

How do I practise dietetics legally in New Zealand?



You **MUST** be both **REGISTERED** and **HOLD AN ANNUAL PRACTISING CERTIFICATE (APC)** to practise legally in New Zealand.

Registration is usually a once-in-a-lifetime process. Your APC is valid for a maximum of one year and must be renewed annually.

Are you registered with the Dietitians Board?

YES

I am registered

NO

I am not registered

Are you working within the *Scope of Practice: Dietitian* and using your dietetic skills and knowledge in your employment or voluntary work?

Please refer to the *Scope of Practice* and to the *Professional Standards & Competencies for Dietitians* for clarification

NO

If **NO**, you do NOT need an APC but **must** make an annual non-practising declaration to remain on the Register

YES

If **YES**, do you have a current APC?

YES

If **YES**, then you are legally entitled to call yourself a Dietitian and to practise as such in New Zealand

NO

If **NO**, please contact the Board's office urgently, because you could be in breach of your obligations as a registered health practitioner under the HPCA Act 2003

How do I apply for an Annual Practising Certificate?

Annual Practising Certificate (APC) declarations are completed online via the Dietitians Login. If it is your first time logging in, you will need to follow the prompts to 'activate' your account.

Making a declaration for an APC:

- **First APC** – Following Registration you can do this at any time of the year within the prescribed timeframe – see the 'Deadlines for Registration/First APC' policy on the Boards website

- **APC Renewal** – You do this between 1 and 31 March every year for the **following** practising year (*practising year runs from 1 April – 31 March*)
- **Returning to Practice within 2 years of holding an APC** – You can change your practising status and make a new practising declaration at any time of the year
- **Returning to Practice after declaring Non-Practising for 2 years or more** – Before you change your practising status and make a new

practising declaration you must first submit a 'Return to Practice' application and some supplementary information about your time away from dietetic practice in New Zealand – see the 'Return to Practice' page on the Boards website.

If you are uncertain at any time please call the Board's office for assistance.

Please make sure you have updated your contact details on the Dietitians Login and keep up to date by reading the Newsletters and reviewing Policy Updates.

If you are a graduate from one of these accredited courses in New Zealand:

- Masters of Dietetics from the University of Otago
- Master of Science (Nutrition and Dietetics) from Massey University
- Master of Health Sciences in Nutrition and Dietetics from the University of Auckland

please go to: <http://www.dietitiansboard.org.nz/Registration/NZ-Graduate>

If you hold a dietetic qualification from an overseas institution, please go to: <http://www.dietitiansboard.org.nz/Registration/Overseas-Trained>

If you hold APD status from the Dietitians Association of Australia, please go to: <http://www.dietitiansboard.org.nz/Registration/Australian-Trained>

If you were once registered but are no longer registered (you asked to cancel your entry in the Register or have been removed from the Register), please contact the Board's office for advice.

How do I apply for registration?