

General Registrant Renewal Information: Renewal April 1st 2024-March 31 2025

Section A: General Information

- The College must receive renewal packages no later than the end of February 2024. The review of submissions will begin early March therefore all packages must be submitted to the Registrar by the end of February. A late fee of \$100 will be charged if a package is received after the end of February.
- Registration Renewal form must be submitted annually upon renewal even if there are no changes. Please highlight or circle any changes to your contact information from last year.
- Annual submission of Continuing Education Record is required - see page 2 & 3 for details.
- Please submit all forms in hard copy format by regular mail. Electronic documents will not be accepted at this time.
- It is important to update CDPEI on changes in your employment and contact information throughout the year.

Section B: Payment of Fees

Annual Fee 2024-2025: \$375

Method of Payment:

- Cheque post-dated for April 1, 2024, payable to College of Dietitians of PEI, & mailed in with your renewal package.
- Money order to College of Dietitians of Prince Edward Island - mailed in with your renewal package.
- E-transfer, as outlined below
 - Send e-transfer between March 7 - April 1st (to ensure funds are available for deposit between April 1-7, 2024)
 - If e-transfer expires prior to April 7th it will be the registrant's responsibility to resend and if funds are not available between April 1-7th a late fee of \$100 will be charged.
 - Send e-transfer to peidrbtreasurer@gmail.com with password renewal2024
 - Please note: do not send a transfer to the registrar or deputy registrar email and only use the treasurer email and password as outlined above.

Section C: Submission of application

Mail hard copies of (1) renewal form, (2) continuing education record, (3) cheque/money order in full to:

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

Section D: Questions or Concerns

If you have any questions about your registration or continuing education please contact the Registrar at registrar@peidietitians.ca or Deputy Registrar at deputyregistrar@peidietitians.ca

Continuing Education Guidelines 2024

Section A: Continuing Education Requirements

- To maintain your registration with the College of Dietitians of PEI, it is required for general members to submit a continuing education record annually.
- Continuing education requirements are 30 credit hours of continuing education per 3 year period (prorated for new members). To facilitate the culmination of 30 hours every 3 years, many members aim to complete 10 credit hours annually.
- To be considered for dietetic continuing education credit hours, the activity must relate clearly and directly to the actual practice of dietetics.
- Continuing Education activities must include two or more categories, one of which must be an activity from Category K: Equity, Diversity, and Inclusion.
- Details of Continuing Education Requirements can be found in Dietitian Regulations Section 16 and Regulated Health Professionals Act Section 60.

Section B: Continuing Education Audits

- CDPEI audits 20% of general members continuing education records, chosen at random. As outlined above, audit will review for 30 credit hours of continuing education per 3 year period (prorated for new members).
- Registrants will only receive documentation of review of continuing education records if selected for audit.

Section C: Continuing Education Record Guidelines:

The Continuing Education Activity Guide outlines the various types of professional development activities and the amount of credit hours that each is worth. There is also a code that corresponds for each type of activity. Record all of the professional development activities you have participated in since February 28 of the current registration year on the Professional Development Record.

Complete the form as follows:

Column 1: Record the date you completed the continuing education activity/event.

Column 2: Indicate the code that corresponds to the continuing education record guidelines.

Column 3: Provide a brief description of the continuing education activity, course, event, etc.

Column 4: Record the total time, in hours, spent on each activity. Do NOT record the credit hours associated with the activity. If it is a course or conference, this amount of time should represent the amount of time in sessions or lectures and not include lunch or coffee breaks.

If you do not see the activity which you wish to receive credit for, please contact the Registrar (registrar@peidietitians.ca).

Continuing Education Activity Guide

Code	Category	Credit Hour	Comments
A-E	Attendance at or participation in:		Per hours of professional subject matter (does not include lunch or coffee breaks)
	1. Short courses	5. Workshops	
	2. Webinars	6. Seminars	
	3. Conferences	7. Symposia	
	4. Grand rounds	8. Poster Sessions	
C	Academic & Professional Programs/Courses		
	1. Graduate Course (Nutrition)	30.0	On successful completion
	2. Undergrad course (Nutrition)	10.0	On successful completion
	3. Auditing undergrad course (Nutrition)	5.0	On successful completion
	4. Advanced certification (Nutrition) ie CDE	Credit hours evaluated on an individual basis. Please contact the Registrar.	
F	Presentations & Journal Club		
	1. To Registered Dietitians	2.0	Per hour of professional subject matter
	2. To other allied health practitioners	0.5	Per presentation
	3. Poster presentation	2.0	Per poster
	4. Journal club presentation	1.0	Max of 2 credit hrs/1yr
	5. Journal club (attending)	0.5	Per hour of professional subject matter
G-H	Writing for Publication		
	1. Article for professional press	2.0	Per article
	2. Peer reviewed article	3.0	Per article
	3. Book review for professional press	2.0	Per book
	4. Peer reviewing an article	2.0	Per article
I	Mentoring & evaluating students (ie preceptor for dietetic students)	1.0	Per 4 week mentor/preceptorship and involvement in evaluation
J	Individual Study Program that is pre-approved by the registrar	1.0	Per hour of professional subject matter or at the digression of the registrar
K	Equity, Diversity, and Inclusion education	1.0	Per hour of subject matter