



DIETITIANS BOARD

Te Mana Mātanga Mātai Kai

Recognition of Overseas Qualifications

Requirements for supporting documentation

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.

Information required	Purpose
Birth certificate/passport	To establish identity and country of birth/residence. This underpins other verification processes.
Marriage or other certificate demonstrating change of name	To allow full identity checks and searches against overseas registers, etc. in order to assess competence and fitness to practise in New Zealand
Curriculum vitae	Must contain full credentialing, employment and placement history. To permit verification of qualifications and places of work by matching against references. Permits verification of workplaces and training institutions through online searches and direct contact
Current dietetic registration license/credential/certificate	Demonstrates credentialing (initial and ongoing competence and fitness to practise) and provides a second check to complement any online register searches in assessment of fitness to practise
Current certificate of good standing from dietetic credentialing body* (* In countries with no credentialing body, professional dietetic association or an institution where the candidate last worked or trained as a dietitian for at least a year)	Demonstrates credentialing and provides a second check to complement any online register searches. Facilitates checks that candidate is not subject of professional disciplinary/fitness to practise proceeding
Professional reference from current/last employer	Must be recent (within last 12 months), be signed and on official letterhead. Must be from an employer where the candidate worked for at least a year within the last 3 years. Facilitates checks that candidate is not subject of professional disciplinary/fitness to practise proceeding
Two references from registered/credentialed dietitians	Must be recent (within last 12 months), be signed and on official letterhead. Must be from a practitioner who has supervised or closely observed the candidate's dietetic practice within the last 3 years. Supports assessment of competence and fitness to practise
Transcripts and academic syllabi	Enables assessment of qualifications against the Dietitians Board's accreditation standards for prescribed qualifications and competency requirements for registration. Supports assessment of competence
Placement information	Enables assessment of qualifications against the Dietitians Board's accreditation standards for prescribed qualifications. Supports assessment of competence and fitness to practise
Criminal record checks	Allows Board to check that candidate has not been convicted of an offence punishable by imprisonment for a term of more than 3 months or longer, or to assess the relevance of an offence to their practise, if an offence has been committed
English Language test results (if applicable)	Demonstrates ability to communicate satisfactorily in English to promote health and safety of the New Zealand public