



## New Zealand Dietitians Board Te Mana Mātanga Mātai Kai

### Recognition of Overseas Dietetic Qualifications Assessment

### Checklist for Overseas Trained Dietitian Applications

The Dietitians Board is responsible for protecting the health and safety of the New Zealand public and the Board must establish that you are fit for registration. The Board requires candidates to supply the following information in order to make an assessment as part of the recognition process.

**Please note:** All certified documents **must be witnessed and signed by a solicitor or a Justice of the Peace**. This includes **each page** of the documentation being notarised. Read the [Certification Requirements and Translation of Documents](#) for more information.

| Section B. Personal Information                           |  |   |
|---|--|---|
| What:   | Why:   | Further Information:  |
| <b>Birth certificate and/or Passport</b>                  | To establish identity and country of birth/residence. This underpins other verification processes. | Must be a <b>certified</b> copy (NOT an original document). |
| <b>Marriage certificate or other proof of name change</b> | To allow full identity checks.   | Must be a <b>certified</b> copy (NOT an original document). |

| Section D. Right to Work in New Zealand |   |   |
|---|---|---|
| What:                                   | Why:  | Further Information:  |
| <b>Visa</b>                             | To determine your right to work in New Zealand. | Must be a <b>certified</b> copy (NOT an original document). |

| Section E. Criminal Conviction History                      |   |  |
|---|---|--|
| What:   | Why:  | Further Information:   |
| <b>Australian Criminal Conviction History</b>               | Allows Board to check for convictions of an offence punishable by imprisonment for a term of 3 months or longer, or to assess the relevance of any offence to their practice.                             | Criminal convictions report(s) from relevant jurisdiction(s). In certain circumstances an overseas applicant can meet the Board's requirements by submitting a certified copy of a current work/ student/ resident visa issued by the New Zealand Government.<br><br>Please read the Board's <a href="#">Criminal Convictions Policy</a> for further information.<br><br>Australian and other overseas criminal conviction history records must be a <b>certified</b> copy (NOT an original document). |
| <b>Other Overseas Countries Criminal Conviction History</b> | As above.<br><br>Required if you have lived in any countries for 12 months or more since the age of 17.   |  |
| <b>New Zealand Criminal Conviction History</b>              | As above.<br><br>If you have been living in New Zealand for 12 months or more, please complete the <a href="#">Ministry of Justice</a> request for a 'criminal conviction history by a third party' form. |  |

| Section F. English Language Requirements             |   |   |
|--|---|---|
| What:  | Why:  | Further Information:  |
| <b>English language test results (if applicable)</b> | Demonstrates ability to communicate satisfactorily in English to promote health and safety of the New Zealand public. | <p>If English is not your first language, you must undertake an approved English language examination and meet the grade requirements. This must have been gained within the 12 months.</p> <p>Please read the Board's <a href="#">English Language Requirements Policy</a> for further information.</p> <p>Must be a <b>certified</b> copy (NOT an original document).</p> |

| Section G & H. Dietetic Qualifications                     |  |   |
|--|--|---|
| What:  | Why:   | Further Information:  |
| <b>Testamur/s<br/>Also known as<br/>degree certificate</b> | Permits verification of Nutrition and Dietetic qualification/s.  | <p>Include all testamurs/ degree certificates qualifications and certificates i.e. Bachelor, Master, and PhD</p> <p>Must be a <b>certified</b> copy (NOT an original document).</p>   |
| <b>Academic transcript/s</b>                               | Enables assessment of qualifications against the Board's accreditation standards for prescribed qualifications and competency requirements for registration. | <p>Must include detailed/ certified official transcripts of your dietetic degree, other degrees and/or diplomas.</p> <p>Information should include:</p> <ul style="list-style-type: none"> <li>• Marks obtained</li> <li>• Content credit</li> </ul> <p>Must be a <b>certified</b> copy (NOT an original document).</p>   |
| <b>Academic syllabi</b>                                    | Enables assessment of qualifications against the Board's accreditation standards for prescribed qualifications and competency requirements for registration. | <p>Provide full information on all courses/ subjects undertaken within your undergraduate degree, postgraduate training, and other relevant degrees/ courses.</p> <p>Information that is required includes:</p> <ul style="list-style-type: none"> <li>• Summary of each subject within your degree</li> <li>• The <u>total hours</u> for each subject – i.e. combined contact hours for lectures, tutorials, and practicals</li> <li>• The number of lectures, tutorials, practicals, or workshops across the semester</li> <li>• How the course is assessed – e.g. assignments, exams</li> <li>• What the percent of each assessment is – e.g. end of semester exam 50%</li> </ul> <p>Must be a <b>certified</b> copy (NOT an original document). Alternatively, you can arrange for the institution to forward evidence to the Board directly – please advise if this is the case.</p> |
| <b>Placement information</b>                               | Enables assessment of qualifications against the Board's accreditation standards for prescribed qualifications and competency requirements for registration. | <p>Must include length (weeks) of placement/s and nutrition and dietetic areas of practice.</p> <p>Information that is required includes:</p> <ul style="list-style-type: none"> <li>• Summary of each placement domain – e.g. Food Service Management, Clinical Dietetics etc</li> <li>• The placement contact hours</li> <li>• How the placement was assessed</li> </ul> <p>It is in your best interest to provide as much information as possible.</p>   |

| <b>Section I. &amp; J. Dietetic Registration outside New Zealand or Membership with a Dietetic Association</b>                          |  |  |
|---|--|--|
| <b>What:</b>  | <b>Why:</b>  | <b>Further Information:</b>  |
| <b>Current dietetic registration license/ credential/ certificate</b>   | Demonstrates credentialing and complements any register searches in assessment of fitness to practice.   | A copy of an annual practising certificate or license, and evidence of membership of your local dietetic association.<br><br>If not currently registered, you must demonstrate eligibility for registration/ credentialing in the country of training/ practice.   |
| <b>Membership/ registration with a professional dietetic association</b>  | Demonstrates credentialing and facilitates checks that candidate is not subject to professional disciplinary/ fitness to practice proceedings. | In countries with no credentialing body, provide equivalent documentation from a professional dietetic association or an institution where the candidate last worked or trained as a dietitian for at least 1 year.  |
| <b>Current Certificate of Good Standing from dietetic credentialing body or professional dietetic association</b>                       | Demonstrates credentialing and facilitates checks that candidate is not subject of professional disciplinary proceedings.                      | The Certificate of Good Standing must be dated, signed, and be no more than six months old, and address the following questions: <ul style="list-style-type: none"> <li>• Is the applicant the subject of any disciplinary proceedings?</li> <li>• Is the applicant under investigation?</li> <li>• Is the applicant subject to any orders of a professional disciplinary tribunal?</li> </ul> |
| <b><i>If you <u>cannot</u> supply these documents, you must discuss this with the Registrar BEFORE sending in your application.</i></b> |  |  |

| <b>Section K. &amp; L. Reference Letters – Professional &amp; Character and Fitness to Practice Referees</b> |   |   |
|--|---|---|
| <b>What:</b>   | <b>Why:</b>   | <b>Further Information:</b>   |
| <b>One professional reference from current or last employer</b>  | Facilitates checks that candidate is not subject to professional disciplinary/ fitness to practice proceedings. | Must be recent (within last 12 months) and signed.<br>Must be from an employer where the candidate worked within the last 3 years.<br><br>Provide your referee with the guidance page available in the application form.<br>Reference letter must be sent direct to the Board.  |
| <b>Two character and fitness to practice references from registered or credentialed dietitians</b>           | Supports assessment of competence and fitness to practice.  | Must be recent (within last 12 months) and signed.<br>Must be from a practitioner who has supervised or closely observed the candidate's dietetic practice within the last 3 years.<br><br>Provide your referee with the guidance page available in the application form.<br>Reference letter must be sent direct to the Board. |

| <b>Section M. Curriculum Vitae (CV)</b> |  |  |
|---|--|--|
| <b>What:</b>                            | <b>Why:</b>  | <b>Further Information:</b>  |
| <b>Curriculum Vitae</b>                 | Permits verification of workplaces and training institutions, and a timeline of dietetic career. | Must be current and include information relating to: <ul style="list-style-type: none"> <li>• educational history,</li> <li>• training institutions,</li> <li>• dietetic placements,</li> <li>• employment (casual, part time, full time, and voluntary),</li> <li>• credentialing, and</li> <li>• research and publications.</li> </ul> |