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*Application Guide
for
Internationally Educated
Dietitians*

Introduction:

We are providing you with a guide to assist in the application process. Please read this guide prior to completing the application form. The second page contains the meaning of words that are used in the registration process.

If at any time, you require assistance, please feel free to contact the College of Dietitians of Manitoba.

You must be registered with the College of Dietitians of Manitoba (CDM) to work as a dietitian in Manitoba. The titles of 'Registered Dietitian'; 'Dietitian'; 'Graduate Dietitian'; 'Dietetic Intern' and the designation RD, GD and DI and the ability to work in the capacity of a dietitian are all protected in Manitoba. Unless you are an approved member of CDM, it is unlawful to use any of these titles.

There are three non-exemptible requirements for membership into the College:

1. **Academic Requirement:** You must have completed a university degree in human nutritional sciences or equivalent. Degrees received outside of Canada will be assessed to determine equivalency to a Canadian accredited degree program.
2. **Internship/Practicum Requirement:** You must have completed a dietetic internship or practicum program that is equivalent to a Canadian accredited program and supervised by a registered dietitian. The standard internship/practicum program in Canada is 35-40 weeks. The program must have the following characteristics:
 - Formal/structured program with evaluation component
 - Include areas of practice: nutrition care, health promotion/population health and food services management
 - Be greater than or equal to 1250 hours

If you have not completed an internship, your application will be refused. Internship less than 875 hours, are likely not at a Canadian standard. You may be required to complete a practicum/internship program if your internship is less than 875 hours. Work experience will be taken into consideration, but does not replace a practicum/internship program.

3. The applicant must successfully pass the Canadian Dietetic Registration Examination (CDRE).
4. **Currency:** The College of Dietitians of Manitoba considers an applicant up-to-date if they have all the qualifications within three years prior to the date of application.

Other Requirements:

5. You must be able to speak English or French fluently.
6. You must provide proof of current registration in good standing with your country/state licensing body (if applicable)
7. You must provide information on professional development/continuing education activities.
8. You must provide a criminal records search, adult abuse and child abuse registry check. All documents must be current, within six months.

MEANING OF WORDS:

Accredited: Officially recognized or authorized. Please visit the Dietitians of Canada website for a list of accredited schools at www.dietitians.ca

Notarized: documents must be legalized by a lawyer, notary public or a university official.

Graduate Dietitian: As a Graduate Dietitian your academics and practicum have been accepted and you are waiting to write the exam. You can look for employment while you are waiting to write the exam.

Competencies: skills that are essential to perform a job of a dietitian properly.

Professional Development: the process of obtaining the skills, qualifications and experience that allows you to make progress in your career and to stay current.

Equivalency: comparable to a Canadian degree

Currency: up-to-date, current. The College of Dietitians of Manitoba considers currency to be three years. Qualifications must have been obtained within three years prior to you applying to the College of Dietitians of Manitoba.

Canadian Dietetic Registration Exam (CDRE): The Exam is designed only to confirm whether you have demonstrated entry level competence. The exam is computer based and eligible candidates have four hours to complete it.

Instructions

- Type or print neatly
- Complete all sections
- Provide all names in full. Do not use abbreviations (e.g., University of Manitoba, not U of M)
- Review your completed forms against the checklist provided (which is located at the end of the Registration Application Form)
- Date and sign your application form

If you are an internationally educated applicant, the College strongly recommends that you review the *Canadian Dietetic Practice Orientation and Self-Assessment Tool*. The link is available on our website under the 'Internationally Educated Dietitians' > Dietetic Practice in Canada. This tool will give you a general overview of dietetic practice in Canada and will help you assess your knowledge and skills against the standards required to practice dietetics in Canada.

Application Process

Step 1: Your degree must be assessed by a credential assessment agency. This assessment will determine if your nutrition degree is equivalent to a degree from a Canadian university. This assessment is NOT done by the College, but through other agencies and can take several weeks. You can find information on cost and time for assessment on the agency website.

The College of Dietitians of Manitoba accepts assessments from the following agencies:

- ✓ World Education Services (WES – Canada)
www.wes.org/ca

Please request the document by document report. You can also have your transcripts verified and sent to the College by ordering the ICAP service.

- ✓ IQAS (International Qualifications Assessment Service)
<http://work.alberta.ca/immigration/international-qualifications-assessment-service.html>

Please request the 'Basic' assessment.

- ✓ University of Toronto – Comparative Education Services
<http://learn.utoronto.ca/ces.htm>

The results of the assessment must be sent directly from the agencies to us. If we have your email address, we will contact you, to confirm that we have received your assessment results.

All assessments can be appealed to the credential agency if warranted.

Step 2: Apply to the College of Dietitians of Manitoba.

PART A – To assess your nutrition academics/credentials, we require the following:

- Completed Application Form
- Results of the comparative education service assessment
- Official transcripts or notarized copies. Transcripts must come directly from your University to the College office. We need an official transcript from your University before a license will be issued. You can also have transcripts sent from WES if ICAP service is ordered. If you don't have official transcripts, please contact us.
- Course descriptions from the calendar of the University you attended. Your courses will be compared to Canadian accredited undergraduate programs.
- A copy of each degree or certificate of graduation.
- Payment (application fee, academic and practicum assessment – for prices, please see Appendix A in this application guide)

Upon receipt of your application and comparative education service results, the College will assess if your degree meets the necessary qualifications of a Canadian accredited nutrition program.

PART B – To assess your internship/practical training, you must provide the following:

- A detailed summary of your internship/practicum education program
- A letter from your education program director that says your program contains experience in:
 - Clinical/Therapeutic Nutrition
 - Food Service Administration
 - Community Health
 - Was supervised by a registered dietitian
- A notarized copy of your graduation certificate from a dietetic internship or practicum training. This certificate must be sent directly from the facility to the College office.

Step 3: *Practical Experience Summary*

You are required to provide a summary of your practical experience. This summary will assist the College in determining whether you meet the practice requirements for registration. This form and instructions can be found on the website under 'Internationally Educated Dietitians' > Application Guide and Registration > Practical Experience Summary.

Step 4: You are required to provide proof of language proficiency, if you earned your degree in a language other than English or French. Language proficiency test scores will be considered valid for two (2) years.

ENGLISH

You must submit a certified copy of one of the following to the CDM office as proof of language proficiency:

- TOEFL – Test of English as a Foreign Language
 - Minimum score of 83 on internet based examination with no less than 19 in each component. Minimum score of 26/30 in speaking portion.
- IELTS – International English Language Testing System
 - Minimum of score of 6.5 in each 4 components with overall band score of 7.
- CanTEST – Canadian Test of English for Scholars and Trainees
 - Minimum of 4.5 in each component
- CLB – Canadian Language Benchmark
 - Minimum of 8 in each category

Information on language assessments and training programs are available at:

<http://www.welarc.net>

FRENCH

- If you speak French as a first language or have been educated in French, you will be considered fluent. If required, French proficiency will be assessed with the support of the Adult Language Training Branch of Manitoba Labour and Immigration.

STEP 5: You must provide an original copy of a criminal record search. All documents must be current, within six months.

Have you been in Canada for more than one year?

- Please provide a criminal record check from your home province with a vulnerable sector search, an Adult Abuse Registry Check and a Child Abuse Registry Check.

Have you have been in Canada for less than one year?

- Please provide a criminal record search based on a nationwide search from the appropriate law enforcement agency in that country.

STEP 6: If you are currently registered with your country/state licensing body, please provide the College with proof of registration.

STEP 7: You must provide proof of identity, and current legal name (i.e. passport)

STEP 8: If you have completed any continuing education / professional development programs, please provide this information on the '*Continuing Education Summary Form*,' which is included in this application form package. This is not a requirement for registration.

Once we receive your application form, you have 30 days to send in all necessary documentations, as outlined in this guide. If you require more time, please contact us for an extension.

Application Process

The College Board of Assessors will review your completed application. Your assessment may also include:

- Academic upgrading;
- In person panel interview to assess your dietetic knowledge and practice;
- Practicum assessment where you are placed with a working dietitian to assess your practical skills. The practicum assessment is not a practicum training program. It is an assessment of your practical skills.

The Board of Assessors will determine which of the above apply to your application. You will be notified by letter from the College.

- For estimated costs and timelines, please see Appendix A of this application guide.

Examination Information:

If you meet all the academic and practicum requirements, you will have to write the Canadian Dietetic Registration Examination (CDRE).

- For estimated costs and times, please see Appendix A of this application guide.

Liability Insurance

- Dietitians working in Manitoba, must have liability insurance coverage to a minimum of \$5,000,000. Insurance can be obtained through their employer, Dietitians of Canada or other insurance providers.

-END-

Appendix A – Timelines and Costs

Application:

- We will confirm with you that we have received all your documents. Applications usually take 8 weeks to review, once we have all the required information concerning your application. We will send a letter to you about the results of your assessment at that time.

Fee	Cost
Initial Application Fee	\$80.00
Assessment Fees:	
○ Academic Assessment	\$250.00
○ Practicum Assessment	\$250.00
○ Both	\$400.00
TOTAL:	\$480.00 (application fee, both assessment fees)

Academic Upgrading:

- If the Board of Assessors decides that academic upgrading is required, and you must take additional university courses at an accredited university, such as University of Manitoba. (http://umanitoba.ca/faculties/human_ecology/departments/hns/)
- A list of online course work is available through the College by request.
- If you are not familiar with the Nutrition Care Process Terminology, we recommend you complete the online modules through Dietitians of Canada. These modules can be found at www.dietitians.ca.

Practicum Assessment:

- If the Board of Assessors decides that you are to be placed with a working dietitian to assess your skills and undergo a practicum assessment, usually the assessment is for 9 to 12 weeks. The cost for each week is \$150.00. You are also subject to an administration fee of \$350.00. **Estimated Cost: 12 weeks x \$150.00 = \$1800.00**

Examination:

- Once you meet the academic and practicum requirements, you will be asked to register as a Graduate Dietitian. The fee for a Graduate Dietitian license is prorated at a monthly rate of \$47.92. For example, if you have completed the academic upgrading and the practicum assessment in July, then your rate would be \$47.92 x 9 months (July to March (yearly registration date)).

- As a Graduate Dietitian, you can then write the Canadian Dietetic Registration Examination. The cost for the exam is \$525.00. Exams are written in May and November. Candidates usually receive their results within six weeks.
- Candidates who fail the exam are allowed to re-write the exam up to two additional times at a cost of \$525.00 per write.

Membership Fee:

- Members must renew their license to practice yearly. The deadline date for yearly registration is March 31st. The current membership fee is \$575.00.

Appendix A – other potential costs:

Liability Insurance: Independent rate can range from \$90.00 to \$250.00 / year.

Translation Services: Translation services can be provided by the Immigration Centre. For more information, please visit www.immigratemanitoba.ca. Estimated costs are as follows:

Example Translation Costs

Spanish - \$0.12 to 0.18 per word depending on technicality of document

Tagalog - \$0.16 to 0.22 per word depending on technicality

Academic records require certified translations - priced by page.

Spanish - \$69

Tagalog - \$89

Language Tests: to be determined