

New Brunswick  
ASSOCIATION OF DIETITIANS



L'ASSOCIATION DES DIÉTÉTISTES  
du Nouveau-Brunswick

# Canadian Dietetic Registration Examination (CDRE) Policies and Procedures SUMMARY

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## Exam Registration

You will receive an email asking you to register for the exam through the exam company's website. This email is sent to the preferred email address you indicated on the CDRE Application Form (which may be different than your preferred email address with NBAD).

You will have the option to write the exam on a day during the week of the testing window. Availability of day, time and location is based on first come first serve basis. Use this link to register for the exam on a specific day/time and at the writing centre of choice. Testing centres are in provinces across Canada, and you may choose to complete the exam in any province. However, please notify the Registrar if you wish to complete the exam outside the Atlantic Provinces.

If you require a special accommodation or a bilingual proctor, please notify the Registrar by the exam registration deadline. Requests after this deadline may not be guaranteed.

## Preparation Guide

The CDRE Preparation Guide is posted on the [NBAD website](#) under the "Applicants" tab on main menu, then "Canadian Dietetic Registration Examination" on drop-down list.

## Important Tips

Please read the [CDRE Preparation Guide](#) thoroughly as it will have all of the answers to your questions. However, here are some key tips from the Registrar:

- ✓ When you register for the exam online, use the Voucher Number that the Registrar emailed to you. **DO NOT PAY TWICE**;
- ✓ If you want to change provinces where you would like to write the exam, contact the Registrar before changing it online on the exam company's website;
- ✓ If you can't write the exam, contact the Registrar immediately;

Some circumstances may require you to withdraw from writing the exam on or near the scheduled exam date (accident, sickness, travel disruption, etc.) → contact the Registrar immediately by sending an email to [registrar@adnb-nbad.com](mailto:registrar@adnb-nbad.com) and calling (506) 386-5903 (leave a message if no answer);

- ✓ The Registrar will send you an email about the Computer-Based Testing Tutorial Guide. This will give you instructions on how to go online and use a demo version of the exam;
- ✓ The day of the exam, arrive 30 minutes before;
- ✓ Read the [Candidate Rules and Agreement](#) before your exam. This will save you time from reading it on the day of the exam;

- ✓ Bring two pieces of ID:
  - Originals (no photocopies);
  - Valid (not expired);
  - Signed (make sure your name is signed on the back of the card);
  - One must be government-issued photo (DL or passport);
  - Other may be a credit card or bank card;
  - First and last name on ID MUST BE THE SAME that appear on your Authorization to Test email sent to you by Pearson VUE;
- ✓ When using the toggle option (going from English ↔ French), be mindful of the time!
- ✓ If anything occurs out of the ordinary the day of the exam, contact the Registrar immediately by sending an email to [registrar@adnb-nbad.com](mailto:registrar@adnb-nbad.com) and calling (506) 386-5903 (leave a message if no answer). Also, indicate this information on the survey that you will complete after the exam.

## Exam Results

November exam sitting results will be sent to your preferred email address for NBAD correspondence by the third week of January. Original copy of exam results will follow in the mail.

May exam sitting results will be sent to your preferred email address for NBAD correspondence by the third week of June. Original copy of exam results will follow in the mail.

## First Time Exam Failure

**Should you not be successful the first writing of the exam, please read carefully the details below as per NBAD Policy 6.2.7:**

- a. Temporary membership may be extended with restrictions, conditional upon:
  - i. The candidate shall re-register and rewrite the next sitting of the exam
  - ii. Practices within the regulatory guidelines of the Association
- b. The candidate shall be permitted to practice dietetics under direct supervision of a registered dietitian in good standing and a minimum of 3 years' experience in dietetic practice conditional upon the approval by the Registration Committee.
- c. Should the candidate fail to meet any of the conditions, the restricted temporary membership will expire immediately.
- d. The restricted temporary license shall be maintained until the results of the second attempt of the national dietetics registration exam are known.

- e. Conditions of restricted temporary members: The work settings in which the privileges of practicing dietetics with a restricted license will receive careful consideration by the registration committee. **Approval of the conditions will be denied where:**
  - i. there is a sole practitioner
  - ii. sub-optimal supervision
  - iii. high risk populations
  - iv. lacking support of a professional healthcare team
  - v. or other considerations considered valid to the registration committee

## Second Time Exam Failure

**Should you not be successful the second writing of the exam, please read carefully the details below as per NBAD Policy 6.2.7:**

- a. The restricted temporary membership will expire immediately.
- b. The candidate will receive immediate notification by email of the results of the exam followed by a letter of notification from the Association within 1 week of receipt of the results, stating their responsibilities and rights. This letter will be sent in the mail, with a requirement of signature.
- c. The candidate who wishes to rewrite national dietetics registration exam for a third attempt:
  - i. The candidate shall request dietetics upgrading as determined by the Registration Committee prior to registering to re-write the exam. The registrar will communicate the Registration Committee's upgrading recommendations to the applicant.
  - ii. The registrar will receive the applicant's attestation of completed upgrading, including a letter of evaluation from the supervising dietitian (s) and verify approval of the applicant to rewrite the exam. The Registrar shall seek the advice of the Registration Committee on any candidates that present as complicated decisions.

## Third Time Exam Failure

According to the Policies and Procedures of the CDRE revised in February 2017, a candidate must successfully complete the examination within four years of being eligible to write the examination. The candidate may attempt to write the exam no more than three times. After a third failure, the candidate may no longer attempt the CDRE to become a Registered Dietitian.