NOVA SCOTIA
Regulator of
Dietetics

Registration and Licensing Policies

Updated: November 2026

Policies

Registration Requirements for Virtual and In-Person Dietetic Services 3
English Proficiency 5
Vulnerable Sector Check 8
Character Requirement 10
Currency of Practice Requirement 15
Liability Insurance 17
Conditional Licence for New Graduates 19
Candidate Registered Dietitian Mentor Agreement 21
Dietitian Supervision Plan 23
Registration Through Labour Mobility 26
Term License 27
Internationally Trained Dietitians 28
Application Timeline 29
License Renewal 30
Failure to Renew License 31
Application Expiry 32
Assessing Currency for Applicants 33
Use of Protected Titles, Practice and Terms 35
Registration Category and Public Register Policy 36
Registrations and Licensing Application Appeals 39
Access to Registration Records Requests 43
Schedule 1: Accredited Canadian Dietetic Programs 45

SUBJECT	Registration Requirements for Virtual and In-Person Dietetic Services		
Approved by: Board	**Effective 5/12/25**	**Reviewed**	**Revised**

POLICY

Dietitians who are registered in another jurisdiction and provide services to Nova Scotia residents must meet NSRD registration requirements and follow the regulatory standards in both their home jurisdiction and Nova Scotia.

For the purposes of this policy, Nova Scotia residents are defined as individuals who are registered for a Nova Scotia Health Card (MSI).

PROCEDURE

1. A Dietitian licensed by the NSRD who provides virtual dietetic services to clients who reside outside of Nova Scotia must:
    a. verify and comply with the registration and licensing requirements and regulatory standards of the dietetic regulatory body in the jurisdiction where the client resides
    b. ensure the client is aware that they are a licensed registrant of the NSRD.

2. Dietitians who are registered in a jurisdiction outside of Nova Scotia who are providing in person dietetic services in Nova Scotia to residents of Nova Scotia and using the protected titles of dietitian, registered dietitian or professional dietitian must be licensed with NSRD.

3. Dietitians who are registered in a jurisdiction outside of Nova Scotia and provide virtual dietetic services to residents of Nova Scotia and use the protected titles of dietitian, registered dietitian or nutritionist must be licensed with the NSRD.

Exceptions To Registration Requirement for Virtual Practice

- Registration with the NSRD is not required for dietitians who are providing virtual follow up care to residents of Nova Scotia that is related to the in-person care received in another Canadian jurisdiction, provided that the care is part of a longitudinal care relationship where the care is managed by the primary province's Health Authority or Crown Corporation.

- Registration with the NSRD is not required to provide virtual follow up care for those who temporarily relocate to Nova Scotia but retain health care registration in the province where they permanently reside. For example, university students.

- Registration with the NSRD is not required to provide online classes or in other circumstances where individual care is not provided. The dietitian is responsible for

referring any questions related to individual care to a dietitian in the client's province.

SUBJECT	English Proficiency		
Approved by: Board	Effective 25/03/25	Reviewed 27/09/25	Revised 27/09/25

BACKGROUND

Proficiency in English at a professional level is essential to support an applicant's ability to practice dietetics effectively in Nova Scotia. Given the communication-intensive nature of dietetic practice, strong skills in reading, writing, speaking, and listening in English are vital for ensuring safe and effective care within the province.

Section 10(a)(vi) of the Dietitians Regulations states that an applicant for registration must demonstrate proficiency in English language in the manner approved by the Registration Committee.

POLICY

Applicants must meet the Regulator's language proficiency requirement through one of the following methods:

1. Completion of a Dietetics Program from an institution where:
    a. Theoretical and clinical instruction were provided in English.
    b. The primary language of instruction at the educational institution was English.
    c. The program was not delivered primarily through online or distance education.

2. Current or recent registration:
    a. With the Regulator, or within the last three years
    b. With another Canadian dietetic regulatory body (or within the past three years) in an equivalent practicing class.

3. Achieving the Required Benchmark Scores on one of the following language proficiency tests:
    a. International English Language Testing System (IELTS) Academic Test
    b. Pearson Test of English (PTE) Academic Test
    c. Test of English as a Foreign Language (TOEFL) iBT Test
    d. Canadian English Language Proficiency Index Program (CELPIP)
    e. Occupational English Test (OET)

    Language proficiency test scores will be considered valid for two years.

Required Benchmark Scores:

International English Language Testing System (IELTS) Academic Test

Test Component	IELTS Minimum Scores
Writing	6.5
Speaking	6.5
Listening	6.5
Reading	6.5
TOTAL	7

Pearson Test of English (PTE) Academic Test

Test Component	PTE Minimum Scores
Writing	79
Speaking	76
Listening	71
Reading	69
TOTAL	N/A

Test of English as a Foreign Language (TOEFL) iBT Test

Test Component	TOEFL Minimum Scores
Writing	19
Speaking	26
Listening	19
Reading	19
TOTAL	83

Canadian English Language Proficiency Index Program (CELPIP)

Test Component	CELPIP Minimum Scores
Writing	8
Speaking	8
Listening	8
Reading	8
TOTAL	N/A

Occupational English Test (OET)

Test Component	OET Minimum Scores
Writing	C+
Speaking	B
Listening	B
Reading	C+
TOTAL	N/A

SUBJECT	Vulnerable Sector Check		
Approved by: Board	**Effective 01/04/2023**	**Reviewed 24/03/26**	**Revised 24/03/26**

BACKGROUND

Concerns regarding an applicant's character to safely and ethically engage in the practice of dietetics may arise where the applicant:

1. has been charged with, pleaded guilty to or been convicted of any offence in or outside Canada that is inconsistent with the proper professional behaviour of a registrant, including an offence under:
    i. the Criminal Code (Canada),
    ii. the Controlled Drugs and Substances Act (Canada),
    iii. such other legislation as prescribed, or
    iv. any offence under any statute or legislation.

2. has been charged with, pleaded guilty to, or been convicted of a motor vehicle or traffic offence in or outside Canada that is inconsistent with the proper professional behaviour, capacity, or competence of a registrant, excluding minor offenses such as parking or speeding.

POLICY

The NSRD requires all applicants and Regulator registrants to submit a vulnerable sector check (4 months validity), if applicable, to the Regulator upon application submission and every fifth year following registration.

PROCEDURE

1. Applicants for registration and licensure who resided in Canada prior to registration must submit a Canadian vulnerable sector check before their application will be processed.
    a. A vulnerable sector check may not be required if the applicant provides evidence to the satisfaction of the Regulator that they have not resided in Canada before submitting their application.
2. If the applicant for registration or licensure resided outside of Canada prior to submission of their application, the applicant is required to submit an international criminal record check for the country in which they resided.
    a. Verification of a clear international criminal record check received directly from another Canadian regulatory body is sufficient to meet this requirement.
3. An original vulnerable sector check or international criminal record check must be:
    a. paid for by the applicant;
    b. requested under all names the applicant or registrant has ever held and include the correct date of birth;
    c. presented in the English language (English translation costs are incurred by the applicant, if applicable);

    d. current within four months before the applicant's registration or renewal; and
    e. uploaded to the applicant's NSRD profile.
4. Only original vulnerable sector check or international criminal record check are accepted. These can be obtained from a
    a. local police force or the Royal Canadian Mounted Police (RCMP)
    b. criminal record search company that can conduct vulnerable sector, these are accepted by the Regulator.
5. The Regulator will refrain from processing an application until an applicant’s criminal record has been assessed.

SUBJECT	Character Requirement		
Approved by: Board	**Effective 01/04/2023**	**Reviewed 25/03/25 27/09/25**	**Revised 25/03/25 27/09/25**

Policy Statement:

1. Dietitians, as health care professionals, have a special relationship with members of the public rooted in mutual trust, confidence and respect that is critical to effective practice.

2. Applicants and registrants are expected to adhere to the values shared by society in general and the dietetics profession specifically.

3. All applicants must provide proof satisfactory to the registration and licensing decision maker that they have the character to safely and ethically engage in the practice of Dietetics.

4. The purpose of the character requirement includes the protection of the public, as well as the maintenance of high ethical standards and public confidence in the profession.

Declaration Questions on Application Form

5. An applicant must complete NSRD's declaration questions on their application form.

6. When completing NSRD's declaration questions,
   6.1. the applicant must:
      6.1.1. read the questions carefully and answer them truthfully and accurately; and
      6.1.2. contact NSRD for clarification if they have any questions regarding the declaration questions or how to respond to them.

7. Failure to respond to the declaration questions truthfully and accurately may result in the immediate suspension of the application process for any initial applicant or registrant renewing their licence or in the denial of the application.

Regulatory History Form from Other Regulators

8. In addition to the concerns referenced in Policy 1 - Criminal Record Check with Vulnerable Sector Check, concerns regarding an applicant's character to safely and ethically engage in the practice dietetics may arise where the applicant:
   8.1. has been found to have engaged in professional misconduct, conduct unbecoming, incompetence, incapacity, or any similar finding, in another profession or in another jurisdiction,
   8.2. has had a licensing sanction imposed by another profession or another jurisdiction, or
   8.3. is the subject of an investigation or disciplinary process in any profession or in any jurisdiction.

9. Applicants who are not licensed in another Canadian jurisdiction must arrange to have a regulatory history form sent directly to the Regulator from every professional regulatory body with which they are or have ever been registered and/or licensed. This includes regulators in international jurisdictions and for other regulated professions.

10. Applicants who are currently licensed in another Canadian jurisdiction must arrange to have a regulatory history form sent directly to the Regulator from every professional regulatory body with which they are currently registered and/or licensed. This includes regulators in international jurisdictions and for other regulated professions.

11. Subject to legislative restrictions in the issuing jurisdiction, the regulatory history form must include:
    - 11.1. the dates during which the applicant was registered and/or licensed;
    - 11.2. whether there were or are any terms, conditions or limitations to the applicant's license or registration;
    - 11.3. whether the applicant has ever had their registration or licence suspended or cancelled;
    - 11.4. whether the applicant has had any findings of, or is facing a regulatory proceeding for, professional misconduct or unskilled practice or incompetence;
    - 11.5. whether the applicant has been the subject of any disciplinary action by the regulatory body;
    - 11.6. whether the applicant has ever been the subject of a formal regulatory complaint or investigation where the outcome was anything other than a decision to take no action;
    - 11.7. whether the applicant is subject to any acknowledgement and undertaking;
    - 11.8. whether the applicant has been compliant with all registration requirements, including the quality assurance program and continuing competence requirements;
    - 11.9. whether the applicant has any outstanding or unfulfilled obligations to the regulatory body;
    - 11.10. whether there is any reason the applicant would not be entitled to be licensed or registered with the regulatory body at the present time;
    - 11.11. the signature and contact information of the registrar or designate of the regulatory body.

12. For applicants who are licensed to practice dietetics in another Canadian jurisdiction, a Verification of Registration Form or acceptable alternative Certificate of Standing document satisfies the requirement for a regulatory history form from that regulator.

Assessment of Character

13. An applicant must not provide any inaccurate, false, or misleading information or omit any pertinent information.

14. The registration and licensing decision maker will assess character based on the past and present conduct of an applicant.

15. The responsibility to satisfy the registration and licensing decision maker that an applicant possesses the character to safely and ethically engage in the practice of Dietetics rests with the applicant.

16. Character assessments may focus on whether an applicant has acted, or there is reason to believe they are liable to in the future act:
    16.1. in such a way that puts at risk the health, safety, or well-being of the public, a client, or a colleague;
    16.2. in such a way that their registration or licence would undermine the integrity of the profession of Dietetics;
    16.3. in such a way that their registration or licensure would undermine public confidence in the ability of the NSRD to regulate the profession of Dietetics;
    16.4. in such a way that indicates an unwillingness to act in accordance with standards and ethical principles of the profession of Dietetics;
    16.5. in such a way that indicates an unwillingness to be governed by NSRD; and/or in a dishonest manner.

17. Traits of an applicant who possesses the character to safely and ethically engage in the practice of Dietetics may include:

    17.1. trustworthiness;
    17.2. integrity;
    17.3. honesty;
    17.4. reliability;
    17.5. governability;
    17.6. respect for others; and
    17.7. refraining from discriminatory conduct.

18. Circumstances that may lead a registration and licensing decision maker to inquire about an applicant's character include:
    a. charges or findings of guilt related to conduct involving dishonesty or breach of public trust;
    b. academic penalties, findings or actions of any kind made by an academic institution arising from academic misconduct or unprofessional behaviour;
    c. conduct that demonstrates disregard for honesty, integrity, and trustworthiness, including providing inaccurate, untruthful, or misleading information in the application process for registration, licensure, or renewal;
    d. behaviour which demonstrates a lack of respect for others, including conduct which demeans others based upon sex, race or colour, religious beliefs, or any prohibited ground of discrimination pursuant to the Nova Scotia Human Rights Act;
    e. disciplinary findings made by a regulatory authority;
    f. suspension or termination of employment;
    g. denial of registration and/or licensure in another jurisdiction or in another profession.

Requirements of Applicant

19. The registration and licensing decision maker or the responsible committee may require additional evidence from the applicant or registrant to demonstrate that their previous conduct will not prevent them from practising dietetics safely and ethically. The applicant or registrant may be required to:
    a. Respond in writing to any allegations of professional misconduct, conduct unbecoming, incompetence, or incapacity, and provide evidence that they are able to practice dietetics safely and ethically;
    b. Sign a self-declaration that indicates that they will practice dietetics safely and ethically and, if applicable:
        i. Indicate on the self-declaration:
            a) any matters referenced in the Criminal Record Check with Vulnerable Sector Check policy;
            b) any findings of professional misconduct, conduct unbecoming, incompetence or incapacity;
            c) Any findings of academic misconduct or dishonesty; and any incidences of poor conduct that led to discipline by an employer or termination of an employment contract.
        ii. Provide police or other records relevant to the information on the self declaration for consideration by the registration and licensing decision maker or responsible committee; and
        iii. Enter into an Undertaking with the NSRD, the terms of which may include, but are not limited to:
            a) Requiring the applicant or registrant to submit a letter of explanation and apology to NSRD for the conduct at issue;
            b) Requiring the applicant or registrant to undertake not to repeat the poor conduct and/or take specific actions to avoid repeating the poor conduct, to be specified by the registration and licensing decision maker.
            c) Requiring the applicant or registrant to successfully complete additional training to be specified by the registration and licensing decision maker.

20. If an applicant declines or fails to provide the additional evidence required by the responsible committee or registration and licensing decision maker, they may be found to not have satisfied the character requirement.

Decision by Registration and Licensing Decision Maker

21. When assessing whether an applicant or registrant satisfies the character requirement, the registration and licensing decision maker may make the following determinations:
    a. The registrant or applicant satisfies the character requirement.
    b. The registrant or applicant does not satisfy the character requirement.

c. If the registration or applicant does not satisfy the character requirement, the registration and licensing decision maker may:
    i. deny the application; or
    ii. grant the application with conditions or restrictions.

22. If the registration and licensing decision maker imposes conditions or restrictions on a registrant or applicant's license, that registrant or applicant must be licensed on the conditional register.

SUBJECT	Currency of Practice Requirement		
Approved by: Board	**Effective 24/01/2023**	**Reviewed 27/09/25**	**Revised 27/09/25**

POLICY

1. To meet the currency to practice requirement, a registrant must have practiced 500 hours (paid or unpaid) in the past three years. Active practice hours relate to engagement in the practice of dietetics and includes research, education, consultation, management, administration, regulation, policy or system development relevant to the defined scope. (Dietetic Regulations, 11(1)(a)(v).

2. The registrar will review all positions where questions arise to determine whether the position falls within the legislated definition of the 'practice of dietetics.' Factors to consider include one or more of the following:
   a) required to be a dietitian or a regulated health professional for their role,
   b) role impacts the nutritional health of the public,
   c) role impacts the practice of dietetics,
   d) role requires the knowledge of the health care system or influences the health care system,
   e) role requires the education, competencies, and similar experience to that acquired through dietetics education and practice.

3. To qualify for an active practice license, it is not necessary to have the job title of *dietitian* or *nutritionist*.

4. If the dietitian is also practicing and using the title of another regulated health profession (e.g., nurse, naturopath), their role must impact the nutritional health of the public or impact dietetic practice. The number of hours of *dietetics-related practice* qualifies as active practice hours and must either be validated by a regulated health professional, or the dietitian is able to submit evidence of their dietetics-related practice.

5. The registrant who has successfully completed the Canadian Dietetic Registration Examination or those who have completed a re-entry program in the three years immediately before submitting an application are exempt from the active practice requirement.

6. If the registrant is enrolled in a dietetics-related course or program, a half-credit will qualify as 45 practice hours. The Registration Committee will deem which university course(s) or program(s) eligible for active practice hours.

7. Individuals applying for licensure who do not meet the currency of practice requirements will have a condition applied to their license by the registration and licensure decision maker.

PROCEDURE

1. In the calculation of currency of practice hours, time away from work for parental leave, sick leave, leave of absence, long term disability, vacation, statutory holidays, travel to and from work, days off or on-call hours spent waiting for work are not considered currency of hours.

2. Registrants are expected to obtain and maintain documents that substantiate paid and unpaid reported practice hours. Documentation may consist of pay statements, invoices, or verification in writing from employer, organization or another regulated health professional. This documentation may be requested to validate reported hours.

3. Registrants are required to declare the number of paid and/or unpaid practice hours each year during the renewal process.

4. Registrants who declare unpaid practice hours toward their active practice hourly requirement must maintain detailed documentation of the nature of the work.

5. Upon request by the registration and licensing decision maker, the registrant will submit, in writing, how their practice in the past three years meets the currency to practice hour requirement.

6. A registration decision can be appealed to the Registration and Licensing Review Committee within 30 days of written notice.

SUBJECT	Liability Insurance		
Approved by: Board	**Effective** **11/02/23**	**Reviewed** **27/09/25**	**Revised** **03/05/24** **23/08/24** **27/09/25** **26/09/26**

BACKGROUND

Section 60 of the RHPA requires a NSRD registrant to maintain such professional liability insurance or other form of malpractice coverage or liability protection as required by the board.

It is in the public interest for dietitians to maintain professional liability insurance. Professional liability insurance offers a source of financial protection for members of the public who may suffer injury or loss due to the conduct of a dietitian in the performance of professional services.

The NSRD is responsible for ensuring that there is a financial resource, independent of the dietitian, to satisfy the costs of any damages that may be awarded against the dietitian in court. Insurance also protects the insured dietitian against claims alleging negligent acts or errors or omissions in the rendering of (or failure to render) professional services.

Section 154 of the RHPA specifies that the registrar may suspend the licence of a registrant without notice or investigation upon the registrant's contravention of a regulation or bylaw that requires the registrant to file a document, including a current professional liability certificate, and may reinstate the licence so suspended upon payment of such fine as set out in the bylaws.

POLICY

The NSRD requires all dietitians to hold individual professional liability insurance in the minimum single-occurrence amount of $5,000,000 before engaging in dietetic practice. The insurance policy must include legal expense endorsement insurance and must provide coverage for claims arising from services rendered during the period of coverage. The insurance policy must comply with one of the following options:

1. **Occurrence Policy**: An occurrence-based professional liability insurance policy that covers any claim for incidents that occur during the policy period, regardless of when the claim is filed.

2. **Claims-Made Policy with Extended Reporting Period (ERP)**: A claims-made professional liability insurance policy that includes an extended reporting period (ERP) of at least two (2) years. This ERP must provide coverage for claims reported within two years after the end of the policy period. If the insurer does not offer the ERP at the commencement of the policy, it shall be the registrant's responsibility to secure the ERP at the time of policy termination. The NSRD requires proof of insurance prior to issuing or renewing a license.

PROCEDURE

1. A dietitian must hold the required professional liability insurance in the specified coverage and amount before engaging in paid or volunteer dietetic practice.

2. Registrants must maintain continuous individual insurance in their own name. Practice specific or employer insurance is not acceptable.

3. Dietitians must submit proof of liability insurance to NSRD in the amount specified in the policy above. Dietitians must upload proof of insurance to the NSRD registrant portal. Proof of insurance is required prior to issuing or renewing of an active practice licence. Proof of insurance must include the following information:
    - insurer's name
    - insured's name
    - effective date and expiration date
    - policy number
    - coverage amount; and
    - any additional information reasonably requested by the NSRD.

4. All costs associated with obtaining and maintaining and providing proof of insurance is the registrant's responsibility.

5. The NSRD will conduct regular insurance audits. If a registrant fails to maintain current professional liability insurance documentation in their registration profile, their licence will be suspended, and their employer may be notified. Reinstatement will occur once the registrant provides satisfactory evidence of current professional liability insurance and pays the applicable reinstatement fine.

SUBJECT	Conditional Licence for New Graduates		
Approved by: Board	**Effective 29/03/2023**	**Reviewed 27/09/25**	**Revised 08/03/2024 27/09/25**

BACKGROUND

To be eligible for a conditional license before writing the Canadian Dietetics Registration Exam (CDRE), the applicant must meet all criteria for the practising licence, except for the writing of the CDRE. Dietetics Regulations, section 12(4).

POLICY

Applicants who are waiting to take the CDRE and who meet the requirements for conditional registration and conditional licensure under Dietetics Regulations section 12(1)(b) may be granted a licence on the conditional register and be entitled to practice under the following conditions:

- The applicant must acknowledge, in their NSRD application, that they are required to register for and sit the next scheduled writing of the CDRE.
    - A Candidate Registered Dietitian who wishes to defer writing the next scheduled CDRE must submit a request for deferral to the Regulator in writing. If the deferral request is approved, the Candidate Registered Dietitian will be required to practise under supervision until they write and pass the next scheduled CDRE. Where supervision is required following an approved deferral of the CDRE, the registrant must have an approved Supervision Plan in place no later than the date of the CDRE sitting they were approved to defer.

- Must be mentored by dietitian licensed on the practising register, who is engaged in a scope of employment similar to that in which the conditional registrant intends to practise.

- Use the following titles only:
    - Candidate Registered Dietitian
    - The abbreviation “RD(c)”

Upon successful completion of the CDRE, the registrant’s licence will transition from the conditional register to the practising register.

In the case of failure of the CDRE, the dietitian must submit a supervision plan to the Regulator within five business days from receiving their exam results. If a supervision plan has not been received by the Regulator within five business days, the conditional licence will be suspended, and the dietitian must immediately cease practising dietetics and using protected titles.

In the case of failure of the second attempt of the CDRE, the registrant’s conditional licence is suspended, and the employer is notified, if applicable. The individual is no longer eligible to hold a conditional licence and must cease practising dietetics and using protected titles. Candidates may request a meeting with the Registrar to review their exam results, discuss factors that may have influenced their performance, and explore strategies for future preparation. The Regulator may

offer general guidance; however, responsibility for exam preparation and success rests solely with the candidate.

Individuals are permitted to attempt the CDRE on three occasions. All three attempts must be completed within three years of the individual's practicum completion.

SUBJECT	Candidate Registered Dietitian Mentor Agreement		
Approved by: Board	**Effective 29/03/2023**	**Reviewed 27/09/25**	**Revised 27/09/25**

BACKGROUND

The Canadian Dietetic Registration Examination confirms a dietitian's competence to enter dietetic practice in Canada. Prior to fulfilling the Canadian Dietetics Registration Examination requirement, NSRD has a commitment to the public to implement measures pertaining to conditional license for new graduates that safeguards dietetic care to be provided in a safe, ethical, and competent manner. According to the Integrated Competencies for Dietetic Education and Practice (2020), entry-level dietitians apply approaches consistent with standards and best practices in the profession. They recognize situations beyond their capacity and take appropriate steps to ensure such situations are addressed safely and ethically.

POLICY

1. An individual holding a conditional license for new graduates is permitted to practise dietetics under the mentorship of a dietitian. With prior approval from NSRD, another regulated health professional may act as a mentor.

2. The mentor must possess knowledge and skills relevant to the registered dietitian candidate's practice area.

3. Mentorship may include:

    a) Guiding a registered dietitian candidate in practice and supplement their learning through answering questions, providing resources, case studies, offering advice and discussions;
    b) Conducting random review of chart notes, if applicable, and provide feedback;
    c) Answering questions or assist with problem-solving or ethical dilemmas in a mentorship capacity;
    d) Reviewing relevant aspects of the Jurisprudence Handbook and e-Learning Module with the candidate;
    e) Referring to NSRD Standards of Practice and Code of Ethics as they apply to the candidate's role;
    f) Supporting the dietitian candidate in establishing professional development goals.

4. Upon commencement of practice, the candidate registered dietitian provides the Candidate Mentor Agreement Form to the mentor. This form lists suggested activities to the mentor (as per #3 above). The mentor completes the form to confirm to NSRD that they acknowledge that the individual requires mentorship during their candidacy.

The candidate registered dietitian is responsible for finding a mentor from a professional outside or within their workplace.

PROCEDURE

1. The candidate registered dietitian is responsible for seeking a mentor and ensuring completion of the Registered Dietitian Candidate Mentor Agreement Form.

2. A Candidate Registered Dietitian Mentor Agreement Form must be completed prior to a candidate registered dietitian engaging in paid or volunteer dietetic practice.

3. Once completed, the candidate registered dietitian must upload this form to their NSRD profile.

4. Meetings between the mentor and candidate registered dietitian must occur regularly, at a minimum of a biweekly basis. Meetings must be documented to include the date, items discussed, and signatures or electronic acknowledgement by both parties. The NSRD may request meeting documentation.

5. If a mentor cannot fulfill their commitment, the candidate registered dietitian must contact the NSRD immediately and seek a replacement mentor.

6. The mentor must contact NSRD if they have concerns about candidate registered dietitian's competency to practice or conduct.

7. Upon successful completion of the Canadian Dietetics Registration Examination, the candidate registered dietitian will transition to a practising license and a mentor requirement will no longer be required.

SUBJECT	Dietitian Supervision Plan		
Approved by: Board	**Effective 29/03/2023**	**Reviewed 27/09/25**	**Revised 02/12/2023 03/05/2024 27/09/25**

BACKGROUND

A registrant may be required to practise under supervision as a condition of their licence. Supervision provides additional oversight of practice where required to support safe, competent, and ethical dietetic practice.

POLICY

A registrant who has a condition on their licence requiring supervision must have a Supervision Plan approved by the Regulator. The registrant must not practise dietetics until the Supervision Plan has been approved by the Regulator. The duration of supervision will be determined by the conditions placed on the registrant's licence. While practising under supervision, a registrant may not act as a preceptor to dietetic students.

The following procedure sets out the criteria that the Registrar, or their delegate, will use in reviewing and approving a Supervision Plan.

PROCEDURE

- A registrant who is required to practise under supervision must have an approved practice supervisor.

- If the registrant holds more than one dietetic position or changes employment, a separate supervision plan must be submitted and approved by the Regulator for each role before the candidate can begin dietetic practice in that position.

- The plan will outline how the supervision will address the following requirements:

    - Assessment of the risk in the registrant's work environment. The registrant and the supervisor will provide an analysis of the risk assessment that will consider:
        - the nature of the client group in the work environment;
        - practice activities for which the registrant is responsible that pose a risk to the public if not done competently; and
        - the work environment, including relevant legal and ethical requirements, the variability or predictability of the client group, whether the registrant works in isolation, and the availability of colleagues for consultation or collaboration.

- The plan should outline how the results of the risk analysis have been considered and addressed in the development of the plan. Where applicable, exam results or other information relevant to the reason for supervision may also be considered.

- The plan will include a means for the supervisor to understand the registrant's practice, with specific emphasis on identified areas of risk. This may occur via direct observation (in-person or virtual) or may take place through other means of communication. The plan should ensure that the supervisor is able to:
    - gain an understanding of the registrant's practice to identify strengths and limitations, including communication skills; and
    - provide feedback, guidance, and mentorship to confirm areas of competence and to help strengthen areas of weakness.

- The plan must identify how the supervisor will be contacted if the registrant requires feedback or guidance about a non-routine situation. This should include access to all relevant client information as well as the method of communication between the registrant and the supervisor.

- The plan must outline how the supervisor will evaluate specific areas of the registrant's practice on an ongoing basis.

- The supervisor must be:
    - a current practising licensee of the NSRD in good standing;
    - experienced in the registrant's area of practice;
    - available for weekly in-person or virtual meetings,; and
    - free of any conflict of interest regarding the registered dietitian candidate, including personal relationships such as friendships or family.

- The registrant will be supervised according to the:
    - Integrated Competencies for Dietetic Education and Practice;
    - NSRD Code of Ethics; and
    - NSRD Standards of Practice.

- Supervision must remain in place for the duration specified by the Regulator or until the condition requiring supervision has been removed from the registrant's licence.
    - Where supervision is required following an unsuccessful attempt at the CDRE, supervision must remain in place until the registrant receives the results of their next CDRE attempt, unless otherwise determined by the Regulator
        - If the second CDRE attempt is successful, the registrant becomes eligible for a practising license, provided all requirements for a practising licence under the Dietetics Regulations are met.
        - If the registrant is unsuccessful on their second attempt at the CDRE, their conditional licence is suspended, and they must cease practising dietetics and using protected titles.

SUBJECT	Registration Through Labour Mobility		
Approved by: Board	**Effective 22/09/23**	**Reviewed 01/06/26**	**Revised 01/06/26**

BACKGROUND

Individuals registered in good standing in another Canadian jurisdiction are eligible for registration in the same license classification (under the Agreement on Internal Trade).

POLICY

An applicant who is registered in Canada with a provincial dietetic regulator and who meets the eligibility criteria below shall be registered with the Regulator without further assessment through Labour Mobility.

ELIGIBILITY

To be eligible for registration through labour mobility without further assessment the applicant must:

1. be currently registered in good standing with a provincial dietetic regulator,
2. meet the Regulators active practice requirement,
3. be of good character,
4. clear of a criminal record,
5. have registration without conditions, restrictions or limitations,
6. provide the following documentation should a dietetic regulatory body be unable to provide as part of labour mobility:
    1. verification of registration with a provincial regulator
    2. name change documentation (if required)

If the applicant has held registration with any additional regulatory bodies, verification of registration must be received from each regulatory body.

Under the Patient Access to Care Act, a complete application through labour mobility must be processed within 5 business days.

The Registrar may waive one or more of the documentation requirements based on justifiable cause. The Registrar will use their discretion to refer an applicant who does not meet the eligibility criteria for automatic recognition to the Registration and Licensing Committee for further assessment.

SUBJECT	Term License		
Approved by: Board	**Effective 09/04/2025**	**Reviewed 24/03/26**	**Revised 24/03/26**

POLICY

Applicants may apply for a term license, which remains valid for up to four months or until the end of the current licensing year, whichever occurs first. Term license holders must meet all requirements outlined in Section 10 and 11 of the Dietetic Regulations. If necessary, a term license may be converted to a full-term license for the remainder of the licensing year, following the submission of applicable forms and payment of applicable fees. An individual may only be granted one term license per licensing year.

SUBJECT	Internationally Trained Dietitians		
Approved by: Board	**Effective 29/05/2023**	**Reviewed 25/11/25**	**Revised 25/11/25**

BACKGROUND

The Nova Scotia Regulator of Dietetics (NSRD) recognizes The Regulator of Dietitians of Ontario (CDO)'s Prior Learning Assessment and Recognition (PLAR) process for the purpose of assessment of Internationally Educated Dietitians (IED). The PLAR process is designed to assess the current knowledge, skills, and competence of applicants against the national entry to practice standards for graduates of accredited Canadian programs.

POLICY

This policy permits IED applicants to complete the PLAR process to become eligible for registration with NSRD.

Applicants educated and trained in the United States must first be deemed eligible for registration and licensure by CDO through its PLAR process for United States trained dietitians. After completing this process, the applicant is responsible for arranging for CDO to send a letter confirming registration eligibility directly to the NSRD. An applicant deemed to have successfully completed the PLAR process for United States trained dietitians by CDO is deemed eligible for a candidate license with the NSRD.

For applicants who completed their education and training in international locations outside of Canada and the United States, they must be deemed eligible to initiate the PLAR process to attempt the Knowledge and Competence Assessment Tool (KCAT) and/or the Performance-Based Assessment (PBA), an applicant must meet the requirements set out by CDO.

1. An applicant who seeks to write the KCAT and/or the PBA must submit a PLAR application to CDO.
2. An applicant is deemed to have successfully completed the PLAR process if they:
    a. Receive a Level I result on the KCAT and pass the PBA;
    b. Receive a Level I or II result on the KCAT, followed by successful completion of bridging program at Mount Saint Vincent University*, and pass the PBA;
    c. Have completed an accredited practicum and receive a level I on the KCAT; or
    d. Are otherwise deemed by CDO to have completed the PLAR process.
3. An applicant deemed to have successfully completed the PLAR process by CDO is deemed eligible for a candidate license with the NSRD. After completing this process, the applicant is responsible for arranging for CDO to send a copy of the KCAT and/or PBA directly to the NSRD.

**Mount Saint Vincent University discontinued enrollment into the bridging program in 2025.*

SUBJECT	Application Timeline		
Approved by: Board	**Effective 08/03/2024**	**Reviewed 27/09/25**	**Revised 27/09/25**

POLICY

The criteria for registration with the Regulator are outlined in the Dietetic Regulations. The period for which registration applications may be considered open and active by the Regulator is 90 days. This timeline ensures the Regulator makes decisions based on current and accurate information and mitigates related risks in the public interest.

PROCEDURE

1. Once an application is received, the Regulator will assess and determine the outstanding application requirements. The applicant must submit the outstanding requirements within 90 days.
    a) The Regulator will notify the applicant, in writing, of the outstanding requirements and the deadline for submission.
    b) The Regulator will consider a written request by the applicant to extend the deadline for submitting the required information.

2. If the applicant fails to fulfill the application requirements, the application will be closed according to the established timeline.
    a) Application fees are non-refundable.
    b) If a registration fee has been paid as part of the application, it will be refunded upon closure of the application.

3. Once the application is closed, those who wish to reapply to the Regulator must submit a new application and application fee. Prior assessments and decisions will be considered in any new application, as will any relevant information related to the requirements set out in the Dietitians Regulations.

SUBJECT	License Renewal		
Approved by: Board	**Effective 29/03/2023**	**Reviewed 27/09/25**	**Revised 27/09/25**

BACKGROUND

A dietitian is not authorized to practice on April 1 of the fiscal year if the renewal application is incomplete, unacceptable, or not yet processed.

A renewal deadline set one month prior to the expiry of a practising license provides time for the dietitian to rectify an incomplete or unacceptable renewal application without disrupting the dietitian's employment. The deadline set in advance of the license expiry date also enables staff to process renewal applications in advance of April 1.

POLICY

1. Dietitians on the practising and conditional registers are required to annually renew their license by the renewal deadline.

2. The renewal deadline is February 28.

3. A complete renewal application includes:
    - completion of the online application form in entirety
    - completion of the online Learning Plan (*candidate registered dietitians are exempt*)
    - completion of the online Jurisprudence quiz
    - payment of fees
    - proof of liability insurance as per policy *Liability Insurance.*
    - proof of legal entitlement to live and work in Canada (if applicable)

4. A late fee is charged if a dietitian fails to submit an application or submits an incomplete application (as per 3 above) by midnight on February 28.

If a registrant was grandfathered into the NSRD as an active practice registrant without completing the Canadian Dietetics Registration Examination, they do not need to take the Canadian Dietetics Registration Examination when renewing an active practice license, if they fulfill the active practice requirement.

SUBJECT	Failure to Renew License		
Approved by: Board	**Effective 29/03/2023**	**Reviewed 27/09/25**	**Revised 27/09/25**

BACKGROUND

The license year runs from April 1 to March 31. A practising license remains in effect until the end of the licensing year in which it is issued. A dietitian is not authorized to practice on April 1 if a renewal application is incomplete, unacceptable, or not yet processed. A registrant who does not intend to renew their license or continue dietetics in Nova Scotia after the end of the licensing year must notify the Regulator in writing that they wish to surrender their licence, prior to the expiry date of their licence. Registrants practicing dietetics or using title while non-licensed are in violation of the Regulated Health Professions Act.

POLICY

If the registrant does not complete their renewal by March 31 and has not communicated their intent to not renew, their license will expire. A registrant whose licence expires will not be considered in good standing with the Regulator, and will not be entitled to practise dietetics, use title, or hold themselves out as a dietitian until or unless they receive a new licence from the NSRD.

PROCEDURE

1. If a registrant does not renew before March 20, NSRD will send a written notice of the intention to suspend the registrant.

2. After 11:59 pm on March 31, all registrants whose completed renewal is past due will be moved to expired and will not be considered in good standing. The Registrar, or delegate, will send a letter to registrants whose license expired due to failure to renew.

3. On April 1, or the first business day following April 1, the Registrar, or delegate, will inform the registrant's employer that the registrant failed to renew their license and that their license has expired.

4. Applications for re-entry following license expiration due to failure to renew are subject to both the late fee and the re-license application fee.

SUBJECT	Application Expiry		
Approved by: Board	**Effective 20/11/25**	**Reviewed**	**Revised**

POLICY

1. An application for registration and licensure expires when the applicant has not been in contact with the Regulator for six months.
    - When an application expires, the applicant's file will be closed, at which time the application and all supporting documentation may be destroyed by the Regulator.

2. An application may be closed by an applicant at any time upon their request.
    - When an applicant closes their file, at which time the application and all supporting documentation may be destroyed by the Regulator, if no decision has been rendered by the Regulator.
    - If a decision has been rendered by the Regulator, that decision and the supporting documentation will be retained on file for future registration and licensing decisions.

3. When an application expires, or any applicant closes their application, and the applicant later wishes to seek registration and licensure with the Regulator, they are required to reapply by completing a new application.

SUBJECT	Assessing Currency for Applicants		
Approved by: Board	**Effective 03/05/2024**	**Reviewed 27/09/25**	**Revised 27/09/25**

BACKGROUND

The Nova Scotia Regulator of Dietetics (NSRD) is responsible for developing, establishing, and maintaining the standards of licensure. The Regulator deems assurances of applicant's dietetic knowledge, skills, and judgement to be in the public interest. This policy sets out the assessment criteria used by the Regulator to determine when an applicant has sufficiently demonstrated the currency of their knowledge, skills, and competence.

POLICY

1. Applicants for an active practice license must meet the criteria as defined in the Dietitians Regulations (section 11). The Active Practice Policy defines active practice.

2. Applicants who have practiced dietetics for 500 hours in the past three years or have successfully completed the Canadian Dietetic Registration Exam, are eligible for an active practice license having also met all other criteria for the active practice license defined in the Dietitians Regulations (section 11).

3. If the applicant met the active practice hour requirement in another jurisdiction, and the profession is not regulated in the other jurisdiction, the employer(s) must confirm dietetic employment in good standing, including a description of the role, confirmation of practising 500 hours/3 years, that they have practised competently and that there has been no incident of professional misconduct.

4. If the applicant fails to meet the active practice requirement, they will be subject to the following, based on time lapsed since meeting active practice requirements.

PROCEDURE

Time Since Last Dietetic Practice or Active Practice Requirement Met	Currency Requirement
The applicant practiced dietetics in the past three years but does not meet the active practice requirement.	1. **A.** If the applicant has practiced dietetics within the past three years, but has not met the active practice requirement, the Registration Committee will grant an active practice license with condition or restriction. or **B**. Successful completion of the Canadian Dietetic Registration Exam. or **C.** Demonstrate a range of continuing education/continuing competence activities which address the national competency standards (see document Record of Upgrading Activities to Demonstrate Currency of Knowledge & Competence). The record will be reviewed and by the Registration Committee for completion. 2. Successful completion of the Jurisprudence quiz.
The applicant has not practiced dietetics in the past three years but last met the active practice within the past 10 years.	1. **A.** Successfully complete the Canadian Dietetics Registration Examination. or **B**. Demonstrate a range of continuing education/continuing competence activities which address the national competency standards (see document Record of Upgrading Activities to Demonstrate Currency of Knowledge & Competence). The record will be reviewed and by the Registration Committee for completion. 2. Successful completion of the Jurisprudence Quiz
The applicant last met the active practice requirement more than 10 years ago.	1. Successful completion of the Regulator of Dietitians of Ontario's Prior Learning Assessment and Recognition (PLAR) process 2. Successful completion of the Jurisprudence Quiz

Upon successful completion of the currency requirements, the applicant will be deemed to have current dietetic knowledge and skill and will be eligible for an active practice license, provided all other active practice license requirements have been met.

SUBJECT	Use of Protected Titles, Practice and Terms		
Approved by: Board	**Effective 25/09/23**	**Reviewed 27/09/25**	**Revised 27/09/25**

BACKGROUND

A person not licensed in accordance with the Dietetic Regulations are not authorized to use titles, designations or terms stated in section 15 of the Dietetic Regulations, including dietitian, registered dietitian, nutritionist, the abbreviation R.D, or any derivation or abbreviation of them either alone or in combination with other words, letters or descriptions. No person may engage or offer to engage in the practice of dietetics or medical nutrition therapy or describe their activities as “dietetics” or “medical nutrition therapy”.

The purpose of protecting titles, practice, and terms is to ensure that the public understands that those who use such titles and terms and practice dietetics and medical nutrition therapy have specific credentials, education, training, continued competence, and experience certified by a regulatory body, and is subject to the oversight of a regulatory body. Protected titles, practice, and terms provide clarity to the public about the qualifications of the individual professional who is providing services.

POLICY

Unauthorized individuals using protected titles or terms or practicing dietetics or medical nutrition therapy are notified to cease-and-desist.

PROCEDURE

1. Upon notification of the unauthorized use of titles or terms, Regulation staff will conduct an internet search and collect evidence of where and when titles and terms were used.
2. Complete one of the following:
    a. Inform the individual and employer (if applicable) that they are in violation of the Dietetic Regulations.
    b. If the individual is a regulated health professional, inform the applicable regulatory body of the violation.
3. If the individual does not comply within 15 business days of receiving notice of violation, the regulator will follow up with an email or phone call.
4. If individual remains in violation of the Regulations, the Registrar will seek a legal opinion regarding next steps.

SUBJECT	Registration Category and Public Register Policy		
Approved by: Board	**Effective 20/11/25**	**Reviewed**	**Revised**

POLICY

Licence Categories

The Regulator uses the following terms to categorize registrants and former registrants:

- Practicing
    - registrant holds a practicing licence on the practicing register.

- Conditional
    - registrant holds a conditional licence on the conditional register.

- Suspended
    - registrant is not in good standing with the Regulator and is not entitled to practice dietetics, use the title, or hold themselves out as an dietitian.
    - a licence may be suspended under the following circumstances:
        a) failure to comply with a regulatory requirement,
        b) a decision, sanction, or penalty imposed by an authorized statutory committee,
        c) on consent of the registrant, or
        d) in the case of a conditional licence, failure to meet required conditions to be eligible for renewal or to qualify for a practicing licence within the period set by the registration and licensing decision maker

- Surrendered
    - regulator approved the voluntary surrender of the registrant's licence,
    - registrant is not entitled to practice dietetics, use the title, or hold themselves out as a dietitian.

- Expired
    - failure to renew licence prior to the expiry date. Registrant is not entitled to practice dietetics, use the title, or hold themselves out as a dietitian.

- Revoked
    - the Professional Conduct Committee of the Regulator revoked the licence and/or registration. The individual is not in good standing and is not entitled to practice dietetics, use the title, or hold themselves out as a dietitian.

Public Register

The Registrar will publish the following information in a public register on the Regulator's website:

- the full name, including the preferred name, of each registrant as specified on their licence application or renewal form,
- the registration number of each registrant,
- for each registrant:
    - the name of the register in which they are registered,
    - the category of licence they hold, if any, or a notation of their licence status,
    - any current conditions or restrictions on their licence or registration not covered by a publication ban, and
    - any licensing sanctions not covered by a publication ban, excluding expired conditions or restrictions
- a record of each registrant who has current approval issued by the registrar to engage in a professional activity, procedure, or service designated as Reserved Practice by the Board, including:
    - the nature of the approved activity, procedure, or service,
    - any titles or permits authorized by the registrar,
    - any conditions or restrictions respecting the approved activity, procedure, or service,
    - a reserved practice authorization, and
    - any other information required under the Bylaws, if the registrar determines it is in the public interest (RHPA General Regulations, section 7(1)).

The Registrar will maintain the above information for a minimum of 25 years following the date a registrant last held a licence, including:

- name (including preferred name),
- registration number,
- date last held a licence,
- category of licence last held,
- reason for no longer holding a licence,
- any active conditions or restrictions as of the last licence date not covered by a publication ban, and
- any licensing sanctions not covered by a publication ban, excluding expired conditions or restrictions

Redaction and Public Interest

Despite the above, the Registrar may redact publicly available information if there are reasonable grounds to believe it is in the public interest (RHPA General Regulations, section 7(4)).

Public Inquiry Statement

The Regulator will include a statement on its website encouraging members of the public to contact the regulator for information related to a registrant whose information may not be available in the public register.

SUBJECT	Registrations and Licensing Application Appeals		
Approved by: Board	**Effective 14/03/24**	**Reviewed 27/09/25**	**Revised 27/09/25**

INTRODUCTION

The Nova Scotia Regulator of Dietetics (NSRD) has a duty to ensure that registration practices are transparent objective, impartial and procedurally fair. The decision to register an applicant is made in the interest of public safety and based on the fulfillment of various registration requirements, including the applicant's knowledge and ability to practice dietetics according to the standards of the profession.

INTRODUCTION
The Nova Scotia Regulator of Dietetics (NSRD) has a duty to ensure that registration practices are transparent objective, impartial and procedurally fair. The decision to register an applicant is made in the interest of public safety and based on the fulfillment of various registration requirements, including the applicant's knowledge and ability to practice dietetics according to the standards of the profession.

POLICY

1. This policy applies to an applicant or registrant seeking a review of a decision made by the Registrar or Registration and Licensing Committee, where the applicant or registrant has:
    a. been refused registration;
    b. been refused a licence;
    c. been refused the renewal of a licence; or
    d. had conditions or restrictions imposed on a registration or licence.

2. An applicant or registrant who had their application denied, or conditions or restrictions imposed on their licence by the Registrar, or the Registration and Licensing Committee may, within 30 days of receipt of the Registrar's or Registration and Licensing Committee's written reasons, provide written notice to the Registrar seeking a review of that decision by the Registration and Licensing Review Committee. (RHPA, section 50(1))

3. An applicant or registrant requesting a review shall:
    a. stipulate the grounds for review; and
    b. pay the Registration and Licensing Review Fee as determined by the Board. (RHPA, section 50(2))

4. The Registration and Licensing Review Fee must be refunded to the applicant if the review results in the granting of registration or the issuing of a licence. (RHPA, section 50(2))

5. Within thirty (30) days after receipt of a request for a review, the Registrar shall provide the Registration and Licensing Review Committee and the applicant with:

a. a copy of the written decision being reviewed;
b. a copy of all records relating to the application in the possession of the regulatory body, subject to any lawful restrictions; and
c. any additional written information the Registrar considers necessary. (RHPA, section 51)

6. The parties to a review are the Regulator and the applicant. (RHPA, section 55(1))

7. The Registration and Licensing Review Committee will initially meet no less than ninety (90) days, or as soon as practicable, from the date the Registrar received the request to review the Registration and/or Licensing decision.

8. The Registration and Licensing Review Committee may determine its own procedure in accordance with Section 52(1) of the RHPA. (RHPA, section 52(1)).

9. The Registration and Licensing Review Committee may determine whether a review is to be conducted through written submissions or whether the parties have a right of attendance before the committee for the presentation of evidence or to make submissions. (RHPA, section 52(2))

10. Where a Registration and Licensing Review Committee determines to grant a right of attendance, the committee shall fix a reasonable time and place for the review and determine whether the right of attendance will be for submissions only or for the presentation of evidence. (RHPA, section 53).

11. The Registrar shall provide written notice of a review process that requires the applicant's attendance at least 14 days before the date set for the review. (RHPA, section 54)

12. In proceedings before a Registration and Licensing Review Committee, the parties have the right to:
    a. representation by legal counsel at their own expense;
    b. where the committee has determined to grant a right of attendance, the opportunity to present evidence, if the right of attendance is for the presentation of evidence, and make submissions; and
    c. disclosure of all relevant information and documents. (RHPA, section 55(2))

13. The applicant is a compellable witness in a review. (RHPA, section 55(3)).

14. The Registration and Licensing Review Committee and each member of the committee have all of the powers, privileges, and immunities of a commissioner appointed under the Public Inquiries Act, with the exception of the powers of contempt, arrest, and imprisonment. (RHPA, section 33).

15. Where an applicant fails to attend a review, the Registration and Licensing Review Committee may proceed with the review in the applicant's absence and take any action authorized under this Act and the Regulations. (RHPA, section 57).

16. Subject to Section 33 of the RHPA, evidence is not admissible at a review unless the opposing party has been given, at least 10 days before the date of the review:
    a. for written or documentary evidence, an opportunity to examine the evidence;
    b. for expert evidence, the expert's qualifications and a copy of the expert's written report or, where there is no written report, a written summary of the evidence; and
    c. the identity of any other witness and a summary of the witness's anticipated evidence. (RHPA, section 56(1))

17. The Registration and Licensing Review Committee may allow the introduction of evidence that would be otherwise inadmissible and may make any directions it considers necessary to ensure that a party is not prejudiced by the admission of that evidence. (RHPA, section 56(2))

18. Where evidence or submissions are presented during a review, the proceedings must be electronically recorded. (RHPA, section 55(4))

19. Where requested by a party, the Registration and Licensing Review Committee may impose a publication ban at any time during a review, or on some or all of its decision, subject to such terms and conditions as determined by the committee. (RHPA, section 55(5))

20. A Registration and Licensing Review Committee shall render its decision with reasons within ninety (90) days, or as soon as practicable after:
    a. the completion of an oral review; or
    b. where no oral review is held, completion of its review of the written evidence and written submissions. (RHPA, section 58(1))

21. The Registration and Licensing Review Committee may make any decision the Registrar or the Registration and Licensing Committee could have made with respect to the application, and may:
    a. order the imposition of conditions or restrictions on the registration or licence of the applicant; and;
    b. assess costs to be paid by the applicant if the application for review is denied. (RHPA, section 58(2))

22. Pursuant to section 2 of the RHPA, "costs" include:
    a. expenses incurred by a regulatory body for investigating and deciding a matter;
    b. costs of competence assessments and other assessments, audits, examinations, and practice reviews conducted by a regulatory body in the course of addressing a matter;

c. a regulatory body's solicitor and client costs, including disbursements and goods and services tax, and including those of counsel for the regulatory body and counsel for a committee;
d. fees for retaining a court reporter and preparing transcripts;
e. travel costs and reasonable expenses of a witness, including an expert witness;
f. honoraria for committee members and travel costs and reasonable expenses of committee members; and
g. such other costs as may be prescribed. (RHPA, section 2)

23. The Registration and Licensing Review Committee may direct publication or disclosure of the outcome or a summary of the outcome of the denial of a registration. Publication must not include information related to the incapacity of an applicant. (RHPA, section 39)

24. The Registration and Licensing Review Committee may waive any of the criteria for registration, licensing, or renewal of a licence if:
    a. it is required by law; or
    b. it is consistent with the objects of the Regulator. (RHPA, section 59)

25. A determination of the Registration and Licensing Review Committee is final.

SUBJECT	Access to Registration Records Requests		
Approved by: Board	**Effective 29/03/2023**	**Reviewed 27/09/25**	**Revised 27/09/25**

The Nova Scotia Regulator of Dietetics (NSRD) will provide an applicant with access to records held by the NSRD that are related to the applicant's application.

REQUEST

1. Requests for access to an applicant's records must be made to the registrar in writing.
2. Written requests may be made by email.
3. Requests for access to an applicant's records may be made by the applicant or by any person authorized by the applicant, in writing, to communicate with the NSRD on the applicant's behalf.

TIMING

1. The NSRD will respond to an applicant's request for access to their records within 10 business days of receiving the applicant's request.
2. Where an applicant's request for access to their records cannot be accommodated within 10 days, the NSRD shall inform the applicant of the timeframe when their records will be accessible, such timeframe not to exceed 30 days from the date of the applicant's request.

3. The NSRD will retain copies of records relating to an applicant's application for 5 years following receipt of a complete application package for the applicant.

EXCLUSIONS

4. The NSRD will not provide access to the following documents that may form part of an applicant's record:
    a. the document or any information in the document is subject to a legal privilege that restricts disclosure of the record or the information, as the case may be another enactment, including an Act of the Parliament of Canada or a regulation made pursuant to such an Act, or a court order or order of a quasi-judicial tribunal prohibits disclosure of the document or any information in the document in the circumstances;
    b. granting the access could reasonably be expected to lead to the identification of a person who provided information in the record to the regulating body explicitly or implicitly in confidence, and the regulating body considers it appropriate in the circumstances, that the identity of the person be kept confidential;
    c. granting the access could reasonably be expected to threaten or harm the mental or physical health or the safety of another person; or
    d. granting the access could negatively affect public safety or could undermine the integrity of the registration process.

ACCESS

5. The Regulator will provide copies of an applicant's records by mail, electronically, or facsimile, as requested by the applicant.

6. In the event that NSRD refuses to provide access to all of the applicant's documents it holds, the Regulator will provide reasons for denying access.

FEES

7. The Regulator will charge a fee for making an application file available to an applicant, which will not exceed the amount of reasonable cost recovery.
8. The applicant will be informed of the fee amount, and said fee must be paid, before the records will be released to the applicant.
9. If an applicant requests their records be sent by courier, the applicant shall pay the cost of the courier service.

CORRECTIONS

10. If an applicant believes the information held by the Regulator is inaccurate, the applicant may request that the Regulator correct its records by making a written request to the executive manager with documentation supporting the applicant's request.

Schedule 1: Accredited Canadian Dietetic Programs

University Degree & Practicum Programs

Institution / Organization	Program(s)
Acadia University	○ Bachelor of Science in Nutrition, including Integrated and Practicum Streams
Fraser Health Authority Dietitian Services	○ Fraser Health Dietetic Internship
Horizon Health Network	○ The Moncton Hospital Post-Graduate Dietetic Internship
McGill University	○ Bachelor of Science in Nutrition, Dietetics Major ○ Master of Science Applied Program in Human Nutrition (Dietetics Credentialing)
Mount Saint Vincent University	○ Bachelor of Science in Applied Human Nutrition ○ Internship Education Program
Newfoundland and Labrador Health Services	○ NL Health Services Dietetic Internship
Northern Ontario School of Medicine University	○ Dietetic Practicum Program
Nova Scotia Health Authority	○ Central Zone Dietetic Internship & Practicum Training
St. Francis Xavier University	○ Bachelor of Science in Human Nutrition, including Integrated Dietetic Internship Stream
Toronto Metropolitan University	○ Bachelor of Applied Science in Nutrition and Food (BASc) ○ Master of Nutrition in Communication (MHSc) ○ Professional Master's Diploma in Dietetics (PMDip)
Université de Moncton	○ Baccalauréat en sciences (nutrition) avec internat
Université de Montréal	○ Baccalauréat en nutrition
Université d'Ottawa	○ Baccalauréat spécialisé en sciences des aliments et de la nutrition – diététique (ancien nom) ○ Baccalauréat en sciences spécialisé en nutrition et diététique (nouveau nom)
Université Laval	○ Baccalauréat en nutrition
University of Alberta	○ BSc, Nutrition and Food Science – Dietetics Specialization
University of British Columbia – Faculty of Land and Food Systems	○ Bachelor of Science in Food, Nutrition, and Health – Dietetics Major (BSc) ○ Master of Nutrition and Dietetics (MND)
University of Guelph	○ Bachelor of Applied Science in Applied Human Nutrition

	○ Master of Applied Nutrition
University of Manitoba	○ Human Nutritional Sciences (BSc) Master of Applied Human Nutrition
University of Prince Edward Island	○ Bachelor of Science in Foods and Nutrition, including Integrated Dietetic Internship Stream
University of Saskatchewan	○ College of Pharmacy and Nutrition, Bachelor of Science in Nutrition
University of Toronto, Dalla Lana School of Public Health	○ Master of Public Health, Nutrition and Dietetics
Western University, Brescia School of Food and Nutritional Sciences	○ Bachelor of Science Foods and Nutrition – Specialization in Nutrition and Dietetics ○ Diploma in Dietetic Education and Practical Training ○ Master of Science – Foods and Nutrition