

FAQs - Frequently asked questions by New Zealand graduates

Q When can I send in my application to register?

A You may send in an application for registration after you have handed in your practicum, for your Postgraduate Diploma in Dietetics.

If the application form is submitted correctly (with the certified birth certificate or passport) the initial part including the payment will be actioned at that time.

Q How long will it take for my registration to be issued?

A You will be registered as soon as all the documentation has been received. Everything on the application checklist, including two appropriate references and notification of 'completion' from the University must have been received.

You will then be issued with a registration package, which includes the registration letter with the Board's request for details of supervision requirements, and an application form for an Annual Practising Certificate (APC).

Q If I pay my registration fee but fail my practicum may I get a refund?

A No. Registration fees are non refundable.

Q Can I pay my registration fee by Credit Card?

A Yes. We accept payment by MasterCard and Visa credit cards as well as by cheque.

Q My employer will pay my registration fee but wants an invoice from the Board. Will the Board issue an invoice?

A No. We do not issue invoices for registration fees.

Q I want to claim the registration fee back from my employer. Will I receive a receipt from the Board for my application fee payment?

A Yes. The Board will send a receipt with notification of your registration, or earlier.

Q When may I start work as a dietitian?

A You may start practising as a dietitian when:

- You have received the registration package including the 'Application for an APC' form and
- You have applied for and paid for an APC
- You have notified the Board of the name of your supervisor and your work details.

You must send the signed section 1 of the Supervision Agreement to the Board shortly after starting work.

Please note that **after you have handed in your practicum**, you may work as an intern or student dietitian for a limited period.

You should **not** start working until your practicum has been handed in.

Q Can I pay my APC fee in advance in anticipation of registration?

A No. You pay for (and apply for) an APC, after you have received your registration package.

Q My employer says I need an Annual Practising Certificate to start work. How do I get one?

A You are not able to hold an Annual Practising Certificate until you have been registered. You will receive a form to apply for an APC with your registration package.

Q What happens if I don't register within one year of completing my PG Dip Diet?

A You will be asked to prove that you have kept your continuing competency up to date. Please read the information for new graduates in the Continuing Competency Programme Manual.