

BY-LAW

Accredited Practising Dietitian

(By-law Made Pursuant to Clauses 11.1, 11.2 and 36 of the [Constitution](#))

By-law to provide for the credential Accredited Practising Dietitian in conjunction with requirements outlined in the Accredited Practising Dietitian (APD) Handbook.

1. The credential 'Accredited Practising Dietitian' (APD) shall be available to those dietitians who meet the required criteria.
2. Processing and approval of applications will be the responsibility of the National Office. Approvals will be noted by the Board. If an appeal is required the Chairperson of the Complaints Committee will establish an appeal process for the applicant, similar to that outlined in *By-law—Membership Application Procedures*.
3. The criteria for the use of the credential are:
 - a. Eligibility to be a Member with Dietetic Qualifications
 - b. Payment of a prescribed fee set by the Board
 - c. Agreement to undertake a program of continuing professional development (CPD) in accordance with the requirements set down by the Board and to adhere to the *DA Code of Professional Conduct and Statement of Ethical Practice*
 - d. Agreement to participate in the minimum defined amount of dietetic practice to maintain recency of practice in accordance with the requirements set down by the Board
 - e. After applying for reinstatement having held the credential Accredited Practising Dietitian within the previous three years and satisfying the requirements of Clauses 6 (b) and (c)
 - f. Dietitians joining the program for the first time or after not participating in the APD Program for three years or more may be granted the credential Provisional APD. Dietitians who have not practised for greater than three years must satisfy Clause 9 Resumption of Accredited Practice Program
 - g. Dietitians joining the program for the first time who apply successfully under the alternative process for experienced and currently practising dietitians will attain full APD status immediately. However, dietitians who have spent all their time practising overseas but qualified in Australia are only eligible for alternate process to full APD if they have completed the requirements for the provisional program and transitioned to full APD. Applicants who did not complete the provisional program prior to exiting the program and pursued overseas practice, are eligible for application via delayed entry to become a provisional APD.
 - h. New Zealand registered dietitians who are accepted for the APD program for the first time under the DA / NZDB Mutual Recognition agreements will attain full APD status immediately.

4. Dietitians who hold the credential Accredited Practising Dietitian will be entitled to:
 - a. Mandatory listing on the National Register of Accredited Practising Dietitians; maintained by DA
 - b. Certificate of accreditation
 - c. Use of the trademark associated with the credential in association with their name and practice; as defined by the Board
 - d. Use of the post-nominals 'APD' and 'AN'.
5. The CPD and recency of dietetic practice requirements for dietitians granted Provisional APD status are set down by the Board and outlined in the APD Policy.
 - a. A dietitian granted Provisional APD status must register a Mentor within six months of joining the Provisional Program. Failure to do so will render the dietitian ineligible to the entitlements listed under 4(a)–4(d). Reapplication is required to rejoin the Program.
 - b. A dietitian granted Provisional APD status may apply for Full APD status after a minimum period of twelve months of formal mentoring with a Full APD and will be required to submit documentation of the CPD and mentoring they have undertaken that meets the requirements set down by the Board.
 - c. Provisional APD status will apply for a maximum of two years. A dietitian who has been granted Provisional APD status and has not been granted Full APD status after two years will be removed from the APD register and will be ineligible to the entitlements listed under 4(a)–4(d) and may not reapply for the APD credential for a further twelve months.
 - d. Provisional status cannot be deferred.
6. Dietitians undertaking the APD Program will be required to submit documentation online of the CPD they have undertaken that meets the requirements set down by the Board and to agree to audit of submitted documentation. They must declare their dietetic practice annually according to the definition of practice and to the minimum standards as set down by the board (failure to do so they will be penalised according to the APD policy). Audited APDs will be required to submit evidence of dietetic practice.
 - a. An APD who fails to complete APD renewal by the prescribed date is considered lapsed.
 - b. An APD who fails to meet the CPD annual requirement by the prescribed date each year is penalised according to the APD Policy.
 - c. An APD who lapses multiple times and/or demonstrates little evidence of commitment to the APD requirements may be requested to present a case to justify granting their re-entry to the program. The instance of multiple misdemeanours will be referred to the Dietetic Credentialing Council for advice on consequences.
 - d. A non-member APD will be required to pay a reinstatement fee on re-joining if the person has allowed their APD status to lapse. The fee will be determined by the Board.
 - e. A member who requests deferment after 1st October must complete and log at least 50% of the annual CPD requirement prior to approval of deferment. Deferring during the year but prior to 1st October must demonstrate 'some' CPD activity in their logs.

7. Failure to complete the requirements of the APD Program will make a dietitian ineligible to entitlements listed under Clauses 4(a)–4(d) of this By-law.
8. Advanced Practitioner
 - a. A member, who has participated in the APD program, is a full APD and has satisfied the competencies for Advanced APD as determined by the Board, is entitled to be called an Advanced APD and may use the post-nominal AdvAPD.
 - b. An Advanced APD must continue to comply with the usual requirements of the APD program.
 - c. AdvAPD status will be valid for 5 years from certification, after which the practitioner must reapply to maintain their status.
 - d. Time in a mutually recognised country can contribute to continuous participation in the APD program, if the applicant has APD status prior to applying for mutual recognition and is continuously Registered for practice during their time in the mutually recognised county to demonstrate an equivalent credential to that of the APD program.
9. Resumption of Accredited Practice Program
 - a. A dietitian who has not practised for greater than three years but less than five years may enter the provisional APD program after presenting a satisfactory Resumption of Accredited Practice plan. The plan will contain the amount of required CPD calculated on 30 hours per year out of practice; it will require some evidence of dietetic practice (according to requirements as determined by the board) on completion and must be completed within two years of activating the plan. The dietitian will register a mentor similar to the provisional program for the period needed to complete the hours of CPD or for 12 months, whichever is longer; or

The dietitian may choose to undertake the competency assessment (skills recognition exam) as an alternate to undertaking the 30 hours CPD per year away from practice, and enter the provisional program.
 - b. A dietitian who has not practised for greater than five years will be required to undertake the competency assessment (dietetic skills recognition exam).

If successful, they may enter the provisional APD program, including registration with a full APD mentor for 12 months.
 - c. A Dietitian who has had their APD revoked due to insufficient of recency of practice will have 12 months to re enter the Resumption of Accredited Practice Program under the Clause 9a. If 12 months has expired since their APD status was revoked, due to insufficient dietetic practice, they must return under Clause 9b.

Note related policies:

- Accredited Practising Dietitian Policy
- Advanced APD Policy
- Fellow DA Policy