

## Guidelines for Completing the Application for Temporary Membership

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### BASIC INSTRUCTIONS

Please type or print neatly. All sections of this form must be completed. Send all necessary documentation to the College of Dietitians of Prince Edward Island (CDPEI). Allow 6-8 weeks for processing your application. All applications are reviewed by the Registrar or Deputy Registrar who may refer applications to the Registration Committee for further review. Depending on your qualifications, additional information and documentation about education and/or practical experience may be required.

You will be contacted by CDPEI if there is a delay/problem in the processing of your application. A completed registration form along with the required documentation and fee must be submitted before the application is reviewed.

### Temporary Membership

Temporary membership is available to those applicants who meet all requirements for registration except for completion of the registration exam (CDRE). Temporary membership allows you to work as a Dietitian Candidate in Prince Edward Island from the time that your registration application has been granted approval up until 8 weeks after the next examination. Once notified by CDPEI that registration has been approved, a member who holds a temporary membership is entitled to use the title Registered Dietitian (Candidate) and the initials RD (Candidate).

### Checklist for new graduates

- Completed application, signed, and dated and mailed (electronic submissions will not be accepted)
- Official transcripts/diploma sent directly from the university registrar to CDPEI
- Internship verification letter and certificate signed by internship director sent directly from institution to CDPEI
- Criminal Record Check including vulnerable sector screening
- Where the name(s) of the applicant are different on certificates and other documents, or names are changed legally, official documentation of name change (copy of original document or notarized copy) must be provided
- A photocopy of a current government issued ID
- Submission of fees (application fee, registration fee, and CDRE fee combined). [See website for fees](#)

## Registration for the Canadian Dietetic Registration Examination (CDRE)

To be eligible to write the CDRE, candidates must:

- ☐ Satisfy the requirements for registration as per Dietitian Regulations
- ☐ Submit CDRE fee: [See website for fees](#)

Applicants *must write* the next available Canadian Dietetic Registration Examination if:

- i) They are new graduates from any dietetic internship or practicum program, or
- ii) They are not currently registered with another Canadian dietetic regulatory body or they have not written the exam within the past three years.

The exam sittings are in November and May of each year. The writing time will be determined based on the date of application for registration and providing all requirements for registration are met.

### CDRE Accommodations:

A candidate who has a disability, a temporary disability or special condition that warrants accommodation may request accommodations to take the examination. The candidate is responsible for submitting a written request for accommodation to the provincial dietetic regulatory body for consideration by the Alliance of Canadian Dietetic Regulatory Bodies, no later than the deadline. The written request must include the information contained within the required forms ([available on CDPEI website](#)).

### Payment of Fees

Fees payable by:

- cheque or money order to College of Dietitians of Prince Edward Island
- e-transfer, send e-transfer to [peidrbtreasurer@gmail.com](mailto:peidrbtreasurer@gmail.com) with password Nutrition

**Should an application be denied, the application fee is not refundable.**

### Submission of application

Mail form, supporting documentation, and payment in full to:

College of Dietitians of PEI  
PO Box 362  
Charlottetown, PE  
C1A7K7

Questions or concerns regarding your application may be directed to the Registrar by email at [registrar@peidietitians.ca](mailto:registrar@peidietitians.ca) or Deputy Registrar at [deputyregistrar@peidietitians.ca](mailto:deputyregistrar@peidietitians.ca)