

<b>SECTION</b>	<b>Registration</b>			
<b>SUBJECT</b>	<b>Registrant Name Change &amp; Preferred Names</b>	<b>Policy # TBD</b>		
<b>APPLICABLE GOVERNANCE DOCUMENT</b>	<b>Regulation Health Professions Act</b>			
<b>Approved by CDPEI Council</b>	<b>Effective Feb 2024</b>	<b>Reviewed</b>	<b>Revised</b>	<b>Page 1/2</b>

## **POLICY**

If your name changes for any reason, inform the College in writing (by email, fax or mail) within 30 days. This includes assuming legal name changes and preferred names. The College is required, by law, to maintain a current and complete Register of Dietitians, which is accessible to the public. Registrants are responsible for ensuring that the information they have on file with the College, including name changes, are up to date. Having the correct name on the Register of Dietitians is essential to facilitate the public and employers to find information about a dietitian's current registration status.

**PROCEDURE: See scenarios page 2 for detail.**

<p>If your name changes for any reason, inform the College in writing (by email or mail) within 30 days.</p> <p>Legal Name Change: A legal name change will only be accepted if supporting documentation demonstrates that the registrant has validly changed their name i.e. marriage certificate, name change document.</p> <p>Preferred Name: Specify the name under which the registrant practices dietetics if the registrant uses a preferred name which differs from their legal name. Preferred name will appear in parentheses following the registrant's legal first name.</p>	Registrant
<p>A record of the name change will be maintained in each 's file. The registrant will be searchable on the public Register of Dietitians by their legal name and preferred names.</p>	Registrar/Deputy Registrar

## Scenarios – Name Changes

### 1 a). A registrant Gets Married and Assumes the Last Name of Their Spouse

- Name change request: registrant wishes to practice under their assumed last name.
- Required documents: Copy of their Marriage Certificate, which shows the previous name and assumed name, and government issued identification (e.g. driver's license or health card) that demonstrates the name change.

### 1 b). A registrant Gets Married and Assumes Last Name of Spouse, but Continues to Practice Under Previous Name

- Name change request: None, registrant continues to practice under their previous name, despite assuming their spouse's last name in their personal life.
- Required documents: Copy of their Marriage Certificate, which shows the previous name and married name, and government issued identification (e.g. driver's license or health card) that demonstrates the name change. Despite continuing to practice dietetics under their previous name, the College still requires documentation to confirm the assumed name change in personal life.

### 2. A registrant Legally Changes Their Name



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- Name change request: registrant wishes to practice under their new legal name.
- Required documents: Name change certificate from government. The name change certificate shows both the registrant's previous name and their new name.

### **3. A registrant Gets Divorced and Resumes Their Previous Last Name**

- Name change request: registrant wishes to practice under their previous last name.
- Required documents: Copy of their Marriage Certificate, which shows the previous name and married name and a government issued identification that demonstrates they have changed their name back to their previous name.

### **4. Preferred Name**

- Name change request: registrant wishes to include a preferred name on their College profile and on the public Register of Dietitians.
- Required documents: Written request (by email or mail) indicating the preferred name to be included on their registrant profile and public register.