

# 2018 NSDA License Renewal Reminder

www.nsdassoc.ca

## STEP 1: CONTINUING COMPETENCY PROGRAM (CCP)

The CCP Toolkit and resources are posted on the NSDA website under DIETITIANS / COMPETENCY PROGRAM. Refer to pages 4 & 5 of the Toolkit for an overview of the program. The online learning log is due to be completed by March 31, 2018. The learning log should state two goals, and include learning activities and learning outcomes for 2017/2018. There is not an option to upload, email or mail your learning log to NSDA. Complete the Jurisprudence e-Learning Module. NSDA will access your learning log and Jurisprudence e-Learning Module results through the administrative portal. Do not submit your professional portfolio to NSDA unless it is requested.

## STEP 2: ONLINE RENEWAL APPLICATION

Go to the NSDA website and log-in under MEMBERSHIP RENEWAL. Your username is the email address currently in the system. If your email address has changed, log-in with your username and change your email address. To change your email address, click on your name at the top right corner of the screen, and click "Account."

Go to APPLICATIONS / LICENSE RENEWAL. Click "edit" to update the information on the Renewal Application. If you have had a change in name, scan and email, or upload proof of name change.

## STEP 3: RENEWAL FEES

The renewal fee for registration from April 1, 2018 to March 31, 2019 is \$310.<sup>00</sup> The fee is \$155.<sup>00</sup> if this is your first time renewing after writing the CDRE.

Payment options are stated at the end of the Online Renewal Form:

- Interac e-transfer to info@nsdassoc.ca through your online banking site
- Mail cheque or money order
- Pay online by credit card

If payment is by cheque, the renewal fee can be made in two instalments. This option is not applicable if payment is made online. You can submit two cheques with your renewal package; one cheque for \$155.<sup>00</sup> is to be dated March 31, 2018, and the second cheque for \$155.<sup>00</sup> is to be dated for September 30, 2018. Please write cheques payable to NSDA. There is a \$25.<sup>00</sup> fee for NSF cheques.

## STEP 4: CONFIRMATION OF LICENSE RENEWAL

You will receive an email confirmation of license renewal. This may take up to three business days. A complete renewal package must be received by midnight on March 31, 2018 or a late fee penalty will apply.

A complete renewal package consists of:

- Completion of the 2017/18 Learning Log
- Score 100% on the Jurisprudence e-Learning Module
- Updating the Online Renewal Application
- Payment of fees

If renewal is late or incomplete, a late fee of \$155.<sup>00</sup> in addition to the cost of renewal is due by May 15, 2018. If renewal is not received by May 15, 2018, registration will be revoked (NSDA Bylaws, 2007), and writing the Canadian Dietetic Registration Exam (CDRE) may be required for reinstatement. To resign in good standing, email, or mail NSDA by the renewal deadline.

Renewal receipt and license certificate are accessible online under MY APPLICATIONS.