



DIETITIANS BOARD

Te Mana Mātanga Mātai Kai

Recognition of Overseas Qualifications

What supporting documentation is required?

The Board requires candidates to supply the following information in order to make an assessment as part of the recognition process - **All documentation must be correctly certified by a solicitor or a Justice of the Peace. This includes each page of the documentation being notarised.**

Below are some notes to assist applicants in providing the correct supporting documentation.

Information required	Please note:
Birth certificate/passport	
Marriage or other certificate demonstrating any change of name	
Curriculum vitae	Must include: <ul style="list-style-type: none"> • Educational history • Training institutions • Dietetic placements • Employment (part time, full time, voluntary) • Credentialing • Research • Publications
Current dietetic registration license/ credential/certificate	<ul style="list-style-type: none"> • A copy of annual practising certificate/licence, and/or registration details • Evidence of membership of your local Dietetic Association, where held
Current certificate of good standing from dietetic credentialing body	<ul style="list-style-type: none"> • A Certificate of Good Standing from your National or State registration/licensure body • In countries with no credentialing body, a certificate or letter from the professional dietetic association or an institution where the candidate last worked or trained as a dietitian for at least a year is required.
Professional reference from current/last employer	Must be: <ul style="list-style-type: none"> • recent (within last 12 months) • signed • on official letterhead • from an employer where the candidate worked for at least a year within the last 3 years Provide your referees with the referee guidelines available in the application
Two references from registered/credentialed dietitians	Must be: <ul style="list-style-type: none"> • recent (within last 12 months) • signed • on official letterhead • from a practitioner who has supervised or closely observed the candidate's dietetic practice within the last 3 years Provide your referees with the referee guidelines available in the application

Transcripts and academic syllabi	<p>Must include:</p> <ul style="list-style-type: none"> • A detailed and certified official Academic Transcript of your dietetic degree, other degrees and/or diploma certificates – (this often comes in a sealed envelope directly from the institution you studied at) • Full information on your under-graduate pre-requisite, postgraduate dietetic training and any other relevant degrees and courses, giving the subjects taken, content, credits and marks obtained • Include the TOTAL hours for each subject – including the lecture (including tutorial) and practical hours.
Placement information	<p>Include information on your Placement/Internship; you are being assessed against the NZ qualification - it is therefore in your interests to provide as much detail as possible</p>
Criminal record checks	<p>Criminal convictions report(s) from relevant jurisdiction(s). Please read the Board's Criminal Convictions policy document for further information. In certain circumstances, an overseas applicant for registration can meet the Board's requirements by submitting a certified copy of a current work, student or resident visa issued by the New Zealand Government.</p>
English Language test results (if applicable)	<p>If English is your second language you must undertake an approved English language examination and meet the grade requirements. This must have been gained within the last year.</p>