

Professional Reference of Character and Fitness to Practice

This information sheet is provided to assist people preparing a reference for applicants for registration within the [Scope of Practice of Dietetics](#) with the Dietitians Board in New Zealand.

To assist the Board referees should comment to the best of their knowledge on:

- The capacity in which they know the applicant
- The applicant's character, i.e. is the applicant an honest and trustworthy person
- Whether the applicant is a suitable person for registration, i.e. do you believe that the applicant of good character and is competent and fit to practise as a registered health professional. The law specifies a number of fitness criteria, the applicant must:
 - Be able to communicate effectively for the purpose of practising
 - Be able to communicate in, and comprehend, English sufficiently to protect the health and safety of the public
 - Not have been convicted of an offence punishable by imprisonment for a term of three months or longer
 - Not have a mental or physical condition that precludes them functioning safely as a dietitian
 - Not be the subject of, under investigation or subject to an order relating to professional disciplinary proceedings

Only supply a reference if:

- You have known the applicant for at least 12 months in a professional capacity
- You are in a position of responsibility and are a professionally qualified person such as a dietitian, doctor, other health professional, lawyer, engineer, school teacher, police officer or a person of similar standing
- You are NOT a close friend or relative of the applicant

Please make sure that the name of the person you are providing a reference for is clearly stated on the reference and that wherever possible it is submitted on letterhead.

The Dietitians Board thanks you for your time in reading this information and for preparing a frank reference.

Please email a scanned, signed copy of your reference letter to:
administration@dietitiansboard.org.nz.