Assessment

The Knowledge Assessment (KA) is a time-limited, open-book multiple-choice examination. It is designed to assess Applicant competence aligned with the Integrated Competencies for Dietetic Education and Practice (ICDEP) at the same level expected of students who have successfully completed an approved Canadian dietetics education program. The KA addresses four domains defined in the ICDEP:

- Food and Nutrition Expertise
- Nutrition Care
- Population Health Promotion
- Food Provision

#### KA Scoring

- An Applicant's KA scores are reviewed for knowledge proficiency to determine if academic upgrading is required. Scores in each practice area are assessed against minimum threshold scores set by subject matter experts. The threshold score is 55% for each practice area. Applicants who score *above* the set threshold in a given area are exempt from academic upgrading in that area.
- If an Applicant scores *below* the threshold in any area on their first KA attempt, they may proceed with academic upgrading in that area, or they may make a second and final attempt at the KA, at their own expense.
- An Applicant who scores below 33% in two or more practice areas may be required to complete an approved Canadian dietetics education program, as listed in Schedule 2 of the College Bylaws.



## Practical Assessment Interview

The Practical Assessment Interview (PAI) is designed to help identify gaps in practical knowledge, skills, abilities, and judgment for entry-to-practice dietetics. It addresses all domains of the ICDEP. Applicants are interviewed by a panel of two Dietitians and presented with six case-based scenario questions. Responses are evaluated using a rubric.

### Practical Assessment Interview (PAI) Scoring

- Each PAI question is scored on a rubric, from 0 to 3:
  - 0 = *Did not meet expectations; missing crucial elements*
  - 1 = *Broadly understands questions; able to answer basic questions*
  - 2 = *Understands the question and provides most of the key areas*
  - 3 = *Analyzes situation; thoroughly answers question*

Note: Rubric score descriptions vary slightly by question.

- Practical upgrading may be required in practice areas where average response scores are below 2 on the rubric. If the Applicant scores below 2 in all practice areas, the College will recommend an approved Canadian dietetics education program.



## Appendix B

### Assessment Procedure

1. An Applicant must submit:
  - a. Proof of completion of a competence self-assessment using the Canadian Dietetic Practice Orientation and Self-Assessment Tool (OSAT), developed and shared by the College of Dietitians of Ontario to provide detailed information about Canadian dietetic practice;  

Applicants use the OSAT to rate their own knowledge, skills, abilities, and judgment against the Integrated Competencies for Dietetic Education and Practice (ICDEP).
  - b. A completed Assessment for Substantial Equivalence application, submitted through the online platform;
  - c. The Assessment for Substantial Equivalence fees listed in Schedule 1, 1.0 of the CHCPBC Bylaws;
  - d. Any official documents required for the Assessment for Substantial Equivalence application; and
  - e. A completed Honesty Declaration form.
2. Applicants may request accommodations for either or both assessments.

### Knowledge Assessment (KA)

3. Once assessment documents and fees are received, the Applicant can schedule their KA.
4. The Knowledge Assessment must be completed in 3 hours.
5. Applicants are advised of their results in writing. An Applicant can attempt the KA a maximum of two times.
6. Applicants who lack health-care experience in Canada may be assigned academic upgrading in the following courses:
  - a. *Canadian Health Care System – Culture and Context* (University of Toronto) or *Orientation to Canadian Healthcare* (Northern Alberta Institute of Technology), as an introduction to health-care practice in Canada, and/or



- b. *Foodsafe Levels 1 & 2* (Foodsafe BC), as an introduction to safe food handling expectations and requirements in B.C.

Note: An Applicant may complete these courses without prior Registration Committee approval. However, assigned courses must be completed in order to be eligible to apply for registration.

### Practical Assessment Interview (PAI)

7. Once an Applicant has successfully completed the Knowledge Assessment and has paid the Practical Assessment Fee, they may proceed with the PAI.
8. The PAI is conducted *virtually* and consists of six case-based scenarios that evaluate the following five dietetic practice domains:
  - a. Professional Practice
  - b. Communication and Collaboration
  - c. Nutrition Management
  - d. Population and Public Health Nutrition
  - e. Nutrition Care (*two scenarios required*)
9. The PAI is audio- and video-recorded for evaluation and scoring reference only. Consent to record is obtained at the beginning of each interview.
10. Interviewers and the Applicant must ensure their Internet connections are stable and will support videoconferencing for the full duration of the PAI. The Applicant must sign an Honesty Declaration prior to the start of the PAI. It is the responsibility of the Applicant to find an appropriate location in which to complete the assessment.
11. A 10-minute technology check will be scheduled by staff the week before the PAI. If there are technical issues *during* the PAI that cannot be resolved, the interview will be stopped and rescheduled. If there is evidence or strong suspicion of cheating during the PAI, the interview will be stopped, and an investigation will be launched. A report will be presented to the Registration Committee to determine next steps and impact on registration eligibility.
12. The Applicant is permitted 10 minutes to prepare their response before each case study.
13. The Applicant is not permitted to access study aids or electronic devices during response preparation.



14. The Applicant is allowed two blank sheets of paper and a pen or pencil that must be shown to interviewers at the start of the interview. The Applicant can take notes or do calculations on the sheets to help them better answer the questions.
15. During the PAI, the Applicant has a maximum of 15 minutes per case-based scenario to provide verbal responses. If an Applicant has not used the maximum amount of time and wishes to add to a response later during the interview, they will be allowed to do so. The interviewers will also serve as proctors to preserve the integrity of the PAI and provide fair and equitable conditions for all Applicants.
16. An Applicant may request an in-person interview rather than a virtual one, which will be accommodated based on staff and interviewer availability.