



## Orientation for New Registrants

The Nova Scotia Dietetic Association (NSDA) is the dietetic regulatory body. By law, registration with NSDA is required before individuals can refer to themselves using a protected title: *dietitian* or *nutritionist*. NSDA's core functions relate to registration, continuing competency, professional practice, and complaints. In the public interest, NSDA regulates dietitians and nutritionists to practice in a safe, ethical, and competent manner.

### Contact NSDA

301-380 Bedford Highway  
Halifax, NS B3M 2L4  
info@nsdassoc.ca  
(902) 493-3034

### Registration

#### Renewal

Registration is renewed annually. Renewal requirements include payment of the renewal fee, updating the online renewal application, and completion of the Continuing Competency Program.

The renewal fee is \$155 for registrants who are renewing for the first time after writing the Canadian Dietetic Registration Exam (CDRE). Otherwise, the renewal fee is \$310. The renewal deadline is March 31<sup>st</sup>. A late fee of \$155 applies if renewal requirements are incomplete by midnight on March 31<sup>st</sup>. Registration is forfeited if renewal requirements are incomplete on May 15<sup>th</sup>. If registration is forfeited, registrants must apply for reinstatement. Refer to the NSDA website (Dietitians/General Information) for information about reinstatement.

The renewal process is paperless; however, you will receive a hard copy of the renewal reminder by mail. The complete renewal process must be completed on-line; however, you can mail your renewal fee by cheque or money order.

#### Resignation

To resign in good standing, submit your resignation in writing. Submission by email is acceptable. If you are moving to another province, it is important to register in the province where you intend to practice *before* resigning from NSDA. You are entitled to a refund of half of the renewal fee if notice of resignation is received by September 30<sup>th</sup>.

## Continuing Competency



The Continuing Competency Program (CCP) supports registrants to remain competent to practice throughout their career. The CCP includes setting two annual learning goals, maintaining the online learning log and a professional portfolio, and completing the Jurisprudence e-Learning Module.

The Jurisprudence e-Learning Module is a mandatory component of the CCP. The Module supports dietitians to maintain a current understanding of the regulatory, provincial, and federal requirements related to dietetic practice. It is an online, 'open-book' series of quizzes.

All registrants must successfully complete the Jurisprudence e-Learning Module every five years. All new registrants must complete the Jurisprudence e-Learning Module within the first year of registration. The deadline for completion of the Module is the renewal deadline. If a full license is issued less than four months prior to the renewal deadline (e.g. January 2018), the deadline shall be the subsequent year (e.g. March 2019).

Upon registration, new full licensed registrants develop two learning goals, begin documenting learning activities and learning outcomes on their online learning log, and begin assembling their professional portfolio. Temporary members who pass the May exam (e.g. May 2017), are required to submit their first CCP by the next renewal deadline (e.g. March 2018). Temporary members who pass the November exam (e.g. November 2017) are required to submit their first CCP by the subsequent renewal deadline (March 2019).

If you are unable to submit your CCP in entirety by March 31<sup>st</sup> due to personal or family illness, you must request an extension in writing before March 31<sup>st</sup>. Supporting documentation from a physician must accompany the request.

The CCP Toolkit and resources are posted on the NSDA website under [Dietitians/Competency Program](#). On an annual basis, 15% of CCP submissions are audited. Those audited receive individualized feedback. You may contact NSDA's Practice Advisor Amanda Connors at [aconnors@nsdassoc.ca](mailto:aconnors@nsdassoc.ca) for assistance completing the CCP or to discuss your CCP submission and audit results.



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## Accountability



NSDA maintains a [complaints process](#) to address complaints about a dietitian's practice. Registrants should be familiar and practice according to professional standards, policies and position statements found on the NSDA website under Dietitians/Publications. *The Code of Ethics for Professional Dietitians* defines the profession's ethical responsibilities and what types of behavior would lead to disciplinary action.

## Communication

The NSDA website, newsletters, emails, and annual reports communicate important information about dietetic regulation and practice. Newsletters and reports are circulated to registrants by email and then posted on the website. **It is important to update the online profile if you have a change in email address.** To do so, [log-in](#) with your current email address, click on your name at the top right of the screen, and click Account. The email address in the system is your username.

A well-known benefit of social media is the ease in which information can be exchanged. There is a Facebook group to enhance communication with registrants about regulation-related issues. Employment and continuing education opportunities are also be posted.

As with any social media site, there are risks because information is not private. Inappropriate or misinterpreted posts can harm the reputation and integrity of individual professionals or the profession. Posts will be monitored. If you have concerns, please contact NSDA directly. It is not intended to replace the networking opportunities that exist through [Dietitians of Canada](#) and the [Dietitians Network of Nova Scotia](#). Email [info@nsdassoc.ca](mailto:info@nsdassoc.ca) to join NSDA's private group.



## Board of Directors & Staff



The board of directors sets the organization's strategic direction and makes decisions to govern the organization. Board members are elected to the board for a two-year term at the time of the annual general meeting (AGM).

The executive manager is an ex-officio member of the board, manages the operations of the organization and is NSDA's representative on the Alliance of Canadian Dietetic Regulatory Bodies and the Nova Scotia Health Professions Regulatory Network. The registration coordinator/practice advisor is a resource to answer registrants' questions related to registration, the CCP, dietetic practice and professional regulation.

## Annual General Meeting

The AGM and education day is normally held in May. The meeting location varies year-to-year. In January, you will receive notice of the meeting, a call for nominations for board positions, and a notice of motion (if applicable). If you are not able to attend the meeting to cast your vote, complete a proxy form and send it to NSDA to indicate whether you wish the secretary or a colleague to vote on your behalf at the meeting. The secretary will vote in favour of the motion. If your colleague is voting on your behalf, make sure they understand your stance on the motion or any potential amendments. The proxy form will be sent to registrants in advance of the AGM. The president chairs the AGM according to Bourinot's Rules of Order. Rules of order ensure that the meeting flows in a smooth, orderly fashion. They allow the minority to be heard, but majority to rule. The rules of order are distributed at the AGM.

## Volunteer with NSDA

Whether two days or twenty years into practice, registrants can benefit from involvement on the Board and/or NSDA's committees. Participation offers an opportunity to learn about professional self-regulation, is possible from anywhere in the province by teleconference and in-person meetings, enables getting to know dietitians in a variety of practice settings from around the province, facilitates the practice of competencies not normally performed in your area of practice, adds professional experience to your resume, and provides an opportunity to contribute to the decision-making that affects the regulation of the profession. Dietitians' input and participation is an essential element of a self-regulating profession. New board and committee members are provided an orientation to the organization and on board governance.

