

Registrant Portal Guide – Renewal

This guide will assist in completing license renewal. Prior to beginning renewal, ensure that you've completed a profile update ([instructions](#)) and self-assessment, and have begun the 2024-25 learning plan ([instructions](#)).

Step 1: Jurisprudence Quiz

On the dashboard, under 'My Exams' select '+' to begin the jurisprudence quiz.

 Complete My Renewal For 2025/2026

Active Practice License	<input type="button" value="Renew"/>
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 My Exams

Exam	Date	Status	
Jurisprudence 2025	-	Available	<input type="button" value="+"/>

 My Self Assessments

Assessment	Date	Status	
Self-Assessment	12-Dec-2024	Complete	<input type="button" value=">"/>
Self-Assessment	11-Dec-2024	Complete	<input type="button" value=">"/>

 My forms

Verification Of Registration Request	<input type="button" value="Fill in"/>
Use this form to request that a verification of registration form (sometimes known as a labour mobility form) be sent to another regulatory body. This is used when applying for registration in another province. You can have the form sent to multiple organizations in one request.	

 Active License

Active Practice License	 <input type="button" value="License"/>
Effective 01-Apr-2024	Expires 31-Mar-2025

Step 2: Begin Renewal

On the homepage, under 'Complete My Renewal For 2025/2026' select 'Renew.'

The screenshot shows the user interface of the Nova Scotia College of Dietitians and Nutritionists. The top navigation bar includes the logo, the name of the organization, a help icon, a notification bell with '0', and a user profile dropdown for 'Hi, Nicole'. The left sidebar contains navigation links: Home, Download registration, My documents, My groups, My learning, My profile, and Back to main site. The main content area is titled 'Home' and features an 'Announcements (1)' section with a message about the 'Verification of Registration Form'. Below this is a section titled 'Complete My Renewal For 2025/2026' which contains a card for 'Active Practice License' with a 'Renew' button circled in red. Further down is a 'My Self Assessments' table with one entry: 'Self-Assessment' on '11-Dec-2024' with a status of 'Complete'. To the right is a 'My forms' section with a 'Verification Of Registration Request' form and a 'Fill in' button. At the bottom is an 'Active License' section showing the 'Active Practice License' is effective from '01-Apr-2024' to '31-Mar-2025' with a 'License' button.

Nova Scotia College of Dietitians and Nutritionists

Hi, Nicole

Home

Download registration

My documents

My groups

My learning

My profile

Back to main site

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Announcements (1)

Verification of Registration Form 25-Sep-2024 12:00 AM

The 'Verification of Registration Request' form found under 'My Forms' is intended solely for NSCDN registrants transferring to another province. Please refrain from completing this form if you do not intend to register and obtain licensure in another province.

[Read more](#)

Complete My Renewal For 2025/2026

Active Practice License [Renew](#)

My Self Assessments

Assessment	Date	Status	
Self-Assessment	11-Dec-2024	Complete	>

My forms

Verification Of Registration Request [Fill in](#)

Use this form to request that a verification of registration form (sometimes known as a labour mobility form) be sent to another regulatory body. This is used when applying for registration in another province. You can have the form sent to multiple organizations in one request.

Active License

Active Practice License [License](#)

Effective: 01-Apr-2024 Expires: 31-Mar-2025

Step 3: Profile Update

You will be taken to Profile Update. Make any required updates to your contact, education and employment information. There are several areas of the form that only appear during renewal and will need to be completed.

Employment: Average Client Age Range & Annual Estimated Earned Hours

EMPLOYMENT

Applicants/registrants are required to list all current employment. It is the responsibility of the registrant to ensure this is kept up to date.

What is your current employment status?

* Employment status	* Average Client Age Range	* Annual Estimated Earned Hours
Employed in dietetics	Mixed Adults	1144

Criminal Record Check

You must enter an issue date. Upload is not mandatory but is required if the check was not sent directly to NSCDN through other means.

CRIMINAL RECORD CHECK

Below is your most recent criminal record check on file, you must provide a new criminal record check every 5 years. If your criminal record check is not up to date you may not be able to renew. Your criminal record check information can be updated at anytime by clicking ADD below.

Issue Date	Expiry Date
-	-

Add

Update criminal record check

NSCDN Policy requires an applicant to provide a criminal record check with vulnerable sector check, issued within the last four months.

* Issue Date

2024-12-01

Upload your criminal record check with vulnerable sector check. If your checks are being issued through Backcheck, they do not need to be uploaded. An application cannot be approved until the criminal record check with vulnerable sector check is received.

Professional Liability Insurance

You must enter an expiry date and upload an insurance policy document.

PROFESSIONAL LIABILITY INSURANCE

Before entering practice, registrants must carry professional liability insurance in an amount of not less than five million dollars per occurrence.

All registrants must carry professional liability insurance in an amount of not less than five million dollars per occurrence.

Effective date

-

Expiry date

-

Add

Update Insurance

Effective date

2024-07-01

Expiry date

2025-07-01



Click here to upload proof of professional liability insurance



Click here to delete uploaded document



insurance policy document

Step 4: 2024-25 Learning Plan

You will add reflections for each of your goals.

Learning Goal 1

* Indicator:

7. d

Maintain competence in the present area(s) of practice, incorporating evidence into professional services.

* Record your learning goal, specific to the identified performance indicator. Maximum character count is 300.

I will increase my knowledge of governance as it relates to professional regulation.

Benefit to Practice

*

- Developed program/process/product
- Enhanced accountability
- Enhanced critical thinking/decision making
- Improved communication skills
- Improved work environment
- Increased confidence
- Increased knowledge/skill/competence

Reflection on Learning

* Reflect on the impact of your learning goals and activities to the enhancement of your practice as a professional. Maximum character count is 1000 characters.

I gained perspective on regulatory governance and the fiduciary responsibilities of regulatory boards. I also learned about Policy Governance, a conceptual policy framework that enables governing boards to lead strategically. As a result of my learning, I have changed the way that I take minutes at board and committee meetings, ensuring that points of discussion and questions are captured in the minutes. My increased understanding of policy governance allows

If needed, you may add additional learning activities from this screen. Once your renewal is submitted, you will not be able to edit the 2024-25 learning plans.

Step 5: 2025-26 Learning Plan

The next step is to complete the self-assessment and draft two learning goals for the upcoming year. You will see this screen:

INSTRUCTIONS

If you need to change your selected standards/indicators, return to your completed self assessment.

Learning Goals

You have not completed your self-assessment for the year- please complete your self-assessment before proceeding with your learning plan.

Next Save for later

Return to the home screen and begin a new self-assessment.

Complete Form

Profile Update 2024/2025 - Learning Plan 2025/2026 - Learning Plan Renewal

Announcements (1)

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[Read more](#)

My Exams

Exam	Date	Status	
Jurisprudence 2025	-	Available	+

My Self Assessments

Assessment	Date	Status	
Self-Assessment	-	Available	+
Self-Assessment	11-Dec-2024	Complete	>

Once the self-assessment is complete and you have selected indicators on which to base your goals, return to the 2025/2026 Learning Plan.

- [Home](#)
- [Download registration](#)
- [My documents](#)
- [My groups](#)
- [My learning](#)
- [My profile](#)
- [Back to main site](#)

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Complete Form

✓
 Profile Update

✓
 2024/2025 - Learning Plan

3
 2025/2026 - Learning Plan

4
 Renewal

Announcements (1)

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My Exams

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My Self Assessments

Assessment	Date	Status	
Self-Assessment	-	Available	+
Self-Assessment	11-Dec-2024	Complete	>

Draft two learning goals for the upcoming year.

Learning Goal 2

* Indicator:

13. a

Accept as their primary professional obligation, to protect and serve the public interest according to the NSCDN Code of Ethics.

* Record your learning goal, specific to the identified performance indicator. Maximum character count is 300.

I will update my knowledge of regulatory responsibilities as a dietitian in Nova Scotia.

Benefit to Practice

*

- Developed program/process/product
- Enhanced accountability
- Enhanced critical thinking/decision making
- Improved communication skills
- Improved work environment
- Increased confidence
- Increased knowledge/skill/competence

Activities

[Add](#) Click to add a learning activity

Next

Save for later

Step 6: Renewal Form

Complete the renewal form and submit your renewal application.

Sexual Abuse & Misconduct

I declare that I read and understood NSCDN's [Sexual Abuse and Sexual Misconduct Standard of Practice](#).

* I acknowledge and accept the above declaration

Maintaining Profile

I agree to keep contact and employment information updated in my registrant profile.

* I acknowledge and accept the above declaration

Step 7: Payment

Your renewal application will not be received by the College until payment is made. You may pay by credit card or e-transfer.

Cred card: click 'pay' on the invoice and follow the instructions.

E-transfer: click 'close' on the invoice and send an e-transfer to financial@nscdn.ca.

Description		Total
Annual registration fee		\$620.00
	Subtotal	\$620.00
	GST	\$0.00
	PST	\$0.00
	Total due	\$620.00

If paying by e-transfer, click "Close" and send payment to the College at financial@nscdn.ca. Please include your invoice number in the message. Your form will not be processed without payment.

Split

Close

Download receipt

Pay

You will receive email confirmation when your renewal has been processed.