



## **Q&A Verification of Identification for Renewal 2022**

The upload of a verified photo identification is a new requirement for the 2022 Renewal. Answers to common questions are below.

### **Why is uploading a verified ID now required?**

ID verification has been implemented in anticipation of the proclamation of the Nova Scotia College of Dietitians and Nutritionists (NSCDN).

### **Why does my ID have to be verified?**

There have been incidents in Canada whereby health professionals have been licensed under false names. In response, it is now common practice for regulatory bodies to enhance their ID verification processes. A verified ID provides proof that an applicant is who they claim to be, and that they are not carrying out the registration process on behalf of someone else.

### **Why does a regulated professional verify my identification?**

A notarized document ensures authenticity, but there is a cost associated with this service. A regulated professional is an acceptable alternative because they are accountable to practice according to a code of conduct.

### **How was this new requirement communicated?**

Renewal instructions describe the new requirement.

Click [HERE](#) to read the renewal instructions.

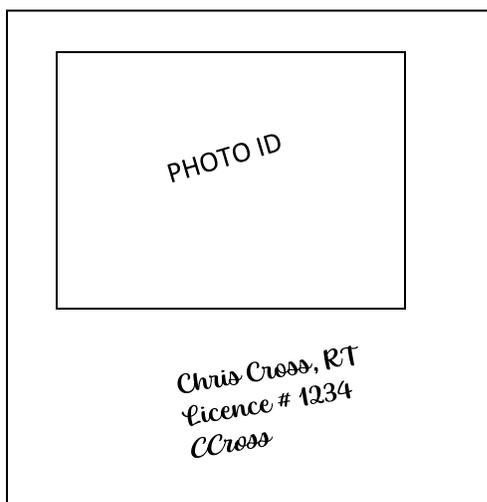
Click [HERE](#) to read the renewal instructions relevant if you were successful on the November 2021 Canadian Dietetic Registration Exam.

### **How do I complete the verification process?**

An ID is verified when a photocopy of a dietitian's government issued photo identification (e.g. driver's license, passport) has been signed by a regulated professional. The regulated professional must indicate their registration number and designation next to their name. A link to a list of regulated professionals in Nova Scotia is [HERE](#).

Please upload your verified ID in a JPEG or PDF format to the 'supporting documents' section of your NSDA profile. Your renewal application is considered incomplete without this information and will not be processed until it has been uploaded.

Example: Photocopy of government-issued photo ID signed by regulated professional with license # and signature.



### **Is the online registration system secure? I am concerned about my personal information.**

Your ID is uploaded securely via an SSL encrypted connection to the server. The file is then transferred to a secure cloud storage location, not on the local server. The cloud storage solution is in Canada and is secured with an encryption key. If Guild's database is compromised, this file is not available via raw data since it is not located on the server. Guild's systems are audited annually by a third-party security firm to ensure any vulnerabilities for penetration are patched.

Your identification will not be printed and stored.

### **Where should I direct additional questions?**

Please forward your questions to Amanda Connors, NSDA Practice Advisor and Registration Coordinator, through email [aconnors@nsdassoc.ca](mailto:aconnors@nsdassoc.ca)

The Nova Scotia Dietetic Association

301-380 Bedford Hwy

[T] 902-493-3034

Bedford, NS B3M 2L4

[E] [info@nsdassoc.ca](mailto:info@nsdassoc.ca)

[www.nsdassoc.ca](http://www.nsdassoc.ca)