

Nova Scotia Dietetic Association 2019 License Renewal

STEP 1: CONTINUING COMPETENCY PROGRAM (CCP)

The CCP Toolkit and resources are posted on the [NSDA website](#). Access your online learning log under **MEMBERSHIP RENEWAL**. There is not an option to upload, email or mail the learning log to NSDA. Do not submit your professional portfolio unless it is requested. Please complete the learning log and e-Learning Module (if applicable) before submitting the Online Renewal Application. If you are due to complete the Jurisprudence e-Learning Module, you will be emailed a username, password and instructions. If you completed the e-Learning Module in 2018, you are not due to complete the e-Learning Module again until 2023 and will not have access to the e-Learning Module until April 2022.

STEP 2: ONLINE RENEWAL APPLICATION

To complete the Renewal Application, log-in under **MEMBERSHIP RENEWAL**. Your username is the email address currently in the system. Go to APPLICATIONS / LICENSE RENEWAL. Click "edit" to update the information on the Renewal Application. If your name has changed, email info@nsdassoc.ca and upload proof of name change. If your email address has changed, log-in and change your email address by clicking on your name at the top right corner of the screen and clicking "Account."

STEP 3: RENEWAL FEES

The renewal fee for registration from April 1, 2019 to March 31, 2020 is \$400. Payment options are stated at the end of the online Renewal Application.

- Interac e-transfer to info@nsdassoc.ca through your online banking site
- Mail cheque or money order payable to NSDA. There is a \$25 fee for NSF cheques. 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 \$200 is to be dated March 31, 2019 and the second cheque for \$200 is to be dated September 30, 2019.
- Payment is possible online by credit card for your convenience, however NSDA incurs substantial service charges with this payment option. Payment by e-transfer or cheque is preferred.

STEP 4: CONFIRMATION OF LICENSE RENEWAL

A complete renewal package must be received by midnight on March 31, 2019 to avoid a late fee penalty. If renewal is late or incomplete, a late fee of \$200 in addition to the cost of renewal is due by May 15, 2019. If renewal is not received by May 15, 2019, registration will be revoked (NSDA Bylaws, 2007). To resign in good standing, email info@nsdassoc.ca by the renewal deadline.

A complete renewal package consists of:

- Completion of the online learning log
- Updated Renewal Application Form
- Payment of Fees

You will receive an email confirmation of license renewal. This may take up to three business days. Access your license certificate and renewal receipt online under MY APPLICATIONS.