



Setting gold standards in nutrition and dietetics

KNDI/CEO/CPD /31/07/19

Wednesday, July 31, 2019

RE: LICENCE RENEWAL BASED ON CPD

The mandate of the Kenya Nutritionists and Dieticians Institute (KNDI) is to provide for training, registration and licensing of nutritionists and dieticians; to regulate the standards and practices in the profession; and ensure effective participation of all stakeholders in matters related to nutrition and dietetics. CPD helps nutritionists and dieticians to keep abreast of the new developments in promotive, preventive and curative nutrition and health care services, as well as ensure continued learning and updating of knowledge, skills and attitudes.

KNDI wishes to inform all its professionals that starting 2020/2021 financial year, all nutritionists and dieticians will be required to attain a minimum of 14 CPD points (equivalent to 42 hours) per calendar year to qualify for re-licensure and retention in the register of nutritionists and dieticians maintained by KNDI. Evidence of the CPD activities should be uploaded on the KNDI system, the complete list of CPD activities and points together with accredited CPD providers can be obtained from KNDI website (www.kndi.institute).

Yours Faithfully,

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Cap 253B
An Act of Parliament to provide for the training, registration and licensing of nutritionists and dieticians; to provide for the regulation of the standards, and practice of the profession; to ensure their effective participation in matters relating to nutrition and dietetics, and for connected purposes

**[Act No. 18 of 2007,
L.N. 130/2008.]**

Kindly strictly use the official emails indicated on the left when giving reply through email. Hard copy mails should be Addressed strictly to the Chief Executive Officer. Mails addressed confidentially to the CEO should be marked confidential.

| No. | Activity | CPD Points Earned | Maximum Points | Evidence |
|-----|---|---|----------------|---|
| 1. | Technical working group meetings(Activity should not be part of routine work) | 1.5 Points (equivalent to 4.5 hours) | 5 Points | <ul style="list-style-type: none"> Minutes of meeting reports Invitation Letters |
| 2. | Technical updates at hospital, institution or department(Activity should not be part of routine) | Attendee: (0.5 equivalent to 1.5 hours) | 3 point | <ul style="list-style-type: none"> Minutes of meeting reports Invitation letters Internal memos |
| | | <u>Presenter</u> : 2 Points | 6 Points | |
| 3. | Continuous Nutrition Education(CNEs) and Continuous Medical Education (CMEs); case study discussions; lectures. | <u>Attendee</u> : (0.5 equivalent to 1.5 hours) | 3 Points | <ul style="list-style-type: none"> Signed Logbooks Reports Attendance List |
| | | <u>Presenter</u> : 2 Points | 6 Points | |
| 4. | Mentorship specific to nutritionists and dieticians | 1 point equivalent to 3 hours | 5 points | <ul style="list-style-type: none"> Filled checklist Reports |
| 5. | Conferences, seminars, symposia | <u>Attendee</u> 1.5 points(equivalents to 4.5 hours) | 6 Points | <ul style="list-style-type: none"> Use of Logbooks Attendance certificates |
| | | <u>Presenter</u> 1 Point (equivalent to 3 hours) | 5 Points | |
| 6. | Involvement in an activity classified as Corporate Social responsibility (CSR), outreaches, camps covering a minimum of one day (Activity should not be part of routine work) | <u>Participant</u> 1.5 Points(equivalent to 4.5 hours) | 3 Points | <ul style="list-style-type: none"> Videos Pictures Reports Certificate of participation Logbook, Stamp Letter of appreciation |
| | | <u>Organizer</u> 3 Points | 6 Points | |
| 7. | Principal author of a peer reviewed publication | 5 Points (equivalent to 1.5 hours) | 10 Points | <ul style="list-style-type: none"> Copy of the publication |
| | Co-author of a peer reviewed publication | 3 Points (equivalent to 9 hours) | 6 Points | |
| | Reviewer of an article | 3 Points (equivalent to 9 hours) | 4 Points | |

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|-----|--|---------------------------------------|-----------|---|
| 8. | Principal author of a book | 14 Points | 14 Points | <ul style="list-style-type: none"> • Published books • Published Journals |
| | Co-author of a book | 3 Points (equivalent to 9 hours) | 6 Points | |
| | Principal author of a chapter in a book | 3 Points (equivalent to 9 hours) | 4 Points | |
| | Co-author of a chapter in a book | 2.5 Points | 5 Points | |
| 9. | Keynote speaker or guest presenter of a nutrition and dietetics thematic area | 4 Points (equivalent to 1.5 hours) | 8 Points | <ul style="list-style-type: none"> • Conference proceedings • Reports • Certificate of participation • Invitation Letter |
| 10. | Guiding undergraduate students at recognized institutions includes mentoring , coaching , supervisory learning(Activity should not be part of work routine | 3 Points (equivalent to 9 hours) | 5 Points | <ul style="list-style-type: none"> • Invitation Letter • Conference program |
| 11. | Awarded proposal | 5 Points | 6 Points | <ul style="list-style-type: none"> • Report of the guided students • Official appointment letter • Supervisory checklist |
| | Approved project proposal | 5 Points | 6 Points | |
| | Research or project proposal | 1 Point | 5 Points | |
| 12. | Nutrition surveillance at hospital or community level (Activity should not be part of routine work or area of study) | 5 Points (equivalent to 15 hours) | 10 Points | <ul style="list-style-type: none"> • Approved copies of report dissertations, these are projects |
| 13. | Upgrading programs from diploma to a degree(Period exceeding one year) | 14 Points (equivalent to 42 hours) | 14 Points | <ul style="list-style-type: none"> • Transcripts • Certificates (Points awarded apply for a period of 4 years for undergraduates) |
| 14. | Masters and doctorate programs | 14 Points (equivalent to 42 Hours) | 14 Points | <ul style="list-style-type: none"> • Transcripts • Certificates (Points awarded apply for a period of 3 years for Masters and 5 year for Doctorate) |
| 15. | Innovation or patenting of products or services (exceptional achievements) | 14 Points (equivalent to 42 hours) | 14 Points | <ul style="list-style-type: none"> • Proof of ward of excellence recognition • Narrative report of the award |