

Dietitians and Nutritionists FAQ

Q. How can I contact the Board?

The Board's staff is available from 8:45am-5:00pm, Monday through Friday, with the exception of major holidays. You can call the Board at 617-727-9940 or email the Board at Dietitiansnutritionistsboard@mass.gov.

Q. What are the educational requirements for licensure?

You must have a Bachelor's Degree or higher for licensure. Your major course of study should be in dietetics and nutrition, human nutrition, nutrition education, public health nutrition, or a very similar field. If you have a degree in some other field, you may be eligible, but you will be required to submit your coursework for evaluation. Refer to the course summary sheet in the application for Non-Registered Dietitians that may be downloaded from the Applications and Forms page of our website.

Q. What are the professional experience requirements for licensure?

The law requires professional experience prior to licensure. The experience may be a Board-approved formal, post-baccalaureate internship of not less than 900 hours in the Field of Dietetics and Nutrition and supervised by a licensed dietitian/nutritionist, or it may be paid professional experience. The length of that experience depends on your level of nutrition education:

- An individual with a Doctoral Degree must have one year of post-degree experience.
- An individual with a Master's Degree must have two years of post-degree experience.
- An individual with a Bachelor's Degree must have three years of post-degree experience.

Q. If I am a Registered Dietitian, will it simplify my application?

Yes. The Board accepts the CDR (Commission on Dietetic Registration) internship and examination as equivalent to the statutory requirements for professional experience and a Board-administered examination. If you are registered with CDR, make sure you use the Application for Registered Dietitians that may be downloaded on the Applications and Forms page of our website.

Q. What are the benefits of state licensure if I am already a Registered Dietitian?

Many employers in Massachusetts, such as hospitals, require dietitians to be licensed with the Commonwealth. Additionally, many insurers require licensure as a condition for inclusion on panels and for reimbursement.

Q. How long is my license good for?

All licenses are active for two years. Your license expires every two years on your birthday, at which time you must renew the license.

Q. How do I renew my license?

The Board automatically mails out a license renewal form approximately 8 weeks prior to your license expiration date. Before signing and returning the renewal form, make sure you read all material sent with your renewal. Also, it is the responsibility of the licensee to notify the Board of any name or address changes as soon as possible. Doing so will expedite the renewal process and prevent the need for paying a late renewal fee.

You can renew your license online on the ePLACE Portal: <https://elicensing.state.ma.us/CitizenAccess/>. You will need your Record ID and Authorization Code, both of which can be found on your renewal form that you will receive in the mail.

The license renewal fee is \$130, and the late fee is an additional \$57.

Q. Is there a Continuing Education requirement for my license renewal?

Yes. As a condition of license renewal, all Licensed Dietitians/Nutritionists must complete 30 continuing education units (CEUs) that are compliant with 268 CMR 4.00 every two years. You need only submit proof of these units when asked by the Board during a CEU audit, explained below.

Q: What types of Continuing Education courses does the Board accept?

The program must be an organized learning experience, at least 50 minutes in length, and must address the Field of Dietetics and Nutrition.

Activities that are focused on marketing, management or other business or technical skills without also addressing the Field of Dietetics and Nutrition will not be accepted. It is the licensee's responsibility to maintain documentation that demonstrates that the program meets the Board's continuing education requirements.

Q. How long do I need to maintain proof of my Continuing Education credits?

The Board periodically conducts Continuing Education audits and requires selected licensees to produce proof of their 30 CEUs from their most recently completed license cycle. Please note that each license cycle is for two years, and ends on the license's expiration date, which is the licensee's birthday. The Board recommends that you maintain proof of your CE credits for at least four years after your last past renewal date.

Q: How do I change my address or request a duplicate license?

You can change your address online on the ePLACE Portal: <https://elicensing.state.ma.us/CitizenAccess/>.

To change your address and/or request a duplicate license by mail, you can download the "Change of Name or Request for Duplicate License for Board of Registration of Dietitians and Nutritionists" on the Applications and Forms page of our website. Please note there is a \$17 fee to reprint a duplicate license, and a \$27 fee to reprint a license with a name change.

Please note that we cannot accept address changes or duplicate license requests over the phone.

Q: My license has been expired for less than two years. How do I renew?

To renew your license within two years of your most recent expiration date, you must complete and sign the renewal form and pay a renewal fee plus a late fee. Make sure to read all material sent with your renewal form before signing it. If you need another renewal form, please contact the Board.

Q: My license has been expired for longer than two years. How can I renew?

If you are seeking to renew your license beyond two years, but within six years of its expiration, you must do the following:

- 1) Submit documentation of completion of all appropriate continuing education activities, that is, 30 CEUs per two-year renewal cycle you were expired, including the renewal cycle immediately before your license lapsed; and
- 2) Pay two renewal fees and a late fee.

If your license has been expired for more than six years, and you are seeking to renew it, you must complete all of the following:

- 1) Submit documentation of one of the following:
 - a) Maintenance of licensure in another state during the entire expiration period and documentation of completion of all appropriate continuing education activities, that is, 30 CEUs per two-year renewal cycle you were expired, including the renewal cycle immediately before your license lapsed; or
 - b) Maintenance of the registered dietician or registered dietitian nutritionist credential during the entire expiration period and documentation of completion of all appropriate continuing education activities, that is, 30 CEUs per two-year renewal cycle you were expired, including the renewal cycle immediately before your license lapsed; or
 - c) Successful completion of the CDR exam.
- 2) Pay two renewal fees and a late fee.

Q. Can I get my license through Reciprocal Recognition?

Licensees from other states should use the same application forms as other applicants, which may be found on the Applications and Forms page of our website.

Q: How can I request a verification of licensure?

You can request a verification online on the ePLACE Portal:

<https://elicensing.state.ma.us/CitizenAccess/>. You do not need to link your license to your online account to request a verification.

You can also submit a written request to the Board. Please include your name, license number, and the address where you would like the verification sent. There is also a \$15 fee for verifications, which may be paid by check or money order payable to the Commonwealth of Massachusetts.

Q. Do all conferences / lectures by an ADA/CDR - approved sponsor count toward continuing education units (CEUs)?

Not necessarily. Though ADA/CDR activities may count, programs acceptable for CEU credit must be organized learning experiences at least 50 minutes in length that address the Field of Dietetics and Nutrition.

Programs that address marketing, management or other business or technical skills without also addressing the Field of Dietetics and Nutrition will not be accepted. It is the licensee's responsibility to

maintain documentation that demonstrates that a program meets the Board's continuing education requirements.