



DIETITIANS BOARD

Te Mana Mātanga Mātai Kai

Registration Policy

This policy refers to the following key legislation:

Health Practitioners Competence Assurance Act 2003

This policy has been developed in conjunction with Right Touch Regulation, the Policies and requirements of other Regulators in New Zealand

This policy should be read in conjunction with the following associated Dietitians Board policy documents:

Professional Standards & Competencies for Dietitians

Code of Ethics & Conduct for Dietitians

All Board Practitioner Policies (PRA)

Policy Statement

As required by the Health Practitioners Competence Assurance Act (HPCAA), the Dietitians Board (the Board) is the regulator responsible for protecting "the health and safety of members of the public by providing for mechanisms to ensure that health practitioners are competent and fit to practise their professions."

The Board considers applications for registration to establish that the applicant meets the requirements of section 15(1) of the HPCAA:

- is fit for registration in accordance with section 16;
- has the qualifications that are prescribed, under section 12, for that scope of practice; and
- is competent to practise within that scope of practice.

This policy outlines the requirements the Board has in place to be assured that applicants can be registered as dietitians under the HPCAA. You will find details regarding the Board's requirements for:

- Complete applications
- Certification of documentation
- Translations
- Proof of Identity
- Fitness for Registration
- Recency of Practice, Completion of Qualification, or Assessment/Examinations
- Competence in Scope of Practice
- Other required information pertaining to prescribed qualification or registration pathway
- Conditions on Scope of Practice
- Process for declining applications

COMPLETE APPLICATIONS

The Board will only consider applications for registration that are complete, meeting the requirements of section 17(2). Specifically, the Board requires that the applicant:

- uses the Board's form(s)
- includes all the requested information
- includes all the supporting documentation and evidence required by the Board
- has paid the specified fee(s).

Some applicants for registration will need to complete a two-stage application process, with requirements that must be met between the two steps.

CERTIFICATION OF DOCUMENTATION

When submitting an application as part of the registration process, some of the documentation will require certification prior to submission. Applicants are not expected to (and should not) submit original documentation.

Certified copies must be:

- a photocopy of an original document certified by a Justice of the Peace, Notary Public or Officer gazetted to take statutory declarations.
- signed by the certifier and include the printed full name, position or designation with the statement "*Certified true copy of original document sighted.*"
- stamped or sealed by the certifier
- certified within the previous 6 months.

TRANSLATIONS

All documents not in English must be accompanied by an official English translation. An official translation will include the translator's signature, contact information, and a statement of accuracy, all bearing the translator's or agency's stamp or letterhead.

PROOF OF IDENTITY

The Board accepts the following documents for the purpose of confirming identity:

- certified copy of current passport (identity page, including photo and signature).
- certified copy of current New Zealand driver's licence (front and back).

If the applicant has had a change of name that is reflected on any of the submitted documentation, the Board will also require certified copies of any related documentation. Examples include certified copies of:

- Birth certificates
- Marriage certificates
- Divorce certificates
- Legal name change affidavits.

FITNESS FOR REGISTRATION

Under section 16 of the HPCAA, applicants must be fit for registration. The Board requires applicants to:

- demonstrate they meet the Board's English language requirements (as per the *English Language Requirements Policy*).
- submit certified copies of police certificate(s)/criminal record check(s) from every country in which the applicant has resided for the previous 10 years or since their 18th birthday (whichever is less). The certificates must have been issued within the previous 12 months.
- declare and respond to all Board questions related to the diagnosis/management of any mental or physical condition that could impact the applicant's ability to practise dietetics.
- arrange for Certificates of Good Standing, from all jurisdictions in which the dietitian is, or has been registered as a dietitian, to be sent directly to the Board.

Criminal convictions, health issues and disciplinary proceedings do not necessarily mean an applicant cannot be registered. The application processing time is likely to be extended while the Board assesses the information (and possibly asks for more information) in order to be satisfied whether or not the applicant is fit for registration.

REGENCY OF PRACTICE, COMPLETION OF QUALIFICATION, OR ASSESSMENT / EXAMINATIONS

One aspect of establishing competence to practise is recency of training, practice or assessment.

New Zealand Graduates must apply for registration within two years of their qualification completion date as specified in the official notification from their accredited university. (Note: they must also apply for an Annual Practising Certificate within two years of their qualification completion date.)

Applicants who have been issued **Accredited Practising Dietitian (APD) status with Dietitians Australia** must have practised in Australia for a minimum of 12 months (minimum 20 h/pw) within the previous three years. New graduates with APD status who do not have a minimum of 12 months experience as a dietitian will be required to work under practice supervision (same requirements as a New Zealand graduate).

Applicants who are applying through the **Straight to Registration Pathway** must have practised for a minimum of 12 months (minimum 20 h/pw) within the previous three years within the jurisdiction of an authority accepted for that Pathway (at the time of submission of their Eligibility Application). New graduates from these jurisdictions, or those whose work experience is either less than 12 months or is more than 3 years previous, will be required to complete the Board's examinations.

Applicants who are applying for the **Subspecialist Pathway** must have 3 or more years of subspecialised dietetic experience (within the previous 5 years) while registered by an authority recognised by the Board for registration purposes and published on the Board's website.

Applicants who are applying for registration **after completing the Board's examinations** (MCQ and OSCE) must apply for registration within 3 years of the date of the official notification from the Board stating they have passed the examinations and are eligible to apply for registration.

COMPETENCE IN SCOPE OF PRACTICE

The Board works to verify the competence of an applicant in a variety of ways and may require any or all the following information/evidence to assess an applicant's competence to practise as a dietitian. Applicants are required to provide any additional information requested by the Board.

- Qualification certificate(s)/testamur
- Academic transcript(s) – the Board requires transcripts for the dietetic qualification and, where the dietetic qualification is less than 4 years, the relevant undergraduate/bachelor's qualification as well
- Curriculum Vitae
- Certificate(s) of Good Standing
- References

ELIGIBILITY TO APPLY FOR SCOPE OF PRACTICE DIETITIAN, PROVISIONAL (REGISTRATION REQUIREMENTS FOR OVERSEAS TRAINED DIETITIANS)

Additional registration pathway-related information will also be required before the *Scope of Practice: Dietitian, Provisional* can be confirmed.

The Board publishes prescribed qualifications (pathways to registration) in the Gazette and on the Board's website. Before the *Scope of Practice: Dietitian, Provisional* can be confirmed, the applicant must provide the required evidence that the requirements for a prescribed qualification have been met:

All Overseas Applicants

Ability to meet the Supervision, Induction and Orientation Requirements: Before registration in the *Scope of Practice: Dietitian, Provisional* can be confirmed, all applicants and their employers will need to provide a supervision, orientation and induction plan that meets the Board's *Supervision, Orientation and Induction for Overseas Trained Dietitians Policy* (those registered in the scope of practice *Dietitian: Provisional*).

Straight to registration pathway

Registration, reference and CV documents will be reviewed to confirm the applicant meets the minimum registration and work requirements.

Straight to examinations pathway

The applicant will need to have passed, within the previous 3 years, the Multiple-Choice Questionnaire (MCQ) and the Oral (OSCE) examinations.

Subspecialist pathway

The applicant will need to provide evidence that they meet the minimum requirement of experience (3 out of the last 5 years) in their subspecialty area and that they have an offer of employment in the same area of dietetics in New Zealand.

Recognition of Qualification and exams pathway

The applicant will need to provide information about their qualification including syllabi and placement/internship information. This information will be assessed by a Board-appointed assessor. If the qualification is recognised, the applicant will be deemed eligible to sit the Multiple-Choice Questionnaire (MCQ) and the Oral (OSCE) examinations.

Eligibility to apply for Scope of Practice: Dietitian

All overseas trained dietitians must complete the following requirements while registered in the Scope of Practice: *Dietitian, Provisional* to be eligible to apply for the Scope of Practice: *Dietitian*:

- a minimum of 12 months supervision
- four supervision reports, the last three of which must indicate the supervised dietitian meets the Board's standard of practice
- Mauri Ora course: [Foundation Course in Cultural Competency](#)
- completion of the Health and Disability Commissioner learning [modules](#)
- A complete application for registration in the Scope of Practice: *Dietitian* approved by the supervisor.

New Zealand graduates and dietitians with Accredited Practising Dietitian (APD) status with Dietitians Australia are eligible to apply for registration within the Scope of Practice: *Dietitian* as long as they meet the recency of practice or qualification requirements described above.

CONDITIONS ON SCOPE OF PRACTICE

To protect the health and safety of the public, the Board may place conditions on an applicant's scope of practice. In situations where registration is to be granted with conditions, the Board will first propose the condition(s) to the applicant. The applicant will be given the opportunity to make written submissions and be heard by the Board at the next available Board meeting (with a minimum of 3 weeks response time provided to the applicant).

The most common condition on a scope of practice will be supervision. To assist New Zealand graduates with the transition to working as a registered dietitian, all new graduates will have a condition requiring them to be supervised.

Dietitians from Australia (with APD status) who have not worked for a minimum of 12 months following completion of qualification will have a condition requiring them to be supervised.

PROCESS FOR DECLINING APPLICATIONS

The Board's Registrar is delegated to make decisions within Board Policy.

The Registrar will propose to decline any application:

- that does not meet any of the prescribed qualifications
- that does not meet the Board's policy requirements
- where the Registrar has reason to believe the applicant may endanger the health or safety of members of the public.

The applicant will be given the opportunity to make written submissions and be heard by the Board at the next available Board meeting (with a minimum of 3 weeks response time provided to the applicant).

Following the Board meeting, the Board will write to the applicant with its decision and the reasons for the decision.

FURTHER INFORMATION

Please contact the Board directly if there are any questions or concerns.