

SECTION	Registration			
SUBJECT	License Renewal	Policy #		
APPLICABLE GOVERNANCE DOCUMENT	Dietitian Regulations - Section 6 Regulated Health Professions Act - Section 22 CDPEI Bylaws - Section 15			
Approved by CDPEI Council	Effective April 2024	Reviewed	Revised	Page 1/1

POLICY

General Members license renewal package must be received by the Registrar/CDPEI by the end of February of each year. Members are required to complete the renewal form, continuing education record (CE), and submit renewal fees. The CDPEI Registrar will then grant renewal of the member’s license.

PROCEDURE

Action	Time	Responsibility
1. Update and send license renewal & resignation reminder to members by email and post to website. Reminder resignation required if not renewed.	January 31	Registrar/Deputy Registrar
2. Deposit cheques, money orders, e-transfers into CDPEI account.	Month of February	Treasurer
3. Issue license to member upon receipt of a complete renewal package and payment. Send certificate of registration and receipt of payment. *If member is selected for CE audit as per Continuing Education and Auditing Policy, license renewal process and timelines remain the same.	Complete by March 31, 2025	Registrar/Deputy Registrar