



The Sport and Exercise Nutrition Register

Sports and Exercise Nutrition Register
c/o The British Dietetic Association
5th Floor, Charles House, 148 Great
Charles Street, Birmingham, B3 3HT.
E: info@senr.org.uk
T: 0121 200 8080
W: www.senr.org.uk

Assessment Application form

This form is for submitting an application for assessment of your portfolio of evidence for the Sport and Exercise Nutrition Register (SENr). Please read the document 'Guide to Registration' and the guidance notes on page 3 before completing this form.

Please only apply for assessment of your portfolio of evidence if you have completed and passed the pre-assessment stage.

Section 1 - Personal Details

Title (please circle)	Mrs	Miss	Ms	Mr	Other
First Name					
Surname					
Application Number					

Section 2 – Payment of Application Fee

The application fee is £225, this is non-refundable. Please select your payment method.

Cheque		<i>Please make cheque payable to 'The British Dietetic Association'</i>
BACS <i>A/C Name: British Dietetic Association;</i> <i>Sort Code: 60-02-35;</i> <i>A/C Number: 78076803</i>		<i>Please make sure that you quote the following as a beneficiary reference when making BACS payment:</i> SENr 'Surname' <i>(Example: SENR SMITH)</i> <i>Please attach proof of BACS payment made.</i>
Credit/Debit Card		<i>Please call the BDA Accounts Department on 01634 841166 to make the payment.</i>

Section 3 – Checklist

Please ensure that you have included the following documents before sending us your assessment application.

Checklist			Office Use
1.	A completed Assessment Application form		
2.	Three copies of your portfolio		
3.	Application Fee of £225		

Section 4 – Signature

I can confirm to the best of my knowledge the information given is a true and accurate record.

I agree to adhere to the SENr Code of Professional Conduct and verify that the portfolio is my own work.

I undertake to notify the SENr of any criminal convictions, disciplinary, regulatory or other action which may be considered to bring the profession or the SENr into disrepute.

Signature	Date
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Guidance Notes

These notes are provided to assist you in completing the assessment application form and information regarding the supporting documentation needed for your assessment application. Before completing this form, please ensure that you have read and understood the SENr document, 'Guide to Registration' and read through these guidance notes.

Completing the form and sending your application to us

Please complete this form in block capitals and black ink. We require the form to be returned by post, together with the other information required for assessment. Please use and complete the checklist in Section 6 to ensure that all the documentation is included.

Applications for assessment of your portfolio of evidence can be made prior to 1 April and 1 October. Any applications received after these dates will be assessed at the next round of assessments.

When you have completed your application please send to The British Dietetic Association at the address on the form. Incomplete applications cannot be processed, missing information will be sought.

We advise you to keep a copy of your application for your own records. We would also advise you to post your application by recorded delivery.

This form will be processed in accordance with the Data Protection Act. Your details will not be divulged to any Third Party without your express written permission.

What happens next?

Within 5 working days of receipt of each application, the applicant will receive an acknowledgement by email of receipt of the application.

Each assessment application is assessed by two SENr Assessors, who advise the SENr Registration Committee on any issues relating to the eligibility for registration of individual applicants and the assessment of evidence relating to admission to the register.

The outcome of an application for registration shall be one of the following:

1. Admission as a full registrant.
2. Rejection for any applicant who fails to meet all the criteria for admission, including unfitness, failure to show competency, or a false declaration.

The applicant shall be informed of the outcome of the application in writing, normally within 10 days of a meeting of the SENr Registration Committee, who meet at the end of May and the end of November. The successful applicant will then be invited to register by paying the registration fee and BDA membership fee. Once all fees have been received the successful applicant will be sent a registration certificate and their details will be added to the register.

Portfolio of Evidence

Please ensure that you follow the guidelines for preparation of a portfolio of evidence as set out in the SENr 'Guide to Registration', Annex A-E.

The portfolio must be submitted in triplicate.

Section 1 – Personal Details

Please complete this section in full.

The application number is the number given to you at the pre-assessment stage.

Section 2 – Payment of Application Fee

The application fee is £225, this is non-refundable. Please select your payment method.

Section 3 – Checklist

Please complete the checklist to ensure you have included all the relevant information.

Section 4 – Signature

Please sign and date the assessment form.

We will only accept signed applications.

Contact Us

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