



# Registration Renewal Guide

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## Read this First

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All registration certificates expire on March 31.

In accordance with section XIV – Finance of the New Brunswick Association of Dietitians (NBAD) By-Laws regulated members must renew their registration and pay the prescribed annual fees on or before the 31<sup>st</sup> day of March. The current registration fees for Active and Temporary Members can be found on the NBAD website.

The official registration renewal period is from March 1 to March 31 at 11:59 pm Atlantic Standard Time (AST).

### Payment

We encourage you to renew and use an online payment method. NBAD accepts Visa, Visa Debit, Mastercard, Debit Mastercard, Interact e-Transfer, cheque or money order.

Interact e-Transfer must be sent to [registrar@adnb-nbad.com](mailto:registrar@adnb-nbad.com). NBAD has Autodeposit. Should you be required to enter a password, choose “nutrition”. Please indicate your full name and registration number in the Message box while completing your Interact e-Transfer.

Payment by cheque or money order must be made to the New Brunswick Association of Dietitians and mailed to PO Box 7335, RPO Jean-Coutu, Riverview, NB E1B 4T9.

If NBAD receives your payment prior to you completing your online renewal, the Registrar will set up the system so that the payment page does not appear. Should you complete your online renewal before your payment by Interact e-Transfer, cheque or money order is received, stop at the payment page. Do not pay twice.

***All payment methods, including Interact e-Transfer, cheque, money order or payment made by your employer (payroll deduction or cheque) must be received by the deadline of March 31 at 11:59 pm AST or it will be considered as a non-compliance with the registration requirements (see below).***

## Non-Compliance with Registration Requirements

**After 11:59 pm AST on March 31, all members whose renewal (Continuing Competence Program learning plan, profile update, practice update and/or payment of fees) are past due will be suspended and shall pay a reinstatement fee.**

An Active, Temporary, or Retired member who has been suspended shall pay a reinstatement fee in addition to the cost of renewal. Consult the NBAD website for the current fees.

On April 1, the following will occur:

- The Registrar sends an email and a letter by mail to the member who has been suspended;
- The Registrar informs the member's last employer on record that the member failed to renew their membership and that their membership is suspended;
- A notice of your suspension appears on the NBAD website and in the upcoming NBAD Newsletter;
- A permanent note will be placed in the member's file to indicate that they've been suspended for not completing their registration renewal.

## Registration Renewal Steps

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### Step 1 – Clear the cookies from your Internet browser and ensure JavaScript is enabled.

Cookies are information that a website or Internet page saves on your computer, which your browser provides back to that same website to help users navigate websites efficiently and to perform certain functions, for example authenticating users in a secure area of a website. When a website is updated, old cookies saved in your browser can cause errors or can cause the page to display incorrectly.

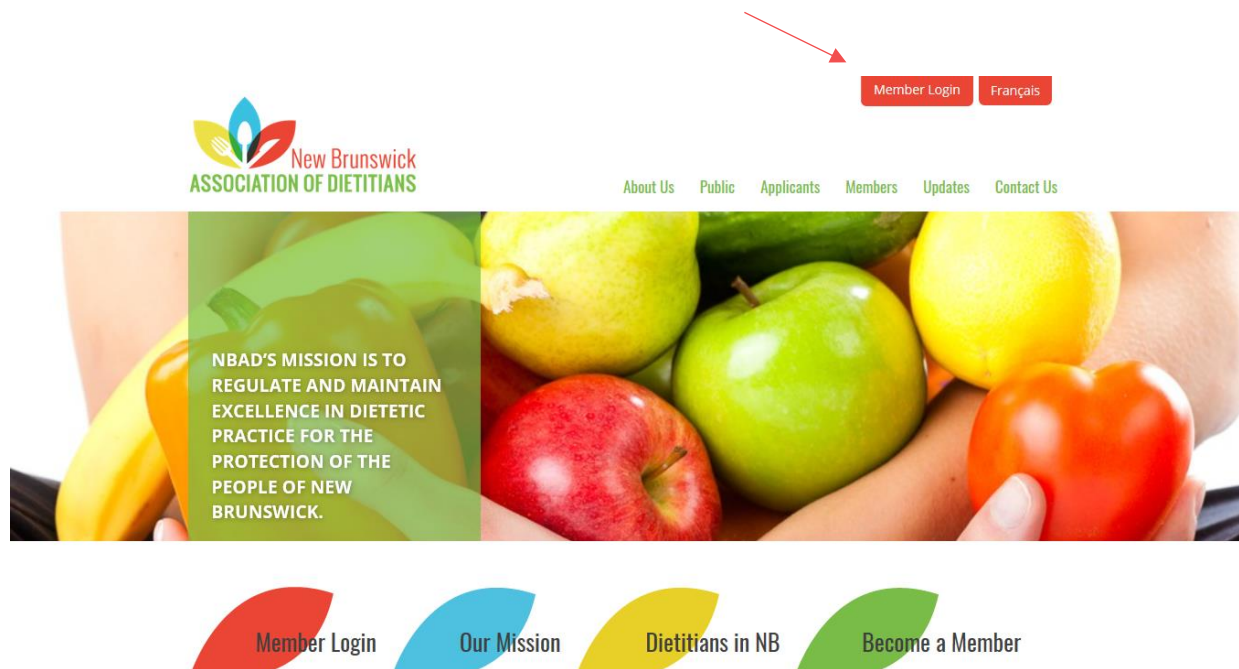
Each Internet browser (e.g., Internet Explorer, Chrome, Safari, Firefox) has a different process for clearing cookies. If you are not sure how to clear your cookies, a quick Internet search will provide instructions (e.g., search for "how to clear cookies from Internet Explorer").

If you are completing your registration renewal from your workplace, please be advised that network firewalls may interrupt the function of the Alinity database. Ensure that JavaScript is enabled and the Internet browser used is the current updated version. If you are experiencing technical difficulties completing your membership renewal from your workplace, try another Internet browser. You may be required to complete your registration renewal from another computer (i.e., personal computer or laptop).

## Step 2 – Accessing the Member Login

To access and log into the New Brunswick Association of Dietitians' Member Account from a computer with Internet access, click "Member Login" from the NBAD website: [www.adnb-nbad.com](http://www.adnb-nbad.com)

You can also access it by entering the following web link into your Internet browser: <https://adnb-nbad.alinityapp.com/>



The first time accessing your NBAD Member Account, you will receive an email from NBAD providing your User ID and you will be required to create a password.

Login by using your email address (User ID) used for NBAD correspondences and enter your password. Click "Login" to open the main page of your NBAD Member Account.


### **I can't remember my password to my NBAD Member Account. What do I do?**

There is no limit as to how many times you can attempt to enter your password. You will not be blocked by numerous attempts.


To reset your password, click on the link "Forgot your password? / Mot de passe oublié?".

### Step 3 - NEW Security Feature for 2023 – Two factor authentication

Once you are logged in, the system will send a security code to your email address. Enter the security code and click “validate” to proceed to the main page of your NBAD Member Account.

 We just want to make sure it's you

We have sent the code to your email address on file, if you don't receive it shortly please check your junk folders as well. Once you have the code enter it exactly as shown in the email to authorize this browser.

Enter the code sent to you 

Validate

Send new code

Other issues? Call 403-266-2446

#### The email automated email you receive should look something like the following

Hi Adam,

This is an automated email from Alinity in response to your recent log in. We did not recognize the browser you used or your organization requires you to verify your browser occasionally.

To verify the browser you used and to access your account, you will need to enter the following code exactly as it appears.

**vBv7sU**

If you have any questions about the process, please contact the Help Desk at 1-XXX-XXX-XXXX.

## Step 4 – Completing your Renewal

To start the renewal process, click "Renew" associated to the appropriate membership type.

The screenshot shows the member portal for the New Brunswick Association of Dietitians. The user is logged in as Nicole. The left sidebar contains navigation links: Home, Download certificate, My documents, My groups, My learning plans, My profile, Member directory, and Back to main site. The main content area is titled "Registration" and shows the user's status as "Active" with an effective date of 01-Apr-2021 and an expiry date of 31-Mar-2022. There are buttons for "Certificate" and "Tax receipt". Below this, there is a section titled "Complete My Renewal For 2022/2023" with two options: "Active" and "Retired", each with a "Renew" button. The "Active" section includes text about entitlements to use the title Registered Dietitian or Registered Dietitian-Nutritionist, to vote at any meeting of the Association and to hold office or be a member of a committee. The "Retired" section includes text about entitlements to vote, be committee members, and receive notice of meetings and copies of publication issued by the Association. On the right, there is a section for "Announcements (0)" and "My Invoices" with a table showing 0 invoice(s).

## GENERAL INSTRUCTIONS

Once you clicked "Renew", the *General Instructions* page will show. Read and click "Next".

The screenshot shows the "General Instructions" page for the renewal process. The page is titled "GENERAL INSTRUCTIONS" and contains the following text:

All certificate of registration expire on March 31 each year. The NBAD online renewal is open from March 1 to March 31. You must renew your certificate prior to 11:59 pm on March 31.

What do you need to complete the registration renewal:

- Continuing Competence Program Workbook
- Current employer information
- Annual registration fee payment

**Non-compliance with renewal requirements:**

After 11:59 pm on March 31, all members whose renewal (CCP learning plan, profile update, practice update and/or fees) are past due will be suspended. A member who has been suspended shall pay a reinstatement fee of \$435 in addition to the cost of renewal of \$435. NBAD sends a letter to those whose certificate of registration is suspended.

On April 1, the Registrar informs the member's last employer on record that the member failed to renew their membership and that their membership is suspended.

**Policy 5.3.3 - Membership Fee Refund:**

- Once a member's cheque/money order is cashed or credit card payment is processed, a refund will not be made for membership fee.
- In the case of overpayment of fees (payment of fees at an incorrect payment level); a refund cheque will be issued.

All areas marked \* are mandatory fields and must be completed.

A red arrow points to the "Next" button at the bottom right of the page.

## CONTINUING COMPETENCE PROGRAM – Current Year

You will first need to report on your learning goals from the past year. The Continuing Competence Program (CCP) Web page will appear for the Renewal/CCP year that is about to end. Enter each learning activity from your Activity Log (Step 3) and your Self-Reflection (Step 4) that relate to each learning goal and click “Next” and if you are ready to submit; otherwise, click “Save for later” if you wish to make further edits and submit later.

**SELF-REFLECTION ?**

To what extent has your learning affected your professional growth?

☐ Developed program / process / product ☐ Improved work environment ☐ Enhanced accountability

☐ Enhanced critical thinking / decision making ☐ Increased confidence ☐ Increased knowledge / skill / competence

☐ Improved communication skills ☐ Review, reinforcement or update of knowledge

☐ Change in perception, understanding, awareness, insight or philosophy ☐ Professional skills developed

☐ Identified further need for information or action

Describe an overview of the new knowledge / skills acquired:

Describe how the knowledge / skill was applied in practice and how practice and competence as a Registered Dietitian has been enhanced. If you were not able to apply your new knowledge / skill, describe how it will impact your practice in the future:

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Please note that this form must be complete as it will be the form used to submit to the Quality Assurance Committee if you are selected for audit on April 1.

☒ \* I completed a minimum of one learning goal during this current CCP year (April 1 – March 31).

Next

Save for later

**New Members who joined after October 1 of the current CCP year:** New members who registered with NBAD in the last 6 months of the current renewal/CCP year (October 1 – March 31) will be exempt from completing this step.




## CONTINUING COMPETENCE PROGRAM – Upcoming Year

The Continuing Competence Program web page for the Upcoming Renewal/CCP year (April 1, of the current year to March 31 of the following year) will appear.

Enter your SMART learning goals for the new Renewal/CCP year. You must select the appropriate Standard, Competency and Performance Indicator related to each of your learning goals which was determined by completing the Self-Assessment (Step 1) in the [CCP Member Workbook](#). Click "Next" if you are ready to submit; otherwise, click "Save for later" if you wish to make further edits and submit later.

**LEARNING GOAL 1**

\* 1. How did you identify your learning goal?

\* 2. What knowledge, skills, or competencies do you need or want to learn? 

\* 3. How will the learning help maintain your competency as a dietitian?  
Using the results of your Self-Assessment from Step 1, identify the practice standard, competency, and performance indicator that will be addressed through this goal.

\* Competency

\* Performance indicator

\* 4. What learning activities have you planned/considered to address this learning goal?  
Check all the boxes that apply

☐ Journal Club/Study Group

☐ Courses/Residency

☐ Consultation with other health professionals/peers

☐ Professional Group Activities/meetings/committee work

☐ Case Studies/rounds

☐ Self-directed research/journal reviews

☐ Conferences/workshops/educational sessions

☐ Job shadowing

☐ Networking/discussion Groups

☐ Hands-on Experiences

☐ Other

\* 5. When will you complete the learning activities for this learning goal?

\* 6. What have you considered to ensure that your goal is realistic and can be achieved during the renewal year?  
Check all the boxes that apply

☐ Finances - what are the costs; are you seeking funding (e.g., from your employer or another source); can you pay the costs if funding is not available?

☐ Timing of activities - will activities be during work time or personal time; scheduled course/event or self-paced; does timing conflict with any work or personal commitments or deadlines?

☐ Workload - how much work/time is required to complete the proposed activity; can you complete the required workload in the CCP/Renewal year?

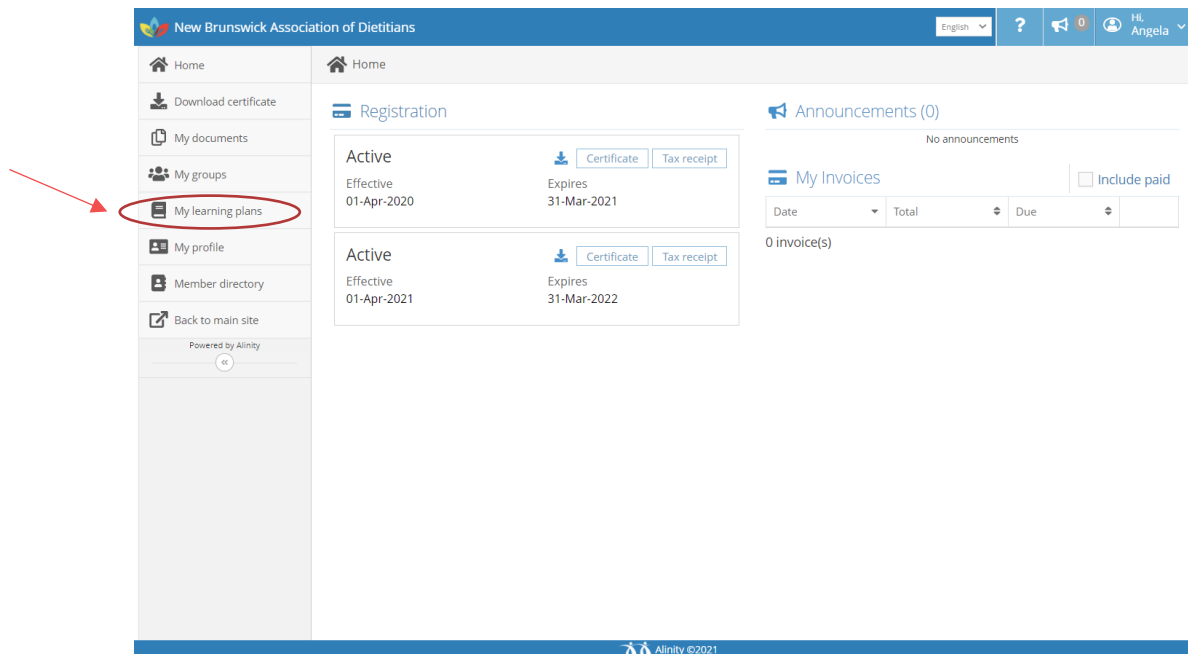
☐ Approvals - do you need approval (e.g., for funding or time off)? Has approval been granted?

☐ Other Factors

Next

Save for later

You may change your learning goals throughout the year by login into your NBAD Member Account and clicking the "My learning plans" tab.



## PROFILE UPDATE

Your Profile Update includes four sections: Personal Information, Employment, Registrations with Other Dietetic Regulatory Bodies, Consent and Professional Associations.

### Section 1 – Personal Information

**Name:** NBAD must record both your legal name and the name under which you practice. Your "First name", "Middle name(s)" and "Last name" is your full legal name. If your first name that you use in your dietetic practice is not your legal first name, indicate your "Preferred name".

A member of the public or employer should be able to locate you on the online *Register of Dietitians*. Thus, the name that you use in professional practice must be well identified during renewal as it will dictate what will appear in the online *Register of Dietitians*.

For example, if your full legal name is Mary Sue Jones, but the name that you use every day and for your dietetic practice is Sue Jones, then Mary Sue would be your legal first and middle name and Sue would be your preferred name.

**Legal Name Change:** You can make a change of your legal name on the renewal form by clicking the "Add" button. You will be required to upload a copy of legal documentation of name change (e.g., marriage certificate and driver's license) and complete the registration renewal form; however, you will not be able to submit your payment until the NBAD office has approved your name change. An email will be sent to you once it is approved and advising you to complete your payment.

If you wish to change your prefix, suffix or gender identity, please contact the NBAD office.

The screenshot shows the 'PERSONAL INFORMATION' section of a member's profile. At the top, there's a header for the 'New Brunswick Association of Dietitians' with a language dropdown set to 'English' and a user profile for 'Hi, Angela'. Below the header, a note states: 'Provide name on your official documents (e.g. birth certificate, passport). If you wish to change your prefix, suffix or gender identity, please contact the NBAD office.' The form includes fields for 'Registration Number', 'Gender Identity', 'Date of birth (yyyy-mm-dd)', and 'Age'. Under 'Current Name', there are fields for 'Prefix' (with 'Ms.' selected), 'First name' (with 'Angela' entered), 'Preferred first name', 'Middle name(s)', and 'Last name'. A 'Suffix' field is also present with a '-' character. Below these is a question: 'Do you have a preferred name that is different from your first name?' with radio buttons for 'Yes' and 'No' (selected). A red arrow points to a blue 'Add' button. Below the button, a note says: 'Please ensure that your name is correct. Your registration certificate is a legal document and therefore must match your legal name. If you have legally changed your name, please complete the name change request by clicking the ADD button and uploading supporting documents (e.g. marriage certificate and driver's license).' The footer shows 'Alinity ©2021'.

**Address:** Verify that your address on file is accurate. Make appropriate changes by clicking "Add".

**Mobile and Home Phone Number:** Please make sure that you have indicated a mobile number or a home phone number.

**Email:** This is the preferred email address for correspondences with NBAD as well as the preferred email address to log into your NBAD Member Account. You may change your email address at any time.

**Language for Correspondence:** Select your preferred language for NBAD correspondence, English or French.

The screenshot shows the 'Current Address' and 'Contact Information' sections of a member's profile. The 'Current Address' section has fields for 'No., Street, Apt. No., RR', 'City', and 'Postal/Zip code'. Below these is a blue 'Add' button with the text 'Click here to make an address change'. The 'Contact Information' section has fields for 'Mobile phone #' (with a help icon), 'Home phone #' (with a help icon and an example '506-555-5555'), and a field for 'Preferred email for NBAD Correspondences and Login ID' (marked with a red asterisk). At the bottom, there's a section for 'Preferred language for NBAD correspondence' with radio buttons for 'English' (selected) and 'French'. The footer shows 'Alinity ©2021'.

**Primary Language:** Select your primary language. Your first language is usually the language you learned and spoke in the home. It can also be your primary language, if you've later learned a secondary language. Your primary language is the language that you speak everyday in most situations – home, work, etc. It can be a second language for you.

**Language Proficiency:** Verify that your language proficiency on file is accurate. To add a proficiency in speaking or writing of another language, click "Add".

The screenshot shows the NBAD profile page. At the top, there's a header with the NBAD logo and name, a language dropdown set to 'English', and a user profile icon for 'Hi, Angela'. The main content area is titled 'Preferred language for NBAD correspondence' with radio buttons for 'English' (selected) and 'French'. Below this is a dropdown for 'Primary language' set to '-'. A section titled 'Language proficiency' contains a table with columns 'Language', 'Spoken', and 'Written'. The first row shows 'English' with 'Yes' for both. Below the table is an 'Add' button with the text 'Click to add additional languages to your profile'. At the bottom, there's a form for 'Other Language' with a dropdown set to '-', and radio buttons for 'Spoken' (Yes/No) and 'Written' (Yes/No).

**Education:** Your education has already been entered into the Alinity database. If there are errors, please contact the Registrar. You can add a degree (bachelor, master or doctorate) or certificate by clicking "Add". You will be required to upload supporting documentation such as a transcript or a copy of your diploma. Whereas this information is not required for your license, official transcripts are not required to be sent to the NBAD office.

Complete the remainder of the renewal process. Please note that you will not be able to submit your payment until the NBAD office has approved your new education entered. An email will be sent to you once it is approved and advising you to complete your payment.

The screenshot shows the 'Current education' section. It contains a table with columns 'Credential', 'Institution', 'Program', and 'Granted date'. The first row shows 'Undergrad Degree Fully Integrated', 'U de Moncton', '-', and '2013-06-14'. Below the table is an 'Add' button with the text 'Click here to add additional education (masters degree, certified diabetes educator, etc.)'. A red arrow points to the 'Add' button.

## Section 2 – Employment

**Current Employment Status:** Select the appropriate employment status and enter your employment information only if you are "Practicing Dietetics (employed)" or "Practicing Dietetics (employed) – On leave". Leave includes maternity, paternity, education, sickness or other type of leave of absence.

**Private Practice Services:** Select "Yes" or "No" to the statement "The employment information above is my private practice business (self-employed)".

**Immediate Supervisor:** In the event that a practicing member is suspended or revoked, NBAD must notify the current employer on file of the registration status of their employee. Supervisor name and phone number is required.

**Additional Employment:** If you have several dietetic employment positions, click "Add".

### Working Status Definitions:

**Full-Time** – Official status with employer is full-time or equivalent, or usual hours or practice are equal to or greater than 30 hours per week.

**Part-Time** – Official status with employer is part-time, or usual hours of practice are less than 30 hours per week.

**Casual** – Status with employer is on an as-needed basis, with employment that is not characterized by a guaranteed or fixed number of hours per week. There is no arrangement between employer and employee that the employee will be called to work on a regular basis.

### Position Title Definitions:

**Administrator** – A person whose primary role is involved in administration, planning, and organizing.

**Consultant** – Major role is the provision of expert guidance and consultation, without direct client care, to a third-party.

**Instructor/Educator** – Major role is as an educator for a particular target group.

**Manager** – Major role is in the management of a particular team/group that delivers services.

**Owner/Operator** – An individual who is the owner of a practice site and who may or may not manage or supervise the operation at that site.

**Quality Management Specialist** – Major role is the assurance and control of the quality of procedures and/or equipment.

**Researcher** – Major role is in knowledge development and dissemination of research.

**Sales Person** – Major role is in the sales of services and products.

**Service Provider** – Major role is the delivery of dietetic services.

### **Area of Practice Definitions:**

**Academic Teaching and Education** – Focus of activities is directed at providing teaching to individuals enrolled in a formal education program.

**Clinical Nutrition Management** – Services provided include financial and/or human resources management for clinical nutrition staff within an organization.

**Clinical Practice** – Services provided primarily to clients/patients across a range of service and/or consultation areas specific to dietetics.

**Communication** – Focus of activities is communication in any medium (print, broadcast, internet, etc.).

**Community** – Services provided primarily with the purpose of improving the health of populations and food security through the functions of health promotion, health protection, chronic disease prevention, health surveillance, population health assessment, policy development, and program planning.

**Food and Nutrition Management** – Services provided for the purpose of managing a food service operation in a variety of settings (e.g. healthcare, long term care, hospitality, etc.). Functions include food service production and distribution, safety, sanitation, quantity food preparation, menu planning, financial and human resources management, planning and design of facilities.

**Other** – Other areas of practice not already described.

**Other Management** – Focus of activities is on the management of services other than food service or clinical nutrition services.

**Policy Development (Outside of Public Health/Population Health)** – Focus of activities is the development of policy outside of a public health or population health setting.

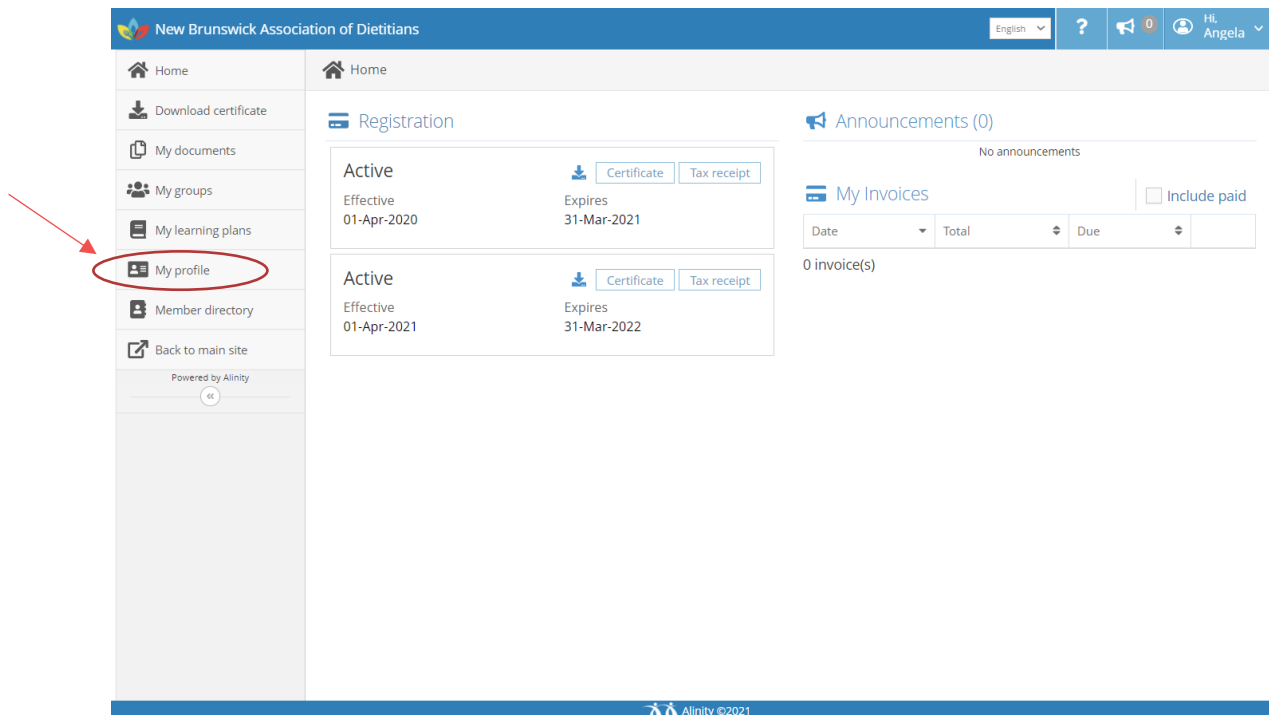
**Program Planning (Outside of Public Health/Population Health)** – Focus of activities is planning of programs outside of a public health or population health setting.

**Quality Management** – Focus of activities is on the assurance of operational integrity, based on compliance with staffing, technical and organizational requirements.

**Research** – Focus of activities is in knowledge development and dissemination of research including clinical and non-clinical.

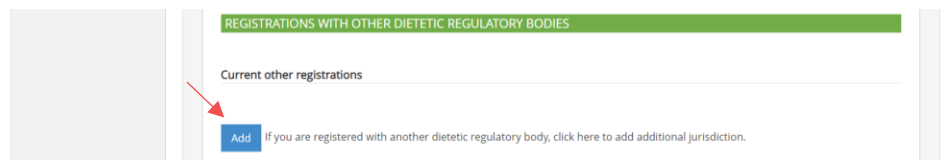
**Sales/Marketing** – Focus of activities is the marketing and/or sale of nutrition related products or services.

You may update your profile throughout the year by login into your NBAD Member Account and clicking the "Update profile" tab.



### Section 3 – Registrations with Other Dietetic Regulatory Bodies

If you currently hold a registration as a Registered Dietitian in another province, territory, state or country, click "Add" and complete the additional information required.



### Section 4 – Consent and Professional Associations

**Media Dietitians Directory:** NBAD is making available a *Media Dietitians Directory* for those who wish to participate. This directory will be available to the public on the NBAD website for journalists who wish to interview Registered Dietitians on topics related to food, diet and nutrition.

Select "Yes" or "No" if you wish or do not wish to be part of *Media Dietitians Directory*. If you select "Yes", the NBAD office will contact you for further information. Please note that the views and opinions expressed will be of the Registered Dietitian and will not represent the opinion of the New Brunswick Association of Dietitians.

Temporary Members and Retired Members must select "No" as this consent statement does not apply to their membership classification.

**Member Contact Information Directory:** NBAD is making available a *Member Contact Information Directory* for those who wish to participate. This will facilitate sharing of resources amongst members and foster communication. This information will NOT be made available to the public. Select "Yes" or "No" if you wish or do not wish to be part of *Member Contact Information Directory*. If you select "Yes", only your name, preferred email, preferred language of communication and area of practice will be shared with other members. If you select "No", your information will not be shared with others; however, you will always have access to the directory.

**Dietitians of Canada Membership:** NBAD wishes to know the percentage of members who are also members of Dietitians of Canada. Please select "Yes" or "No".

**Academy of Nutrition and Dietetics Membership:** NBAD wishes to know the percentage of members who are members of the Academy of Nutrition Dietetics (US). Please select "Yes" or "No".

**Canada Anti-Spam Legislation:** In accordance with Canada's Anti-Spam Legislation, NBAD must receive consent from members to send email communication such as notices for NBAD events and celebrations, job postings and non-regulatory surveys. You are able to unsubscribe at any time by advising the NBAD office. Please select "Yes" or "No".

**Private Practice Directory:** Select "Yes" or "No" if you would like or not like your employment information shared on the *Private Practice Dietitians Directory* (business telephone number, email, city location and language of service).

**Volunteering:** Select "Yes" or "No" if you would like or not like to be contacted by NBAD for future volunteer opportunities.

The screenshot shows a web form for the New Brunswick Association of Dietitians (NBAD). The header includes the NBAD logo, the name 'New Brunswick Association of Dietitians', a language dropdown set to 'English', a help icon, a notification bell with '0' alerts, and a user profile for 'Hi, Angela'. The main section is titled 'CONSENT AND PROFESSIONAL ASSOCIATIONS' and contains several consent questions with radio button options for 'Yes' and 'No'. The questions are: 1. 'Do you wish to be a media contact person?' (No selected). 2. 'NBAD is making available a Member Contact Information Directory...' (Yes selected). 3. 'Professional Associations: Are you a member of Dietitians of Canada?' (Yes selected). 4. 'Canada Anti-Spam Legislation: Would you like to receive emails related to your NBAD membership...' (No selected). 5. 'Directory Consent: Would you like to add your employment information on the private practice directory...' (No selected). 6. 'Academy of Nutrition and Dietetics (US): Are you a member of the Academy of Nutrition and Dietetics (US)?' (No selected). 7. 'Volunteering: Would you like to be contacted for volunteer opportunities with NBAD?' (No selected). At the bottom right are buttons for 'Next', 'Save for later', and 'Withdraw'. The footer shows 'Alinity ©2021'.

New Brunswick Association of Dietitians English ? 0 Hi, Angela

**CONSENT AND PROFESSIONAL ASSOCIATIONS**

Do you wish to be a media contact person? If YES, your name, work email address and work phone number will be added on the NBAD website directory. Should you want specific contact information, please advise the Registrar. Media contacts are listed on the Media Dietitians Directory which is made available to the public on the NBAD website for journalists who wish to interview RDs on topics related to food, diet and nutrition. \* ☐ Yes ☒ No

NBAD is making available a Member Contact Information Directory for those who wish to participate. This will facilitate sharing of resources amongst members and foster communication. This information will NOT be made available to the public. I authorize NBAD to share my preferred email address, preferred language of communication and area of practice with NBAD members only. \* ☒ Yes ☐ No

**Professional Associations**

Are you a member of Dietitians of Canada? \* ☒ Yes ☐ No

**Canada Anti-Spam Legislation**

Would you like to receive emails related to your NBAD membership which include NBAD updates and newsletters, notices for NBAD events and celebrations, job postings and non-regulatory surveys? I understand that I am able to unsubscribe at any time. \* ☐ Yes ☒ No

**Directory Consent**

Would you like to add your employment information on the private practice directory on the NBAD website? \* ☐ Yes ☒ No

Are you a member of the Academy of Nutrition and Dietetics (US)? \* ☐ Yes ☒ No

**Volunteering**

Would you like to be contacted for volunteer opportunities with NBAD? \* ☐ Yes ☒ No

Next Save for later Withdraw

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## PRACTICE UPDATE

The Practice Update includes two sections: Personal Declaration and Acknowledgement.

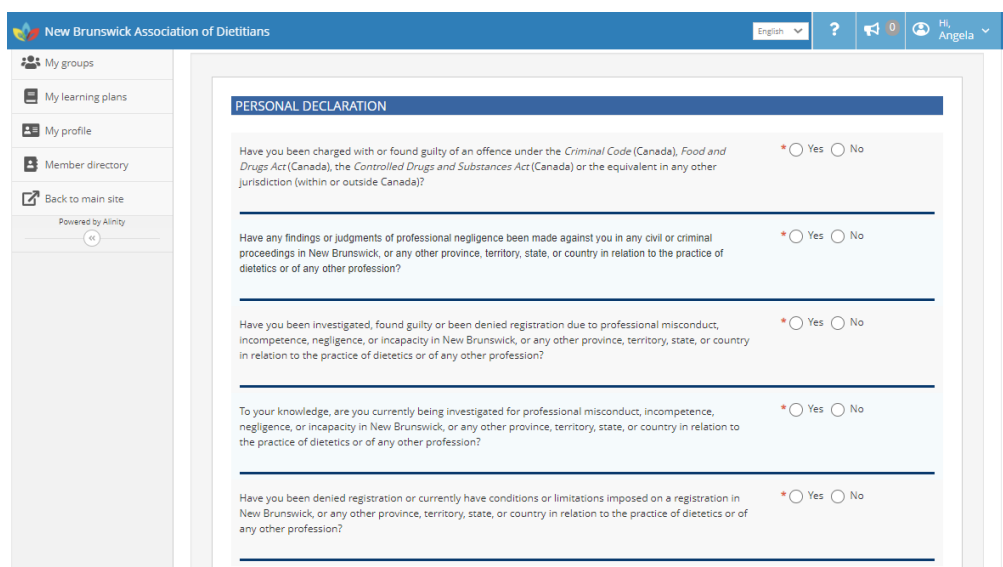
### Section 1 – Personal Declaration

In this section, members are required to report any offences, charges or findings of professional misconduct that have been made against them.

Members should not "self-select" which offences they believe are relevant or worthy of a report. NBAD will sort out which offences require further inquiry. If the findings raises no apparent concerns, NBAD will simply file the report. If the findings raises concerns about the member's suitability to practice the profession, NBAD will investigate the matter to determine if some regulatory action, such as remediation or discipline, should be taken.

Members are required to report to NBAD if there has been a finding of professional negligence or malpractice made against them by a court. These findings occur in civil proceedings or law suits. For example, a finding of professional negligence by a court that a member fell below the accepted standard of practice to the profession, and thereby harmed a patient, has to be reported. Where appropriate, NBAD may inquire into these findings.

If you select "Yes", you will be required to provide a brief explanation. You will be able to complete your registration renewal form; however, you will not be able to proceed to the payment page. The Registrar will contact you for further information.



The screenshot shows the 'PERSONAL DECLARATION' form within the New Brunswick Association of Dietitians (NBAD) member portal. The portal header includes the NBAD logo, the text 'New Brunswick Association of Dietitians', a language dropdown set to 'English', a help icon, a notification bell with '0', and a user profile for 'Hi, Angela'. The left sidebar contains navigation links: 'My groups', 'My learning plans', 'My profile', 'Member directory', and 'Back to main site', with a 'Powered by Alinity' logo at the bottom. The main content area displays five declaration questions, each with 'Yes' and 'No' radio button options. The questions are: 1. 'Have you been charged with or found guilty of an offence under the Criminal Code (Canada), Food and Drugs Act (Canada), the Controlled Drugs and Substances Act (Canada) or the equivalent in any other jurisdiction (within or outside Canada)?' 2. 'Have any findings or judgments of professional negligence been made against you in any civil or criminal proceedings in New Brunswick, or any other province, territory, state, or country in relation to the practice of dietetics or of any other profession?' 3. 'Have you been investigated, found guilty or been denied registration due to professional misconduct, incompetence, negligence, or incapacity in New Brunswick, or any other province, territory, state, or country in relation to the practice of dietetics or of any other profession?' 4. 'To your knowledge, are you currently being investigated for professional misconduct, incompetence, negligence, or incapacity in New Brunswick, or any other province, territory, state, or country in relation to the practice of dietetics or of any other profession?' 5. 'Have you been denied registration or currently have conditions or limitations imposed on a registration in New Brunswick, or any other province, territory, state, or country in relation to the practice of dietetics or of any other profession?'

### Section 2 – Acknowledgment

You must acknowledge the following and click "Submit".

- You shall not sell, exchange or share any of the member contact information from the private member directory to/with third parties.
- Information on the registration renewal form is true and correct to the best of your knowledge and make this declaration for the purpose of inducing the NBAD to issue you an annual certification of registration;

- You will not practice while unsafe to do so and put client safety at risk, due to physical or mental conditions or disorders.
- You will report any new criminal charges or convictions immediately to the NBAD Registrar;
- You will report any changes regarding your personal information to NBAD immediately by updating your profile online;
- You understand that falsification of information provided on the registration renewal form is considered unprofessional conduct.

The screenshot displays a web form titled "ACKNOWLEDGEMENT" in a blue header. Below this, the "MEMBER DIRECTORY CONFIDENTIALITY" section contains a declaration: "I shall not sell, exchange or share any of the member contact information from the private directory to/with third parties." followed by a checkbox and the text "\* I acknowledge and accept the above declaration". The "REGISTRATION" section follows, stating: "Information contained on this registration renewal form is true and correct to the best of my knowledge and make this declaration for the purpose of inducing the NBAD to issue me an annual certification of registration." It then lists three commitments: "I will not practice while unsafe to do so and put client safety at risk, due to physical or mental conditions or disorders.", "I will report any new criminal charges or convictions immediately to the NBAD Registrar.", and "I will report any changes regarding my personal information (name, address, phone number or employment) to NBAD immediately by updating my profile online." This is followed by a final declaration: "I understand that falsification of information provided on this registration renewal form is considered unprofessional conduct." with another checkbox and the text "\* I acknowledge and accept the above declaration". At the bottom right, there are three buttons: "Submit" (green), "Save for later" (green), and "Withdraw" (red).

### Save for later

You can click "Save for later" if you wish to complete your renewal at a later date before the March 31 deadline.

### Withdraw

You can withdraw your renewal form by clicking "Withdraw" if you wish to no longer be registered with NBAD. Please communicate with the Registrar by the March 31 deadline if you wish to resign from NBAD.

## INVOICE

Once you submitted your registration renewal form, an invoice will be created. Click "Pay" to proceed to the online payment page to pay with Visa, Visa Debit, Mastercard or Debit Mastercard. You may also choose to split the payment onto more than one credit card, simply click "Split", then enter the appropriate amounts and proceed to the Merchant Payment page.

Description	Total
2022/2023 Registration Fee	\$435.00
	\$435.00
	\$0.00
<b>Total due</b>	<b>\$435.00</b>

**Payment Methods and Instructions**

**Visa, Visa Debit, Mastercard or Debit Mastercard:** Click "PAY". You will be directed to the Merchant Payment webpage. Complete the requested information and click "Process Transaction".

**Interact e-Transfer:** Click "CLOSE". Submit an Interact e-Transfer to [registrar@adnb-nbad.com](mailto:registrar@adnb-nbad.com). NBAD has Autodeposit. Should you be required to enter a password, choose "nutrition". Please indicate your full name and registration number in the Message box while completing your Interact e-Transfer.

**Cheque or Money Order:** Click "CLOSE". Make the cheque or money order payable to the New Brunswick Association of Dietitians and mail the payment to 608 Pine Glen Rd, Riverview, NB E1B 4X2.

**Payment Deadline**  
Your payment must be received by **March 31 at 11:59 pm** or it will be considered as a non-compliance with the registration requirements.

**Non-Compliance**  
In accordance to NBAD By-Laws, after 11:59 pm on March 31, all members whose renewal (including payment of fees) are past due will be suspended. An Interact E-Transfer, cheque or money order received after 11:59 pm on March 31 is considered late; registration will be suspended and reinstatement fee payment will be required.

An Active member or Temporary Member who has been suspended shall pay a reinstatement fee of \$435 in addition to the cost of renewal of \$435.

A Retired Member who has been suspended shall pay a reinstatement fee of \$25 in addition to the cost of renewal of \$145.

Split
Close Pay

Once you clicked "Pay", you will be directed to the Merchant Payment page. Complete the requested information and click "Process Transaction".

If paying by cheque or money order or if your employer is paying on your behalf (payroll deduction or cheque), click "Close" and send payment to the Association at PO Box 7335, RPO Jean-Coutu, Riverview, NB E1B 4T9. If paying by Interact e-Transfer, click "Close" and send payment to [registrar@adnb-nbad.com](mailto:registrar@adnb-nbad.com). Please include your registration number and name on your cheque, money order or in the Message box of the Interact e-Transfer. Your renewal form will not be processed without payment. Your payment must be received by the March 31, 11:59 pm AST deadline or it will be considered as a non-compliance with the registration requirements (see p.4 of the Renewal Guide).

Mandatory fields marked by \*

**Payment Details**

**Transaction Amount:** \$ 435.00 (CAD)

**Order ID:** mhp22058193027p27

Please complete the following details exactly as they appear on your card.  
*Do not put spaces or hyphens in the card number.*

**Cardholder Name\*:**

**Card Number\*:**

**Expiry Date (MMYY)\*:**

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction
Cancel Transaction

Once payment is completed, it will take you back to your NBAD Member Account dashboard which you can download your receipt and membership certificate.

The screenshot displays the NBAD Member Account dashboard. At the top, a blue header bar contains the logo and name 'New Brunswick Association of Dietitians', a language dropdown set to 'English', a help icon, a notification bell with '0', and a user profile for 'Hi, Nicole'. A left-hand navigation menu lists options: Home, Download certificate, My documents, My groups, My learning plans, My profile, Member directory, and Back to main site. The main content area is divided into three sections. The 'Registration' section shows two active memberships: one effective 01-Apr-2021 and expiring 31-Mar-2022, and another effective 01-Apr-2022 and expiring 31-Mar-2023. Each entry includes a download icon and buttons for 'Certificate' and 'Tax receipt'. The 'Announcements (0)' section shows 'No announcements'. The 'My Invoices' section includes a table with columns 'Date', 'Total', and 'Due', a checkbox for 'Include paid', and a message '0 invoice(s)'.

Date	Total	Due
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