

## Appendix F - Application Check List

### How do I apply to write the Exam?

Applications will be made online at [www.cdec.ca](http://www.cdec.ca) by going to the **Account Login Page**. To simplify the process please review all of the following and ascertain you are eligible to apply. Please have all required documents available for upload to the CDEC online Application.

- I am eligible to write the examination (Refer to Section 5 of [the Examination Handbook](#) and [Appendix D](#))
- I have scanned or photographed and have available in electronic format for upload the following:
  - Copy of your professional registration/licence (Dietitians of Canada is not a regulatory body)
  - Copy of your signature – sign and print your name on a paper
  - Copy of your Canadian government issued photo identification
  - Work experience if listed on separate pages.
  - For self-employed applicants two letters of reference are required at time of application. See below
  - My VISA/Mastercard is available to pay the examination fees online or my cheque to be forwarded by post or courier immediately.

#### **If Self-Employed - Initial Certification only:**

- I have enclosed two completed CDEC [Letters of Reference](#).  
Two letters are required.
  - one from a Certified Diabetes Educator, and
  - one from a health professional who refers patients to the applicant for diabetes education and that health professional has knowledge of your education experience.

A copy of this form is available online at [www.cdec.ca](http://www.cdec.ca) under the Exam page.