Association for Nutrition

Regulating Professionals – Raising Standards – Improving Health

Registration Rules

for the Competence, Eligibility and Procedures for UKVRN Registration

(Registered Associate Nutritionist and Registered Nutritionist)

V2.3

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Introduction

1.1.The Articles of Association permit AfN's governing Council to agree rules for the purpose of carrying into effect any provision of the Articles of Association for regulating the affairs of the body. These rules were approved by the AfN Registration Committee on 12th September 2017, updated January 2021 and February 2024, under powers delegated to it by AfN Council in accordance with the Articles of Association (item 4).

1.2.These rules describe how AfN manages the UK Voluntary Register of Nutritionists (UKVRN), including competence, eligibility and procedures for initial and continuing registration, arrangements for monitoring and recording Registrant's Continuing Professional Development and appeal processes. The UKVRN is administered according to these rules, which are reviewed regularly to ensure they are fair, robust, reflect best practice and are applied consistently.

1.3.These rules can be determined, amended or rescinded by a simple majority vote of Registration Committee and are always subsidiary to the Articles of Association. If the operation of these rules contradict the Articles in any way, the Articles of Association take precedence.

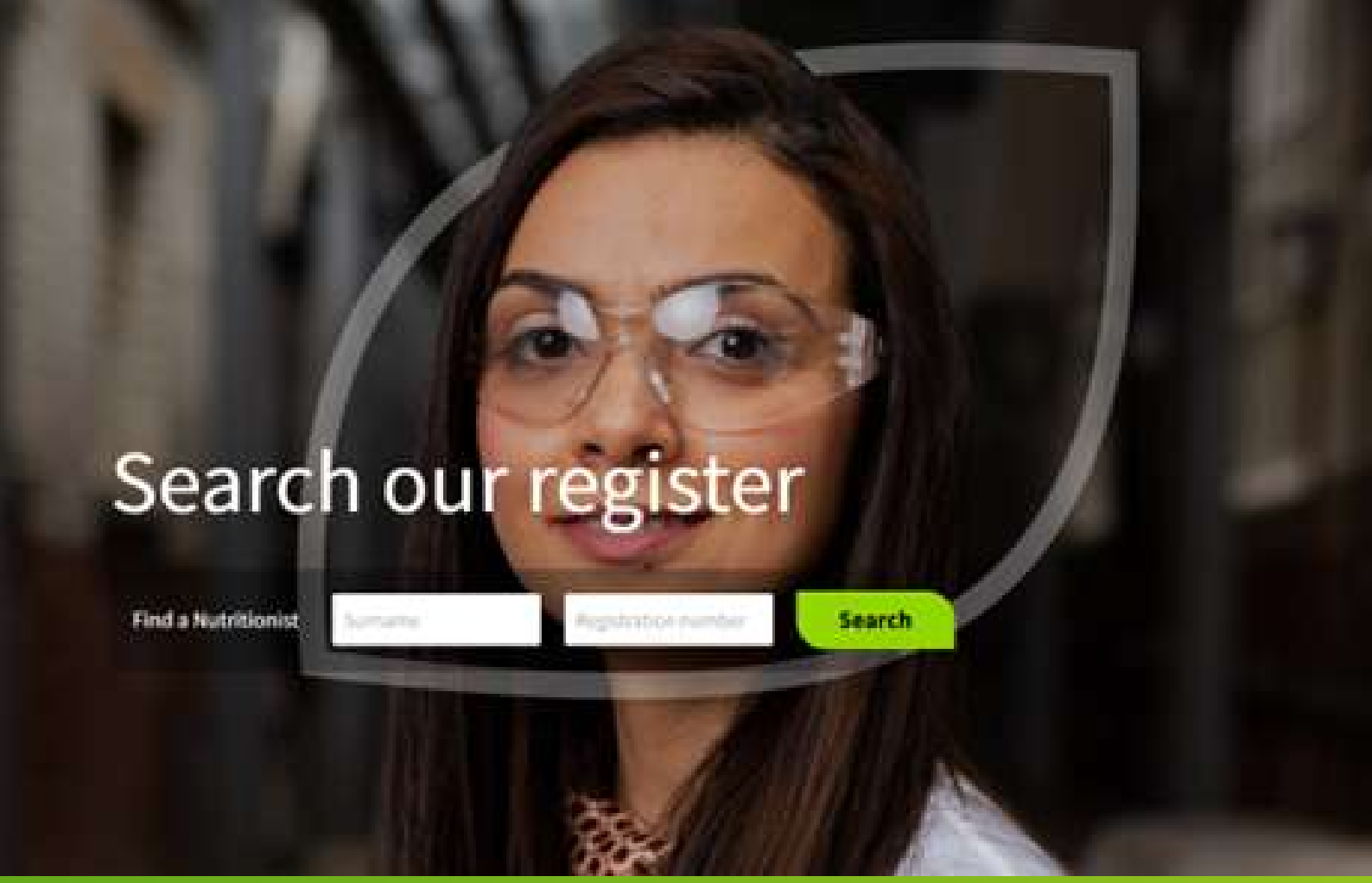
1.4.This document replaces previous documentation issued by AfN 'Standard Operating Procedures: Registration,' approved July 2012 and revised April 2015/September 2017/February 2023. It will remain under review. Feedback and suggestions for improvements are welcome, and should be directed, in the first instance, to the AfN Deputy Chief Executive.

1.5.Supporting this document are terms of reference, guidance notes, application forms and associated documents to support the good governance of the UKVRN, all of which are published on the AfN website.

1.6. The Registration Committee may determine its own additional procedures in accordance with these procedures, the guidance published from time to time by AfN and the overriding requirement of fairness. Where these rules prescribe a time limit by which a person must act or after which they may not act, the Registrar, Registration Committee or Deputy Chief Executive (as the case may be) may, upon application, vary that time limit if satisfied that in all circumstances it is reasonable to do so.

1.7.In this document ‘day’ or ‘working day’ means any calendar day except Saturdays, Sundays or UK public holidays.

1.8.Any notice required to be given under these rules will be given in accordance with item 15 in the Articles of Association.



The UK Voluntary Register of Nutritionists (UKVRN)

Our Role

1.1.The Association for Nutrition (AfN) holds the United Kingdom Voluntary Register of Nutritionists (UKVRN), a competency based register of individuals who are qualified and competent in nutritional science and who agree to uphold professional and ethical standards through a comprehensive code of conduct (UKVRN Standards of Ethics, Conduct and Performance). Those working in independent or freelance settings, additionally agree to uphold the AfN Standards of Independent & Freelance Practice). Only individuals who meet the required standards in evidence based nutrition science can be admitted to and remain on the UKVRN. The register can be viewed on the AfN website.

1.2.The AfN is governed by Council. AfN Council has delegated to Registration Committee, a main committee of AfN Council, authority for the proper management and control of the UKVRN. Under this delegated authority, Registration Committee is responsible for the efficient and fair operation and development of the UKVRN; including initial and continuing registration, continuing professional development and appeal processes.

1.3.The UKVRN was established by the Nutrition Society (a registered charity) in 1991 in partnership with the Institute of Food Science and Technology (IFST) and Institute of Biology (IOB) as the 'Register of Accredited Nutritionists,' becoming the UKVRN in 2008. Then the AfN was established by the Nutrition Society in June 2010 for the specific purpose of administering the UKVRN, it transferred the Register to AfN.

1.4.UKVRN Registration is an accepted mark of professional status and competence in nutrition science. UKVRN Registration is recognised by the Office for Health Inequalities and Disparities (previously. Public Health England), NHS and Department of Health, Royal Society of Public Health, Professional Associations Research Network, Food Standards Scotland, Food Standards Northern Ireland, Public Health Wales, Scottish Government, UKVRN Registered Nutritionists, their employers and others. The title 'Registered Nutritionist' does not enjoy statutory protection. It is however, the accepted form of designation by the Office for Health Inequalities and Disparities (previously. Public Health England), the body responsible for the delivery of nutrition policy in England, and with devolved nation organisations.

Types of Registration

2.5 UKVRN Registered Nutritionists work across the NHS, academia, in NGO's, public health, research, industry and food service. All UKVRN Registrants have a degree in nutrition science or substantial peer-recognised professional nutritional experience, meet competence and eligibility requirements and must adhere to the UKVRN Standards of Ethics, Conduct and Performance (and the AfN Standards for Independent & Freelance Practice , if working in an independent or freelance setting).

There are two categories of UKVRN Registration:

a. Registered Associate Nutritionists (ANutr)
who are recent graduates who demonstrate knowledge and understanding of core competencies in nutrition science and are working towards demonstrating their practical application within a specialist area of competence.

b. Registered Nutritionists (RNutr)
who demonstrate knowledge and understanding of core competencies in nutrition science and their application in one of six specialist areas of competence: Animal, Food, Healthcare-Medical, Nutrition Science, Public Health and/or Sports and Exercise.

2.6 All individuals applying for UKVRN Registration must meet competence and eligibility requirements for the relevant category of registration. There are two routes to entry for Registered Associate Nutritionist (ANutr) and three for Registered Nutritionist (RNutr).

2.7 Registered Associate Nutritionists are expected to apply for transfer to Registered Nutritionist category of registration when they can demonstrate the application of their knowledge and understanding in a specialist area of competence, as well as continuing to meet eligibility requirements.

Registration Routes

Registered Associate Nutritionist (ANutr)

2.8 Applicants for Registered Associate Nutritionist (ANutr) may apply for UKVRN Registration through one of two routes:

a. Application by Direct Entry
Individuals who have successfully graduated from an AfN Accredited Degree Programme and meet eligibility requirements may apply for UKVRN Registration as a Registered Associate Nutritionist (ANutr) within three years of graduating via the Direct Entry pathway.

b. Application by International ANutr Portfolio
Individuals who have completed their degree(s) via a non-UK university programme and have not graduated from an AfN Accredited Degree Programme within the last three years, may submit a portfolio of evidence alongside their application to demonstrate they meet the competence and eligibility requirements for registration as a Registered Associate Nutritionist (ANutr).

Registered Nutritionist (RNutr)

2.9 Applicants for Registered Nutritionist (RNutr) may apply for UKVRN Registration through one of three routes:

a. Application by Portfolio
Individuals may submit a portfolio of evidence alongside their application to demonstrate they meet competence and eligibility requirements for registration as a Registered Nutritionist (RNutr) in a specialist area of competence.

b. Application by Experience in Evidence Based Nutrition (EEBN)
Individuals may submit evidence including a full CV and supporting statement, illustrating their experience in evidence based nutrition, alongside their application to demonstrate they meet competence and eligibility requirements for registration as a Registered Nutritionist (RNutr) in a specialist area of competence.

c. Application for Transfer from ANutr to RNutr
Registered Associate Nutritionists (ANutr) may submit a portfolio of evidence alongside their application to demonstrate they meet the competence and eligibility requirements for registration as a Registered Nutritionist (RNutr) in a specialist area of competence. Active registration as an ANutr must be held at the point of submission and throughout the application/assessment process to be eligible to apply via the transfer pathway.

Competence and Eligibility Requirements

3.1 Applicants to the UKVRN Registration (Registered Associate Nutritionist and Registered Nutritionist) must meet the following requirements for UKVRN Registration:

a. Meet the relevant competence requirements for UKVRN Registration

and

b. Meet eligibility requirements for UKVRN Registration, including evidence of identity and declarations regarding health and prior conduct.

Competence Requirements for UKVRN Registration

3.2 Applicants to the UKVRN Registration must meet all the relevant competence requirements for UKVRN Registration.

a. Registered Associate Nutritionist (ANutr)

The competence requirements for Registered Associate Nutritionist are described in 'Competency Requirements for Registered Associate Nutritionist Registration UK Voluntary Register of Nutritionists (UKVRN)' published on our website.

b. Registered Nutritionist (RNutr)

The competence requirements for Registered Nutritionist are described in 'Competency Requirements for Registered Nutritionist Registration UK Voluntary Register of Nutritionists (UKVRN)' published on our website.

Eligibility for UKVRN Registration

3.3 Applicants to UKVRN Registration must meet all the relevant eligibility requirements for UKVRN Registration, which includes:

a. Evidence of identity;

b. Declarations regarding prior conduct and health, and provision of references;

c. Declarations regarding information to be held by the AfN for the purpose of administering the UKVRN; and

d. Agreement to adhere to standard terms and conditions.

3.4 In addition, applicants to Registered Nutritionist (Healthcare-Medical) must hold and maintain continuing registration and a current licence to practice with the General Medical Council GMC), and must have successfully completed Foundation Year 2 and have entered training as, or be qualified at, specialty registrar, specialist trainee, specialty doctor, general practitioner or consultant level or equivalent.

3.5 A Registered Nutritionist (Healthcare-Medical) will be required to confirm they are of good standing upon application and will be checked against each release of the GMC FtP circular, and must inform the AfN immediately if they are either under investigation with the GMC or relinquish their licence to practice.

Evidence of Identity

3.6 Applicants to the UKVRN Registration must provide certified evidence of identity.

3.7 The name on the document provided as evidence of identity must be the same name as the applicant. This will be the name that will be published on the Register. Acceptable forms of evidence of identity are a certified copy of a passport, national identity card or driving licence. A marriage/divorce/deed-poll certificate must be provided if a different name is either to be used or is on submitted documents.

Declarations regarding prior conduct and health

3.8 Applicants for UKVRN Registration must declare in writing to AfN if that individual has at any time:

a. Been convicted or accepted a caution for a criminal offence, subject to the provisions of the Rehabilitation of Offenders Act 1974

b. Been removed from being a trustee of, or being concerned with the management or control of, a charity

c. Been removed from office as a member, director or manager of any public body

d. Been adjudged bankrupt or made a composition with creditors

e. Been disqualified from acting as a director of a company

f. Been the subject of a judgement in a civil court concerning any debt, fraud, misrepresentation or conduct related to the administration of justice

g. Been subject to any investigation or proceedings concerning the person's fitness to practice by any professional, statutory or regulatory body in the UK of another profession or a regulator outside the UK

h. Have had, or has a health condition (metal and/or physical) which might affect the Registrant's ability to practice safely and effectively in accordance with competence and conduct standards

3.9 Each of these matters is referred to as prior conduct. Every applicant must disclose full details of prior conduct at the earliest opportunity: and additionally in any application for a change in Registration category or Fellowship; in an annual return or renewal and, unless the conduct occurs later, in any application for Registration or transfer of category. A declaration of prior conduct is to be considered and determined in accordance with Fitness to Practice Rules.

3.10 Where requested to do so an applicant or Registrant must provide further details of any prior conduct. This information may include the date, nature of the heath condition, offence, penalty or sanction received and any information regarding the circumstances, as well as a copy of the certificate(s) of conviction or sanctions. Failure to comply with and respond to reasonable enquiries may be treated as misconduct.

3.11 Applicants must also disclose any health (including mental health) conditions which may impact on their safe and effective practice. Disclosures made by applicants regarding health conditions will be considered in accordance with procedures described Fitness to Practice Rules.

Provision of Referees

3.12 All applicants must provide the AfN with the contact details of two referees. Referees must not be relatives or close personal friends of the applicant, nor reside at the same address.

3.13 For Portfolio applications and ANutr-RNutr transfer applications at least one of the referees should preferably be a Registered Nutritionist or a statutorily registered professional, and must be able to speak from a position of nutrition knowledge themselves. For EEBN applications, at least one reference must be a Registered Nutritionist (RNutr) from the specialist area of practice applying for.

3.14 Referees for portfolio or transfer applications must have at least 12 months experience of working with the applicant in a professional or academic capacity. Referees for EEBN applications must have at least 36 months experience of working with the applicant in a professional or academic capacity.

3.15 Referees will be asked to:

a. Confirm their relationship with the applicant

b. Confirm the applicant's educational qualification(s) and experience in nutrition;

and/or

c. Confirm the absence of any knowledge or information which would make the applicant unsuitable for UKVRN registration, or state any reasons to believe the individual may not act in accordance with UKVRN Standards of Ethics Conduct and Performance / AfN Standards of Independent & Freelance Practice

3.16 In the event that a reference is shown to be falsely provided, misleading or otherwise inaccurate, this may affect the applicant's registration with UKVRN.

3.17 Disclosures of prior conduct made by applicants or their referees will be considered according to procedures described in section 8.

3.18 Disclosures made by applicants or their referees regarding health conditions will be considered in accordance with procedures described in section 8.

Standards Terms and Conditions Declarations

3.19 Individuals applying for registration, or renewing or restoring their registration must make the following declarations regarding information held by the AfN for the purpose of administering the UKVRN and agreement to adhere to standard terms and conditions, to be accepted:

a. Confirmation the applicant has read, understood and has agreed to uphold AfN Standards of Ethics, Conduct and Performance

and

b. Confirmation that the applicant will declare to AfN any health conditions and prior conduct and consent to AfN communicating with other regulator(s) and enforcement agencies (such as the police) about their registration as part of our duty to protect the public and promote high standards

and

c. Consent to the publication of the applicant's name, registration number and sanctions on the public Register, and to any other details as requested by AfN of the applicant from time to time, subject to annual renewal of registration and payment of relevant fee

and

d. Confirmation the applicant has read, understood and had agreed to the terms and conditions of UKVRN Registration

and

e. Confirmation the applicant understands that if the applicant does not have the specialist knowledge for autonomous practice to work with vulnerable clients in the following groups: children; disabled; ill /or at high risk, it is their responsibility to obtain support and/or supervision by a statutorily regulated health professional

and

f. Consent for the programme director or programme administrator or other authorised person from the applicant's university to confirm they hold the qualifications listed in the applicant's application

and

g. Confirm the applicant has provided complete and accurate information in their application form and accompanying documents

Procedures for Registration

4.1 This section describes the procedures delegated by the AfN Council to the AfN Registration Committee for the administration of UKVRN Registration. Where the procedures do not cover a particular situation the Registration Committee may determine its own procedures in accordance with these procedures, the guidance published from time to time by AfN and the overriding requirement of fairness. The Registration Procedures consist of three sections:

a. Applying for UKVRN registration, including restoration and retention

b. Renewing UKVRN registration, including retention

c. Leaving the UKVRN, including resignation, retirement, inactivity, lapsing and removal

4.2 The Deputy Chief Executive has delegated authority to make decisions under these registration procedures, as described below.

Assessors

4.3 The Registration Committee shall, according to specifications and terms it establishes, appoint and maintain a list of UKVRN Registrants to act as assessors for the purpose of making decisions under its delegated authority for consideration of applications for admittance to the Register referred to them by the Deputy Chief Executive or staff member they have delegated authority to. The Registration Committee must remove from the relevant list the name of any assessor:

a. Whose term of appointment has ended and not been renewed;

b. Who has resigned by giving notice in writing to that effect to Registration Committee;

c. Who in the opinion of Registration Committee has ceased to be a suitable person to act as an assessor according to specifications and terms it has established.

Applying for UKVRN Registration

General Provisions

4.4 All applicants for UKVRN Registration should ensure that they meet all the competence and eligibility requirements for UKVRN Registration for the relevant category of UKVRN Registration prior to submitting an application. Applications for UKVRN registration (including transfer and restoration) are accepted from individuals at any time throughout the year.

4.5 Applications will only be accepted if they are submitted via the AfN website. Prior to being processed, all applications received by the Registration Office will be checked to ensure all documentation required has been provided, but will not assess the content or quality of the documentation submitted. Applications must be supported by the relevant fee and applicants agreement to AfN's terms and conditions. Application fees are published on the AfN website.

4.6 Application fees are non-refundable. Individuals who are unsuccessful in gaining UKVRN Registration and who have already paid the annual retention fee will be refunded the annual retention fee.

4.7 The Registration Office will acknowledge receipt of an application, usually within 10 working days, and will contact referees provided in the application for confidential references. Communication between AfN, the applicant and referees will normally be by email.

4.8 Applications which are incomplete, illegible, in the incorrect format or without payment will not be processed. The Registration Office will send one request to the applicant to provide the missing information/clarification.

4.9 If a request is made to the applicant to provide missing information, clarification or further information/evidence and the request is not acknowledged and actioned by the applicant within the timeframe specified in the request (maximum 30-days), the application will be deemed to have been withdrawn and the application file closed.

4.10 An individual may withdraw their application to the UKVRN at any time by notifying the Registration Office in writing. Once withdrawn the application file will be deemed to be closed.

4.11 Closed files will be kept in accordance with AfN data protection policy and cannot be returned to the applicant. Once closed, the application file cannot be reopened and a new application is required.

Applying for UKVRN Registration: Registered Associate Nutritionist (ANutr)

4.12 Applicants for Registered Associate Nutritionist (ANutr) may apply for UKVRN Registration through one of two routes, described below:

a. Direct Entry
Individuals who have successfully graduated from an AfN Accredited Degree Programme and meet eligibility requirements may apply for UKVRN Registration as a Registered Associate Nutritionist (ANutr) within three years of graduating via the Direct Entry pathway.

b. Application by International ANutr Portfolio
Individuals who have completed their degree(s) via a non-UK university programme and have not graduated from an AfN Accredited Degree Programme within the last three years, may submit a portfolio of evidence alongside their application to demonstrate they meet the competence and eligibility requirements for registration as a Registered Associate Nutritionist (ANutr).

Direct Entry Application for ANutr registration

4.13 Individuals who have successfully graduated from an AfN accredited programme and meet eligibility requirements may apply for UKVRN Registration as a Registered Associate Nutritionist (ANutr) within three years of graduating via the Direct Entry application route using the relevant application form (available on AfN website).

4.14 Upon receipt of an application the Registration Office will check if the applicant has successfully graduated from an AfN accredited programme and if the eligibility requirements are met. Additional procedures in section 8 describe arrangements if an applicant makes a declaration regarding prior conduct.

4.15 The Deputy Chief Executive (or their representative) has delegated authority from the Registration Committee to admit (and to decline to admit) to the Register applicants for Registered Associate Nutritionist (ANutr) by Direct Entry if:

a. The applicant has successfully graduated from an AfN accredited programme within three years of the date of their application;

and

b. The applicant meets eligibility requirements for Registration declarations regarding health and prior conduct.

4.16 The Deputy Chief Executive may refer an application for Registered Associate Nutritionist (ANutr) by Direct Entry to an assessor according to section 5.1 - 5.20 if in the opinion of the Deputy Chief Executive & Registration Team Leader it would be more appropriate for the decision to be determined by an assessor.

4.17 Applicants will be notified of the outcome of their application as soon as reasonably practicable by email.

International Portfolio Application for ANutr registration

4.18 Individuals who have completed their degree(s) via a non-UK university programme and have not graduated from an AfN accredited programme within the last 3 years and who have the relevant underpinning scientific knowledge may apply and submit a portfolio of evidence to demonstrate that they meet the competence and eligibility requirements for registration as a Registered Associate Nutritionist (ANutr). Applications must be made using the relevant online application form.

4.19 Applicants submitting an international portfolio application for Registered Associate Nutritionist (ANutr) will normally have graduated from a non-UK BSc or MSc programme which provided comprehensive training in nutrition science or equivalent, and was not accredited by the AfN at the time the applicant graduated. International qualification not listed on the AfN Table of International Qualifications, will require a UK ENIC statement of comparability

4.20 Upon receipt of an application the Registration Office will check the application according to procedures 4.4 – 4.11 to ensure that all the documentation required has been received. The Registration Office will contact referees provided in the application for confidential references. Fitness to Practise Rules describe arrangements if an applicant makes a declaration regarding their prior conduct.

4.21 When the Registration Office has completed its checks, the application will be assessed by an assessor and will be assessed in accordance with procedures outlined in 5.1 - 5.21.

Applying for UKVRN Registration: Registered Nutritionist (RNutr)

4.23 Applicants for Registered Nutritionist (RNutr) may apply for UKVRN Registration through one of three routes:

a. Application by Portfolio
Individuals may submit a portfolio of evidence alongside their application to demonstrate they meet competence and eligibility requirements for registration as a Registered Nutritionist (RNutr) in a specialist area of competence.

b. Application by Experience in Evidence Based Nutrition (EEBN)
Individuals may submit evidence including a full CV and supporting statement, illustrating their experience in evidence based nutrition, alongside their application to demonstrate they meet competence and eligibility requirements for registration as a Registered Nutritionist (RNutr) in a specialist area of competence.

c. Application for Transfer from ANutr to RNutr
Registered Associate Nutritionists (ANutr) may submit a portfolio of evidence alongside their application to demonstrate they meet the competence and eligibility requirements for registration as a Registered Nutritionist (RNutr) in a specialist area of competence. Active registration as an ANutr must be held at the point of submission and throughout the application/assessment process to be eligible to apply via the transfer pathway.

4.24 The specialist areas of competence are:

a. Animal
b. Food
c. Healthcare (Medical) (eligibility restrictions apply)
d. Nutrition Science
e. Public Health
f. Sports & Exercise

Portfolio Application for RNutr registration

4.25 Individuals with the relevant underpinning scientific knowledge may apply and submit a portfolio of evidence to demonstrate that they meet the competence and eligibility requirements for registration as a Registered Nutritionist (RNutr). Applications should be made using the relevant online application form.

4.26 Applicants submitting a portfolio application for Registered Nutritionist (RNutr) will normally have graduated from a BSc or MSc programme in nutrition science (either in the UK or overseas) or equivalent and will have at least three years peer-recognised practice experience in nutrition at graduate level. Applicants with greater than 10 years' peer-recognised senior-level practice experience in nutrition may wish to read 4.29 - 4.36. If an international qualification is not listed on the AfN Table of International Qualifications, an UK ENIC statement of comparability will be required.

4.27 Upon receipt the Registration Office will check the application according to items 4.7 - 4.11 to ensure that all the documentation required has been received. The Registration Office will contact referees provided in the application for confidential references. Additional procedures in section 8 describe arrangements if an applicant makes a declaration regarding their prior conduct.

4.28 When the Registration Office has completed its checks, the application will be assessed by an assessor, and will be assessed in accordance with procedures outlined in 5.1 -5.21.

Experience in Evidence-Based Nutrition (EEBN) Application for RNutr registration

4.29 Applicants submitting an application as Registered Nutritionist (RNutr) by this method will typically have graduated with an BSc or MSc or equivalent in nutrition science (either in the UK or overseas) and have at least ten years' experience in evidence-based nutrition practice obtained in a senior-level nutrition role within industry, research, academia, sport, government, charity, NGO or health care settings (equivalent to Senior Lecturer, Senior Research Fellow, Head of Nutrition, Senior Scientist). Evidence-based nutrition experience in other settings may be considered on a case-by-case basis. If an international qualification is not listed on the AfN Table of International Qualifications, an UK ENIC statement of comparability will be required.

4.30 Individuals with relevant underpinning scientific knowledge and experience may submit a full CV supporting statement and details of two referees, illustrating through their experience in evidence based nutrition to demonstrate they meet competence and eligibility requirements for registration as a Registered Nutritionist (RNutr) in a specialist area of competence. Applications must be made using the relevant application form.

4.31 Applicants are advised to enquire ahead of submission if their prior experience is sufficient to submit an application for entry as Registered Nutritionist (RNutr) though the experience in evidence-based nutrition pathway by contacting the Registration Office.

4.32 At least one referee must be a UKVRN Registered Nutritionist (RNutr) who is of good standing (i.e. there are no current sanctions or cases against them). The referees must not be a relative or close personal friend of the applicant, and must have at least 36 months' experience of working with the applicant in a professional or academic capacity.

4.33 Upon receipt of the application the Registration Office will check the application according to items 4.7 - 4.11 to ensure that all the documentation required has been received.

4.34 The Registration Office will contact the referees provided in the application for confidential references. Fitness to Practice describe arrangements if an applicant or referee makes a declaration regarding their prior conduct.

4.35 When the Registration Office has completed its checks, the application will be assessed by a Registration Assessor.

4.36 The application will be assessed by an assessor and will be assessed in accordance with procedures outlined in procedures 5.22- 5.30.

Transfer from ANutr to RNutr registration status

4.37 Registered Associate Nutritionists may apply to transfer to Registered Nutritionist (RNutr) status by submitting a portfolio of evidence to demonstrate they meet the additional eligibility and competence requirements for registration as a Registered Nutritionist (RNutr) in a specialist area of competence.

4.38 Normally Registered Associate Nutritionists will have gained at least three years of peer-recognised professional practice experience in nutrition at graduate level to enable them to demonstrate the application of their knowledge and skills in their chosen specialist area of competence.

4.39 Applications to transfer from Registered Associate Nutritionist (ANutr) to Registered Nutritionist (RNutr) are restricted to current Registered Associate Nutritionists who are in good standing at the point of application and continue to remain so throughout the application process.

4.40 Upon receipt of an application the Registration Office will check the application according to items 4.7 - 4.11 to ensure that all the documentation required has been received. The Registration Office will contact referees provided in the application for confidential references. Fitness to Practice Rules describe arrangements if an applicant makes a declaration regarding their prior conduct.

4.41 When the Registration Office has completed its checks, the application will be assessed by an assessor, and will be assessed in accordance with procedures outlined in 5.1 - 5.21.

Assessment Process for Applications

Portfolio & Transfer Applications

5.1 The assessor will assess the applicant's application, including the portfolio of evidence, and decide if the applicant meets all the competence and eligibility requirements for UKVRN Registration.

5.2 If the first 30% of competencies have not been demonstrated, the assessor will pause their assessment at this point and request the applicant to review and resubmit their application within 30-days. The assessor will then complete their assessment.

5.3 Following their assessment of the application, the assessor will submit an assessment report to the Registration Office.

5.4 The assessor may recommend that:

a. The applicant meets the competence and eligibility requirements for UKVRN Registration)

or

b. The applicant does not meet the competence requirements for UKVRN Registration

5.5 If, as part of their assessment, the assessor requires further information from the applicant, the assessor may make such request via the Registration Office.

5.6 The Registration Office will make one request to the applicant to provide further information. If the request is not acknowledged and actioned within the timeframe specified (maximum 30-days) the request the application file may be closed.

5.7 If the recommendation of the registration assessor is 5.4a, and there has been no approved request for a second assessment, the applicant will be admitted to the UKVRN.

5.8 If the recommendation of the registration assessor is 5.4b, or the Deputy Chief Executive has approved a request from the Registration Team or Assessor for a second review, the applicant's application, their portfolio of evidence and the assessor's report will be considered by a second assessor and the applicant informed.

5.9 If, as part of their assessment, the second assessor requires further information from the applicant, the assessor may make such request via the Registration Office

5.10 The Registration Office will make one request to the applicant to provide further information. If the request is not acknowledged and actioned within the timeframe specified (maximum 30-days) the request the application file may be closed.

5.11 The second assessor will submit an assessment report to the Registration Office.

5.12 The assessor may recommend that:

a. The applicant meets the competence requirements for UKVRN Registration

or

b. The applicant does not meet the competence requirements for UKVRN Registration

5.13 If the recommendation of the second assessor is also 5.11b, the applicant will not be admitted to the Register.

5.14 If the recommendation of the second registration assessor is 5.11a, the applicant's application along with their portfolio of evidence and assessment reports from both the first and second assessor will be considered by a third assessor and the applicant informed.

5.15 If, as part of their assessment, the third assessor requires further information from the applicant, the assessor may make such request via the Registration Office.

5.16 The Registration Office will make one request to the applicant to provide further information. If the request is not acknowledged and actioned within the timeframe specified (maximum 30-days) the request the application file may be closed.

5.17 The third assessor will submit an assessment report to the Registration Office.

5.18 The assessor may recommend that:

a. The applicant meets the competence requirements for UKVRN Registration

or

b. The applicant does not meet the competence requirements for UKVRN Registration

5.19 If the recommendation of the third assessor is 5.18b, the applicant will not be admitted to the Register and the applicant informed.

5.20 If the recommendation of the third assessor is 5.18a, and there has been no approved request for a second assessment, the applicant will be admitted to the Register and the applicant informed.

5.21 Applicants will be notified of the outcome of their application as soon as reasonably practicable by email. If the decision is the individual does not meet the competencies required for RNutr registration, the assessor or Registration Office may advise the individual to consider resubmitting via an ANutr application pathway, subject to their eligibility for these routes.

Experience in Evidence-Based Nutrition Applications

5.22 The registration assessor will assess the applicant's application and supporting information and decide if the applicant meets the competence and eligibility requirements for Registered Nutritionist (RNutr) in a specialist area of competence.

5.23 If the first 30% of competencies have not been demonstrated, the assessor will pause their assessment at this point and request the applicant to review and resubmit their application within 30-days. The assessor will then complete their assessment and submit their assessment report to the Registration Team.

5.24 Following their assessment of the application, the registration assessor will submit an assessment report to the registration office with their decision.

5.25 If, as part of their assessment, the assessor requires further information from the applicant, the assessor may make such request via the registration office.

5.26 The registration office will make one request to the applicant to provide further information. If the request is not acknowledged and actioned within the timeframe specified (maximum 30-days) the request the application file may be closed.

5.27 The registration assessor may recommend that:

a. The applicant meets the competence and eligibility requirements for Registered Nutritionist (RNutr) registration

or

b. The applicant does not meet the competence and eligibility requirements for Registered Nutritionist (RNutr) registration

or

c. The applicant submits a full portfolio of evidence demonstrating how they meet the competence requirements for registration, in accordance with the assessment processes set out in 5.1 to 5.21 of this document.

5.28 If the recommendation of the Registration Assessor is 5.27a, and there has been no approved request for a second assessment, the applicant will be admitted to the Register.

5.29 If the recommendation of the registration assessor is 5.27b, or the Deputy Chief Executive has approved a request from the Registration Team or Assessor for a second review, the applicant's application, submitted evidence and the assessor's report will be considered by a second assessor and the applicant informed.

5.30 If the recommendation of the second assessor is also 5.27b, the applicant will not be admitted to the Register.

Restoration to UKVRN Registration

5.31 An individual who has resigned, lapsed or retired from the Register, or whose inactive status has exceeded the permitted maximum 24 months, may apply to be restored to the UKVRN as a Registered Associate Nutritionist (ANutr) or Registered Nutritionist (RNutr) provided that they can demonstrate they continue to meet:

a. The relevant competence requirements for their category of UKVRN Registration

and

b. Eligibility requirements for UKVRN Registration, including declarations regarding prior conduct.

5.32 Applications to restore a UKVRN registration will only be accepted from applicants who have resigned, lapsed or have retired from UKVRN Registration or who have voluntary suspension status.

5.33 Applications for restoration will be accepted only if AfN holds a record of that individual's previous registration. Applications must be accompanied by payment of the appropriate application and/or registration fees.

5.34 The information required to apply to restore UKVRN registration will depend on the length of time since the applicant was last registered:

a. Within sixty days:
no additional application requirements

b. More than sixty days and less than 36 months:
Completed application form including the contact details of one referee plus payment of the reinstatement administration fee

c. More than 36 months' and less than 60 months:
Completed application form including the contact details of one referee. Applicants must also evidence their continuing ability to meet the relevant competence requirements for UKVRN Registration by providing a reflective CPD portfolio describing the applicant's professional development undertaken since leaving the register, with at least 30 hours of recognised CPD having been undertaken in the 12 months prior to the date of the restoration application, plus payment of the reinstatement administration fee.

d. More than 60 months:
No longer eligible for restoration. Individuals must complete a new application for entry to the register, in accordance with the eligibility criteria and application processes set out in this document plus payment of the reinstatement administration fee.

5.35 Upon receipt the Registration Office will check the application according to items 4.7 - 4.11 to ensure that all the documentation required has been received. The Registration Office will contact the referee(s) provided in the application for confidential references. Fitness to Practice Rules describe arrangements if an applicant makes a declaration regarding their prior conduct.

5.36 The Deputy Chief Executive (or their representative) have delegated authority from Registration Committee to restore to the Register applicants who meet requirements under 5.34a and 5.34.b if:

a. The applicant has made payment of the appropriate application (administration) and/or registration fees

and

b. The applicant has submitted an application which demonstrates they meet the relevant competence and eligibility requirements for Registration (including declarations regarding prior conduct)

5.37 The Deputy Chief Executive may refer an application in sections 5.34a and 5.34b to an assessor to be assessed according to sections 5.39 to 5.57 if in the opinion of the Registration Team Leader it would be more appropriate for the decision to be determined by an assessor.

5.38 Applications in category 5.34c above will be assessed according to sections 5.39 to 5.57.

5.39 If, as part of their assessment, the assessor requires further information from the applicant, the assessor may make such request via the registration office.

5.40 The registration office will make one request to the applicant to provide further information. If the request is not acknowledged and actioned within the timeframe specified in the request the application file will be closed.

5.41 The assessor may recommend that:

a. The applicant meets the competence and eligibility requirements for the relevant category of UKVRN Registration;

or

b. The applicant does not meet the competence and eligibility requirements for the relevant category of UKVRN Registration.

5.42 Following their assessment of the application, the assessor will submit an assessment report to the registration office.

5.43 If the recommendation of the registration assessor is 5.41a, and there has been no approved request for a second assessor review, the applicant will be restored to the Register.

5.44 If the registration assessor's recommendation is 5.41b, due to insufficient CPD, a 12-month personal development plan may be requested and assessed. If agreed by the assessor, the applicant may be admitted onto the register subject to the individual providing supporting evidence in 12 months' time of undertaking the planned CPD. Failure to submit evidence of the CPD being undertaken may result in registration being withdrawn or a fitness to practice referral.

5.45 If the registration assessor's recommendation is 5.39b due to reasons other than insufficient CPD/CPD Plan, or the Deputy Chief Executive has approved a request from the Registration Team or Assessor for a second review, supporting evidence (CPD plan if applicable) and the first assessor's report will be considered by a second assessor.

5.46 If, as part of their assessment, the assessor requires further information from the applicant, the assessor may make such request via the Registration Office.

5.47 The Registration Office will make one request to the applicant to provide further information. If the request is not acknowledged and actioned within the timeframe specified in the request the application file may be closed.

5.48 The second assessor will submit an assessment report to the Registration Office.

5.49 The second assessor may recommend that:

a. The applicant meets the competence and eligibility requirements for the relevant category of UKVRN Registration

or

b. The applicant does not meet the competence requirements for UKVRN Registration

5.50 If the recommendation of the second assessor is also 5.41b, the applicant will not be restored to the Register.

5.51 If the recommendation of the second registration assessor is 5.41a the applicant's application along with their portfolio of evidence and assessment reports from both the first and second assessor will be considered by a third assessor.

5.52 If, as part of their assessment, the third assessor requires further information from the applicant, the assessor may make such request via the Registration Office. Submission of further information by an applicant (via the Registration Office) in support of their application may be subject to a deadline. If not provided, the application file will be closed.

5.53 The third assessor will submit an assessment report to the Registration Office.

5.54 The assessor may recommend that:

a. The applicant meets the competence and eligibility requirements for the relevant category of UKVRN Registration

or

b. The applicant does not meet the competence requirements for UKVRN Registration

5.55 If the recommendation of the third assessor is 5.54a, the applicant will be restored to the Register.

5.56 If the recommendation of the third assessor is 5.54b, the applicant will not be restored to the Register.

5.57 Applicants will be notified of the outcome of their application as soon as reasonably practicable.

Renewing UKVRN Registration and Retention

6.1 Registrants are assigned to one of the two following registration cycles based on the date of admission to the UKVRN:

a. 1st April -31st March
b. 1st October – 30th September

6.2 Renewal of registration will be due each subsequent year by either 1st April or 1st October based on the assigned registration cycle. It is the Registrants' responsibility to ensure payment is made by their renewal date.

6.3 No less than 30 days prior to the date of renewal registrants will receive notification from the AfN regarding the renewal of their registration. A further notification will sent to each registrant having not made payment at least one week prior to the date of their renewal.

6.4 A Registrant who fails to make payment of their annual retention fee on or before the date payment is due will be deemed to have lapsed and will have their details amended to lapsed status on the online Register with immediate effect, and after 30 days their registration account will be closed and they will be required to submit an application to the AfN if they wish to restore their UKVRN Registration.

6.5 All applicants renewing their UKVRN Registration must continue to meet:

a. The relevant competence requirements for UKVRN Registration and
b. Eligibility requirements for UKVRN Registration, including declarations regarding fitness to practice

6.6 Fitness to Practice Rules describe the duty of Registrants to declare prior conduct and procedures if a Registrant makes a declaration regarding their prior conduct.

Leaving UKVRN Registration

Resignation

7.1 If a Registrant wishes to resign from the Register, they may do so at any time by giving sixty days' notice in writing to the Deputy Chief Executive (except if the Registrant is subject to fitness to practise proceedings, in which case 7.14 of the Fitness to Practise Rules apply) and by returning their current Registration Certificate, distinguishing badges, etc. No refund of registration fees will be paid.

7.2 A Registered Associate Nutritionist or Registered Nutritionist who has resigned from the Register may no longer use the title Registered Associate Nutritionist or Registered Nutritionist or post-nominal letters after their name (ANutr, RNutr and FAfN). They must not refer to themselves as a UKVRN Registered Associate Nutritionist or Registered Nutritionist or otherwise infer or imply UKVRN Registration.

Retirement

7.3 Registered Nutritionists who are no longer engaged in any form of nutrition-related paid employment, including paid consultancy, may apply to be registered as Registered Nutritionist (Retired). Retired Registrants may use the post-nominal letters after their name with the suffix (Retired) in brackets and pay a reduced fee. Retired Registrants do not appear on the published Register and have no requirement to undertake CPD.

7.4 Registered Nutritionist (Retired) may undertake voluntary activity within the nutrition field (for example, mentoring, acting as an AfN Assessor, serving on a board or committee or giving occasional lectures) provided that activity is voluntary/unremunerated and UKVRN registration is clearly indicated as 'retired.' Registered Nutritionists who have retired but are still active in the field, for instance, undertaking paid consultancy, external examining or other remunerated activities, for which ongoing competence is necessary, must maintain full UKVRN Registration in the relevant category.

Voluntary Suspension (Inactive Status due to a career break)

7.5 UKVRN Registrants who cease to practice within a nutrition related field may apply for inactive status for up to two years (24 months) duration. A Registrant whose status is inactive may use their professional title and/or post-nominal letters after their name, but must always use this with the suffix (Inactive) in brackets. The Registrants record on the published Register will state their status is voluntarily suspended/inactive.

7.6 Registrants must provide the AfN notice of intention to take a career break whilst holding active (paid up) registration. No refund of registration fees paid will be made, but any remaining months will be deducted from the annual fee upon renewal and fees due during the period of a Registrant's inactive status need not be paid. A voluntary suspension application form can be obtained from the registration team and must be returned before the career break starts and cannot be applied for once registration has lapsed.

7.7 A Registrant whose status is voluntarily suspended still has an obligation to meet competence and eligibility requirements for UKVRN Registration, although annual CPD requirements are waived during the inactive period.

7.8 To return to the Register, a Registrant whose status is voluntarily suspended must notify the AfN in writing and make payment of the registration fee (calculated on a pro-rata basis to the start of the next renewal cycle stated in 6.1, and subject to 7.6) for the forthcoming annual period prior to the end of the two years (24 months).

7.9 If the period of voluntarily suspension exceeds the permitted 24 months, a Registrant will have to apply for restoration to the UKVRN in accordance with sections 5.31 to 5.57 of this document. The period of time off the register calculated to determine the restoration process is calculated from the date suspension started.

Lapse

7.10 A Registrant who fails to renew their registration or pay their annual retention fee will be deemed lapsed from the Register (except if the Registrant is subject to Fitness to Practice Proceedings, in which case 7.14 of the Fitness to Practice Rules will apply).

7.11 An individual who has lapsed from the Register may no longer use their professional title or post-nominal letters after their name. They must not refer to themselves as a UKVRN Registered Associate Nutritionist or Registered Nutritionist or otherwise infer or imply UKVRN registration. They must return on request their current Registration Certificate, distinguishing badges, etc. to the AfN Deputy Chief Executive.

Removal from the Register

7.12 A Registrant whose fitness to practise is impaired or who is found to have been admitted to the Register on the basis of false or inaccurate statements may be removed from the register to comply with a sanction applied under Fitness to Practice Rules.

7.13 A Registrant who fails to make payment of their annual retention fee, on or before the date payment is due will be deemed to have lapsed and will have their details updated to lapsed on the online Register with immediate effect, and after 30 days' will be inactivated on the AfN database and required to submit an application to the AfN if they wish to restore their UKVRN Registration.

Appeals

Notice of Appeal

8.1 An applicant or Registrant may appeal a decisions of the Association for Nutrition by giving notice to the Registrar in writing and within 21 days of notification of the decision of and shall include:

a. The name and address of the Appellant

and

b. The date, nature and other relevant details of the decision which is the subject of the appeal

and

c. A concise statement of the grounds of the appeal

and

d. Copies of any documents on which the appellant proposes to rely for the purposes of the appeal

Grounds of Appeal

8.2 The only grounds upon which an appeal may be made is:

a. Procedure: that the published procedures were not followed leading to identifiable prejudice

and/or

b. Decision: a decision under these Rules was made based upon a manifest error, is irrational or similarly flawed and/or unduly harsh

Consideration by the Registrar

8.3 The Registrar will consider the material that the Appellant has provided and will determine if the grounds are arguable. The Registrar may then:

a. Determine the grounds are arguable and refer the decision to an Appeals Panel for consideration

or

b. Determine the grounds are not arguable and decline to accept the appeal.

8.4 The Registrar will provide a written decision to the Appellant.

8.5 The quorum for a meeting of the Appeals Panel is three members from the list maintained in the UKVRN Fitness to Practice Rules, of whom at least one member of the panel will be an independent (lay) member and at least one member of the panel will be a UKVRN Registrant, none of whom should have had any previous dealings with the case.

8.6 The members of the Appeals Panel shall choose one of their number to act as chair for the purposes of the appeal. If, during the course of the meeting, a member of the panel is unable to continue to attend, the remaining members may, with the consent of the parties, continue with the hearing.

8.7 If the Appellant does not wish to be present or does not object the hearing may be conducted electronically or by teleconference.

8.8 At the beginning of the hearing the Chair must explain to the parties the order of proceedings which the Appeals Panel proposes to adopt.

8.9 The Appeals Panel may conduct the hearing in such a manner as it considers most suitable to the clarification of issues before it, and generally to the just handling of the proceedings and the parties may be heard in such order as the panel determines, taking into account the burden of proof rests upon the Appellant.

8.10 The Appeal Panel may sit with a legal assessor but need not.

8.11 In determining an appeal, the Appeals Panel may admit any evidence it considers fair and relevant to the case before it.

8.12 Having considered the appeal, the Appeals Panel may:

a. Dismiss the Appeal and affirm the determination appealed against (in whole or in part);

or

b. Allow the appeal (in whole or in part) and rescind the determination appealed against;

or

c. Allow the appeal (in whole or in part) and substitute for the decision appealed against (in whole or in part) for any other decision that the Association for Nutrition could have made.

8.13 Notice of the decision of the Appeals Panel must be given in writing to the appellant and respondent within 21 days. The decision of the Appeals Panel will take effect 21 days after notification of the panel.

8.14 Appeals are normally heard in private unless there is a compelling reason for the Appeal Panel to agree to meet in public.

Association for Nutrition

Regulating Professionals – Raising Standards – Improving Health

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2.2	Document reformatted to align with revised branding style and to aid clarity.	August 2024
2.3	Updated to reflect end of sunset clause and introduction of international portfolio, second assessment referral and reinstatement CPD. Approved by Council	January 2026

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