



NOVA SCOTIA COLLEGE OF
Dietitians AND
Nutritionists

Orientation for New Registrants

Updated November 2024

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) is the regulatory body for the profession of dietetics in Nova Scotia. In the public interest, the NSCDN regulates dietitians and nutritionists so that they can practice in a safe, ethical, and competent manner.

Orientation for New Registrants

Welcome to the dietetics profession in Nova Scotia!

ABOUT NSCDN

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) is a professional regulatory body. In Canada, regulatory bodies are also known as “colleges” — but they are not educational institutions. A profession is regulated so that the public can trust that those practicing in the profession have specific credentials, are current in their practice, and practice according to established standards. Anybody can go to a college and lay a complaint if they believe that a regulated health professional registered with the respective college has provided poor quality care. NSCDN's core functions relate to registration, continuing competency, professional practice, and complaints. In contrast to a regulatory body, an association generally supports advocacy and the development of programs and services for its members. NSCDN does not engage in professional advocacy.

By law, registration with NSCDN is required before individuals can practice as a dietitian in Nova Scotia or refer to themselves using a protected title: *dietitian* or *nutritionist*.

LICENSE CATEGORIES

Candidate license – A candidate dietitian has met all registration requirements with the exception of the Canadian Dietetic Registration Examination (CDRE) and may practice as a dietitian using the title registered dietitian (candidate) or RD(c).

Active practice license – An active practice license is maintained with a minimum of 500 hours of dietetic practice over a three-year period. According to the [Dietitians Regulations](#) (2023), dietitians maintain a record of hours worked in the practice of dietetics that covers the preceding three years. The College may audit these records at any time. Dietitians are exempt from the active practice hour requirement within the first three years of passing CDRE.

There is also a non-active roster. This is not a license to practice nor a license to use a protected title. Registrants on a leave of absence or retired can transfer to the non-active roster until they return to practice. They are not required to participate in the Continuing Competency Program (CCP) nor pay the annual renewal fee while on the non-active roster. If they have not practiced 500 hours in the preceding three years when they apply to return to active practice, their application will be assessed by the Registration Committee.

ANNUAL LICENSE RENEWAL

A practice license is renewed annually. Renewal requirements include payment of the renewal fee, completing the online renewal application, uploading proof of professional liability insurance and completion of the Continuing Competency Program.

The renewal fee is set annually and a late fee of 50% of the renewal fee applies if renewal requirements are incomplete by the renewal deadline. Each year, renewal instructions are emailed and posted on the College [website](#).

NON-ACTIVE ROSTER

To move to the non-active roster, a dietitian must submit their request via the registrant portal. If a dietitian is moving to another province, it is important to register in the province where they intend to practice *before* ceasing licensure with NSCDN.

PROFESSIONAL LIABILITY INSURANCE

Dietitians licensed with the NSCDN must hold professional liability insurance in the minimum single-occurrence coverage amount of \$5,000,000. Detailed information on professional liability insurance can be found on [NSCDN's website](#).



CONTINUING COMPETENCY PROGRAM

The Continuing Competency Program (CCP) supports dietitians to remain competent to practice throughout their career. The CCP includes setting two annual learning goals through a self-assessment, maintaining online learning plans and completing the jurisprudence quiz.

The jurisprudence quiz is a mandatory component of the CCP. The quiz supports dietitians to maintain a current understanding of the regulatory, provincial, and federal requirements related to dietetic practice. It is an online, open book quiz.

Successful completion of the jurisprudence quiz is due every year. Successful completion is a score of 80% or higher. Dietitians have unlimited attempts to achieve 80%. The deadline for completion of the quiz is the renewal deadline.

Upon the issuance of an active practice license, a dietitian is required to complete the self-assessment, develop two learning goals, and begin documenting learning activities on your learning plans.

Candidate dietitians who pass the May CDRE, are required to submit their first CCP by the next renewal deadline. Candidate dietitians who pass the November CDRE are required to submit their first CCP by the renewal deadline following their first full year of holding an active-practice license.



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If a dietitian is unable to submit your CCP by the renewal deadline due to personal or family illness, they may request an extension in writing before the renewal deadline. Supporting documentation from a regulated health professional may be required.



The CCP Guide and resources are posted on [NSCDN's website](#). On an annual basis, 15% of CCP submissions are audited. Those audited receive individualized feedback. Dietitians may contact NSCDN for assistance completing the CCP or to discuss their CCP submission and audit results.

ACCOUNTABILITY

NSCDN maintains a [complaints process](#) to address complaints about a dietitian's practice. Dietitians should be familiar and practice according to professional standards, code of ethics, policies and position statements found on the NSCDN website under [Publications](#).

COMMUNICATION

The [NSCDN website](#), newsletters, emails, and annual reports communicate important information about dietetic regulation and practice. Newsletters and reports are circulated by email and posted on the website. **A dietitian must update their registrant profile if they have a change in email address.** Registrants are advised to use personal email addresses rather than work email addresses so that communication can be consistently received. To prevent emails from going to a spam folder, it is suggested to add NSCDN's domain, [nscdn.ca](#), to your safe senders list.

A well-known benefit of social media is the ease in which information can be exchanged. There is a [Facebook group](#) for registrants where employment, continuing education opportunities, and survey invitations are posted.

BOARD OF DIRECTORS & STAFF

The board of directors is comprised of dietitians and members of the public. The board makes governing decisions for the organization. Dietitian board members are appointed to the board following a nominations process each year while public members are appointed through the provincial government.



The operations of the College are overseen by three staff. The registrar is an ex-officio member of the board, manages the operations of the organization and is NSCDN's representative on the Alliance of Canadian Dietetic Regulatory Bodies. The deputy registrar oversees registration, renewal, and the CCP. The practice advisor has an active role in resource development related to practice and is a resource to answer practice related questions as they relates to the College mandate.

VOLUNTEER WITH NSCDN

Volunteering with NSCDN lets dietitians learn about professional regulation from anywhere in the province. It's a chance to connect with dietitians in different practice settings, develop new skills, gain professional experience, and take part in decisions that shape the profession. New board and committee members are provided an orientation to the organization and on board governance.