

Summary Information Regarding Licensure of Dietitians in Idaho

The following responds to commonly asked questions. It does not detail all requirements, regulations and policies regarding Dietitian Licensure.

GENERAL REQUIREMENTS FOR LICENSURE

- Certification of completion/graduation of an approved educational program in dietetics.
- Certification of completion of an approved internship or pre-professional practice program.
- A completed application is required on forms provided by the Board. Substitute documentation will not be accepted.
- Each full license shall be renewed annually before July 1 by submitting a completed request for renewal accompanied by payment of the renewal fee and a copy of current registration as a registered dietitian. Full licenses not renewed by the expiration date shall be canceled.

PROVISIONAL LICENSURE

- The Board may issue a provisional license to a graduate dietitian who has completed/graduated from an approved educational program in dietetics and completed an approved internship or pre-professional practice program.
- A provisional license shall authorize the practice of dietetics under the supervision of a monitor who is an Idaho licensed dietitian.
- All provisional licenses shall expire on June 30 following issuance.

EXAMINATION

- An applicant who fails twice will not be eligible to re-apply; however, reexamination may be considered on an individual basis if proof of additional training is submitted.

FEES

- Initial/Provisional Licensure \$80.00
- Annual Renewal \$45.00
- Annual Renewal for Inactive License \$25.00
- Reinstatement Fee \$35.00+
(\$45.00 annual renewal fee for each year not licensed.)
- **Fees are nonrefundable.**

APPLICATION FORMS

- **Form #1 – Certificate of Professional Education:** Complete the identifying information at the top of the form and send to the appropriate educational institution for completion. The institution returns this form to the Idaho Board of Medicine.
- **Form #2 – Certificate of Dietetic Internship/Pre-professional Program:** After completion the identifying information, forward to the appropriate program director/institution. The form is to be returned to the Idaho Board of Medicine by the institution.
- **Form #3 – Request for Verification of CDR Certification/Registration:** Complete the identifying information, forward to the Commission on Dietetic Registration. Contact the CDR regarding fee requirements.
- **Form #4/5 – Certificate of Recommendation:** Applicants will need to make a copy of this form. Two certificates of recommendation are required. Complete the identifying information at the top of the page and send to person(s) completing the form. Forms are to be returned to the Board of Medicine by the person completing the form.
- **Form #6 – Verification of Licensure:** To be completed only if current/past licensure has been held in other states or jurisdictions. Complete identifying information at the top of the form, forward to appropriate state agency where licensure has been held. Agency is to complete form and send to the Idaho State Board of Medicine. Duplicate form if additional forms are needed.
- **Form #7 – Provisionally Licensed Dietitian/Monitor Affidavit:** To be completed, signed and returned by the licensed dietitian responsible for monitoring of the applicant.

Application for licensure is considered complete only upon receipt of all forms, documents, and fees that are required for licensure. Only a completed application is reviewed and approved for licensure by the Board.

Name changes require documentation.

No practice is permitted prior to issuance of a registration/license number.

Applicants are advised not to enter irrevocable contracts, purchase or sales agreements, on the assumption that licensure will be granted.