

## General Registrant Renewal Information April 1, 2026 – March 31, 2027

### Renewal Deadline: February 28, 2025

- Both your registration package and payment must be received by this date
- A \$100 late fee will apply to packages or payments received after February 28.
- If your renewal package or fees are not received by March 31, your registration will lapse, requiring re-application through reinstatement.
- Not Renewing? You must inform CDPEI via email if you are resigning your license.

### What Your Registration Package Includes

1. Registration Renewal Form
  - a. Must be submitted annually, highlight or circle any updates from last year's form.
  - b. File name must be in the following format: LastName Firstname 2026 Renewal
2. Continuing Education Record
  - a. Refer to the CE Guidelines document for requirements.
  - b. File name must be in the following format: Lastname Firstname 2026 CE Record
3. Annual Fee – \$375
  - a. Payment due by February 28, 2025. Accepted payment methods:
    - i. E-transfer: [peidrbtreasurer@gmail.com](mailto:peidrbtreasurer@gmail.com) (password: renewal2026)
      - Do not send e-transfers to the registrar or deputy registrar.
    - ii. Cheque/Money Order: Made payable to *College of Dietitians of PEI*

### How to Submit Your Renewal

- Electronic Submission:
  - Ensure both documents follow the standardized naming format:
    - **Lastname Firstname 2026 CE Record**
    - **Lastname Firstname 2026 Renewal Form**
      - Example: *Smith Mary 2026 CE Record*
  - Email your package to [deputyregistrar@peidietitians.ca](mailto:deputyregistrar@peidietitians.ca)
  - Send payment to [peidrbtreasurer@gmail.com](mailto:peidrbtreasurer@gmail.com) (password: renewal2026).
- Hardcopy Submission:
  - Contact the Registrar or Deputy Registrar by February 1, 2025 to discuss options.

Questions or Concerns? Contact the Registrar [registrar@peidietitians.ca](mailto:registrar@peidietitians.ca) or Deputy Registrar [deputyregistrar@peidietitians.ca](mailto:deputyregistrar@peidietitians.ca)