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Application Guide

Introduction:

We are providing you with a guide to assist in the application process. Please read this guide prior to completing your application form. 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 Dietitians', 'Dietitians', 'Graduate Dietitians', 'Dietetic Intern' the designation RD 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.

To practice as a dietitian in Manitoba, you must meet the following requirements:

1. **Academic Requirement:** You must have completed a university degree from an accredited university nutrition program or equivalent. For a list of accredited university nutrition programs, please visit Dietitians of Canada at www.dietitians.ca.
2. **Internship/Practicum Requirement:** You must have completed an accredited dietetic internship or practicum 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 province (if applicable).
7. You must provide information on professional development/continuing education activities. This is not required if you are applying for membership as a Graduate Dietitian or Dietetic Intern.
8. You must provide a criminal records search, adult abuse registry and child abuse registry check.

If you are registered with another provincial regulatory body:

- Once the College of Dietitians of Manitoba has received your application, we will contact your current regulatory body to access your academic, internship and CDRE documents for verification.
 - Documents to be submitted by you:
 - Criminal Record Check
 - Resume
 - Professional Development Activities, by completing the 'Continuing Education Summary' form

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

Application Process

1. Complete the Registration Form
2. Official transcripts or notarized copies. Transcripts must come directly from your University to the College and/or your current regulatory body. We need official transcripts from your University/current regulatory body before a license will be issued.
3. A copy of each degree or certificate of graduation.
4. An original letter from your education program director that states you have successfully completed internship and/or the letter can be received from your current regulatory body.
5. Submit the 'Continuing Education Summary' form, which can be found along with the registration form.
6. Application must include verification of professional liability insurance, if you are engaged in the practice of dietetics as defined in the scope of practice. You are required to obtain or be covered by, and maintain liability coverage to a minimum of \$5,000,000. Please confirm your coverage on the application form.
7. Proof of identity and legal last name (ie. Passport or photo identification)

CRIMINAL RECORD CHECKS

The College of Dietitians of Manitoba requires the following checks:

1. Criminal Record Check with Vulnerable Sector Search
2. Adult Abuse Registry Check
3. Child Abuse Registry Check

Original copies must be received at the College office before we can issue you a license. All documents must be current, within six months.

If you require your original copies returned to you, please check off this box . The College will then take 'true copies' of your documents and send back the originals in the mail to you.

For more information about each of the above checks, please visit the following websites:

Criminal Record check: http://www.winnipeg.ca/police/pr/info_request.stm

Adult Abuse Registry Check: http://www.gov.mb.ca/fs/pwd/adult_abuse_registry.html

Child Abuse Registry Check: <http://gov.mb.ca/fs/childfam>

Once the College has received your complete application, the Registrar will review and approve all applications. Applications usually take 2 weeks to review, once we have all the information. Upon approval, we will send you your membership number, certificate, membership card and membership handbook. You will also be given access as a member to the College of Dietitians of Manitoba website.

Applying as a Graduate Dietitian (waiting to write the Canadian Dietetic Registration Examination)

Once we have received your application, it will be assessed by the Registrar. You will be required to write the Canadian Dietetic Registration Examination (CDRE). For fees and dates, please see Appendix A.

Upon approval of your application, you will be issued a temporary membership number, as a Graduate Dietitian. This designation allows you to seek employment while waiting to write the examination.

MPP Graduates:

If you have graduated from the Manitoba Program Partnership for Dietetic Education, the College requires the following documentation:

- Copy of your current resume
- Original letter from the internship director stating that you have successfully completed your internship

As a dietetic intern member of the College of Dietitians of Manitoba, we would have your official transcripts and copy of certificate of graduation.

Appendix A – Timelines and Costs

Application:

- The College will confirm with you that we have received all of your documents. Applications usually take 2 weeks to review, once we have all the information.

Fee:	Cost:
Initial Application Fee	\$80.00
Membership Fee: (Registration Renewal March 31 yearly)	\$575.00

Please note that the membership fee is pro-rated. Therefore, if you are applying within the renewal year, you will be subject to a pro-rated monthly fee of \$47.92. So if you apply in July, then your rate would be \$47.92 x 9 months (July to March)

This prorated fee will also apply to Graduate Dietitians.

Examination:

- As a Graduate Dietitian, you can write the Canadian Dietetic Registration Examination. The cost for the exam is \$440.00.

Membership Fee:

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