

Registration & Annual Renewal Guide

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I. Read This First

Your annual renewal is due on October 31 of each year.

All General Certificates of Registration expire on October 31 each year. The College of Dietitians of Ontario's (the College) online renewal portal is open from September 1 to October 31 annually. You must renew your General Certificate of Registration each year before 11:59 p.m. Eastern Daylight Time (EDT) on October 31.

You are required to complete your annual renewal form online. Use your College ID number and password to log into your Registrant Dashboard. Go to collegeofdietitians.org and click on the *Login* link in the top right-hand section of the College's home page.

Be Ready with Your College ID & Password

Your Username is your College ID. If you have forgotten your College ID, search your name on the [Public Register of Dietitians](#).

If you have forgotten your password or are not sure you remember it, please reset it. You will be locked out after five failed attempts of entering your password incorrectly, and staff can only reset this during regular business hours of Mon-Fri 9:00 a.m. – 5:00 p.m.

To reset your password:

1. On the login page, click on 'Forgot password'.
2. You will be sent an email to the address we have on file for you with a link that will enable you to reset your password.

NOTE: Make sure the email address we have on file is current and accessible, or you will not be able to change your password.

Renewal payments are accepted online by Visa, Mastercard, or Visa/Mastercard debit card. If you cannot pay your annual renewal fee online via credit or debit card, please contact: registration@collegeofdietitians.org

What do you need to complete your annual renewal by October 31?

- Access the Registrant Dashboard, as instructed above, using your College ID and password.
- On the left-hand side, click on *Renewal and Fee Payment*.
- Complete and submit each section of the renewal form, including the annual declaration questions.
- Pay the annual renewal fee online by Visa, Mastercard, or Visa/Mastercard debit card (or contact the College if unable to pay via credit/debit card).

- Refer to your emailed Annual Renewal Notice for more information.

Annual Self-Directed Learning (SDL) Tool

Note: Coinciding with your annual registration renewal is the Quality Assurance Program's requirement of submitting your SDL Tool. You must complete an SDL Tool every year unless at least one of the following applies:

- You became a member of the College after August 29th of the current year
- You have signed a voluntary undertaking with the College
- You have received an exemption for the current year
- You are a Temporary Registrant

Late Renewal and Late Submission of SDL Tool

- A fee of \$133.40 will be added to your annual renewal fee if you renew after October 31. The late fee will be applied if you fail to complete and submit your online renewal form and/or annual renewal fee.
- An additional administration fee of \$133.40 will be charged if you submit your SDL Tool after October 31.
- All SDL Tools submitted late will be reviewed by the Quality Assurance Committee for adequacy of content.

Extension Requests

The College will consider granting annual renewal and SDL Tool extensions, without a late fee, upon request. Extensions will be handled on a case-by-case basis. [Please complete the extension request form](#), and College staff will follow up with you.

Notice of Suspension

The College sends a letter to all registrants whose renewal information and/or fees are past due. This includes the \$133.40 Late Fee and the \$133.40 Administrative Fee for late SDL Tools (as applicable). The letter notifies you that if you do not respond within 30 days of receiving the letter, your General Certificate of Registration will be suspended on the date specified in the letter.

This means:

- the College informs your last employer on record that your registration has been suspended and that you are no longer in good standing with the College; and
- a permanent note will be placed on your profile within the online public Register of Dietitians to indicate that you have been suspended for not completing your annual renewal and/or for not paying any outstanding fees.

Clear the Cookies & Cache from Your Internet Browser

Cookies are information that a website or web page saves on your computer. Your internet browser provides this information back to that website to help users navigate websites efficiently and perform certain functions, for example, authenticating users in a secure website area. When a website is updated, old cookies saved in your internet browser can cause errors or can cause the page to display incorrectly.

Each internet browser (e.g., Microsoft Edge, Google Chrome, Safari, Firefox) has a different process for clearing cookies and cache. If you are unsure how to clear your cookies and cache, a quick internet search will provide instructions (e.g., search for “how to clear cookies and cache from Google Chrome”). **Please note: the College recommends using Google Chrome to complete your annual renewal and submit payment.**

Have your credit/debit card on hand before you get to the payment page. When on the payment page, **do not leave the page until you see your confirmation of payment.**

II. Information Appearing on the Public Register of Dietitians

Under the [Regulated Health Professions Act, 1991](#) (RHPA), the College is required to maintain a public register accessible on the College’s website. Most of the information on the register is collected from the registrant’s application form and the annual renewal form. The [College’s website](#) includes a summary of the information required, by law, to appear on the College’s online [Register of Dietitians](#).

Full details about the requirements for the Register of Dietitians can be found in section 23 of [Schedule 2 of the RHPA](#) and section 13 of [College Bylaw 1: General](#).

III. Annual Registration Renewal

Resignation

Please let us know if you intend to resign to avoid a suspension or revocation of your General Certificate of Registration. Historically, most suspensions and revocations are for non-payment of fees, where registrants have neglected to advise the College that they did not wish to renew their registration. The law requires that all suspensions and revocations be noted on a registrant’s record and appear in the public Register of Dietitians, which can be accessed online from the College’s website.

If you wish to resign from the College, log in to your Registrant Dashboard, on the left-hand side choose “Resign Registration,” and follow the instructions.

For more information about Resigning from the College, [please click here](#).

Your Answers Must Reflect Your Status on the Day you Renew

Please read all renewal questions carefully before you check the boxes. The answers you provide must be accurate on the date that you complete your annual renewal.

Your professional responsibility is to ensure that the College has accurate information about you and your dietetic practice. Under section 35 of the [Professional Misconduct Regulation](#), failing to keep your information current is professional misconduct:

- “35.1 Failing to provide the Registrar with accurate information respecting any information required to be contained in the College’s register.
- 35.2 Failing to inform the Registrar of a change of any information required to be contained in the College’s register within 30 days after the change occurring.”

IV. Section 1 – Personal Information

Name

The College must record both your legal name and the name under which you practise. Please ensure that the College has the appropriate names on file for you.

A member of the public or an employer should be able to locate you on the [Register of Dietitians](#). Thus, the name you use in your dietetic practice must be the same name that appears in the Register of Dietitians. It may or may not be your full legal name.

You cannot change your name online. Please email registration@collegeofdietitians.org if you wish to change your name and include the appropriate legal documentation (e.g., marriage certificate, government-issued ID, etc.). Click [here](#) for more information and name changes.

Practice Surname and Practice Given Name

This is the name that you use in your dietetic practice. It may be different from your Legal Name. The College will use your practice name in all correspondence and on the public [Register of Dietitians](#). For example, if your full name is Mary Elizabeth Smith, but the name that you use every day and for dietetic practice is Beth Smith, then Mary would be your Legal First Name and Beth would be your Practice First Name. Beth Smith is the name that should appear on the public Register of Dietitians.

Legal Surname and Legal Given Name

The College must have your complete legal and assumed names (in the case of marriage) on file. You do not have to use this name in your dietetic practice. However, legal and assumed names will appear on the Register of Dietitians under the section *Other Names*.

Nicknames

If you use a “nickname” in your dietetic practice (e.g., your name is Elizabeth, but you are known as Liz, or you use another name that is more easily pronounced by your clients/colleagues), you will need to inform the College. Nicknames will appear on the Register of Dietitians in parentheses following your first name.

Previous Legal First Name and Previous Legal Surname Name

If you have previously been registered under a different name, the previous name(s) will remain on your record and will appear on the Register of Dietitians under the section *Other Names*. The public can search the Register of Dietitians using either your current name, previous name(s) or nicknames.

Home Address

College bylaw requires a registrant’s home address to be included in their file. This information is not made available to the public on the [Register of Dietitians](#).

Preferred Mailing Address

Registrants are asked to specify whether they prefer to receive College mailings at their home or work address.

Email

The College uses registrants’ email addresses for two purposes:

- 1) to provide important College-related information to registrants on a timely basis; and
- 2) to provide access to change a registrant’s password for the online Registrant Dashboard. If a registrant forgets their password, an email is sent to the registrant’s email address on file with the College, allowing the registrant to reset their password. To prevent unauthorized access to your online profile with the College, the email address on file with the College should be a personal address, and not one that is shared with someone else.

V. Section 2 – Practice Profile

Current Working Status

A registrant's employment information assists the Ministry of Health (the Ministry) in their health human resources planning by helping them to identify the real and potential workforce and labour force participation rates for dietitians. Please indicate your current working status by choosing one of the following categories:

- Working in Dietetics in Ontario (in-person or virtual care):*** Refers to registrants practising dietetics in some capacity in the province of Ontario, either as an employee or self-employed. This includes registrants who are working in dietetics in Ontario, but their primary employer is located outside of Ontario.
- Working outside of dietetics but seeking work in dietetics:** Refers to registrants who are currently working, either as an employee or self-employed, in a job not related to dietetics, while looking for employment as a dietitian.
- Working outside of dietetics and not seeking work in dietetics:** Refers to registrants who are working in a job not related to dietetics and are not looking for work as a dietitian.
- Not working but seeking work in dietetics:** Refers to registrants who are not working but are looking for a job as a dietitian.
- Not working and not seeking work in dietetics:** Refers to registrants who are not working and are not looking for work as a dietitian.
- On Leave:** Refers to registrants who are employed as a dietitian (either as an employee or self-employed), but who are currently not working because they are on leave (e.g., maternity leave; education leave; sick leave; other leave of absence).
- Working in dietetics outside of Ontario:*** Refers to registrants working in a job related to dietetics outside of Ontario. Registrants working outside of Ontario in a job not associated with dietetics should choose one of the options (above) related to working outside of dietetics.
- Student in an Advanced Degree (Nutrition-Related):** Student in an Advanced Degree (Nutrition-Related): Refers to registrants who are not working in any capacity, but who are completing an advanced degree (e.g., MSc, PhD) in a field that is related to nutrition. If you took an education leave from your employer and are technically still employed with the organization, then your employment information will remain on your registrant profile. Your responses to your practice setting information will correspond to your current employer. Once your degree is completed and you resume employment, update your current working status and any changes to your employment information accordingly.

NOTE: If you are a Student in an Advanced Degree (Nutrition-Related) and practising dietetics in any paid capacity (e.g., full-time, part-time, sessional, casual, etc.), then your practice profile status should be *Working in Dietetics in Ontario* or *Working in Dietetics Outside of Ontario* (as applicable). As such, your employment information and job title should be included in your registrant profile.

A student in an advanced degree in a field not related to nutrition should select either “on leave” or “not working and not seeking work in dietetics”.

* Dietitians who were redeployed by their employers to work in roles outside of the dietetic scope of practice should select *Working in Dietetics in Ontario* or *Working in Dietetics Outside of Ontario* (as applicable) under *Current Working Status*. For more information on declaring practice hours refer to the [Annual Declaration of Practice Hours](#) section below.

Preferred Working Status

This information will be used to help the Ministry estimate the labour supply. Regardless of what your current working status is, indicate what working status you would prefer to have (i.e., full-time, part-time, or casual).

- Full-Time** – Prefer to have regular work at 30 hours or more per week.
- Part-Time** – Prefer to have regular work hours at less than 30 hours per week.
- Casual** – Prefer to work with no pre-determined fixed number of hours per week.

Volunteer Work

Specify if you are volunteering within or outside of dietetics. The College needs to know whether you are [practising dietetics](#) through volunteer work to determine whether the registrant requires professional liability insurance and whether you have practised dietetics for fewer than 500 hours over 3 years. The College will consider dietetic practice through paid work or volunteer positions to meet this requirement.

Languages of Dietetic Service

College bylaws require that the [Register of Dietitians](#) provides this information as a service to the public, who may be looking for dietetic service in a specific language. The Ministry will also use this information to measure the supply of dietitians who are able to provide dietetic services to various populations in a specific language.

All registrants of the College must be fluent in either English or French. A registrant must choose one of these official languages as *Language 1*. All other languages in which you can provide dietetic services in should be listed in the other language of service fields.

Practice Setting Information — Where you Practise Dietetics

This section describes **WHERE** your dietetic services are provided. Indicate **ALL** practice settings in which you provide dietetic service. Include practice settings where you provide dietetic service as an employee, as a volunteer, or if you are self-employed. Check all areas that apply from the following choices:

- Business and Industry – Health Related** – A business or industry whose focus of activities is not the direct delivery of health care services, but rather the health of workers, health-related product development or the selling of health-related products (e.g., pharmaceutical companies; specialty foods developed for health care purposes).
- Business and Industry – Retail and Commodities** – A business or industry whose focus of activities is the sale of retail goods or commodities (e.g., retail company).
- Media, Public Relations, and Communications Agencies** – An organization involved in the mass communication of information to the public through means such as magazines, newsprint, television, radio, and the Internet; an organization whose role is to establish and promote a favourable relationship with the public; or any other organization whose primary role is the communication of information.
- Hospital (including Chronic Care Institutions - Adult and Paediatrics)** – A health care facility that offers a range of in-patient and outpatient health care services (e.g., medical, surgical, psychiatry, etc.) available to the target population. Includes specialty and complex continuing care hospitals not otherwise classified.
- Rehabilitation Centre** – A health care facility that primarily focuses on individuals' post-acute, inpatient and outpatient rehabilitation.
- Home and Community Care Services (formerly provided through Local Health Integration Networks)** – Home and Community Care Support Services which arrange all government-funded services and work with health care providers to enhance access and coordination for people who need care in their own homes in the community. Home and Community Care Support Services also provide information about local community support services, which Ontario Health funds, and can link people to these agencies to arrange services.
- Community Health Centre** – A Community Health Centre (CHC) employs physicians and other interdisciplinary providers, such as dietitians, nurse practitioners, nurses, mental health counsellors, and community workers, to serve high-risk communities and populations who may have trouble accessing health services because of language, culture, physical disabilities, socioeconomic status, or geographic isolation. CHCs emphasize health based on local population health needs.
- Long-Term Care Facility** – A long-term care facility is designed for people who require the availability of 24-hour nursing care and supervision within a secure setting. Generally, a

long-term care facility offers high levels of personal care and support. These facilities include nursing homes, municipal homes, and charitable homes.

- Assisted Living Residence/Supportive Housing** – A retirement home or supportive housing that provides varying degrees of care to assist individuals/couples to live independently. Services include homemaking, meal preparation, low to daily personal care and availability of a personal support worker on staff on a 24-hour basis. These facilities include group homes, retirement homes, community care homes, supportive housing, and congregate settings.
- Family Health Team or Family Health Network** – A Family Health Team (FHT) or Family Health Network (FHN) is a group that includes physicians and other interdisciplinary providers, such as dietitians, nurse practitioners, nurses, pharmacists, and mental health workers. The FHT/FHN provides comprehensive primary health care services. The FHT/FHN emphasizes health promotion, disease prevention and chronic disease management based on local population health needs.
- Diabetes Education Centre** – A Diabetes Education Centre (DEC), usually staffed by nurses and dietitians, provides education and support to people with diabetes, their families, friends, and community agencies.
- Mental Health and Addiction Facility** – A health care facility that primarily focuses on the acute or post-acute inpatient and/or outpatient care of individuals with mental health issues, illness, and/or addictions.
- Public Health Department** – An official health unit that administers health promotion and disease prevention programs to inform the public about healthy lifestyles and communicable disease control, including education in STDs/AIDS, immunization, food premises inspection, healthy growth and development, including parenting education, health education for all age groups, selected screening services.
- Occupational Health/Corporate Wellness** – An organization concerned with protecting the safety, health and welfare of people engaged in work or employment.
- University** – An institution for higher learning with teaching and research facilities constituting a graduate school and professional schools that award master's degrees and doctorates and an undergraduate division that awards a bachelor's degree.
- Community College** – A post-secondary institution other than a university, offering special instruction in professional or technical subjects.
- Elementary/Secondary School** – A preschool or elementary or secondary school (or equivalent institution) or the associated school board (or equivalent entity) responsible for the governance and management of education funding issued by the provincial government.

- Research Facility** – Any place, laboratory, or institution whose primary function is to conduct scientific experiments or investigations.
- Private Practice – Solo Office** – A community-based professional practice/business composed of a single practitioner who delivers health services. Clients typically come to the professional’s location to receive services. Administrative support staff may also be involved; however, the health professional is the focus of the service provision.
- Private Practice – Group Practice** – A community-based group (not already noted) professional practice or clinic composed of two or more health professionals working together to deliver health services. Clients typically come to the professionals’ location to receive services. Other administrative support staff may also be involved; however, the health professionals focus on the service provision.
- Government (Federal or Provincial)** – Any office or agency of the federal or provincial government.
- Non-Government Organization or Association** – An organization or association that deals with regulation, advocacy, policy development, program development research and/or the protection of the public, at a national, provincial/territorial, regional or municipal level (e.g., Diabetes Canada).
- Cancer Centre** – A facility specializing in cancer treatment, prevention, and research services.
- Other** – Any practice setting not noted above.

Areas of Dietetic Practice — Type of practice or service

Use this section to indicate **ALL** areas of practice in which you provide dietetic service. Include any area of practice where you provide dietetic service as an employee, as a volunteer, or if you are self-employed. Check all that apply from the following choices:

- Clinical Practice** – Please choose from the following areas of clinical practice:
 - General Service** - Services provided primarily to clients across various service and/or consultation areas specific to dietetics.
 - Critical Care** – Services provided primarily to clients dealing with life-threatening severe and/or medically complex conditions who require constant care, observation, and specialized monitoring and therapies.
 - Acute Care** – Services provided primarily to clients with an acute medical condition or injury generally of short duration (General Medicine).
 - Continuing Care** – Services provided primarily to clients with continuing health conditions for extended periods (e.g., long-term care or home care).

- **Comprehensive Primary Care** – Services provided primarily to clients, possibly at first contact, to identify, prevent, diagnose and/or treat health conditions (e.g., general counselling in a Family Health Team/Family Health Network setting).
- **Chronic Disease Prevention and Management** – Services provided primarily to address chronic diseases early in the disease cycle to prevent disease progression and reduce potential health complications. Diseases can include diabetes, hypertension, renal failure, congestive heart failure, chronic lung disease, and liver disease.
- **Mental Health and Addiction** – Services provided primarily to clients with various mental health and addiction conditions.
- **Primary Maternity Care** – Services are provided primarily to assess and monitor women during pregnancy, labour, and the post-partum period of their newborn babies.
- **Cancer Care** – Services provided primarily to clients with various cancer and cancer-related illnesses.
- **Geriatric Care** – Services provided primarily to care for elderly persons and treat ageing-related diseases through short-term, intermediate, or long-term treatment/interventions.
- **Palliative Care** – Services provided primarily to clients to relieve suffering and improve the quality of life for persons living with or dying from advanced illness or bereaved.
- **Community** – Services provided primarily to improve populations' health and food security through health promotion, health protection, chronic disease prevention, health surveillance, population health assessment, policy development, and program planning.
- **Food and Nutrition Management** – Services provided to manage a food service operation in various settings (e.g., healthcare, long-term care, hospitality, etc.). Functions include food service production and distribution, safety, sanitation, quantity food preparation, menu planning, financial and human resources management, planning, and design of facilities.
- **Clinical Nutrition Management** - Services provided include financial and/or human resources management for clinical nutrition staff within an organization.
- **Quality Management** – Focus of activities is on the assurance of operational integrity based on compliance with staffing, technical and organizational requirements.
- **Other Management** – The activities focus on managing services other than food or clinical nutrition services.
- **Policy Development (Outside of Public Health/Population Health)** – The focus of activities is developing policy outside of a public health or population health setting.
- **Program Planning (Outside of Public Health/Population Health)** – The focus of activities is planning programs outside of a public health or population health setting.
- **Sales/Marketing** – The focus of activities is the marketing and/or sale of nutrition-related products or services.

- Communication** – The focus of activities is communication in any medium (e.g., print, broadcast, internet, etc.).
- Academic Teaching and Education** – Focus of activities is directed at providing teaching to individuals enrolled in a formal education program.
- Research** – Focus of activities is on knowledge development and dissemination of research, including clinical and non-clinical.
- Other** – Other areas of practice not already described above.

New! Quality Assurance (QA) Questions at Renewal

We have added the following five (5) new QA questions to the renewal process to identify potential risks in dietetic practice, such as performing controlled acts. These questions will serve as QA indicators to help inform quality improvement and assurance processes. This is the first step in collecting this data, and we will provide more information on QA changes and future directions in the coming months.

Our evidence-informed, risk-based approach ensures dietitians maintain their knowledge, skills, and judgement, promoting safe, competent, ethical practice and protecting the public of Ontario.

1. Have you made any changes to your practice setting or added a new or additional practice setting(s) to your dietetic work (paid or unpaid) in the past 12 months?
 Yes No

[Practice setting refers to where your dietetic services are provided as an employee, as a volunteer, or if you are self-employed. For example, changing from a hospital setting to a long-term care facility, or adding a new role as an instructor at a university].

2. In your role as a dietitian, whether paid or unpaid, have you changed the type of practice or dietetic service you offer — or taken on new practice or dietetic services — in the past 12 months? Yes No

[Type of practice or dietetic service refers to the area(s) of practice in which you provide dietetic service as an employee, as a volunteer, or if you are self-employed. For example, changing from clinical practice to sales/marketing, or adding a new area of practice in research].

3. Please indicate any controlled or delegated controlled act(s) you perform as a dietitian. [The *Regulated Health Professions Act* identifies fourteen controlled acts that pose significant risk of harm to the people of Ontario (View them [here](#))]. This question only pertains to your dietetic practice. This does not pertain to dietitians who are

concurrently registered as another regulated professional and perform controlled acts or delegated controlled acts in that capacity.

- Communicating a diagnosis identifying a disease or disorder. Yes No
 - Performing a procedure on tissue below the dermis or below the surface of a mucous membrane. Yes No
 - Administering a substance by injection or inhalation. Yes No
 - Putting an instrument, hand, or finger, beyond the point in the nasal passages where they normally narrow, beyond the larynx, or into an artificial opening into the body. Yes No
 - Applying or ordering the application of a form of energy as prescribed by the regulations under the Act (e.g., soundwaves for diagnostic ultrasound). Yes No
 - Prescribing, dispensing, selling, or compounding a drug as defined in the Drug and Pharmacies Regulation Act. Yes No
 - Allergy challenge testing of a kind in which a positive result of the test is a significant allergic response. Yes No
 - Other: _____
4. If you perform controlled or delegated controlled acts, does your organization (or the healthcare provider who delegates the controlled act to you) provide training and/or support for you to implement and/or perform delegated controlled acts?
 Yes No Not applicable.
- Dietitians may develop their knowledge and skills in performing controlled or delegated controlled acts in many diverse ways (i.e., through cross-training with and mentorship from other dietitians and health care providers; case-based competency assessments, attending workshops, conferences, seminars, and courses; learning from day-to-day work on care teams; and/or completing formal training (e.g. Certified Diabetes Educator (CDE®) Certification, Intensive Insulin Management Course, etc.).
5. In your dietetic practice, do you conduct nutrition assessment and/or provide dietetic treatment/intervention (assess, plan, implement and/or evaluate):
- Clients for nutrition support (parenteral and enteral nutrition, including refeeding syndrome). Yes No
 - Clients living with dysphagia, including swallowing assessments. Yes No
 - Clients living with diabetes. Yes No
 - Clients living with renal disease. Yes No

- Clients living with eating disorders (including refeeding syndrome). Yes No

VI. Section 3 – Annual Practice Declarations

RECORDS

A dietitian who is self-employed in clinical private practice would need to act as the Health Information Custodian and fulfill their other record-keeping responsibilities. Under the [Personal Health Information Protection Act, 2004](#) (PHIPA), one of the responsibilities of the Health Information Custodian is to ensure that policies and procedures are in place to ensure the security of the client’s health records and to ensure that the clients have access to their records. If you act as a Health Information Custodian in private practice, you must declare that you have plans in place for your records. For more information about PHIPA and record-keeping responsibilities in private practice, consult the College’s [Jurisprudence & Professional Practice Resources](#) or contact the College’s Practice Advisory Service: practice.advisor@collegeofdietitians.org, 416-598-1725 / 1-800-668-4990, ext. 397.

PROFESSIONAL LIABILITY INSURANCE

Do you have professional liability insurance as described in the College bylaw?

Section 15 of [College Bylaw 1: General](#) requires Registered Dietitians who are practising dietetics to have liability insurance that meets the following requirements:

- a) Has a minimum coverage of no less than \$2,000,000 per occurrence;
- b) Has aggregate coverage of no less than \$5,000,000;
- c) Has a deductible of no more than \$1,000;
- d) If coverage is through a “claims made” policy, an extended reporting period provision of at least two (2) years; and
- e) Any exclusionary conditions and terms must be consistent with standard industry practice with respect to insurance of this type.

The question in this section serves as a declaration. If your practice profile indicates you are practising dietetics or you are volunteering in dietetics, you will be asked to verify and confirm that you have liability insurance coverage that meets the College’s bylaw requirements.

You do not need to submit copies of your liability insurance policies to the College unless you are asked to do so. Click [here](#) for more information about your professional obligations for liability insurance.

ANNUAL DECLARATION OF PRACTICE HOURS

At renewal, dietitians declare if they have practised 500 hours over the preceding three-year period (e.g., November 1, 2021 - October 31, 2024). Dietetic practice hours include paid and unpaid work (volunteer) if a registrant practises dietetics as per the [College's definition of practising dietetics](#). Any dietetic practice hours you accumulate should reflect practising dietetics (e.g., communicating food and nutrition information in a public health role).

Starting at renewal 2022, dietitians who are redeployed may count up to 166 currency hours per year of redeployed work until the pandemic's final year. In addition, any time spent practising dietetics will be counted as usual. Refer to the [College's Policy on Determining Currency Hours for Dietitians in Ontario](#).

When registrants declare less than 500 hours of dietetic practice in the past three years, they receive information on their options from the Quality Assurance Program. This [article](#) clarifies what counts as a dietetic practice hour and provides information on the options available to help dietitians plan as best as possible. We care about dietitians and how redeployment during the COVID-19 pandemic has impacted dietetic practice.

VII. Section 4 – Health Professions Database Information

PRACTICE SETTING INFORMATION

The College collects information about your dietetic practice setting (e.g., work with other regulated health professionals, performance reviews, supervising interns) to inform regulatory functions. For example, the College's Peer and Practice Assessment contains several aspects that can be customized, based on the information that a registrant provides in this section.

REGISTRATION AS A DIETITIAN IN ANOTHER JURISDICTION

The College's primary responsibility is to protect the public. The College may share relevant information with regulators in other jurisdictions if there is reason to question a registrant's ability to practice safely, competently, and ethically. In addition, the Ministry will use this data to estimate potential labour mobility by measuring the proportion of dietitians that are concurrently registered in other locations in Canada and the US. This information also appears on the Register of Dietitians. **Please specify the respective province(s) in Canada or state(s) in the US (as applicable) where you are concurrently registered as a dietitian.**

REGISTERED IN ANOTHER PROFESSION IN ONTARIO OR ANY OTHER JURISDICTION

The College's primary responsibility is to protect the public. The College may share relevant information with regulators in other jurisdictions if there is reason to question a registrant's ability to practice safely, competently, and ethically. This information also appears on the Register of Dietitians. **Please specify the respective province(s) in Canada or state(s) in the US (as applicable) where you are concurrently registered as another regulated professional.**

PRACTICE ACTIVITY INFORMATION

Number of Practice Weeks in the Past 12 Months

Provide the number of weeks you have practised as a dietitian, in some capacity, during the past 12 months. The Ministry will use this information to measure the time spent practicing by dietitians throughout a typical year.

Note: There are 52 weeks a year; you may not enter a number larger than 52. Do not include your vacation, on-call, sick and leave time greater than one week. **Working at least one day in any given week constitutes one week of practice.**

Answers in this section should be whole numbers (no decimals).

Average Number of Weekly Practice Hours in the Past 12 Months

Provide the average number of hours you spent practising dietetics in each week that you were practising dietetics. The Ministry will use this information to measure how much time dietitians spend practising dietetics across all works sites/employers, which will help build an understanding of workload as well as the actual availability of dietetic services.

Note: Your hours **should** include all practice hours, for example, preparation and service provision, and travel between practice settings if your employment requires travel.

Your calculation **should not** include time spent commuting, doing volunteer work outside of practising dietetics, or on-call hours where you were not working.

Average Number of On-Call hours per week

Estimate the average number of hours per week that you were on-call, across all practice sites. Hours indicated are inclusive of **all** on-call hours (worked and not worked).

The Ministry will use this information to help understand workload and burden, which can affect recruitment and retention.

Percent of Weekly Practice Hours Spent on Various Activities

The Ministry collects this data as a measure of how much time is spent on each activity, giving them an indication of availability of services. Answers in this section should be whole numbers (no decimals).

- a) **Proportion of hours spent on Direct Dietetic Services** – Estimate the **percentage** of your dietetic practice time each week spent providing dietetic

services to your clients, across all employers/practice sites. Consider the regular dietetic functions of your job, including teaching individual clients or groups. This does not include staff meetings, formal research, or teaching students in a health profession.

- b) Proportion of hours spent on Teaching** – Estimate the *percentage* of your dietetic practice time each week spent on teaching to prepare students for a health profession (e.g., dietetic interns, medical students, nursing students). Education provided to clients (individuals or groups), as part of your regular dietetic functions should be included direct dietetic service (see a, above). Education provided to a student while providing direct professional services should be counted under Clinical Education.
- c) Proportion of hours spent on Research** - Estimate the *percentage* of your dietetic practice time each week spent conducting formal nutrition and dietetics research. Reviewing the literature to support client care should be counted as direct service. Reviewing the literature to support professional development should be counted under others.
- d) Proportion of hours spent on Management** - Estimate *the percentage* of your dietetic practice time each week spent on administration in dietetics.
- e) Proportion of hours spent on Other Activities** - Estimate the *percentage* of your dietetic practice time each week spent on all other activities (excluding direct dietetic services, teaching, research, and administration). This would include staff meetings, continuing education, or professional development, and recording workload measurement statistics.
- f) Proportion of hours spent on Clinical Education** - Estimate the *percentage* of your dietetic practice time each week spent providing direct professional services while teaching (e.g., during the supervision of dietetic interns) across all practice sites.

VIII. Section 5 – Education Summary

The College is required to submit a summary of each registrants' education to the Ministry for their Health Professions Database.

This information is sent to the Ministry in an anonymized format. The Ministry uses this information to inform initial and continuing education patterns.

The College has copies of your university and internship/practical training documents on file from your initial registration. In addition, if you have informed the College in writing of additional education completed since registration (e.g., graduate studies), we have begun updating your education summary with this information. We appreciate your patience as we update this information to completion.

The information on this page summarizes what will be reported to the Ministry, according to their reporting guidelines. Please review the education summary for accuracy. You are not able to edit this information. If you identify any errors in your education information, please email the correction to: registration@collegeofdietitians.org

DEGREES WITHIN THE PROFESSION

All completed degrees within the profession of dietetics will be listed in the renewal education summary section for each registrant in chronological order. All previously submitted information will be listed in read-only format. Registrants will have the ability to enter any additional degrees completed in the text box provided. The following information will be requested:

Level of Education – the Ministry uses this information to inform on initial education and continuing education patterns.

Year of Graduation – the Ministry uses this information to measure the time required for professionals to achieve each level of education and to inform on the sequencing of the degrees.

Institution (within Canada) – the Ministry uses this information to measure the availability of programs and identifies the sources of supply for health professionals in Ontario.

Province, Territory, or State - the Ministry uses this information to measure mobility of health professionals to pursue education and to inform on the relationship between their location of education and current practice location.

Country of Education – the Ministry uses this information to measure the number of internationally educated health professionals in the Ontario practice pool and international migration trends.

NOTE: Only academic degrees are included in the Ministry’s requirement for reporting Education Summaries. As such, any stand-alone (non-academic affiliated) internship/practical training program will not be listed. The College has this information on file for all registrant, as this is a non-exemptible requirement for registration. Please do not report your internship/practical training program details within the Education Summary section of renewal.

DEGREES OUTSIDE THE PROFESSION

If you have one or more degrees outside dietetics, the Ministry requires the College to report only the highest degree. If you have received a new degree within the past year, use the text box field at the bottom of this page to notify the College. If the new degree is higher than any previous degree outside of the profession, the College will only list and report the new degree to the Ministry.

The Ministry will use this information to identify and monitor the continuing education trends of the workforce and to inform on potential career changes.

IX. Section 6 – Employer Information

EMPLOYER NAME, ADDRESS AND CONTACT INFORMATION

The RHPA and College bylaws require that the online [Register of Dietitians](#) contain contact information about each employer or place of business where a registrant **practises dietetics**.

For each employer or place of business where you **practise dietetics**, you will need to provide an address and phone number. You will also need to specify which employer is your **primary employer**. **Note:** If you work at more than one site for the same employer, enter the name and address for each site.

You may no longer delete employment information. If you are not working at a particular employer listed in your College profile, please specify the end date of employment.

If you are an independent contractor, a consulting dietitian, a private practice dietitian, and/or provide virtual dietetic services, then your employment address would be your home address. The [Public Register of Dietitians](#) does not identify that this is your home address, it only lists your employer address.

Your clients, the College, and members of the public need to be able to contact you. This could be for any number of circumstances, including requesting access/copies of client health records.

All private practice dietitians who work from home are required to list their home address. If you have any questions or concerns, please contact the College at: registration@collegeofdietitians.org

If you have identified that you are practising dietetics, you are required to provide information about the nature of your employment and your practice for every employer. Answers to these questions will be provided separately for each employer or practice site. For each question in this section, it is important that you select the **one** descriptor that best describes most of your work for that employer or practice site. If your workload is truly split between two possible responses, it is up to you to decide which descriptor to choose. You must answer all questions for each separate employer or practice site.

EMPLOYMENT CATEGORY

This information will provide data on the stability of the workforce and the employment patterns of dietitians. For each employer, please select one of the following employment categories:

- Permanent** – Status with employer is permanent with an indeterminate duration (no specified end date) of employment and guaranteed or fixed practice hours per week.
- Temporary** – Status with employer is temporary, with fixed duration of employment, based on a defined start and end date, and guaranteed or fixed practice hours per week.
- Casual** – Status with employer is on an as-needed basis, with employment that is not characterized by a guaranteed or fixed number of practice hours per week. There is no arrangement between employer and employee that the employee will be called to work on a regular basis.
- Self-employed** – A person who operates their own economic enterprise in the profession. The individual may be the owner of a business or professional practice or an individual in a business relationship in which they agree to perform specific work for a payer in return for payment.

FULL-TIME/PART-TIME STATUS

The status of the usual practice hours for this employment site. This information will provide a measure of the stability of the workforce, the patterns in practice levels and the level of labour force participation. For each employer, please select a practice status from the following choices:

- Full-Time** – Official Status with an employer is full-time or equivalent, or usual practice hours are equal to or greater than 30 hours per week.
- Part-Time** – Official status with an employer is part-time, or usual practice hours are less than 30 hours per week.
- Casual** – Status with employer is on an as-needed basis, with employment that is not characterized by a guaranteed or fixed number of hours per week. There is no arrangement between the employer and employee that the employee will be called to work on a regular basis.

PRACTICE SETTING

The Ministry uses this information to help identify where health professionals practise based on the sectors and facilities and identifies cross-sector mobility (see pages 10-13 for definitions).

AREA OF PRACTICE

The Ministry uses this information to help identify the broad areas of care health professionals provide to Ontarians (see pages 13-14 for definitions).

PRIMARY ROLE

This information helps the Ministry identify the role of dietitians within each practice site and the direct service provision roles. For each employer or practice site, please select the descriptor that best characterizes your primary position:

- Manager** – Major role is in managing a particular team/group that delivers services.
- Owner/Operator** – An individual who is the owner of a practice site and may or may not manage or supervise the operation at that site.
- Service Provider** – Major role is the delivery of dietetic services.
- Consultant** – Major role is the provision of expert guidance and consultation, without direct client care, to a third-party.
- Administrator** – A person whose primary role is involved in administration, planning, and organizing.
- Instructor/Educator** – Major role is as an educator for a particular target group.
- Researcher** – Major role is in knowledge development and dissemination of research.
- Quality Management Specialist** – Major role is the assurance and control of the quality of procedures and/or equipment.
- Salesperson** – Major role is in the sales of services and products.

CLIENT AGE RANGE

This information will help the Ministry to identify the populations that use dietetic services by volume, sector, location, and care type. For each employer, select the descriptor that best describes the main age range of the client population that you most often work with.

- Paediatrics** – Paediatric clients between the ages of birth to 17 years.
- Adults** – Adult clients between 18-64 years, inclusive.
- Seniors** – Adult clients that are 65 years of age and older.
- All Ages** – Clients cross all age ranges.

X. Declarations

MANDATORY SELF-REPORTING OF OFFENCES AND FINDINGS OF MALPRACTICE OR PROFESSIONAL NEGLIGENCE

In this section, registrants are required to report any offences, charges, bail conditions, or findings of professional misconduct that have been made against them.

Registrants should not "self-select" which offences they believe are relevant or worthy of a report. The College will sort out which offences require further inquiry. If the finding raises no apparent concerns, the College will simply file the report. If the finding raises concerns about the registrant's suitability to practise the profession, the College will investigate the matter to determine if some regulatory action, such as remediation or discipline, should be taken.

Registrants are required to report to the College if there has been a finding of professional negligence or malpractice made against them by a court. These findings occur in civil proceedings or lawsuits. For example, a finding of professional negligence by a court that a registrant fell below the accepted standard of practice of the profession, and thereby harmed a client, has to be reported. Where appropriate, the College may inquire into these findings.

Details about what information appears on the Public Register can be found on the College's website [here](#).

XI. Screenshots of Renewal Pages

INTRODUCTION

Registration Information Must Reflect Your Current Status

The information you provide in this registration/renewal form must reflect your current situation, as of today's date. If the information related to your home address, your practice status, or your employment information changes after you complete this form, you must update your information within 30 days of the change. You can do this from your Dashboard, under "Update My Profile".

Privacy Statement

Some of the information you provide in this registration/renewal form will be made available to the public in accordance with the *Regulated Health Professions Act, 1991*, Schedule 2, section 23(3), and College By-law No. 1, section 13.

The full CDO Privacy Policy is available at collegeofdietitians.org or by contacting the College.

What's New!

2024 Renewal Fees

CDO's Board of Directors approved an annual fee increase of two per cent (\$13) on March 22, 2024. The annual renewal fees for 2024 are \$667.

Want to learn more about CDO fees? Read [How College Fees Are Set](#) to learn more about this year's annual fee increase and view an annual fee comparison chart of health profession regulators of Ontario.

Quality Assurance (QA) Questions

New QA questions have been added to this year's renewal process to further assess potential risks in dietetic practice, such as performing controlled acts. These questions take about five minutes to complete and serve as important QA indicators. This is the first phase of collecting this information, and the College will provide more details on the QA changes and next steps in the coming months.

Employment Details

You cannot delete an employer from your College profile. To remove an employer, go to the Employment page, click on 'edit' and specify an end date. The end date must be the current day or a previous date and cannot be a future date.

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[Submit](#)

[Return to Dashboard](#)

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Click [here](#) for details about what information appears on the Public Register.
* Required fields

[Annual Renewal Guide](#)

PERSONAL INFORMATION

You cannot change your name online. Please email the College at registration@collegeofdietitians.org if you wish to change your name. Refer to the [Name Changes](#) webpage for more information.

Practice Surname: **Test TEST**

Practice Given Name(s): **DEB SPARE TEST**

Informal Name:

Legal Surname:

Legal Given Name(s):

Registration #: **14109**

Electoral District: **3**

* I understand that it is considered professional misconduct to practice under a name other than the one I have registered with the College. I verify that the name I am using for dietetic practice is the same one I am using for registration with the College.

HOME ADDRESS

Address:*

City:*

Country:*

Province:*

Postal Code:*

Home Phone:*

Email:*

Fax:

Preferred Mailing Address

Send Mail to Work Address

Send Mail to Home Address

[Home](#)

[Submit](#)

[Return to Dashboard](#)



Click [here](#) for details about what information appears on the Public Register.

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* Required fields

PRACTICE PROFILE

CURRENT WORKING STATUS

Indicate your level of working within the profession.*

01: Working in dietetics in Ontario

Indicate your preferred working status within the profession.*

Full Time

Do you currently do any Volunteer work?*

Yes - not related to dietetics

Not sure if you are doing Dietetic related work or volunteering click [here](#)

LANGUAGES OF DIETETIC SERVICES

Language 1:*

English

Language 4:

Language 2:

Language 5:

Language 3:

PRACTICE SETTING INFORMATION - WHERE YOU PRACTICE*

Indicate all settings where you practice dietetics in either a work or volunteer capacity.

Business and Industry - Health Related	<input checked="" type="checkbox"/>	Public Health Department	<input type="checkbox"/>
Business and Industry - Retail	<input type="checkbox"/>	Occupational Health/Corporate Wellness	<input type="checkbox"/>
Media, Public Relations, and Communications Agencies	<input type="checkbox"/>	University	<input type="checkbox"/>
Hospital including Chronic Care Institutions (adult and paediatrics)	<input type="checkbox"/>	College	<input type="checkbox"/>
Rehabilitation Centre	<input type="checkbox"/>	Elementary/Secondary School	<input type="checkbox"/>
Local Health Integration Networks (LHINs)	<input type="checkbox"/>	Research Facility	<input type="checkbox"/>
Community Health Centre/Health Services Organization	<input type="checkbox"/>	Private Practice - Solo Office	<input type="checkbox"/>
Long-Term Care Facility	<input type="checkbox"/>	Private Practice - Group Practice	<input type="checkbox"/>
Assisted Living Residence/Supportive Housing	<input type="checkbox"/>	Government (Federal or Provincial)	<input type="checkbox"/>
Family Health Team/Family Health Network	<input type="checkbox"/>	Non-Government Organization and Associations (e.g., Heart & Stroke Foundation; Dietitians of Canada)	<input type="checkbox"/>
Diabetes Education Centre	<input type="checkbox"/>	Cancer Centre	<input type="checkbox"/>
Mental Health and Addiction Facility	<input type="checkbox"/>	Other	<input type="checkbox"/>

AREAS OF DIETETIC PRACTICE - TYPE OF PRACTICE*

Indicate all area of practice in which you provide dietetic service in either a work or volunteer capacity.

Clinical - General	<input checked="" type="checkbox"/>	Community (Includes: Population Health; Health Promotion; Chronic Disease Prevention; Food Security; Policy Development and Program Planning in a population or public health setting)	<input type="checkbox"/>
Clinical - Critical Care	<input type="checkbox"/>	Food and Nutrition Management	<input type="checkbox"/>
Clinical - Acute Care	<input type="checkbox"/>	Clinical Nutrition Management	<input type="checkbox"/>
Clinical - Continuing Care	<input type="checkbox"/>	Quality Management	<input type="checkbox"/>
Clinical - Comprehensive Primary Care	<input type="checkbox"/>	Other Management	<input type="checkbox"/>
Clinical - Chronic Disease Prevention and Management (includes Diabetes Education)	<input type="checkbox"/>	Policy Development (outside of public/population health)	<input type="checkbox"/>
Clinical - Mental Health and Addiction	<input type="checkbox"/>	Program Planning (outside of public/population health)	<input type="checkbox"/>
Clinical - Primary Maternity Care	<input type="checkbox"/>	Sales/Marketing	<input type="checkbox"/>
Clinical - Cancer Care	<input type="checkbox"/>	Communication	<input type="checkbox"/>
Clinical - Geriatric Care	<input type="checkbox"/>	Academic Teaching and Education	<input type="checkbox"/>
Clinical - Palliative Care	<input type="checkbox"/>	Research	<input type="checkbox"/>
		Other	<input type="checkbox"/>

QUALITY ASSURANCE PRACTICE INDICATORS

At renewal, the College collects data on potential risks in dietetic practice. New quality assurance practice indicators, including controlled acts and higher-risk areas of practice, help to inform quality improvement and assurance processes, consistent with best practices in health profession regulation. The College's focus on evidence-informed processes and a risk-based approach ensures dietitians maintain their knowledge, skills, and judgement throughout their professional career. This promotes safe, competent, ethical practice and helps protect the public of Ontario.

Have you made any changes to your practice setting or added a new or additional practice setting(s) ⓘ to your dietetic work (paid or unpaid) in the past 12 months?*

In your role as a dietitian, whether paid or unpaid, have you changed the type of practice or dietetic service you offer - or taken on new practice or dietetic services - in the past 12 months?* ⓘ

Please indicate any controlled or delegated controlled act(s) ⓘ you perform as a dietitian: ⓘ

- a. Communicating a diagnosis identifying a disease or disorder.*
- b. Performing a procedure on tissue below the dermis or below the surface of a mucous membrane.*
- c. Administering a substance by injection or inhalation.*
- d. Putting an instrument, hand, or finger, beyond the point in the nasal passages where they normally narrow, beyond the larynx, or into an artificial opening into the body.*
- e. Applying or ordering the application of a form of energy as prescribed by the regulations under the Act (e.g., soundwaves for diagnostic ultrasound).*
- f. Prescribing, dispensing, selling, or compounding a drug as defined in the *Drug and Pharmacies Regulation Act*.*
- g. Allergy challenge testing of a kind in which a positive result of the test is a significant allergic response.*
- h. Other*

If yes, please provide details:

If you perform controlled or delegated controlled acts, does your organization (or the healthcare provider who delegates the controlled act to you) provide training and/or support ⓘ for you to implement and/or perform delegated controlled acts?*

If you are practising dietetics outside of Ontario are you currently providing virtual care to clients in Ontario?*


In your dietetic practice, do you provide nutrition assessment and/or treatment/intervention (assess, plan, implement and/or evaluate):*

- a. Clients for nutrition support (parenteral and enteral nutrition, including refeeding syndrome).*
- b. Clients living with dysphagia, including swallowing assessments.*
- c. Clients living with diabetes*
- d. Clients living with renal disease*
- e. Clients living with eating disorders (including refeeding syndrome)*

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For practising registrants who have been registered with the College for less than three years:



College of Dietitians of Ontario

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Click ([English](#) or [French](#)) for details about what information appears on the Public Register. [Registration and Annual Renewal Guide \(English\)](#)

*Required fields

ANNUAL PRACTICE DECLARATIONS

If you work in Private Practice, have you made formal arrangements for your records?

If you are not sure you are doing dietetic-related private practice, [click here](#).

ANNUAL DECLARATION FOR LIABILITY INSURANCE

Section 15.1, Professional Liability Insurance Coverage Requirements of [College Bylaw No. 1: General](#) requires the following:


1. The minimum coverage shall be no less than \$2,000,000 per occurrence;
2. The aggregate coverage shall be no less than \$5,000,000;
3. The deductible shall be no more than \$1,000;
4. If coverage is through a "claims made" policy, an extended reporting period provision of at least two (2) years;
5. Any exclusionary conditions and terms must be consistent with standard industry practice with respect to insurance of this type.

I verify that I have checked and confirm that my personal and/or employer liability insurance policy complies with College bylaw as described above for all activities whereby I am [practicing dietetics](#).*

You do not need to submit copies of your liability insurance policies to the College unless you are asked to do so.

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For practising registrants who have been registered with the College for three or more years:



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*Required fields

ANNUAL PRACTICE DECLARATIONS

If you work in Private Practice, have you made formal arrangements for your records?

If you are not sure you are doing dietetic-related private practice, [click here](#).

ANNUAL DECLARATION OF PRACTICE HOURS

Section 5 of the College's Registration Regulation requires a declaration at the third year of practice that a registrant practised dietetics for at least 500 hours during the preceding three years (O. Reg. 72/12, s. 1).

Before declaring your practice hours, consider both paid or unpaid work and review the definition of practising dietetics ([French or English](#)). Please confirm that you reviewed the definition before you declare your hours.

Confirm*

Have you practised more than 500 hours in the past three years (e.g., since November 1, 2020)?*

ANNUAL DECLARATION FOR LIABILITY INSURANCE

Section 15.1, Professional Liability Insurance Coverage Requirements of [College Bylaw No. 1: General](#) requires the following:

1. The minimum coverage shall be no less than \$2,000,000 per occurrence;
2. The aggregate coverage shall be no less than \$5,000,000;
3. The deductible shall be no more than \$1,000;
4. If coverage is through a "claims made" policy, an extended reporting period provision of at least two (2) years;
5. Any exclusionary conditions and terms must be consistent with standard industry practice with respect to insurance of this type.

I verify that I have checked and confirm that my personal and/or employer liability insurance policy complies with College bylaw as described above for all activities whereby I am [practicing dietetics](#).*

You do not need to submit copies of your liability insurance policies to the College unless you are asked to do so.

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Click [here](#) for details about what information appears on the Public Register.

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* Required fields

HEALTH PROFESSIONS DATABASE INFORMATION

The information collected on this page is data that the college requires for multiple reporting purposes, including posting on the Public Register and reporting to the Ministry of Health (in anonymized format) for the health professions database.

PRACTICE SETTING INFORMATION

Do you work with other dietitians or regulated health professionals?*

Yes ▾

Does your employer provide regular performance reviews?*

Yes ▾

What is the frequency of the performance reviews?*

Other ▾

Do you supervise dietetic interns?*

No ▾

Are you willing to supervise an intern or other learner (for example an applicant who requires upgrading or additional training) for a placement in the upcoming year? *

Yes ▾

Can CDO share your contact information with internship programs or other learners who are looking for a placement in the upcoming year? *

Yes ▾

DIETETIC REGISTRATION IN OTHER JURISDICTIONS

Are you currently registered (licensed) to practice as a dietitian (outside Ontario) in any other province or country?*

Yes ▾

If yes, please indicate the country for all jurisdictions in which you are currently registered.

Country	If Canada or US, specify the Province or State	Are you working as an RD in that jurisdiction?
1 Canada ▾	British Columbia ▾	Yes ▾
2 United States ▾	Georgia ▾	No ▾
3 Antarctica ▾		No ▾
4 Canada ▾	Quebec ▾	No ▾
5 Canada ▾	British Columbia ▾	Yes ▾
6 Canada ▾	Prince Edward Island ▾	Yes ▾

REGISTRATION IN OTHER NON-DIETETIC PROFESSIONS

Are you currently registered to practice any other (non-dietetic) profession, in any Canadian province or other Country?*

Yes ▾

If yes, please indicate the country for all non-dietetic professions in which you are currently registered.

Profession	Country	If Canada or US, specify the Province or State
1 md	Canada ▾	Ontario ▾
2 midwife	Canada ▾	Nfld And Labrador ▾

PRACTICE ACTIVITY INFORMATION

Enter a numeric value for the following fields. (Do not use decimals or commas)

In the past 12 months, how many weeks did you practice dietetics for at least 1 day?

In the past 12 months, estimate the average number of hours you spent practicing dietetics each week?

In the past 12 months, estimate your average on-call hours per week. (worked & not worked hours)

In the past 12 months, estimate what percent of your weekly practice hours was spent doing each of the following activities (The total should equal 100; enter a numeric value without a % sign.):

Direct Dietetic Service (does not include Clinical Education) %

Teaching (to students in the health professions) %

Formal Research %

Management (in Dietetic Practice) %

Other (includes staff meetings, professional development, etc) %

Clinical Education (providing direct professional services while teaching) %

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No information on this page appears on the Public Register.

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EDUCATION SUMMARY

The College submits a report, in anonymized format, of members' academic education to the Ministry of Health for their Health Professions Database (HPD). The information on this page is a summary of your academic education in the format required by the Ministry's reporting guidelines. Please review the information below for accuracy. You are not able to edit this information. If you identify any errors in your academic information, please email the correction to: registration@collegeofdietitians.org.

NOTE: Only practical training programs that were part of a Master's degree or Diploma must be reported to the Ministry. You will not find other dietetic internships and certificate programs listed below (e.g. former internships at hospitals and Ryerson's IDPP/ IEPN dietetics bridging programs). This information is not required for this form. The College already has copies of your dietetic practical training documents on file. **DO NOT submit your dietetic practical training information again.**

1ST DEGREE/EDUCATION IN THE PROFESSION

Country:
Province or State:
Institution (in Canada): N/A
Institution (outside of Canada):
Year of completion/graduation:

2ND DEGREE/EDUCATION IN THE PROFESSION

Country:
Province or State:
Institution (in Canada): N/A
Institution (outside of Canada):
Year of completion/graduation:

3RD DEGREE/EDUCATION IN THE PROFESSION

Country:
Province or State:
Institution (in Canada): N/A
Institution (outside of Canada):
Year of completion / graduation:

HIGHEST LEVEL OF EDUCATION OUTSIDE OF NUTRITION AND DIETETICS

Country:
Province or State:
Field of study: N/A
Year of completion/graduation:

Enter additional academic degrees (not shown above) in this box — Bachelor, Masters, Doctorate, or Diploma. **DO NOT enter any previous dietetic practical training information.**

500 characters left

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Click [\(English or French\)](#) for details about what information appears on the Public Register. [Registration and Annual Renewal Guide \(English\)](#)

EMPLOYER INFORMATION

On the Practice Profile page, you have indicated your level of working in the profession as **Working in dietetics in Ontario**.

You have selected that you are working in dietetics. You must identify one Employer as your **Primary Employer**, by clicking on edit below. If you do not currently work in dietetics, click [here](#) to change your answer about working in the profession.

NEW! You cannot delete an employer. To remove an employer, click edit and specify the end date.

Employer Name	Employer Full Address	Primary Employer	
Aboriginal Health Centre	678 Main St. E. Hamilton, ON L8M 1K2 Canada	True	Edit
Advent Valleyview Residence	541 Finch Ave. W. Toronto, ON M2R 3Y3 Canada	False	Employment Ended

[Add Employment](#)

[Previous](#) [Submit](#)

NOTE: To add a new employer click the *Add Employment* link depicted above.

College of Dietitians of Ontario

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Choose Your Employer From the Drop Down List

If your employer is not in the list, click here to add an employer

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If Employer is not on the drop-down list, check the box to add your employer information manually.



College of Dietitians of Ontario

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Choose Your Employer From the Drop Down List

If your employer is not in the list, click [here](#) to add an employer

Is this your primary employer:

If you work at more than one site for the same employer, you are only required to provide the site that represents your mailing address.
Note: Enter the information that corresponds with the respective fields (e.g., do not include your postal code in the Address field, but rather in the Postal Code field).

Employer Name*:

Address*:

Apt. Suite, etc. (if Applicable):

City*:

Country*:

Province:

Postal Code*:

Phone Number*:

Extension:

Position Title*:

The College is required to report the following information to the Health Professions Database. Answer these questions considering the nature of your practice for this employer at all sites combined. Where more than one answer is appropriate, choose the one that represents the larger proportion of your practice for this employer. Where the proportion is equal, you are asked to choose one.

Category*:

Full Time/ Part-Time Status*: *For multiple employers, only select one employer as Full-Time status*

Practice Setting*:


Area of Practice*:

Client Age Range*:

Primary Role*:

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You cannot delete an employer. Please specify the end date if you are no longer working with a particular employer.



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Choose Your Employer From the Drop Down List

Aboriginal Health Centre

Is this your primary employer:

YES

If you work at more than one site for the same employer, you are only required to provide the site that represents your mailing address.
Note: Enter the information that corresponds with the respective fields (e.g., city in the city field, postal code in the postal code field, etc.).

Address*: 678 Main St. E.

Apt. Suite, etc. (if Applicable):

City*: Hamilton

Country*: CAN

Province: ON

Postal Code*: L8M 1K2

Use this field to add additional mailing information, like room number, building, etc.:

Phone Number*: (416) 222-2222

Extension:

Position Title*: Testing for Renewal

The College is required to report the following information to the Health Professions Database. Answer these questions considering the nature of your practice for this employer at all sites combined. Where more than one answer is appropriate, choose the one that represents the larger proportion of your practice for this employer. Where the proportion is equal, you are asked to choose one.

Category*: 01: Permanent

Full Time/ Part-Time Status*: 1: Full-Time *For multiple employers, only select one employer as Full-Time status*

Practice Setting*: Government - Federal or Provincial

Area of Practice*: 010: Education


Client Age Range*: 4: All Ages

Primary Role*: 01: Manager

End Date: 08/23/2023 **New! To remove an employer, please specify the end date.**

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You must answer all the annual renewal declaration questions and check you agree to the verification statements.



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* Required fields

DECLARATIONS

The following questions must be answered annually. It is important that you answer these questions so that they are accurate as of today's date.

*1. Are there any current existing charges against you in respect of any federal, provincial, or other offences? Required field

*2. Are there any current existing conditions, terms, orders, directions or agreements relating to your custody or release (bail conditions) in respect of any offence processes under the Criminal Code or the Controlled Drugs and Substances Act? Required field

*3. Are you currently being investigated by another regulatory authority for professional misconduct, incompetence or incapacity? Required field

*4. Has any finding of professional negligence been made against you in any civil or criminal proceeding within or outside Canada? Required field

*5. Did you suffer from any physical or mental disorder that affects your ability to perform or fulfill the essential duties or requirements of a dietitian? Required field

*6. Did you have an alcohol or drug dependency that affects your ability to perform or fulfill the essential duties or requirements of a dietitian? Required field

*7. Did any other event or circumstance occur that may be considered relevant to your suitability to practice dietetics in a safe and ethical manner? Required field

8. Have you been found guilty of:

*a. Professional misconduct, incompetence or incapacity by another regulatory authority? Required field

*b. Any offence? Required field

* I verify that all information contained in this form is accurate, as of today's date. I understand that a false or misleading statement or a misrepresentation may result in a referral to the College's Inquiries, Complaints and Reports Committee for professional misconduct.

* I agree to notify the College within 30 days of any change(s) to the information contained on this form.

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Click [here](#) for information on how College fees are set.

[Registration and Annual Renewal Guide \(English / French\)](#)

Item	Bill Amount
General Member Fee (Renewal)	667.00

If you are unable to pay online via Visa or Mastercard, or Visa/Mastercard debit card, please email: registration@collegeofdietitians.org.

Reminder: Your SDL Tool is due October 31st.

[Pay Online](#)

[Return to Dashboard](#)

Shopping Cart

Items

There are no records.

Invoices

Invoice Number	Description	Balance
N/A	CDO Fees - HEENA TEST T. TEST TEST. II. RD	667.00



Payments take 1 business day to display on the applicant/member dashboard.

If you are unable to pay online by Visa, Mastercard, or Visa/Mastercard debit card, please email: registration@collegeofdietitians.org

Thank you for your payment.

CART CHARGES

Invoice Total	667.00
TRANSACTION GRAND TOTAL	667.00

Payment Details

Payment amount 667.00

Payment method

• Card number

• Name on card

• Expiration date

• CSC

Card address

[Choose another address](#)

[Submit Order](#)

A confirmation email will be sent once you have submitted your payment.