

Welcome Members of the College of Dietitians of Prince Edward Island

Please consult the resources below to help guide you with the College’s requirements to maintain membership in good standing. All members must comply with the Regulated Health Professions Act, Dietitians Regulations, By-Laws, Standards of Practice, and Code of Ethics; therefore, it is your professional responsibility to read these documents and practice in accordance. Documents listed below are available in the members area of the CDPEI Website.

- [Regulated Health Professions Act](#)
- [Dietitian Regulations](#)
- [CDPEI By-Laws](#)
- [CDPEI Standards of Practice](#)
- [CDPEI Code of Ethics](#)

In this letter you will find a summary of the following:

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About the College of Dietitians of Prince Edward Island (CDPEI)

CDPEI is the regulatory body for Dietitians, Nutritionists, and Dietetic Interns on Prince Edward Island. The CDPEI Council governs and administers the affairs of the College in accordance with the PEI Regulated Health Professions Act, Dietitians Regulations, By-Laws, Standards of Practice, and Code of Ethics. In order for individuals to refer to themselves as a Registered Dietitian, Nutritionist, Registered Dietitian (candidate), or Dietetic Intern, registration with the CDPEI is required by law.

Key Responsibilities of CDPEI

1. Protection of the PEI public by establishing, maintaining, and enforcing standards for:
 - a. Entry to practice;
 - b. Continuing competence
 - c. Professional practice and code of ethics/conduct
2. Interpret dietetic scopes of practice
3. Ensure dietetic education and training programs meet requirements for registration
4. Assess and register qualified applicants as per Regulated Health Professionals Act and Dietitian Regulations.
5. Protect Professional titles of designations: the protected titles of the College include the following titles, abbreviations, and initials:
 - a. Registered Dietitian (R.D.)
 - b. Nutritionist
 - c. Dietitian
 - d. Dietitian Candidate/Registered Dietitian Candidate OR RD Candidate
 - e. Dietetic Intern

Please note: No person, other than a member, shall use the designations listed above or any other title, name, description, abbreviation or derivative in any language implying that a person is a member of a CDPEI.

6. Investigate and resolve complaints about dietetic practice and conduct. [Complaints](#) against a regulated member must be dealt with in a process that is open, fair, timely and which protects the public from incompetent or unethical practitioners. Members must practice according to the profession's [Code of Ethics, Standards of Practice, Regulated Health Professionals Act, and Dietitians Regulations](#).

CDPEI Council

The CDPEI Council governs and administers the affairs of the College. The Bylaws are a legal document that specify the rules and processes under which the College operates. The functions of the Council are to:

- prescribe initial and continuing qualifications for registration;
- assess applications and decide if applicants qualify for registration;
- issue certificates of registration and keep the official register of registered practitioners;
- prescribe and monitor adherence to standards of practice and ethical guidelines for registered practitioners;
- investigate complaints, and exercise discipline or professional remediation of registered practitioners, by revocation, restriction or suspension of a registration, by reprimand, retraining requirement, fine or other means;
- regulate the practice of the profession and to govern the members in accordance with the Regulated Health Professions Act, Dietitians Regulations, Standards of Practice, and by-laws.

As per CDPEI By-Laws, the Council is composed of six persons, of whom four are Registered Dietitians and two are public representatives nominated by Engage PEI. The Council also employs a Registrar and a Deputy Registrar who maintains an official listing of Dietitians and Nutritionists registered with the College of Dietitians of Prince Edward Island.

Opportunities for involvement in the Council

The College relies on the professional knowledge and judgment of dietitians to help develop regulations, programs and policies for the delivery of safe, ethical and quality dietetic service to protect the public. There are opportunities to participate in College work. Dietitians can apply for vacant seats on Council and can be appointed to committees or working groups. They can also participate by responding to College consultations and surveys about new standards, policies or College activities. Opportunities for council seats, working groups, and consultations/surveys will be communicated by email and on the [CDPEI website](#).

Annual General Meeting

The Council holds an annual general meeting between April 1st and June 30th, notification of the meeting date, place, and format will be sent out prior to the meeting via email and posted on the CDPEI Website.

Registration Renewal

All registrations expire annually on March 31. In accordance with Section 15: Fees of the CDPEI By-Laws all forms and fees for renewal of registration must be received by the College no later than the last day of February. Registration renewal information will be sent out by email and posted to the [members section of the CDPEI website](#) by January 31.

Resignation

It is important to let us know if you intend to resign in order to avoid suspension or revocation of your registration. If you wish to resign from CDPEI, you can do so by sending an email or a letter to the CDPEI office stating your intention to resign from the College, the date on which your resignation will take effect and the reason for resigning (e.g. retirement, moving to another province/country, changing careers, etc.). If you are moving to another province, it is important to register in the province where you intend to practice before resigning from CDPEI. There are no refunds for registration fees.

Continuing Education Program

CDPEI has the responsibility to the public to ensure members are maintaining professional education and competencies related to their scope of practice throughout their career. To fulfill its mandate, CDPEI is obligated to ensure all active members participate in continuing education annually. CDPEI requires dietitians to record continuing education throughout the year and submit a report annually during the renewal process. Guidelines for continuing education shared with registrants and posted on [Members section of CDPEI](#) website with renewal documents.

Communication

Email from registrar@peidietitians.ca or deputyregistrar@peidietitians.ca and the CDPEI website are used to communicate important information about dietetic regulation and practice, and CDPEI updates. Please ensure the Registrar email is marked as safe in your inbox to avoid losing communication with the spam filter.

It is important to update CDPEI on changes in your employment and contact information.

Questions

If you have any questions about your registration or any other regulatory related topic please contact the Registrar at registrar@peidietitians.ca or Deputy Registrar at deputyregistrar@peidietitians.ca