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|----------------------|--|----------------------|---------------------------------------|
| <b>Policy</b>        | Non-participation of Continuing Competence Program |                      |                                       |
| <b>Section</b>       | Quality Assurance Program                          | <b>Number</b>        | 8.1.3                                 |
| <b>Approved</b>      | November 2015                                      | <b>Last Reviewed</b> | October 2015,<br>May 2020, March 2022 |
| <b>Last Revision</b> | October 2015, May 2020, March 2022                 |                      |                                       |
| <b>References</b>    |  |                      |                                       |
| <b>Act</b>           | <b>Regulation</b>                                  | <b>By-Law</b>        | <b>Policy</b>                         |
| 4.1 (b)              | II   |                      |                                       |
|                      |  |                      |                                       |

**POLICY**

In the interest of public protection, the New Brunswick Association of Dietitians (NBAD) will respond to registrants who fail to meet the standards for the Continuing Competence Program (CCP). If members do not fully participate, or cooperate with the audit process or the Registrar or the Quality Assurance Committee, the Registrar may determine appropriate measures for the member.

**PROCEDURE**

1. Nonparticipation in the CCP Program is considered when a member:
  - a. fails to submit a CCP submission in accordance with the guidelines established by the Quality Assurance Committee by **March 31** of each year.
  - b. fails to submit a CCP submission by the granted extension date.
  - c. fails to provide requested documents by **May 1** if selected for audit.
  - d. fails to complete any further action required as a result of the CCP audit.
  - e. fails to submit a CCP portfolio for audit by the granted extension date.
  - f. fails to participate in professional development in accordance with the guidelines and established policies of NBAD.
  - g. has refused to provide adequate documentation to support the CCP program.
  - h. fails to co-operate with the Registrar, the Quality Assurance Committee, or any auditor it appoints.
  
2. In the case where a member does not participate in the CCP Program as defined above, the Registrar will send a written notice to the member advising them that the following measures may be taken if the matters are not addressed by the deadline determined by the Registrar:
  - a. Suspension of license
  - b. Supervision/mentorship
  - c. Mandatory upgrading

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|                      |  |                      |                                       |

3. The Registrar may consult the Board of Directors (Board) to determine the appropriate measures, if needed. At that time, the Registrar may disclose the name of the member to the Board.

*Note: NBAD uses the terms Quality Assurance Program and Continuing Education Program interchangeably*