



Nova Scotia Dietetic Association

2021 License Renewal Instructions

STEP 1: CONTINUING COMPETENCY PROGRAM (CCP)

The CCP Toolkit and resources are posted on the NSDA website under **DIETITIANS/COMPETENCY PROGRAM**. Access your online learning log by logging-in through **MEMBERSHIP RENEWAL**. Do not submit your professional portfolio unless it is requested. Please complete the learning log and Jurisprudence e-Learning Module (if applicable) **before** submitting the Online Renewal Application. The learning log is completed every year and the e-Learning Module is completed every five years. Your online profile states when you last completed the e-Learning Module. For example: If you completed the Module in 2018, you are due to complete the Module again in 2023.

STEP 2: ONLINE RENEWAL APPLICATION

To complete the Renewal Application, log-in through **MEMBERSHIP RENEWAL**. Your username is the email address currently in the system. Under **APPLICATIONS**, click on **LICENSE RENEWAL** and click “edit” to update the information on the Renewal Application. If your name has changed, email info@nsdassoc.ca and upload proof of name change. If your email address has changed, log-in and change your email address by clicking on your name at the top right corner of the screen and clicking “Account.”

STEP 3: RENEWAL FEES

The renewal fee for registration from April 1, 2021 to March 31, 2022 is \$400.

Payment options:

- Interac e-transfer to info@nsdassoc.ca through your online banking site.
- Mail cheque or money order payable to NSDA. There is a \$25 fee for NSF cheques. If payment is by cheque, the renewal fee can be made in two instalments. The instalment option is not applicable if payment is made online. You can submit two cheques with your renewal package; one cheque for \$200 is to be dated March 31, 2021 and the second cheque for \$200 is to be dated September 30, 2021.
- Payment is possible online by credit card for your convenience, however NSDA incurs substantial service charges with this payment option. **Payment by e-transfer or cheque is preferred.**

STEP 4: CONFIRMATION OF LICENSE RENEWAL

A complete renewal package must be received by midnight on March 31, 2021 to avoid a late fee penalty. If renewal is late or incomplete, a late fee of \$200 in addition to the cost of renewal is due by May 15, 2021. If renewal is not received by May 15, 2021, registration will be revoked (NSDA Bylaws, 2007). To resign in good standing, email info@nsdassoc.ca by the renewal deadline.

A complete renewal package consists of:

- Completion of the online learning log (and Jurisprudence e-learning module, if applicable)
- Renewal Application Form
- Payment of Fees

You will receive an email confirmation of license renewal. This may take up to three business days. Access your license certificate and renewal receipt by logging in under **MEMBERSHIP RENEWAL**. Under **APPLICATIONS**, click on **MY APPLICATIONS**.

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