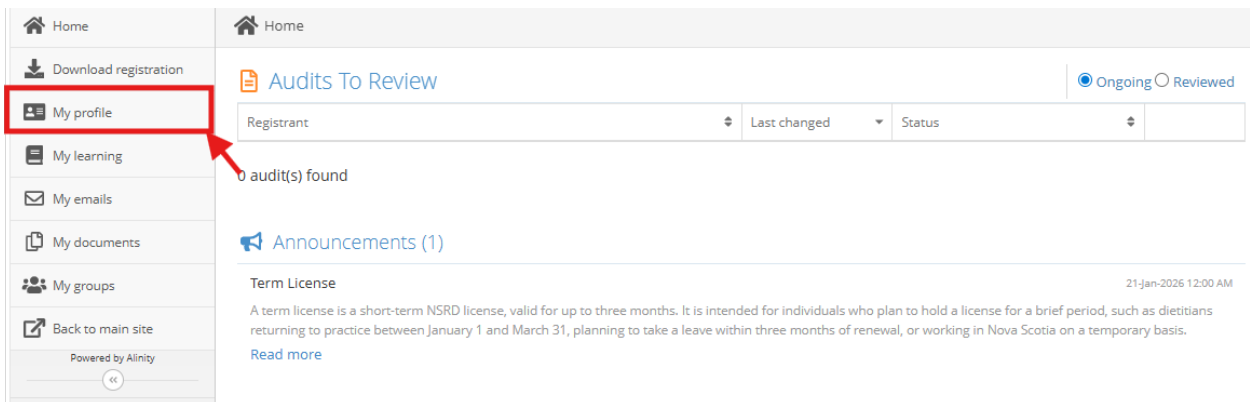


## Adding Insurance to Your NSRD Profile

Dietitians are required to keep a current professional liability insurance certificate on file in their NSRD profile at all times. The insurance certificate uploaded to your profile must match the liability insurance issue and expiry dates entered in the system.

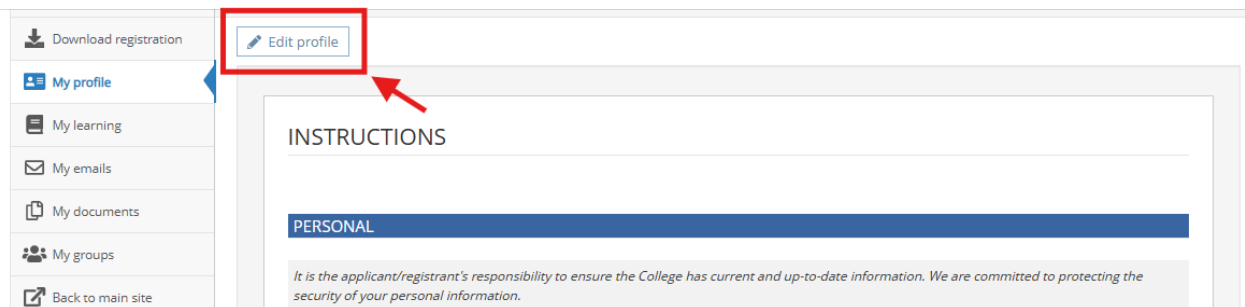
If you have recently renewed your professional liability insurance and need to update your NSRD profile, please follow the steps outlined below.

**Step 1:** After logging into your NSRD profile, select 'my profile' on the left hand side of the screen.



The screenshot shows the NSRD profile dashboard. On the left-hand side, there is a vertical navigation menu with several options: Home, Download registration, My profile, My learning, My emails, My documents, My groups, and Back to main site. The 'My profile' option is highlighted with a red rectangular box, and a red arrow points from this box to the right. The main content area on the right includes a header with 'Audits To Review' and a toggle for 'Ongoing' (selected) and 'Reviewed'. Below this is a table with columns for 'Registrant', 'Last changed', and 'Status'. The table currently shows '0 audit(s) found'. There is also an 'Announcements (1)' section with a 'Term License' announcement dated '21-Jan-2026 12:00 AM'. The announcement text states: 'A term license is a short-term NSRD license, valid for up to three months. It is intended for individuals who plan to hold a license for a brief period, such as dietitians returning to practice between January 1 and March 31, planning to take a leave within three months of renewal, or working in Nova Scotia on a temporary basis.' A 'Read more' link is provided below the announcement.

**Step 2:** Then select 'edit profile'.



The screenshot shows the 'My profile' page. On the left-hand side, the 'My profile' option is selected and highlighted with a blue bar. In the main content area, there is a red rectangular box around the 'Edit profile' button, with a red arrow pointing to it. Below the 'Edit profile' button, there is a section titled 'INSTRUCTIONS'. Underneath this, there is a blue bar with the word 'PERSONAL' in white text. Below the 'PERSONAL' bar, there is a text box containing the following text: 'It is the applicant/registrant's responsibility to ensure the College has current and up-to-date information. We are committed to protecting the security of your personal information.'

**Step 3:** Scroll down to the Professional Liability Section of the profile update. Select 'Add'.

**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
2026-01-15	2028-01-15

**Add**

**Step 4:** Add the professional liability insurance policy's effective date, expiry date, and upload a copy of the insurance certificate in the places highlighted below.

**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
2026-01-15	2028-01-15

**Add**

**Update Insurance**

\* Effective date  
yyyy-mm-dd

\* Expiry date  
yyyy-mm-dd

 Click here to upload proof of professional liability insurance

**Step 5:** Submit the profile update

*match up with the College's renewal timeframe. certificate is currently valid. ere.*

**Submit** **Save for later** **Withdraw**