



# Certified Practicing Nutritionist - Mandatory Declaration Policy

## Contents

Certified Practicing Nutritionist - Mandatory Declaration Policy .....	1
1. Purpose.....	2
2. Scope.....	2
3. Mandatory Compliance.....	2
4. Thresholds for Declaration .....	3
5. Practitioner Declarations .....	3
6. Assessment of Declarations .....	4
7. Pathway for Assessment .....	5
8. Monitoring and Compliance .....	7
9. Exemptions .....	10
10. Declaration and Audit Requirements .....	10
11. Legal and Ethical Responsibilities.....	11
12. Review and Updates .....	11

*The **Mandatory Declaration Policy** for Certified Practicing Nutritionists is designed to ensure the safety and wellbeing of the public by requiring practitioners to disclose any circumstances that may impact their ability to practice. Through a structured and transparent process, declarations are assessed to ensure that CPNs meet the required professional standards and are fit to practice. By following the established thresholds, assessment process, and clear pathways, the policy supports both the integrity of the profession and the protection of the public.*

This **Mandatory Declaration Policy** outlines the obligations of Certified Practicing Nutritionists (CPNs) to declare their compliance with specific professional standards as part of the certification and recertification process. It aims to proactively identify potential risks to public safety and ensure that all CPNs maintain the appropriate skills, knowledge, character, and health to practice their profession safely and effectively.

## 1. Purpose

The purpose of this policy is to ensure that Certified Practicing Nutritionists (CPNs) meet and uphold the highest standards of professional conduct, competency, and fitness to practice. This policy requires all CPNs to provide mandatory declarations regarding their compliance with professional standards at the time of certification and recertification.

## 2. Scope

This policy applies to all Certified Practicing Nutritionists seeking certification or recertification through the Certified Practicing Nutritionist Credentialing Board, in alignment with the guidelines of the National Alliance of Self-Regulating Health Professions (NASRHP). This policy is not applicable to students who are the responsibility of their respective educational providers.

## 3. Mandatory Compliance

Certified Practicing Nutritionists are required to submit mandatory declarations as a condition of certification and recertification. Declarations must address the following:

- **Code of Conduct:** Affirmation that the practitioner abides by the ethical and professional guidelines established by AARPN.
- **Professional Standards:** Confirmation of adherence to the standards of clinical practice, ensuring that the practitioner maintains the necessary skills and knowledge to deliver evidence-informed care.
- **Criminal or Ethical Proceedings:** Disclosure of any charges, convictions, or involvement in proceedings related to ethical sanctions or criminal offenses.
- **Recency of Practice:** Confirmation that the practitioner has met the recency of practice requirements and remains current in their professional competencies.

- **Fitness to Practice:** A declaration affirming the practitioner’s ongoing physical and mental health, ensuring they are fit to safely practice within their scope of responsibility.

## 4. Thresholds for Declaration

These thresholds provide a clear framework for practitioners to self-assess and determine if a declaration is necessary. Practitioners are encouraged to err on the side of caution and disclose any circumstances that could potentially affect their ability to practice safely.

Practitioners must declare any issues or circumstances that could affect their ability to practice safely. This includes, but is not limited to, matters relating to professional conduct, criminal history, physical or mental health concerns, or any other factors that may impair their professional practice. The following thresholds have been established to guide practitioners in understanding when a declaration is required:

1. **Criminal Convictions or Charges:**  
Practitioners must declare any criminal convictions or charges, particularly those related to fraud, violence, sexual misconduct, or drug-related offenses. Convictions or charges that are relevant to professional practice or that may bring the profession into disrepute must also be declared.
2. **Professional Misconduct or Ethical Breaches:**  
Practitioners must declare any investigations, sanctions, or findings of professional misconduct from other regulatory bodies or professional associations. This includes breaches of ethical standards, violations of the **Code of Conduct**, or any other actions that may question the practitioner’s integrity and professionalism.
3. **Fitness to Practice:**  
Practitioners are required to declare any physical or mental health conditions that may impair their ability to provide safe and effective care. This includes conditions that could lead to unsafe practice, such as cognitive impairments, substance abuse issues, or other health-related concerns that may affect judgment or performance.
4. **Recency of Practice:**  
Practitioners must declare any gaps in practice that may impact their competency. A declaration is required if the practitioner has not practiced in their field for a specified period (as determined by the certifying body) or if they have had a significant break from practice without maintaining up-to-date continuing professional development (CPD).

## 5. Practitioner Declarations

At the time of initial certification and each recertification, all CPNs are required to submit declarations confirming their compliance with the standards outlined in this policy. Practitioners must disclose:

- Any involvement in legal, ethical, or disciplinary proceedings that could affect their professional standing.
- Any circumstances or health issues that could impact their Fitness to Practice.

- Their continued compliance with the Code of Conduct and Professional Standards, ensuring the safety and effectiveness of the care they provide.
- Any circumstances impacting recency of practice.

## 6. Assessment of Declarations

All declarations made by CPNs will be subject to formal and transparent assessment by the certifying body who will evaluate these declarations against established thresholds to determine the practitioner's eligibility for certification or recertification. The assessment process will involve a thorough review of the practitioner's declaration in the context of professional standards and public safety. Negative declarations may trigger additional investigations or actions to assess whether the practitioner poses any risk to public safety. Key steps in the assessment process include:

### 1. Initial Screening:

Declarations are initially screened to identify if they meet the threshold for further review. This includes verifying whether the issues declared pose a potential risk to public safety or to the professional integrity of the practitioner.

### 2. Risk Assessment:

If a declaration meets the threshold, a detailed risk assessment will be conducted. This involves evaluating the nature and seriousness of the issue, the relevance to the practitioner's role, and the potential impact on their ability to practice. For example, a criminal conviction involving violence may be considered a higher risk than a minor traffic offense.

### 3. Evidence Gathering:

In cases where further information is required, the practitioner may be asked to provide supporting documentation, such as medical reports, court records, or evidence of rehabilitation. The practitioner will be given the opportunity to explain the circumstances surrounding their declaration.

### 4. Consultation with Relevant Experts:

Depending on the nature of the declaration, the certifying body may seek input from legal, ethical, or medical experts to assist in the assessment process. For example, in the case of a health-related Fitness to Practice issue, a medical expert may be consulted to assess the practitioner's ability to meet the physical or mental demands of their role.

### 5. Outcome Determination:

Based on the information provided, the certifying body will make a determination regarding the practitioner's eligibility for certification or recertification. Possible outcomes include:

- **No Action Required:** The declaration does not pose a risk, and the practitioner is granted certification/recertification.
- **Conditional Certification:** The practitioner may continue to practice under certain conditions, such as regular health check-ups, participation in rehabilitation programs, or practice restrictions.
- **Certification Denied or Revoked:** If the risk to public safety is deemed too great, the practitioner's certification may be denied or revoked.

## 7. Pathway for Assessment

The **Mandatory Declaration Policy** provides a clear and structured pathway for the assessment of practitioner declarations, ensuring transparency and fairness throughout the process. The pathway includes the following steps:

- 1. Submission of Declaration:**  
Practitioners submit their declarations during the certification or recertification process. Practitioners must provide complete and truthful information regarding any circumstances that meet the threshold for declaration.
- 2. Acknowledgement and Initial Review:**  
Upon receipt of the declaration, the certifying body will acknowledge the submission and conduct an initial review to determine whether the declaration requires further assessment.
- 3. Risk Assessment and Evidence Collection:**  
If further assessment is required, the practitioner will be notified, and any additional information or evidence will be requested. This may include interviews with the practitioner, as well as consultations with relevant experts to assist in the evaluation of the declaration.
- 4. Decision-Making Process:**  
The certifying body will evaluate the practitioner's declaration and any supporting evidence. Decisions will be made in accordance with established thresholds and public safety considerations. Practitioners will be informed of the outcome and any conditions or actions resulting from the assessment.
- 5. Right to Appeal:**  
The appeals process ensures that Certified Practicing Nutritionists have access to a fair and transparent pathway to challenge decisions that affect their professional standing. The certifying body is committed to handling appeals with impartiality, professionalism, and adherence to due process, ensuring that practitioners' rights are respected while upholding public safety and the integrity of the profession.

Practitioners have the right to appeal decisions made by the certifying body regarding their certification, recertification, or the outcomes of their mandatory declarations assessment. The following appeals process provides a fair and transparent pathway for practitioners to request a review of decisions that may affect their professional status.

### 1. Grounds for Appeal

A practitioner may file an appeal if they believe that:

- The decision regarding their certification or recertification was not made in accordance with the **Mandatory Declaration Policy**.
- There was a procedural error or irregularity in the assessment process.
- Relevant evidence or mitigating circumstances were not adequately considered during the decision-making process.
- The decision was unreasonable based on the information provided.

## 2. Submission of Appeal

- **Timeline:**  
Practitioners must submit their appeal electronically in writing within **28 days** of receiving the decision they wish to appeal. Late appeals may only be considered under exceptional circumstances at the discretion of the certifying body.
- **Format:**  
Appeals must be submitted in writing, clearly stating the grounds for the appeal, and should include any additional evidence or supporting documents that the practitioner believes were not fully considered in the original assessment.
- **Address:**  
Appeals should be addressed to the **Appeals Committee** of the Certified Practicing Nutritionist Credentialing Board.

## 3. Acknowledgment and Initial Review

- Upon receiving the appeal, the certifying body will acknowledge the submission in writing within **5 business days**.
- The appeal will undergo an initial review by an **Appeals Coordinator** to ensure that the submission meets the criteria for appeal (e.g., within the appropriate time frame, based on valid grounds).

## 4. Appeals Committee Review

- **Composition:**  
The appeal will be referred to the **Appeals Committee**, which will consist of a panel of independent members who were not involved in the original decision. The committee may include senior members of the profession, legal or ethical experts, and representatives from relevant health or regulatory bodies.
- **Hearing:**  
The practitioner may be invited to attend an appeals hearing, either in person or via video conference, to present their case. The practitioner may choose to be accompanied by a representative or legal counsel, although this is not required.
- **Review Process:**  
The Appeals Committee will review all relevant documentation, including the original declaration and decision, any new evidence submitted, and the grounds for the appeal. The committee may also seek expert advice or additional information if necessary.

## 5. Outcome of the Appeal

- **Decision Timeline:**  
The Appeals Committee will aim to reach a decision within **30 days** of the appeals hearing, or within a reasonable time frame if further investigation is required.
- **Possible Outcomes:**

- **Uphold the Appeal:** The original decision is overturned, and the practitioner’s certification or recertification is reinstated or adjusted accordingly.
  - **Modify the Decision:** The original decision is modified, with certain conditions attached to the practitioner’s certification or recertification (e.g., conditional certification, additional monitoring, or professional development requirements).
  - **Deny the Appeal:** The original decision is upheld, and the practitioner’s certification or recertification remains revoked or denied.
- **Notification:**  
The practitioner will be informed in writing of the outcome of the appeal. The notification will include a detailed explanation of the reasons for the decision.

#### 6. Finality of Appeal

- The decision of the **Appeals Committee** is final. Practitioners have no further right to appeal through the certifying body. However, if the practitioner believes there has been a violation of due process or procedural fairness, they may pursue external legal or regulatory channels as appropriate.

#### 7. Documentation and Confidentiality

1. All documents related to the appeal, including the submission, evidence, and final decision, will be securely stored and kept confidential. Access to this information will be restricted to those involved in the appeals process or as required by law.

#### 8. Monitoring and Compliance:

Practitioners with conditions imposed on their certification (e.g., conditional certification) will be subject to ongoing monitoring. The certifying body will assess compliance with any conditions, such as regular health assessments or practice restrictions, to ensure that the practitioner remains fit to practice.

## 8. Monitoring and Compliance

The **Monitoring and Compliance Procedure** is designed to ensure that Certified Practicing Nutritionists uphold the highest professional standards and maintain their Fitness to Practice. By implementing random audits, targeted monitoring, and rigorous review processes, the certifying body ensures that practitioners continue to provide safe, evidence-based care to their clients, protecting public health and maintaining the integrity of the profession. To ensure ongoing compliance with this policy, Certified Practicing Nutritionists may be subject to random audits or be required to provide evidence of compliance with their declarations. The certifying body retains the right to audit practitioners at its discretion, verifying the accuracy of their declarations and ensuring that they continue to meet the required professional standards.

This monitoring and compliance procedure outlines how the certifying body, will ensure adherence to the **Mandatory Declarations Policy** by Certified Practicing Nutritionists (CPNs). This

procedure ensures that practitioners remain compliant with their professional obligations, maintain the highest standards of practice, and protect public safety.

### 1. Overview

Certified Practicing Nutritionists (CPNs) are required to submit mandatory declarations as part of their certification and recertification process. The certifying body will regularly monitor and assess compliance with these declarations to ensure practitioners continue to meet the necessary standards of professional conduct, ethics, and fitness to practice.

### 2. Random Audits

To ensure that declarations are accurate and up to date, the certifying body will conduct random audits of CPNs. These audits will involve:

- **Selection of Practitioners:** Practitioners will be selected at random for audit. Selection will not be influenced by past compliance history or any prior declarations.
- **Audit Notification:** Selected practitioners will be notified in writing that they have been chosen for an audit. Practitioners will be provided with a timeline (usually **30 days**) to submit any required documentation or evidence supporting their most recent declaration.
- **Audit Scope:** The audit will focus on verifying key areas of compliance, including:
  - Confirmation of recency of practice.
  - Validation of professional development and continuing education records.
  - Evidence of Fitness to Practice if health-related concerns were previously declared.
  - Confirmation of any criminal or professional conduct history, as required by the declaration.
- **Documentation Submission:** Practitioners will be required to submit relevant documents such as certificates of continuing professional development (CPD), health assessments (if applicable), or police clearance reports.

### 3. Targeted Monitoring

In addition to random audits, the certifying body may engage in targeted monitoring of practitioners under certain conditions, such as:

- **Conditional Certification:** Practitioners with conditional certification (e.g., health-related conditions or disciplinary actions) will be subject to ongoing monitoring to ensure compliance with the conditions of their practice. This may include:
  - Regular submission of health reports or updates from medical professionals.



- Evidence of adherence to professional development requirements or practice restrictions.
- **Negative Declarations:** Practitioners who submit a declaration indicating criminal charges, ethical sanctions, or Fitness to Practice issues will undergo a more rigorous assessment process and may be subject to additional monitoring. The certifying body will determine whether these practitioners require closer supervision and/or reporting to other authorities.
- **Referral-Based Monitoring:** If concerns arise from complaints or reports submitted to the certifying body about a practitioner’s professional conduct or fitness to practice, targeted monitoring may be implemented as part of an ongoing investigation.

#### 4. Failure to Comply with Monitoring Requirements

If a practitioner fails to submit the required documentation or comply with monitoring requests, the following actions may be taken:

- **Notification of Non-Compliance:** The practitioner will receive written notification of their failure to comply, along with a final deadline to provide the requested information. The notification will specify the consequences of continued non-compliance.
- **Temporary Suspension:** If the practitioner fails to comply by the given deadline, their certification may be temporarily suspended pending further investigation or submission of the required documentation.
- **Revocation of Certification:** Continued failure to comply with monitoring and audit requirements may result in the revocation of the practitioner’s certification. In such cases, the practitioner will be notified in writing of the decision and their right to appeal.

#### 5. Ongoing Monitoring for Recertification

Practitioners must submit updated mandatory declarations at the time of each recertification. These declarations will be subject to review by the certifying body, and practitioners may be required to provide additional supporting documentation if their status has changed or if negative declarations have been submitted. Recertification may be delayed or denied if the practitioner fails to meet the monitoring and compliance requirements.

#### 6. Reporting of Non-Compliance

In cases where serious non-compliance with the Mandatory Declarations Policy is identified (e.g., failure to disclose a criminal conviction, failure to meet Fitness to Practice standards), the certifying body may take further actions, including:

- **Reporting to Relevant Authorities:** If necessary, non-compliance or unethical conduct may be reported to other regulatory bodies, legal authorities, or professional associations as required by law or professional standards.

- **Disciplinary Action:** The certifying body may initiate disciplinary proceedings, which could result in suspension or permanent revocation of the practitioner's certification.

## 7. Record-Keeping and Confidentiality

All records related to the monitoring, compliance, and audit process will be securely stored in accordance with the certifying body's data protection policies. These records will only be accessed by authorised personnel involved in the monitoring and compliance process.

The following provisions apply:

- **Confidentiality:** All practitioner information collected through audits, monitoring, or compliance checks will be treated as confidential. It will only be shared with external parties if legally required or if necessary for public safety.
- **Documentation:** Practitioners must keep accurate records of their professional development, declarations, and any supporting documentation for a minimum of **5 years** to ensure they can comply with any audit or monitoring requests.

## 8. Practitioner Support and Guidance

The certifying body will provide practitioners with guidance and support to ensure they understand and can comply with the monitoring and compliance requirements. This includes:

- **Access to Information:** Practitioners will have access to guidance documents outlining the requirements of the Mandatory Declarations Policy and how to submit declarations.
- **Consultation:** Practitioners who have questions or concerns about their declarations or the monitoring process may seek advice from the certifying body's professional development and compliance teams.

## 9. Exemptions

No exemptions will be granted under this policy. All Certified Practising Nutritionists are required to submit mandatory declarations as part of their certification and recertification. Special consideration may be applied during the assessment of declarations where necessary, but submission of the declaration itself remains mandatory for all practitioners.

## 10. Declaration and Audit Requirements

Certified Practising Nutritionists must understand that failure to comply with this **Mandatory Declaration Policy**, including the failure to submit required declarations or providing false or misleading information, may result in disciplinary action, including the revocation of certification.

The certifying body has the authority to conduct random audits or request supporting documentation from practitioners to verify compliance with the declarations provided. Practitioners must be prepared to provide additional evidence when requested.

## 11. Legal and Ethical Responsibilities

Certified Practicing Nutritionists are required to uphold the legal and ethical responsibilities of their profession as defined in the Code of Conduct and Code of Ethics. Practitioners must protect client confidentiality, ensure informed consent, and adhere to all relevant laws and regulations in the course of their professional practice. The certifying body will monitor compliance with these standards through the mandatory declaration process.

## 12. Review and Updates

This policy will be regularly reviewed every 3 years and updated by the certifying body to ensure it remains in alignment with current legal, ethical, and professional standards and reflects best practices for public safety and practitioner accountability.

*By adhering to the **Mandatory Declaration Policy**, Certified Practicing Nutritionists demonstrate their commitment to maintaining the highest standards of practice, safeguarding the health and safety of their clients, and upholding public trust in their profession.*

Date of review: October 2027