

## General Registrant Renewal Information April 1, 2025 – March 31, 2026

### Important Updates for Registration Renewals

- **Submit your renewal package electronically.** Details below.
  - If submitting electronically is not possible for you, please reach out to the Registrar or Deputy Registrar by February 1, 2025 to explore alternative options.
- **Pay by February 28th.** Payments no longer need to be delayed until April.

### Renewal Deadline

- **Deadline: February 28, 2025**
  - Both your registration package and payment must be submitted to CDPEI by this date.
  - A \$100 late fee will apply to packages or payments received after February 28.
  - Lapsed Registration: If the package and 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, even if there are no changes.
  - b. Highlight or circle any updates from last year's form.
2. [Continuing Education Record](#)
  - a. Refer to the [CE Guidelines](#) document for requirements.
3. Annual Fee – \$375
  - a. Payment due by February 28, 2025. Accepted payment methods:
    - i. E-transfer: Send to [peidrbtreasurer@gmail.com](mailto:peidrbtreasurer@gmail.com) (password: renewal2024)
      - 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:**
  - Email your package to [deputyregistrar@peidietitians.ca](mailto:deputyregistrar@peidietitians.ca)
  - Send payment via e-transfer to [peidrbtreasurer@gmail.com](mailto:peidrbtreasurer@gmail.com) (password: renewal2024).
- **Hardcopy Submission:**
  - Please reach out to the Registrar or Deputy Registrar by February 1, 2025 to explore alternative options.

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