

# Becoming an Associate Registered Nutritionist

## EXPLANATORY NOTES



*Associate Registration is for those who have recently graduated with a three-year Bachelor degree (nutrition) but have not yet acquired the work experience needed for full registration.*

### Rules

The following rules outline the requirements you must meet.

#### (g) Admission of Associate Registered Nutritionists

Candidates wishing to become Associate Registered Nutritionists will submit their completed application form which will go before the Nutrition Registration Panel (See Rule 6(g)). The application form will include details of qualifications, experience, main fields of expertise and the names of referees. In addition, the candidates will submit the name and appropriate details of their proposed Mentor.

#### (h) Definition of Associate Registered Nutritionist

The academic criteria for Associate Registration minimum qualification will be:

- a) a 3 year Bachelors degree with a nutrition major or nutrition minor  
**and**  
**either** one year postgraduate study in nutrition (the minimum post graduate level should be Post Graduate Diploma and it must be in nutrition)  
**or** 1 year work experience in nutrition

### And

b) the candidate have a named mentor (the named mentor should be either a Registered Nutritionist, Registered Dietitian or nutrition professional who is recognized in the field of nutrition and acceptance will be at the discretion of the panel).

*Having a mentored year is a requirement before the candidate can apply for Associate Registration.*

### In Addition

for those with overseas qualifications, the onus of proof of equivalence and relevance to the practice of nutrition in New Zealand rests with the applicant.

Candidates must be:

- a New Zealand citizen or,
- a permanent resident of New Zealand or,

- a holder of a New Zealand temporary work permit and
- **a current paid up member of the New Zealand Nutrition Society**

### **Nutrition Mentor**

- A mentor is a Registered Nutritionist, Registered Dietitian or nutrition professional who is recognised and respected in the field of nutrition. They have a passion for the profession and are committed to guiding new graduates.
- Mentors will have a wealth of knowledge, expertise and experience that enables them to support and guide the new graduate's development along their career pathway, whether that is higher education or entry in to the work force.
- Their role is to provide guidance, to ask questions, to challenge, and to facilitate exploration, risk taking and professional growth in an environment that is safe, encouraging, supportive and affirming. They will also act as role models.
- The mentor should meet at least every 2 months with the new graduate. They will also be expected to send in a letter at the end of the mentoring period commenting on the progress that the graduate has made, the graduate's accountability and professional standing if applicable, any concerns they may have about the graduate, and whether or not they think the graduate should be considered for Associate Registration.

### **Documentation required in application:**

***NB:*** without the required documentation, applications will not be processed.

- \* Application forms to become an Associate Registered Nutritionist: Stage 1, Stage 2
- \* Permission slip for details to go on the Nutrition Society website
- \* Mentor report sheet
- \* Code of ethics
- \* Continuing competency record sheets
- \* Goals: qualifying period
- \* One copy of academic transcript
- \* Please provide **7** copies of application forms and supporting documentation - with each copy sorted with individual components held securely with clips

### **Process**

#### **Stage 1: Proposal to Apply**

- Complete the application form (Stage 1: Proposal to Apply) which requires information on qualifications, your intention on how to meet the criteria during the qualifying period, your mentor (qualifications, expertise etc), and details of the proposed mentoring (form of communication, frequency).

Qualifying period: working or studying

- A candidate is expected to be working in a nutrition-related role or working towards a nutrition-related post-graduate qualification in the first year. If the candidate is working part time then it may take more than one year to meet the work experience criteria. Goals will be set at the early stages with the mentor.

**Stage 2: Application form:**

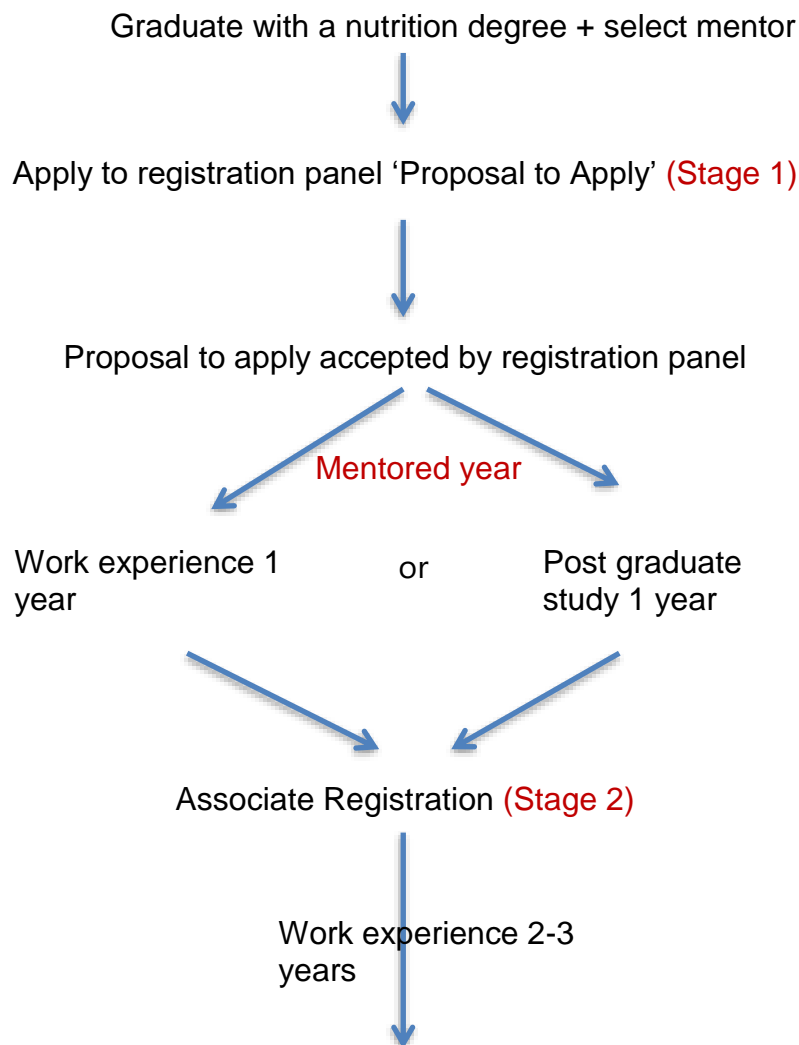
*This is completed 1-2 years after initial application.*

- Complete the application form (Stage 2: Application for Registration) which requires an outline of study or employment stating key roles, any key achievements, if and how the candidate met their goals and continuing competency records. The mentor will complete a report form.

Apply for full registration

- It would be expected that an Associate Registered Nutritionist would apply for full registration within two years of gaining registration and must apply within 5 years.

**Overview**



## Full Registration

### **Mentoring**

- A mentor will be a Registered Nutritionist, Registered Dietitian or Nutrition Expert (as determined by panel). If the applicant works in practice, the mentor should be experienced in providing dietary advice to clients.
- Potential mentors may be found in a variety of ways. Some Nutrition Society members may be willing to act as mentors.
- The mentor could be in paid work, voluntary work or retired.
- It is expected that contact between the mentor and candidate will occur at least every 2 months. These main meetings should be face-to-face, via skype or phone rather than via email.
- Mentoring should cover the goals of candidate, continuing competency, issues faced at work or study and solutions.
- The mentor and candidate should document the outcome of each meeting.
- Mentoring report: The final report should review progress, nutrition expertise, continuing competency, achievements, challenges and solutions, any concerns of the mentor, and if they consider the candidate should be considered for Associate Registration. This report must be submitted by the mentor when the candidate applies for Associate Registration after one year (or equivalent) of mentoring.

### **Continuing Competency Requirements**

All members of the Society who obtain admission as Associate Registered Nutritionists are expected to record activities which maintain continuing competency. See the *Guidelines for Continuing Competency*.

### **Cost**

- The application fee for Associate Registration is \$110 of which \$70 is a non-refundable application fee, and \$40 for the first year of registration (+ \$45 Nutrition Society student membership subscription).
- The application fee would be paid on initial application (proposal to apply), not on application to become an Associate Registered Nutritionist.
- The annual fee of \$85 covers \$45 society membership (student rate) + \$40 registration fee. This fee would be paid on application to become an Associate Registered Nutritionist and annually until application for full registration as a Registered Nutritionist. If your application for Associate Registration is unsuccessful the \$40 will be refunded.
- The Candidate must be a member of the Nutrition Society before submitting the Proposal to Apply.

***It is strongly advised that you contact the Registrar to clarify your eligibility before proceeding with the application.***

Please complete the relevant application form (either 1. Proposal to Apply, or 2. Application for Registration as an Associate Registered Nutritionist) and forward to the Registrar with the necessary attachments.

Applications for registration (proposal to apply, or registration) close twice yearly on 28 February and 31 July. All information collected on the application form is confidential to the Registration Panel. The information on your application form will remain on a database with the Registrar. For those applying for Associate Registration (not proposal to apply), the permission slip attached to the registration form asks for the details you agree to release, this is all that is given to those interested in the Register.

**Registrar**

Email:

[registration@nutritionssociety.ac.nz](mailto:registration@nutritionssociety.ac.nz)

Postal:

176 Panorama Drive,  
Enner Glynn,  
Nelson 7011