

Out of Country Assessment Information Sheet

This sheet outlines the documentation required to assess your eligibility for:

- Application to the DC internship selection process for those who are/were educated outside Canada, in a dietetic program in their country of origin, and who are also Canadian citizens or landed immigrants in Canada
- Application to the DC internship selection process for those who have already been assessed by a Provincial Dietetic Regulatory Body as requiring completion of an internship program for registration
- Application to some DC accredited Masters practicum programs (please check with the program director to confirm that a DC assessment is required and/or acceptable)

PLEASE NOTE:

If you intend to practice as a dietitian in Canada, you should contact the appropriate provincial dietetic regulatory body to inquire about their registration process. Provincial regulatory bodies are under no obligation to accept a DC assessment as proof of equivalency for their registration purposes. Check the DC website for a listing of the provincial regulatory bodies at www.dietitians.ca.

To apply for an assessment, please submit the following information as promptly and completely as possible:

➤ Reason for assessment:

- Internship match application (please state which Provincial Regulatory Body assessed you as requiring an internship and the date of the decision)
- Application for DC accredited Masters practicum program (please state which program)

➤ a current résumé

- **official transcripts**, bearing the university seal or certified by a public notary, for **all** university degrees and courses completed or to be completed (photocopied transcripts are not acceptable). If transcripts are in a language other than English or French, certified translations must be provided. **If you want to have your original documents returned to you, you must also provide photocopies of these documents. If any courses are still to be completed, these must be verified by the university program coordinator, on official university letterhead.**

- **course descriptions** for all university courses completed or to be completed, taken from the university calendar(s), and translated into English or French as needed;
- **an original certificate or letter, on official letterhead, verifying completion of an internship/practicum.** An outline of the internship/practicum must include information on: facilities in which the experiences occurred; length of the full experience including a breakdown for the various rotations completed; qualifications of supervisors/advisors; types of activities completed; client groups worked with; level of involvement (observational, as a dietitian, supervisory); skills developed; educational resources used; and methods of assessment/evaluation.
- **a statement of equivalency for each university degree obtained outside Canada,** from one of the recognized credential services listed on the attached page. A DC assessment **cannot be completed** if your university degrees are not judged to be equivalent to at least an undergraduate degree from a Canadian university.

Note: The statement of equivalency may be waived for students in or from ADA accredited didactic programs. Applicants must first contact the DC Professional Affairs designate to verify that they are eligible for this waiver. To obtain a waiver may require proof of assessment by the program director for the ADA accredited didactic program if it is not clear that an individual completed the degree actually accredited by the ADA.

- a notarized copy of a marriage certificate **if any document indicates a different surname than the applicant's name.** If the certificate is not in English, a notarized translated copy is required.
- **a fee of \$350.00** (includes Goods and Services Tax) to cover the cost of the assessment. Your cheque or money order should be marked "Assessment" and made payable to **Dietitians of Canada**. Cash payments are not accepted; The DC GST/HST number is R105200992.

It is your responsibility to provide all of the above documentation. When your file is complete, it will be reviewed, and you will receive an assessment letter within 6 – 8 weeks. Your file will be considered inactive if documentation remains incomplete after 4 months and you have not contacted us. Your file will be considered the property of DC, and will be retained for 3 years after your assessment is completed.

If you are applying for internship/Masters practicum program, all documents must be submitted for assessment by the 15th of November.

PLEASE SUBMIT THIS FORM WITH THE REQUIRED DOCUMENTS TO THE ADDRESS BELOW:

Professional Affairs, Dietitians of Canada

Suite 604 - 480 University Avenue , Toronto, Ontario, M5G 1V2 Canada

Internship Application for Internationally Educated Applicants

OBTAINING A STATEMENT OF EQUIVALENCY FOR UNIVERSITY DEGREES OBTAINED OUTSIDE CANADA

You must contact one of the following credential services to obtain a statement of equivalency for university degrees obtained outside Canada. Keep in mind that the DC assessment cannot be completed if your degrees are not judged to be equivalent to at least an undergraduate degree from a Canadian university.

1. World Education Service (WES)

45 Charles Street East, Suite 700

Toronto, Ontario M4Y 1S2

Phone: 416-972-0070 Toll Free: 1-866-343-0070

Fax: 416-972-9004

Website: www.wes.org/ca

You will receive a WES application package to complete and submit with required documents. Request the Course-by-Course Report, and ensure that each credential that you have completed will be assessed. Also ensure that an additional copy of the report is sent to the Dietitians of Canada. There will be an additional fee for an extra copy of the report. Evaluations are completed and mailed within 7 business days via regular mail, unless otherwise arranged.

2. International Credential Evaluation Service (ICES)

3700 Willingdon Avenue

Burnaby, British Columbia V5G 3H2

Phone: 604-432-8800 Toll-Free within North America: 1-866-434-9197

Fax: 604-435-7033

E-mail: icesinfo@bcit.ca

Web site: <http://www.bcit.ca/ices/>

You will receive an ICES application package to complete and submit with required documents. Request a Specialized Assessment, and ensure that each credential that you have completed will be assessed. Also ensure that an additional copy of the report is sent to the Dietitians of Canada. There will be additional fees for more than one credential, the extra copy of the report, as well as the return of your documents by other than regular mail. The usual processing time is 7 weeks.

3. International Qualifications Assessment Service (IQAS)

9th Floor, 108 Street Building

9942 - 108 Street Edmonton, Alberta Canada T5K 2J5

Phone: 780-427-2655

Fax: 780-422-9734

Website: <http://www.employment.alberta.ca/immigration/4512html>

You will receive an IQAS application form to complete and submit with required documents. Request a Specialized Assessment, and ensure that each degree that you have completed will be assessed. Also ensure that an additional copy of the report is sent to the Dietitians of Canada. There will be additional fees for more than one degree. Although there is no fee for IQAS to forward the results of your assessment to DC, you must give them authority to release your results by signing the declaration on the application. It takes approximately 8 weeks to complete your assessment.

Please ensure that a copy of the credential service's assessment is sent to the address listed below marked "Professional Affairs":

Dietitians of Canada
Suite 604 - 480 University Avenue
Toronto, Ontario M5G 1V2 Canada

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