



Application Form

2025 Committee Appointments

Thank you for your interest in serving on a CDO committee. Before beginning your application, please review the Appointment Guide for detailed instructions on the application process.

Before you begin completing the application form, please download and save the file to your computer and then open it using Adobe Reader. If you complete the form in your web browser, your answers may not be properly saved.

The application includes five sections and will take approximately one hour to complete. Only applications completed in full and submitted by the deadline will be accepted.

Email your completed application form and resume to governance@collegeofdietitians.org. If you have any questions, please contact us.

The deadline to apply is April 25, 2025.

Section 1: Applicant Information

Section 2: Self Declaration of Eligibility

Section 3: Conflict of Interest Questionnaire

Section 4: Declaration of Commitment and Understanding

Section 5: Committee Competency and Attribute Framework Self Assessment



Section 1: Applicant Information

First and last name:

Registration number:

Email:

Committees of interest (check all that apply):

- Quality Assurance Committee
- Inquiries, Complaints and Reports Committee
- Registration Committee
- Governance Committee
- Professional Practice Committee

If you do not meet the eligibility criteria or are not selected as a committee appointee, are you interested in being considered for any of the following positions with CDO? (Check all that apply)

- Item writer
- PBA interviewer
- PBA assessor
- Learning diary assessor
- Peer and practice assessor

You are required to review CDO's orientation module and successfully complete the orientation assessment.

- I have reviewed CDO's orientation module
- I have successfully completed the assessment

Please enter the code you received after successfully completing the orientation assessment:



Section 2: Self Declaration of Eligibility

The eligibility requirements for election to a Committee are set out in bylaw 1 section 8.4. Please carefully review the following criteria and check all that apply.

I practice dietetics in Ontario or I reside in Ontario.

I have a general class of certificate of registration and the certificate is not subject to a term, condition or limitation other than one applicable to all registrants of the class.

I am not in default of the payment of any fee payable to the College.

I am not the subject of any disciplinary or incapacity proceeding in Ontario or any similar proceeding in any other jurisdiction relating to dietetics or any other profession.

My certificate of registration has not been revoked or suspended in the six years preceding the date of the election for any reason other than non-payment of fees.

I have not been found to have committed professional misconduct by CDO's Discipline Committee or by any discipline committee in any jurisdiction relating to dietetics or any other profession.

I have not been disqualified by the Board of Directors in the three years preceding the date of the election as a result of a breach of a code of conduct or policy on conduct approved by the Board of Directors or a breach of the conflict of interest provisions of bylaw 1.

I do not have a notation on the College register of a finding of professional negligence or malpractice made against me.

I do not have a notation on the College register of a charge in relation to any offence.

I am not the subject of a charge under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada).

I do not have a notation on the College register of a finding of guilt made by a court with respect to any offence.

I do not have a notation on the College register of an undertaking provided to the College with respect to a matter involving the Inquiries, Complaints and Reports Committee or the Discipline Committee.



I am not currently the subject of an undertaking provided to the College with respect to a fitness to practise issue.

I am not currently the subject of an interim order made by a panel of the Inquiries, Complaints and Reports Committee.

I have not been ordered to attend to receive a caution from a panel of the Inquiries, Complaints and Reports Committee or been required to complete a specified continuing education or remediation program by a panel of the Inquiries, Complaints and Reports Committee in the preceding six years.

I am not a member of the Board of Directors or council of any other RHPA college.

I am not an employee of the College and has not been an employee of the College within the previous two years.

I am not an applicant for employment at the College and have not applied for employment at the College within the previous year.

I am not in default of completing and submitting any information or form required under the regulations of the RHPA or Act, or the bylaws of the College.

I successfully completed the College's orientation module and assessment relating to the duties, obligations and expectations of Board of Directors and committee members.

I am not party to a legal proceeding against the College.

I do not hold a position that would cause me, if appointed to a committee, to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization.

I do not, and did not within the previous three years, hold a leadership, employment or contractual role with an international, national or provincial association or organization that advances the interests of dietitians, has policy making responsibilities for dietitians, or oversees the regulation of dietitians.

I have not served nine consecutive years as a director and/or committee appointee or I have served nine consecutive years as a director and/or committee appointee but at least three calendar years have passed since the last year I served in either position.



Section 3: Conflict of Interest Questionnaire

All registrants applying as a candidate for election to the Board of Directors or appointment to a committee must complete and sign this conflict of interest questionnaire.

A conflict of interest exists if you have a personal, professional or financial interest or relationship that may affect your judgement, impartiality or ability to fulfill your duties to the College. A conflict of interest may be real or perceived, actual or potential, or direct or indirect.

A conflict of interest could arise with respect to personal or professional relationships or affiliations, including but not limited to:

- Participation on other Boards or committees
- Activity within professional associations, including those that advocate on behalf of the interests of dietitians
- Involvement with educational institutions or dietetic training programs
- Personal or family relationships with groups or organizations, including those that relate to dietetics or the College
- Current or past sponsorships with companies/organizations, including those that relate to dietetics or the College

For more information about conflicts of interest, please review bylaw 1 section 16.

Please select one of the following:

I do not have any actual, potential or perceived conflicts of interest.

I have an actual, potential or perceived conflict of interest.

I am unsure whether I have an actual, potential or perceived conflict of interest.

If you have an actual, potential or perceived conflict of interest or are unsure if you do, please describe the situation below.



Past and Current Affiliations

While participating in or interacting with professional associations or advocacy groups is not prohibited, it is crucial to assess these relationships and take steps to identify and manage any actual, potential or perceived conflicts.

To assist CDO with identifying any potential conflicts of interest, please list all your past and current affiliations with associations, organizations or companies including those related to your employment and volunteer activities.

Organization/Association/Company	Role/Relationship	Start Date	End date (if applicable)

I declare that I do not have any actual or potential conflicts of interest or that I have listed above all actual or potential conflicts of interest that are known to me. I understand that determining whether I am eligible to stand for election or be considered for a position as a committee appointee, including whether I have any competing interests, will be at the sole discretion of the College.

Section 4: Declaration of Commitment and Understanding

Being part of the Board requires a significant time commitment and flexibility in your schedule to accommodate meetings during regular business hours and other College obligations. Before completing this section, it is important that you review and understand the commitment that will be expected of you if you are elected to the Board.

Determining whether an applicant is eligible to stand for election or be considered for a position as a committee appointee is at the sole discretion of the College.

Check all that apply:

I declare that I am prepared to commit the time and energy necessary to effectively participate on CDO's Board of Directors and/or committee(s).




I declare that I have discussed the time commitment with those who may be affected, such as my employer and family, and that they support the time commitment that will be required to participate in CDO work.

I understand that determining whether I meet the eligibility requirements, including whether I have any competing interests, will be at the sole discretion of CDO.

I declare that the information I provided is complete and true to the best of my knowledge and belief.



Section 5: Committee Competency and Attribute Framework Self-Assessment

<p>Competencies: things that you bring</p> <p> Knowledge: things that you understand (theoretical or practical)</p> <p> Skills: things that you can do</p> <p> Experience: things that you have done</p>	<p style="text-align: center;"><u>Core</u></p> <p style="text-align: center;">All committee members must have.</p> <p style="text-align: center;"><u>Preferred</u></p> <p style="text-align: center;">Ideally all committee members have, but not a requirement, can be learned.</p> <p style="text-align: center;"><u>Specific and general</u></p> <p style="text-align: center;">A select number of committee members should have.</p>
<p>Attributes: things that you are</p>	



Core Competencies

Technology

Familiar with and comfortable using technology for College work.

Able to work effectively in a remote/hybrid environment.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this.

If you do not meet this competency, are you willing to learn?

Yes No



Core Competencies

Public Interest/Public Service

Experience protecting and acting in the public interest.

Understanding and passion for CDO's mandate.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this.

If you do not meet this competency, are you willing to learn?

Yes No



Core Competencies

Evidence-Based Decision-Making

Able to find, critically assess, interpret, synthesize and evaluate information.

Able to practice independent and objective decision-making in a timely manner.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this.

If you do not meet this competency, are you willing to learn?

Yes No



Core Competencies

Strategic

Able to think strategically and further the mandate of CDO by adapting to changing situations, responding to issues, planning and evaluating progress.

Understand the difference between strategic and operational decisions.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this.

If you do not meet this competency, are you willing to learn?

Yes No



Core Competencies

Critical Thinking/Problem Solving

Able to evaluate complex issues to reach solutions and consider whether there is a better or more efficient option.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this.

If you do not meet this competency, are you willing to learn?

Yes No



Core Competencies

Equity, Diversity, Inclusion and Belonging

Awareness of structures of power and how they contribute to inequality.

Understanding of how implicit, explicit and structural biases influence regulation.

Prioritize creating equitable and inclusive environments and contribute to an atmosphere of belonging.

Able to apply EDI-B knowledge to deliberations and decision-making.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this.

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Dietetics profession

A Familiarity with different practice settings for RDs and entry level dietetic competence.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Registration program

Understand the process, procedures and requirements of the registration program.

Able to evaluate applications against registration requirements.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Examinations administration

Knowledge of entry to practice exams and prior learning assessments.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Credentialing for internationally educated graduates

Understand the process for becoming a dietitian or other regulated health professional in Canada with foreign credentials.

Experience navigating the process for internationally educated health professionals.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Policy development

Familiar with policy development, approval processes, implementation and evaluation methods.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Quality assurance program

Understand the process, procedures and requirements of the quality assurance program.

Understand principles that promote continuing competence and continuing quality improvement.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Standards and scopes of practice of the dietetics profession

Understand the scope and standards of practice for dietitians in Ontario.

Standards of professional practice and ethical frameworks for Registered Dietitians.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Quality improvement

Experience and understanding of quality assurance, quality improvements and assessments in healthcare.

Experience developing tools that enable meaningful feedback and continuous improvement.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Principles of adult education

Knowledge and experience with adult education, learning and assessment concepts and principles.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Objective reasoning

Able to make informed, fair and consistent decisions based on available evidence and regulatory guidelines.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Risk management

Able to identify, assess, evaluate and prioritize risks to minimize the potential negative impact to client safety, the public interest and the reputation of the profession.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Healthcare settings

Familiarity with care team structures and processes.

Experience working as a healthcare professional with a variety of disciplines and environments.

Able to think strategically about systemic issues and the role of the organization in the broader regulatory and profession-specific sectors.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Private practice

Experience working in private practice settings, as part of medical or multidisciplinary clinics, private consulting or in business.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Traumatic experience awareness

Experience in, understanding of and sensitivity to the effects of stress or potential stress on individuals involved in a complaint/report process.

Experience creating safe spaces and trust-building processes.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Board/governance/fiduciary

Experience providing stewardship of an organization by ensuring its financial and organizational well-being and that it achieves its mandate and strategic goals. Understanding of the distinction between the role of the board and the role of management/staff. Knowledgeable about the principles of good governance and the roles and responsibilities of board members.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Legal experience

Formal legal training and experience (e.g. paralegal, LLB, LLM).

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Preferred and Specific Competencies

Human resources

Experience managing the succession planning process for Boards and committees.

Knowledgeable of recruitment principles to assess skills and competencies against competency frameworks.

Experience identifying areas where competency gaps exist and additional strengths are required.

Do you meet this competency?

Yes No

If you meet this competency, share an experience where you applied this (optional).

If you do not meet this competency, are you willing to learn?

Yes No



Core Attributes

Collaborative

Prepared to listen to and work towards consensus in partnership with others.

Understand the importance of building strong working relationships within the Board and staff, registrants and systems partners.

Do you meet this attribute?

Yes No

Committed

Available to perform the College's work and play an active role on the Board. Includes providing timely responses to CDO communications, and adequately preparing for and attending meetings for the Board and committees.

Do you meet this attribute?

Yes No

Self-Aware

Able to understand and manage emotions, especially when faced with conflict and confrontation. Have a clear understanding of personal strengths and areas for growth. Able to recognize biases and potential conflicts of interest and understand the consequences of each. Committed to continuous development and improvement to support governance and regulatory excellence. Open to reflection, feedback, and opportunities to learn, relearn, and unlearn.

Do you meet this attribute?

Yes No



Core Attributes

Effective Communicator

Able to convey information and express opinions clearly and succinctly in a way that is receptive and responsive to the audience.

Do you meet this attribute?

Yes No

General Attributes

Identifies as female

Do you meet this attribute?

Yes No Prefer not to disclose

Identifies as male

Do you meet this attribute?

Yes No Prefer not to disclose

Identifies as non-binary

Do you meet this attribute?

Yes No Prefer not to disclose



2SLGBTQ+

For this application, 2SLGBTQ+ includes persons who identify as two-spirit, lesbian, gay, bisexual, transgender, queer or questioning, and additional sexual orientations and gender identities.

Do you meet this attribute?

Yes No Prefer not to disclose

Indigenous person

For this application, Indigenous person includes persons who identify as First Nations (Status, non-Status, Treaty), Métis, Inuit, Native or North American Indian.

Do you meet this attribute?

Yes No Prefer not to disclose

Racialized person

For this application, racialized persons are people (other than Indigenous persons) who are non-white in colour and/or non-Caucasian in race, regardless of their place of birth or citizenship.

Do you meet this attribute?

Yes No Prefer not to disclose

Internationally educated

Completed post-secondary education outside of Canada.

Do you meet this attribute?

Yes No Prefer not to disclose