

North Dakota Licensing & CEU Audit Overview

JUNE 15, 2026



NDBODP
NORTH DAKOTA BOARD OF DIETETIC PRACTICE

Agenda

- ▶ Overview of North Dakota Licensing Requirements
- ▶ Licensing Renewal Process
- ▶ Continuing Education & CEU Audit Process
- ▶ Complaint Process
- ▶ Q&A

Licensing Requirements for Dietitians

- ▶ License requirements:
 - ▶ Complete ACEND-accredited program
 - ▶ Complete supervised practice requirements
 - ▶ RDN credential
- ▶ Good standing with the Commission on Dietetic Registration (CDR)
- ▶ Background check if requested by the Board
 - ▶ This will become required when applying for a compact privilege in 2027

License Requirements for Nutritionists

- ▶ Master's or doctoral nutrition degree or validated foreign equivalent
- ▶ Completed a Board-approved internship or a documented, supervised practice experience demonstrating competency in MNT
- ▶ The applicant meets one of the following criteria:
 - ▶ Successfully completed a Board-approved examination
 - ▶ Valid certification as a "CNS" or "DACBN"
- ▶ Background check if requested by the Board

NDBODP does NOT license on credential alone for LNs. They must meet the education and supervised practice requirements as well.

Reciprocity

- ▶ The Board shall grant a license to an applicant who presents proof of current licensure in good standing without any limitations on the license, as a dietitian or nutritionist in another state that has licensure requirements considered by the Board to be at least as stringent as the requirements for licensure under this chapter

Dietitians

All states with licensure laws meet the reciprocity requirement.

Nutritionists

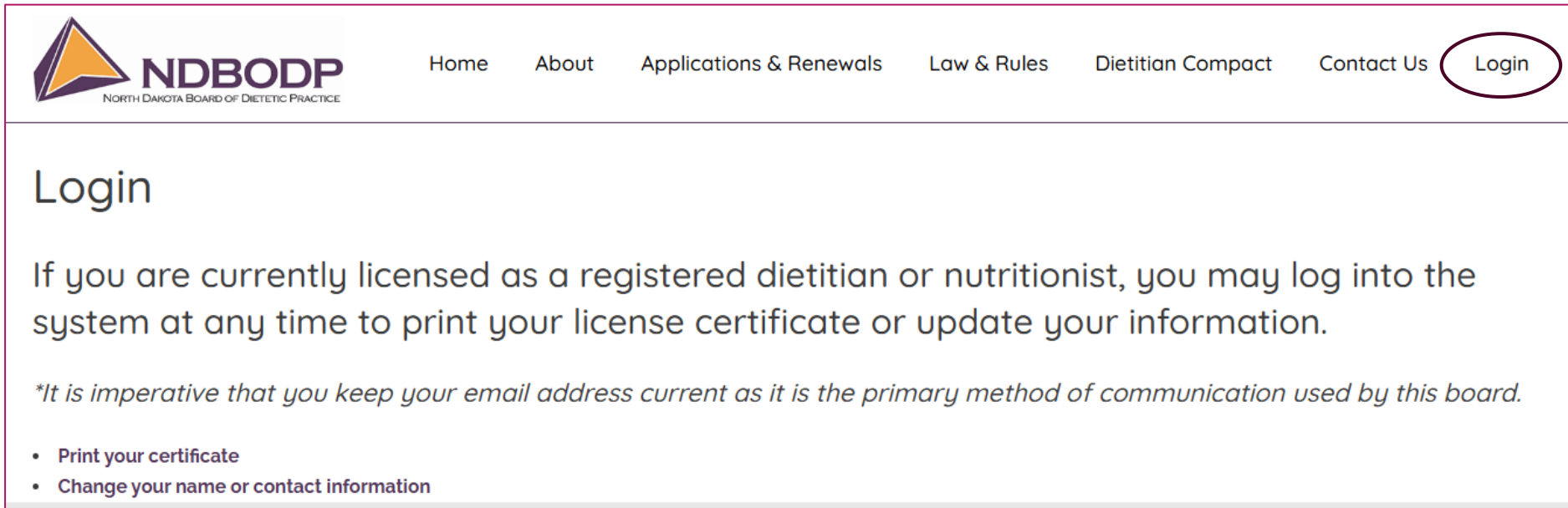
The only state that meets our requirements is North Carolina. Soon to be enacted: Montana, Nebraska, and New Jersey


Limited Practice Without a License

- ▶ Out of state practitioners may provide medical nutrition therapy or nutrition care services if the practitioner is acting within the scope of practice designated by the foreign practitioner's license and by this title without obtaining a license from the Board if the services are provided for no more than thirty full or partial days per year
 - ▶ **This is NOT a license**
 - ▶ **Examples for use: consulting and temporary work**
- ▶ Still subject to disciplinary action by the Board

Licensee Responsibilities

- ▶ It is the responsibility of the licensee to immediately notify the Board of any change to the licensee contact information.
- ▶ Log in to the portal on our website to make these changes.



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Login

If you are currently licensed as a registered dietitian or nutritionist, you may log into the system at any time to print your license certificate or update your information.

**It is imperative that you keep your email address current as it is the primary method of communication used by this board.*

- Print your certificate
- Change your name or contact information

Exemptions to Licensure

- ▶ NDBODP has several exemptions to licensure.
 - ▶ For more information: <https://ndbodp.com/law/>

Scope of Practice for LRDs and LNs

- ▶ Practice medical nutrition therapy
- ▶ Accept or transmit oral, verbal, delegated, or electronically transmitted orders from the referring provider consistent with applicable laws and rules
- ▶ May order therapeutic diets
 - ▶ (EN and TPN included for LRDs only unless certified as a nutrition support clinician by the national board of nutrition support certification)
- ▶ May order medical laboratory tests related to nutritional therapeutic treatments consistent with state law

Scope of Practice for LRDs and LNs

- ▶ May implement prescription drug dose adjustments for specific disease treatment protocols within the limits of the licensed registered dietitian's or licensed nutritionist's knowledge, skills, judgment, and current evidence-informed clinical practice guidelines as indicated in a facility approved protocol and as approved and delegated by the licensed prescriber (i.e. insulin dose adjustments)
- ▶ May be authorized to prescribe vitamin and mineral supplements or discontinue unnecessary vitamins and minerals

Code of Ethics

- ▶ Practice with honesty & integrity
- ▶ Scientific principles, current factual information without personal bias
- ▶ Responsible for competence and professional limits
- ▶ Avoid undue influence on client (i.e. promotion or sales of service or product)
- ▶ Disclose conflict of interest
- ▶ With permission of client, notify healthcare provider of change of health status
- ▶ Cannot guarantee particular outcomes or results
- ▶ Demonstrate professionalism, including social media

Unacceptable Professional Conduct

- ▶ Taking financial advantage of client for personal gain
- ▶ Entering into illegal acts with client
- ▶ Being involved in dishonesty or fraud in the practice of nutrition
- ▶ Any conviction of a criminal act that affects practice
- ▶ Violating confidentiality and discrimination laws
- ▶ Not seeking treatment for an illness or disorder that interferes with your ability to do your job
- ▶ Failure to report the incompetent, unethical, or illegal practice of a dietitian or nutritionist
- ▶ Misrepresentation of professional qualifications, certifications, accreditations, affiliation, and employment experiences
- ▶ Providing inaccurate, misleading or false information to the Board
- ▶ Providing incompetent services to a client which present risk of harm

License Renewal Process

- ▶ On July 1st, you will receive an email indicating that the licensing renewal period is now open
 - ▶ Renewals completed before August 1st are \$50
 - ▶ After August 1st, the fee increases to \$75
- ▶ If a license is not renewed by September 30th, it will be considered lapsed and the status will change from “active” to “expired”
 - ▶ **Once a license is lapsed, you cannot use the title “dietitian” or “nutritionist” nor practice until the license is re-activated**

Continuing Education Requirements

- ▶ Both LRDs and LNs need to obtain 75 CEU during their five-year cycle.
 - ▶ LRDs – cycle is aligned with CDR cycle. Any specific requirements from CDR (i.e. ethics credit) also applies.
 - ▶ LNs – cycle is based on initial licensing year. Criteria are listed in our Admin Rule.
- ▶ Courses must be related to or increase professional competence.
 - ▶ Anything that is not specific to nutrition, or pre-approved by one of the credentialing agencies, may be rejected (i.e. mind-body modalities, CPR/first aid, etc).
- ▶ Must retain proof of attendance.

CEU Audit Process for Dietitians

- ▶ A random selection of 10% of LRDs who are at the end of their five-year CEU cycle are chosen in July
- ▶ The Board will request paper copies of CEU certificates and a copy of your “approved” CDR activity log be sent to the Board by September 1st
- ▶ At the September meeting, documents will be reviewed to ensure requirements are met
- ▶ You will be notified of the results of the audit

CEU Audit Process for LNs

- ▶ All LNs will be prompted to upload CEU materials when they renew their license at the end of their five-year cycle
- ▶ At the September meeting, documents will be reviewed to ensure requirements are met
- ▶ You will be notified of the results of the audit

Disciplinary Actions

- ▶ The Board may take disciplinary action for any violation of the statute or rules determined by the Board and its legal counsel
 - ▶ Written documentation of terms be mailed to the licensee to be signed and returned to the Board
 - ▶ Terms of the discipline will remain in effect until all requirements are satisfied
 - ▶ All disciplinary actions are reported to the National Practitioner Data Bank and remain a permanent part of your record

Most disciplinary action taken by our Board is failure to provide adequate documentation for CEUs during an audit.

Complaint Process

- ▶ Can be submitted for anyone perceived to be in violation of ND 43-41
- ▶ Complete the form on our website: <https://ndbodp.com/complaints/>
- ▶ The Board will hold a meeting to review the complaint and consult with legal counsel
- ▶ The person who submitted the complaint will be notified of results
- ▶ Our Board only has jurisdiction over our licensees. For people who are practicing MNT without a license, they will be notified that they are violating state law. We do not have the authority to order cease and desist.

Our Board has received three formal complaints in the past five years.

Questions

- ▶ Contact information:

- ▶ execsec@ndbodp.com

- ▶ 701-253-0700

- ▶ Additional references:

- ▶ ND Statute & Admin Rule: ndbodp.com/law

- ▶ Commission on Dietetic Registration: cdrnet.org/universalPDPguide

- ▶ To submit a complaint: ndbodp.com/complaints/