

STATE OF MINNESOTA
BOARD OF DIETETICS AND NUTRITION PRACTICE
2829 University Avenue SE, Suite 402
Minneapolis, MN 55414-3250
(651) 201-2764 FAX (651)-201-2763
Website: www.dieteticsnutritionboard.state.mn.us
Email: board.dietetics-nutrition@state.mn.us

ONLINE LICENSE APPLICATION INSTRUCTIONS

- 1. Read the laws that govern the practice of dietetics and nutrition in Minnesota.**
You will be asked to approve via electronic signature upon completing the online application stating that you have read Minn. Statutes Sections 148.621 through 148.634.
- 2. Read the rules established by the Board of Dietetics and Nutrition Practice.**
You will be asked to approve via electronic signature upon completing the online application stating that you have read Minn. Rules 3250.0010 through 3250.0150.
- 3. Before beginning the online application process, you will need detailed information to expedite the online process including. Any missing documentation will delay processing of your application.**
 - a) Social Security number or Alien Registration Number
 - b) Education History-names of all educational institutions attended, from high school through doctoral programs.
 - c) Practical and/or Work Experience.
 - d) Current and former license numbers, dates issued and expired from Minnesota and/or any other jurisdictions, *if applicable*.
 - e) Visa, MasterCard, or Discover credit card to pay all fees.
- 4. Complete the online application.**
 - a) Enter your name the way you want it to appear on your Official License Certificate.
 - b) The name you enter must exactly match the name on the supporting documents, or documentation of formal name change must be submitted.
- 5. Submit the following to the board office after completing the Online Application:**
 - a) If you are applying for a Licensed Dietitian:**
 - i. You must submit a notarized copy of your current registration card from the Commission on Dietetic Registration; **OR**
 - ii. You must submit an official transcript showing your degree as required in Minn. Rule 3250.0010, Subp. 2, Para. A.; **AND** documented proof of completing a preprofessional practice experience component in dietetic practice; **AND** documented proof of successful completion of the registration examination for dietitians administered by the Commission on Dietetic Registration, taken within the past five years.
 - b) If you are applying for a Licensed Nutritionist:**
 - i. You must submit an official transcript showing your degree as required in Minn. Rule 3250.0020, Subp. 2, Para A.; **AND** documented proof of completing a preprofessional practice experience component in nutrition practice; **OR**
 - ii. You must submit a notarized copy of certification as a Certified Nutrition Specialist by the Certification Board for Nutrition Specialist.

6. Fees for Licensure.

Application Fee	<i>Dietitian with RD</i>	\$100	<i>Nutritionist</i>	\$175
Initial License Fee		<u>\$150</u>		<u>\$150</u>
Total Due		\$250		\$325

YOU MUST SUBMIT THE APPLICATION FEE AND INITIAL LICENSE FEE.

7. Deadlines for submission of applications are:

Licenses will be issued within two weeks of receiving the application, fees and all appropriate documentation to the board office.

8. All licenses will expire November 30 of each year.