

Appeal Form

April 2024

Please follow these directions to complete the form on page two.

1. To submit an appeal, **complete the CBDM Appeal Form in its entirety**. Incomplete forms will not be accepted or presented to CBDM.

After completing the form, *save as* a Word document with the following file name: *your last name.appeal.doc* or as a PDF file with the following file name: *your last name.appeal.pdf*

- Appeal forms submitted as a photo or jpg file will not be accepted or presented to CBDM.
- If the completed form is more than one page long, please include your name on each page.

2. **Provide supporting documentation** to substantiate why you are appealing a CBDM decision. Failure to submit verifiable documentation may impact the outcome of your appeal.

For appeals related to denied eligibility to sit for the CDM, CFPP Credentialing Exam, include a formal transcript as proof of education completed and completed [Employment Verification](#) form with a corresponding job description as proof of noncommercial foodservice management work experience.

For appeals related to certification terminated for not meeting recertification requirements, include verifiable documentation for the expressed compelling reason(s) that impacted your ability to meet requirements and to support the actions you will take if you win your appeal. Also include proof of CE programs completed but not reported. NOTE: Your certification remains terminated during the appeal process.

Supporting documentation may include although is not be limited to the following:

- Letter from medical professional or other documentation that includes dates of illness for a medical-related situation. We do not expect information to be shared that would violate HIPAA
- Copy of obituary to substantiate death of a spouse, family member, etc.
- Police report to substantiate a vehicle accident
- Insurance claim to substantiate a weather-related incident impacting your dwelling or property
- FMLA approval letter to substantiate being on FMLA and duration of the approved leave
- Letter from employer or government-issued unemployment papers to substantiate loss of job

Supporting documentation should **not** include information that CBDM has access to in your record.

- E-mails sent by your auditor during the CE Audit process or notices sent by CBDM
- Certificates of completion or documentation that you already uploaded to your CE record
- Screenshots of your CE record

Make sure all supporting documentation meets the following criteria:

- Your name is on each page of the attached documents.
- The documents are formatted as Word, Excel, PowerPoint, or PDF file. Photos of documents and jpg files will **not** be accepted or presented to CBDM.
- If you have multiple documents, they have been scanned into one PDF file.
- You saved the file with the following file name: *your last name.brief description of document*

Submit documentation only once.

- If e-mailing the completed CBDM Appeal Form, attach all saved documents to the e-mail.
- If faxing the completed CBDM Appeal Form, include all attachments with CBDM Appeal Form.

3. Save a copy of the form and all documentation for your records. **Submitted CBDM Appeal Form and documents will NOT be returned.**

4. **Submit the completed form and documentation** to CBDM via **e-mail (preferred method)** to Appeals@CBDMonline.org **OR** fax at 630.587.6308. You will receive an e-mail confirming receipt of your appeal within 72 hours. If you do not receive this, please call CBDM.

Appeal and documentation must be received by 15 days from the date of CBDM e-mail notice regarding the reason for which you are submitting the appeal. Appeals received after the deadline will not be accepted or presented to CBDM. A specific appeal may be submitted only once to CBDM.

Appeal Form

1. Indicate date of appeal submittal _____

2. Provide your contact information as currently listed in your ANFP record. Please update your ANFP record as needed.

Name _____

ANFP Record Number _____

E-mail Address _____

Mailing Address _____

3. Indicate the reason for which you are submitting the appeal (e.g., terminated certification, denied exam eligibility, etc.) and that you seek for the CBDM to reconsider their decision. **Please be specific as indicated in the above *Directions*.**

4. If you should win your appeal, please describe specifically what actions you will take.

5. Provide a brief description of each document you will be submitting with the appeal to substantiate the reason(s) that you want CBDM to consider your appeal or to support the actions you will take if you win your appeal. Submit the documentation with the appeal per the above Directions. **NOTE:** *These documents will not be returned to you.*

| Attachment | File name (e.g., your last name. brief description) | Brief description of document |
|------------|---|-------------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |