



# HEALTH LICENSING OFFICE Board of Licensed Dietitians

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Web: [www.oregon.gov/oha/ph/hlo](http://www.oregon.gov/oha/ph/hlo)

For Office Use Only		
Applicant #:	License #:	Staff Initials:

## Dietitian License Application

### Applicant Information

LAST NAME:	FIRST NAME:	MIDDLE INITIAL:
BIRTHDATE:	GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> NONBINARY / OTHER	
RESIDENTIAL PHYSICAL ADDRESS <b>(REQUIRED)</b> :		
CITY:	STATE:	ZIP:
MAILING ADDRESS (IF DIFFERENT FROM ABOVE):		
CITY:	STATE:	ZIP:
BUSINESS PHONE:	PERSONAL PHONE:	
EMAIL <b>(REQUIRED)</b> :	SOCIAL SECURITY # <b>(REQUIRED)</b> :	
Have you ever been known under any other legal name? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes, list all previous full (legal) names:		
Do you hold or have you previously held licensure, certification or registration with the Health Licensing Office or any other state? <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, please list information below (add additional blank page if necessary):		
State:	Lic./Cert./Reg. #:	Expiration:
State:	Lic./Cert./Reg. #:	Expiration:

### Payment Information (complete this section only if submitting payment by mail)

**Required Fees:** (\*The application fee is non-refundable)

**Application Fee = \$50**

**License Fee = \$60**

**Total of \$110**

Please check one: ☐ Credit Card (see below) ☐ Check ☐ Money Order ☐ Purchase Order **DO NOT MAIL CASH**

Type of Credit Card: ☐ Visa ☐ MasterCard ☐ Discover (Cardholder must either be the applicant or be present at the time application is submitted) **Do not fax or email credit card information (send by way of postal mail)**

Name on card: \_\_\_\_\_

Card number: \_\_\_\_\_ Exp: \_\_\_\_\_ Authorized amount: \$ \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

#### (Do not write in the following section – Official use only)

Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> APPROVAL CODE/CK#: _____	Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> APPROVAL CODE/CK#: _____	Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> APPROVAL CODE/CK#: _____

<b>Individual Records Questions</b>	
Please accurately answer all the questions below. The Health Licensing Office (HLO) may review your information through the Law Enforcement Data System, other governmental agencies, and private vendors to confirm the accuracy of the information. Any misrepresentation or failure to disclose information may result in disciplinary action.	
1. <b>Do you have any pending or completed investigations or any disciplinary actions taken against you by any licensing or regulatory authority?</b> Disciplinary action includes, but is not limited to, probation, suspension, civil penalty, or any other sanction limiting, in any way, a license, certificate, registration or permit. <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, attach an additional page(s) and provide an explanation.	
2. <b>Have you ever been convicted of a misdemeanor or felony?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, please list all convictions, including the charges and year convicted (attach additional pages if necessary).	<b>Year Convicted</b>
3. <b>As of today, are you on probation or parole?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, you <b>must</b> provide a letter of release from your probation or parole officer authorizing you to obtain an authorization to practice. If you are on bench probation, or probation with the court, you must provide documentation of your conditions of the probation.	
<b>Mandatory Social Security Number Disclosure and Use</b>	
You are required to provide your Social Security number (SSN) to the HLO as part of your application for initial or renewed occupational or professional license, certification, or registration issued by HLO pursuant to ORS 25.785, ORS 305.385, 42 USC § 666(a)(13) and 42 USC §405(c)(2)(C)(i). Failure to provide your SSN will be a basis to refuse to issue or renew the license, certification, or registration you seek. HLO is authorized by law to use your SSN for child support enforcement and tax administration purposes only. HLO will only use your SSN for these purposes unless you authorize other uses of your SSN as discussed below. Your SSN will remain on file with HLO. If you have never been assigned an SSN, please refer to the section below titled Request for Exemption from Social Security Number Disclosure and Attestation.	
<b>Voluntary SSN Disclosure and Use - Criminal Background Checks and Military Status Verification</b>	
The HLO is authorized to conduct criminal background checks pursuant to ORS 181A.195, 676.608, and 676.612. The HLO requests that you voluntarily provide your SSN for this purpose. Pursuant to 50 USC § 3931, the HLO must determine the military status (or lack thereof) of a respondent before issuing a default final order. The HLO requests that you voluntarily provide your SSN for this purpose. Failure to provide your SSN for these purposes will not be used to deny your application, or to deny you any right, benefit or privilege provided by law. If you consent to the use of your SSN by the HLO for these purposes, it may be used only for these purposes.	
4. <b>I voluntarily consent to disclose my SSN to the HLO for criminal background checks and military status verification.</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Voluntary Social Security Number Disclosure and Use – Reporting to the National Practitioner Data Bank (NPDB)</b>	
For any HLO license, certification, or registration that reports to the National Practitioner Data Bank (NPDB), if any disciplinary action is taken against you, HLO requests that you voluntarily provide your SSN so that HLO may report it to the NPDB under Title IV of Public Law 99-660, the Health Care Quality Improvement Act of 1986; Section 1921 of the Social Security Act; Section 1128E of the Social Security Act; and their implementing regulations found at 45 CFR Part 60. Failure to provide your SSN for this purpose will not be used to deny your application, or to deny you any right, benefit or privilege provided by law. If you consent to the use of your SSN by the HLO for this purpose, it may be used only for this purpose.	
5. <b>I voluntarily consent to disclose my SSN to the HLO to report to the NPDB.</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Request for Exemption from Social Security Number Disclosure and Attestation</b>	
6. If you do not have a Social Security number (SSN) you may request an exemption from the SSN requirement. To receive the exemption, you must attest and certify that you have never been assigned an SSN and if you are ever assigned an SSN, you will report it to the HLO within 30 days. <div style="text-align: center; background-color: yellow; padding: 2px;"><b>*DO NOT SIGN BELOW IF YOU HAVE A SOCIAL SECURITY NUMBER*</b></div> By signing below, I attest and certify that I have never been assigned an SSN and agree that if an SSN is assigned to me, I will report it to the HLO within 30 days.	
<b>Applicant Signature:</b>	<b>Date:</b>
<b>Certification of Information Provided</b>	
7. I have examined this application and supporting documentation and certify by my signature below that it is true, correct, and complete. I understand that providing false information or making a false statement on this application will be cause for denial, suspension, or revocation of my license, certification, or registration. I have enclosed the required fees and documentation.	
<b>Applicant Signature:</b>	<b>Date:</b>

### Affirmative Action – Voluntary Question

The State of Oregon has an Affirmative Action (AA) Policy. If you choose to provide the optional information below, it will help to evaluate the effectiveness of our AA programs. This information will also be used in the aggregate (i.e., as a whole, not individually) for research and statistical purposes. It will not be tied specifically or directly to your licensing information.

**Which of the following describes your racial or ethnic identity?** Please check all that apply.

#### American Indian and Alaska Native

- ☐ American Indian
- ☐ Alaska Native
- ☐ Canadian Inuit / Metis / First Nation
- ☐ Indigenous Mexican / Central American / South America

#### Asian

- ☐ Asian Indian
- ☐ Cambodian
- ☐ Chinese
- ☐ Communities of Myanmar
- ☐ Filipino / Filipina
- ☐ Hmong
- ☐ Japanese
- ☐ Korean
- ☐ Laotian
- ☐ South Asian
- ☐ Vietnamese
- ☐ Other Asian

#### Black and African American

- ☐ African American
- ☐ Afro-Caribbean
- ☐ Ethiopian
- ☐ Somali
- ☐ Other African (Black)
- ☐ Other Black

#### Hispanic and Latino/Latina/Latinx

- ☐ Central American
- ☐ Mexican
- ☐ South American
- ☐ Other Hispanic or Latino/Latina/Latinx

#### Middle Eastern / North African

- ☐ Middle Eastern
- ☐ North African

#### Native Hawaiian and Pacific Islander

- ☐ Chamoru/Chamorro
- ☐ Guamanian
- ☐ Marshallese / Micronesian / Palauan / Tongan
- ☐ Communities of the Micronesian Region
- ☐ Native Hawaiian
- ☐ Samoan
- ☐ Other Pacific Islander

#### White

- ☐ Eastern European
- ☐ Slavic
- ☐ Western European
- ☐ Other White

#### Other Categories

- ☐ Other: \_\_\_\_\_
- ☐ Unknown
- ☐ Decline to answer

If you checked more than one race or ethnicity above, is there **one** you think of as your primary racial or ethnic identity?

- ☐ Yes, please list: \_\_\_\_\_
- ☐ I do not have just one primary racial or ethnic identity
- ☐ No, I identify as Bi-racial or Multi-racial
- ☐ Not applicable, I only checked one category above
- ☐ Unknown
- ☐ Decline to answer

### Application Requirements

**PLEASE NOTE:** The applicant is responsible for payment of fees assessed by the issuing organization(s) when obtaining required official documentation.

#### Applicant must:

_____	Meet the requirements of Oregon Administrative Rule, <a href="#">Chapter 331, Division 30</a> .
_____	<p>Submit this completed application, accompanied by payment of required fees:</p> <p>*Application fee = <b>\$50</b>; and License fee = <b>\$60</b>; for a total of <b>\$110</b> (see payment information on first page).</p> <p><b>DO NOT SEND CASH THROUGH THE MAIL.</b></p> <p><b>*THE APPLICATION FEE IS NON-REFUNDABLE.</b></p>
_____	<p>Submit <b>two</b> forms of original identification issued by a government agency. Acceptable identification options can be found under <a href="#">Chapter 331, Division 30</a> of Oregon Administrative Rule.</p> <p><b>ID requirements are as follows:</b></p> <ul style="list-style-type: none"> <li>• The two forms of ID must be issued by a government agency.</li> <li>• Both the ID's must include the applicant's current legal name.</li> <li>• At least one form of ID provided must be photographic.</li> <li>• We do not accept student ID cards, department store or warehouse cards, debit cards, etc. If you have a question about whether a particular ID type is acceptable, please call (503) 378-8667, to verify.</li> <li>• If submitting photocopies of your ID by mail, legible (clear) front and back copies must be submitted. Submit the copies on a full-sized piece(s) of copy paper, do not cut the ID images out.</li> </ul> <p>If you do not meet all of the ID requirements above, you run the risk of your application process being delayed.</p>
_____	Have you answered questions 1 through 5 on page two of this application? If you fail to answer each of the four questions, this form will be returned to you and potentially cause a delay in the processing of the Authorization Application.
_____	If you <u>do not</u> have a social security number, have you signed and dated in section 6 on page two of this form? If you do have a social security number that you have provided on page one of this form, do not sign.
_____	Have you signed and dated section 7 on page two of this form? If you fail to sign and date this section, your form will be returned to you and will cause a delay in qualifying the temporary staffing agency for an authorization.
_____	Provide documentation of completing one of the following qualifying pathways (see qualifying pathway options on the following page).

### Pathway Options

#### Pathway One: Qualification through Examination

_____	Provide official transcripts demonstrating that the individual holds a baccalaureate or post-baccalaureate degree from a regionally accredited college or university in the U.S. in human nutrition, dietetics, foods and nutrition or food systems management.
_____	Submit evidence of a passing score on the Commission on Dietetic Registration (CDR) examination, which may have been taken no more than three years preceding the date of this application.
_____	Submit evidence of having completed 900 hours of a board approved program of dietetic experience under the supervision of a licensed dietitian.

#### Pathway Two: Qualification through Reciprocity

_____	<p>Demonstrate to the Health Licensing Offices' satisfaction that the requirements to obtain the applicant's license from another state or territory were not less than the licensing requirements listed in Pathway One above (Oregon Revised Statute 691.435).</p> <p>Submit an affidavit of licensure demonstrating proof of current licensure as a licensed dietitian, which is active with no current or pending disciplinary action. The license must have been issued by another state, the District of Columbia, a United States Territory or Canada, and that jurisdiction's licensing standards must be substantially equivalent to those of Oregon, as determined by the Health Licensing Office.</p>
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#### Pathway Three: Qualification through Equivalency

_____	Submit proof of a current, valid Commission on Dietetic Registration.
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