


QUICK GUIDE

Step 1a /1b	Step 2	Step 3	Step 4
<p>Prepare Documents</p> <ul style="list-style-type: none"> • University graduation certificate(s)[@] from recognized dietetic programme conducted locally or overseas • Overseas registration certificate(s)[@] (if trained outside Hong Kong) • Individual professional indemnity insurance certificate[#] • Declaration of no criminal conviction record[^] 	<p>Access to HKAAD Website</p> <ul style="list-style-type: none"> • Go to website: http://www.hkaad.hk <p>OR</p> <ul style="list-style-type: none"> • Scan below QR code 	<p>Online Application</p> <ul style="list-style-type: none"> • Complete online application form under the section: Becoming an Accredited Dietitian in Hong Kong https://www.hkaad.hk/formStandard/step1/1693 • Upload softcopies of ALL required documents (.pdf or .jpg) • Submit online application 	<p>Pay the Fee</p> <ul style="list-style-type: none"> • Pay \$2,000 via PayPal (Visa/Master) made up of: <ul style="list-style-type: none"> \$500 application fee (non-refundable) \$1,500 annual membership fee (April to March every financial year)

[@] Certification of Documents: (1) In person at HKAAD office; (2) At District Offices of Home Affairs Department; (3) By Hong Kong Solicitors

[#] FYI, Charterlyd Insurance Brokers Ltd. offers \$990/year to HKDA Full Members (insurance certificate issued in 6-8 weeks), yet applicant could also choose to get insured from other provider(s).

[^] Free oath services available at District Offices of Home Affairs Department (please check available time from www.had.gov.hk/en/public_services/public_enquiry_services/provided.htm).

Supplementary Notes:

1. Entire application process might require 8 to 12 weeks upon receipt of all required documents
2. Check list for 1) New Application or 2) Re-entry upon registration has been expired for more than 12 months

Step 1a

Prepare the following documents:

- University graduation certificate(s)[@] from recognized dietetic programme conducted locally or overseas
- Overseas registration certificate(s)[@] (if trained outside Hong Kong)
- Individual professional indemnity insurance certificate
- Declaration of no criminal conviction record

[@]Certification of Documents can be made via one of the following ways:

- (1) In person at HKAAD office;
- (2) At District Offices of Home Affairs Department;
- (3) By Hong Kong Solicitors

3. Check list for all Renewal of Membership

Step 1b

Prepare the following documents:

- Individual professional indemnity insurance certificate
- Documentation proof of no less than 15 points of participation in continuing professional development (CPD), within last membership year

For inquiry, please contact our Administrative Officer via email at admin@hkaad.hk or the fillable inquiry form is available here on website (<https://www.hkaad.hk/p/contact>)

Correspondence:

Address: Unit 2101-K1, 21/F, Gala Place, 56 Dundas Street, Kowloon, Hong Kong (By Appointment)

Contact Number: 3979 9601