

CERTIFYING BOARD FOR DIETARY MANAGERS

PRIOR APPROVAL HANDBOOK

2022



CBDM[®] | Certifying Board for
Dietary Managers

The credentialing agency for

Association of Nutrition & Foodservice Professionals **ANFP**[®]

9-15-2021

PURPOSE OF THE CBDM PRIOR APPROVAL PROGRAM

The purpose of the CBDM Prior Approval Program is to recognize continuing education (CE) providers that have met the CBDM education standards and guidelines. This handbook provides information on CBDM standards, requirements, and benefits of the Prior Approval Program. It also provides application information and CBDM procedures for monitoring compliance of approved programs with the standards and requirements.

The CBDM Prior Approval process is completely voluntary and is initiated by the program sponsor/coordinator requesting approval. Prior Approval status does not constitute endorsement of a program sponsor or its materials by CBDM or ANFP. The program sponsor is responsible for maintaining the content and quality of any program that has received prior approval and to ensure all requirements continue to be met.

The CBDM Prior Approval Program is intended for organizations interested in providing CE hours to CDM, CFPP credential holders. CBDM encourages organizations to apply in order to be recognized as a CBDM Prior Approved provider if their programs meet CBDM standards of quality education.

MISSION OF CBDM

The mission of the Certifying Board for Dietary Managers (CBDM) is to promote excellence and industry best practices through administering and maintaining the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential for foodservice professionals. CBDM is the credentialing agency for establishing and upholding policies for and administration of the CBDM Certification Program.

EDUCATIONAL OBJECTIVES AND OBLIGATIONS

Program sponsors must:

- Provide CDM, CFPP credential holders with quality programs that attendees can earn and report CE hours.
- Provide clearly stated and measurable learning objectives that are appropriate for the type and length of CE activity in terms of content and number of learning objectives.
- Ensure content is relevant and aligns with current CDM Credentialing Exam content outline and the instructional design of the program is appropriate for the learning outcomes.
- Provide qualified personnel/staff/speaker/faculty to deliver the program in accordance with CBDM requirements.

BENEFITS OF PRIOR APPROVAL PROGRAM FOR PROVIDERS

RECOGNITION

Prior Approved programs are recognized by ANFP, foodservice industry professionals, and employers as meeting CBDM standards and requirements for continuing education. As a result, Prior Approved programs are viewed with high regard and respect in the industry. Participants will recognize it as a high-quality program that is rich in relevant content and delivers their objectives for lifelong learning to enhance professional development in line with CBDM standards for continuing competence.

MARKETING OPPORTUNITIES

- Use CBDM Prior Approval logo (in accordance with CBDM specifications), in marketing and other materials to promote your approved programs.
- Confirmed number of eligible CE hours.
- Ease of submission of CE hours for attendees.
- Increased awareness and exposure of programs to a captive and engaged audience of more than 15,000 foodservice professionals via “[Find CE](#)” program listing/directory on the ANFP website.

FIND CE | CE PROVIDER SEARCH

All CBDM Prior Approved programs are listed on the ANFP website's [Find CE](#) page. Individuals can search by CE type, competence level or topic, location, provider name, and more. Providers can boost the visibility of their CE program(s) with a featured listing. All featured programs that meet search criteria will be listed first and will be highlighted with a featured CE logo. If you are interested in featuring one or more of your programs, please complete the [application](#).

- 1 - 5 months per program: \$50/month
- 6 - 12 months per program: \$25/month
- Feature 6 or more programs per month: \$25 per program

PRIOR APPROVED PROGRAM TYPES AND FEES

UNLIMITED CE PROVIDER/RENEWAL PROGRAM

The Unlimited CE Provider/Renewal Program is an all-inclusive package providing organizations the ability and flexibility to request an unlimited number of CE programs to be prior-approved on demand for a period of one year. Each program must be submitted through the CE Provider Portal and will be automatically approved when required supporting documentation is submitted. All Unlimited CE Providers will be subject to an audit process. See Appendix G for details.

All CBDM Prior Approved programs are assigned a unique Prior Approval number that is valid from the date of issuance, expires 12/31 of the third year and remains active during the three-year period as long as the Unlimited CE Provider annual fee is paid. Annual invoices can be accessed in the organization's CE Provider Portal in October and payment must be received by 12/31 of the current year.

After the third year of approval, programs become renewable for an additional three years, allowing the sponsoring organization to renew the education by re-applying for approval through the CE Provider Portal and providing required documentation for the program. The Unlimited CE Provider/Renewal Program includes new upcoming programs and covers previously-approved programs up to a maximum of six years from initial program offer date.

ONGOING PROGRAM

A single, ongoing program is a program that can be purchased or viewed anytime and offered year-round (i.e., online courses, books, archived webinars). The approval period for this program type starts from the approval date and expires one year from that date.

ONE-TIME PROGRAM

A one-time program is a program such as a live meeting or live webinar that is offered on specific dates. It can have multiple dates and locations throughout the year as long as speaker and program content are the same.

Program Type	Non-Profit Fee	For-Profit Fee
Unlimited Program/Renewal Program (annually)	\$350	\$700
Ongoing Program (per program)	\$100	\$200
One-Time Program (per offering)	\$50	\$50

REFUND POLICY

Provider must notify CBDM within 30 days of a program cancellation. One-time programs can receive an application refund, less a \$10 processing fee.

Late Fees	
Submissions received less than 30 days prior to start of program	\$50
Submissions received less than 15 days prior to start of program	\$75

GENERAL APPLICATION PROCESS

To apply for CBDM Prior Approval, applicants must:

- Read the entire CBDM Prior Approval Handbook.
- First-time users of the CE Provider Portal must submit an account set-up application to priorapprovals@CBDMonline.org. There will be an option on this application to apply for the Unlimited CE Provider program. Submit the [account setup application](#) to priorapprovals@CBDMonline.org.
 - An IRS determination letter is required with initial non-profit applications.
- Once the account is set up, you will receive instructions on how to access the CE Provider Portal to submit a program
- By submitting an application, you agree to abide by all stated conditions and policy contained in this document.

Program sponsors must submit application, fees, and supporting material at least 30 days before the first date of program/event to allow time for processing, addressing CBDM identified deficiencies, and advance publicity.

Applications for programs that are not from Unlimited CE Providers are reviewed thoroughly and all CBDM identified deficiencies must be corrected before approval is awarded. Applicants will be notified within 30 days of submittal if the application is not complete and given the opportunity to submit additional materials as required to demonstrate the program(s) meet requirements. All information must be received and approved before the presentation/delivery of the CE program or processing will not continue and the application will not be processed.

After the application is approved, an e-mail will be sent to the sponsoring organization containing the CBDM Prior Approval number and all other information pertinent to the approval. It is the organization's responsibility to keep all contact information current. ANFP and CBDM are not responsible for missed communications due to incorrect contact information or e-mails not accessed from a spam folder. Also, ANFP and CBDM are not responsible for any missed communications regarding any ANFP or CBDM matters for individuals who choose to opt out or unsubscribe from messages sent by ANFP or CBDM.

CBDM Prior Approved CE Provider Logo: CBDM Prior Approved providers will be given the CBDM Approved CE Provider logo for all activities/materials related to the approved continuing education. This logo must be used in compliance with the guidelines that will be sent to you. The logo will be provided upon approval. This logo can only be used on active programs.

EVALUATION PROCESS

CBDM will evaluate the proposed program for its content, quality, and appropriateness of the following characteristics:

- Title
- Instructor Qualifications
- Agenda
- Course Overview and Delivery Method
- Target Audience
- Total Number of CE Hours Requested
- Continuing Competence Level (I, II, III)*
- Program Topics**

CBDM will deny approval to programs that fail to meet CBDM requirements and expectations as defined in this document.

**Continuing Competence levels are being used to help CDM, CFPPs identify how specific programs may meet their learning needs. See Appendix C.*

***Program topics are being used to determine how the program meets CDM, CFPP competencies. These selections will be used as a search tool for learners to find programs based on competence level.*

TEACHING METHODS

The program must meet or be delivered by one or more of the teaching methodologies indicated below:

- Live meeting—face-to-face seminar, meeting, or workshop
- Audio seminar/webinar—seminar or webinar administered via phone and/or Internet
- Webinar
- Online courses that are self-paced or live
- Books (CDM, CFPPs are limited to reporting six CE hours for books in a three-year recertification period)
- Food/Trade Show (CDM, CFPPs are limited to reporting five CE hours in a three-year recertification period)

REQUIRED SUPPORTING DOCUMENTATION

In addition to the application and payment, CBDM requires documentation to be submitted at the time of application for processing. Applications will not be processed without all required documentation. Refer to Appendix A for all required documents for each program offering.

MARKETING GUIDELINES

Once the program is approved, it may be advertised by the sponsor using the following statement: “This is a CBDM approved CE program that can be used toward CDM, CFPP recertification requirements when submitted in accordance with CBDM policy.” Prior Approval numbers should only be used on certificates of completion when the program is active and not in any advertising. No other CBDM or ANFP logos may be used in conjunction with product/program promotions, informational sites, or collateral material.

CALCULATING NUMBER OF CE HOURS

Calculation of CE hours is based on the minutes of attendance/participation time during the structured education portion of the program. One CE hour is equivalent to 60 minutes of attendance/participation. A minimum of 30 minutes of attendance/participation in a given program is required for CE credit. After 30 minutes, CE credit will be accrued in 15 minute increments. Time for lunch, breaks, meals, etc. is not allowable time. For ineligible activities, refer to Appendix A.

MONITORING AND FOLLOW-UP PROCESS

CBDM will monitor Prior Approved programs on an ongoing basis to ensure continued compliance with all requirements. The program sponsors will be monitored in the following ways:

- CBDM may intermittently request program attendance information to gather feedback from attendees on the program sponsor performance in meeting the requirements for Prior Approval.

- CBDM may request program materials or copies of certificates of attendance, or may attend activities to audit the effectiveness of a program.
- Prior Approval Program attendees are encouraged to contact CBDM if they feel a program sponsor is not meeting the requirements for Prior Approval.

COMPLAINTS OR CONCERNS

If CBDM receives a complaint and/or identifies via the monitoring process that a Prior Approved program sponsor may not be in compliance with the requirements set for Prior Approval, CBDM will contact the program sponsor in writing to request documentation for investigation and request a written response to the complaint or concern within 30 days.

Prior Approved program sponsors who do not comply with CBDM's request or the documentation does not support compliance with the requirements for Prior Approval, will be notified of revocation of Prior Approval status and the program will no longer be considered a CBDM Prior Approved program.

REPORTING CE HOURS

CDM, CFPPs who attend a CBDM Prior Approved Program must self-report CE hours online via the My Certification page of their ANFP record as a Prior Approved program, upload the certificate of completion provided by program coordinator (which includes Prior Approval number, participant's name, date of program, and number of CE hours awarded), and save the certificate in their personal files.

CE hour requirements for the three-year recertification period include and are not limited to the following:

- Minimum of 45 CE hours total
- Nine of the 45 CE hours must pertain to Sanitation and Safety. Additional hours will be automatically converted to General CE hours.
- One of the 45 CE hours must pertain to Professional Ethics. Additional hours will be automatically converted to General CE hours.
- A maximum of five CE hours can be earned and reported for Trade/Food shows in a three-year recertification period.
- A maximum of six CE hours can be earned and reported for Books in a three-year recertification period.
- A maximum of 36 CE hours can be earned and reported for college courses in a three-year recertification period.

Effective June 1, 2019, CDM, CFPPs are required to submit all CE hours electronically via the My Certification page of their ANFP record by 11:59 p.m. CT on May 31 of the third year of their three-year recertification period. When submitting a CE program, all required documentation must also be electronically uploaded via the My Certification page. Physical, e-mailed, or faxed documentation sent to CBDM will not be accepted or returned. If a program is not Prior Approved, several different forms of required documentation are required, and the documentation must be uploaded at the time the CE is submitted.

CE hours can be earned and reported while the individual is actively certified and only during the current three-year recertification period. Once CE hours have been earned for a specific program, the program cannot be resubmitted for credit again, regardless of whether it is a subsequent recertification period. Also, extra CE hours do not carry over from one three-year recertification period to another. Credit can only be earned once for any given program. View the additional information on maintaining the CDM, CFPP credential [here](#).

For CDM, CFPPs who do not have their own computer, there are other viable solutions such as using mobile devices, tablets, or public computers that may be available at a local library.

To learn more about how to self-report CE activity and upload required documentation via the My Certification page, visit the CBDM [website](#) and refer to the [CBDM Guide to Maintaining Your CDM, CFPP Credential](#).

A PROGRAM OFFERINGS AND REQUIRED DOCUMENTATION

All education programs must pertain to Nutrition and Medical Nutrition Therapy, Foodservice Personnel and Communications, Sanitation and Safety, Business Operations, and Leadership in Health Care as they relate to foodservice management.

Activities ineligible for CE include:

- Business Meetings
- Introductions
- Welcome/Orientation
- Networking
- Registrations
- Wrap-ups/Evaluations
- Breaks
- Meals Without Speakers
- Vendor Equipment Training
- Company-specific policy
- Test administration/completion time

PROGRAM TYPES

When selecting the type of program offered for continuing education, review the definitions below and provide the appropriate supporting documentation (as listed on the following page) with the application.

*Renewable/ongoing program types.

WEBINAR: One-time offering on a specific date. A summary or webinar slides are required with application.

***ARCHIVED WEBINAR:** Live webinar that will be offered as a recording after the live event. A summary or webinar slides are required with the application.

***BOOK:** Content must pertain to the CDM, CFPP [Scope of Practice](#). Publication date must have a copyright date of five years or less. Books will be approved for 5 years and will not be renewable. Outline of the book provided which includes the Table of Contents must be included. CDM, CFPPs can earn and report a maximum of six CE hours for books in a three-year recertification period.

***ONLINE COURSE:** CBDM reserves the right to request temporary access to an online course in addition to the required supporting documentation. The course outline is required with the application.

***VIDEO COURSE:** CBDM reserves the right to request temporary access to an online course in addition to the required supporting documentation. The video course outline is required with the application.

ONGOING SEMINAR/MEETING: Offered on multiple dates and locations throughout the year. A timeline agenda is required. Additional offerings can be added after submission if program speaker(s) and content remain the same.

INTRA-COMPANY ONGOING: Offered on multiple dates and locations throughout the year. A timeline agenda is required. Additional offerings can be added after submission if program speaker(s) and content remain the same. This will not be advertised to ANFP members.

SEMINAR/MEETING: One-time offering on a specific date. A timeline agenda is required.

INTRA-COMPANY SEMINAR/MEETING: One-time offering on a specific date. A timeline agenda is required. This will not be advertised to ANFP members.

FIELD TRIP/TOUR: Applications submitted for field trips or tours hours require the following:

- Instead of speaker bios, submit a description of the tour.
- All other documentation (Learning objectives, agenda, evaluation, and certificate of attendance must be submitted.)

FOOD/TRADE SHOW: Applications submitted for food/trade show hours require the following:

- Instead of speaker bios, submit a vendor list
- Instead of the timeline agenda, submit the flyer that must list the exhibitors
- All other documentation (Learning objectives, evaluation, and certificate of attendance) must be submitted.

A PROGRAM OFFERINGS AND REQUIRED DOCUMENTATION

REQUIRED DOCUMENTATION

CBDM requires the following documents be submitted with a completed application in order to review the education for CBDM approval. Applications will not be processed without all required documentation.

SPEAKER/TRAINER/INSTRUCTOR REQUIREMENTS

Program sponsors must submit speaker/trainer/instructor resume, biography, and/or credentials. Speakers/Trainers/Instructors should:

- 1) Be competent in the subject matter
- 2) Present materials on current information
- 3) Be knowledgeable and skilled in training methods appropriate for adult learners
- 4) Utilize training methods appropriate to meet educational objectives and learning outcomes for content related to Nutrition and Medical Nutrition Therapy, Personnel & Communications, Food Service, Sanitation & Safety, Leadership, and Health Care as it relates to Food Service.

Refer to Appendix B for examples of qualified presenters by content area.

Please Note: Any changes to the program or its speaker/trainer/instructor after approval has been granted must be reported to CBDM Prior Approvals (at priorapprovals@CBDMonline.org) for review and approval.

LEARNING OBJECTIVES

Outcome-oriented learning objectives should indicate the following:

- What will the program accomplish?
- Why is this session considered a valuable educational experience?
- How will the session help attendees on the job?
- Objectives should be SMART: specific, measurable, attainable, realistic, and anchored within a time frame.

PROGRAM AGENDA WITH TIMELINE

The program agenda should include at the very minimum an hour-by-hour content outline, speaker name, and credentials. Time allocated for breaks, meals, and exam completion time should be noted. Refer to the program type definitions for additional supporting documentation requirements. Refer to Appendix A.

PROGRAM EVALUATION

Program sponsors must develop and use evaluation mechanisms that:

- Are appropriate to the objectives and educational methods.
- Measure whether the objectives have been met.
- Assess program content, instructor effectiveness and overall administration.

CERTIFICATE OF ATTENDANCE

A sample of the certificate of attendance must be included with the application. Attendees must be provided with a certificate of attendance upon completion of the program. The certificate of successful completion must include name of the attendee, title of program, date of program completion, number of CE hours approved, CBDM Prior Approval logo, and Prior Approval number (provided upon completion of Prior Approval process).

B

SAMPLES OF QUALIFIED PRESENTERS BY TOPIC

NUTRITION AND MEDICAL NUTRITION THERAPY		
Basic Nutrition		CDM, CFPP; DTR*
Basic Modified Diets <ul style="list-style-type: none"> • Diabetic • Constant carbohydrates • Low sodium • Low fat, low cholesterol • Updates on Diets—Food Pyramid/MyPlate 		CDM, CFPP; DTR; RDN; CDE
Advanced Modified Diets <ul style="list-style-type: none"> • Tube feedings • Renal diets • Bariatric diets • Food allergy • Texture modification/dysphagia diets • Cardiac diets 		RDN, LD OR CERTIFIED SPECIALIST (SUCH AS SPEECH/LANGUAGE PATHOLOGIST, OCCUPATIONAL THERAPIST FOR DYSPHAGIA DIETS.)
PERSONNEL AND COMMUNICATIONS		
<ul style="list-style-type: none"> • Personnel needs/job functions (conducting personnel needs analyses, task analyses; writing job descriptions, job specifications, developing/ updating departmental organizational chart) • Interview, select, and orient employees • Manage department personnel (personnel records, adherence to personnel management laws and practices) • Conduct performance evaluations (proper documentation, salary recommendations, promotion criteria) • Disciplinary procedures and termination • Ethics 		CDM, CFPP; DTR; RDN; FACILITY HR DIRECTOR; ETC.
FOOD SERVICE		
<ul style="list-style-type: none"> • Budgeting • Inventory • Scheduling • Cost Control 	<ul style="list-style-type: none"> • Menus • Receiving and storage • Purchasing • Culinary Skills 	CDM, CFPP; DTR; RDN; LD; CEC; PURCHASING AGENT; FINANCE/ ACCOUNTING SPECIALIST

*See Appendix E for Glossary of Certification Acronyms.

B

SAMPLES OF QUALIFIED PRESENTERS BY TOPIC

SANITATION & SAFETY		
<ul style="list-style-type: none"> • Compliance with regulations • Using HACCP Guidelines • Crisis management for foodborne illness outbreak • Proper physical facilities/equipment management • Disaster preparedness • Active shooter training • Pathogens 		CDM, CFPP; RDN; LD; DTR; STATE OR COUNTY REGISTERED SANITARIAN; SERVSAFE CERTIFIED INSTRUCTOR; ETC.
LEADERSHIP		
<ul style="list-style-type: none"> • Conflict management • Strategic thinking 	<ul style="list-style-type: none"> • Team building • High level communication skills 	CDM, CFPP; RDN; LD; DTR; ADMINISTRATOR; DEPARTMENT DIRECTOR
HEALTH CARE AS IT RELATES TO FOOD SERVICE		
<ul style="list-style-type: none"> • Trends, forecasting • Organizational dynamics 		CDM, CFPP; RDN; DTR; ADMINISTRATOR; DEPARTMENT DIRECTOR; RN; LMSW

*See Appendix E for Glossary of Certification Acronyms.



CONTINUING COMPETENCE LEVELS

LEVEL I: REMEMBER/UNDERSTAND - BLOOM'S TAXONOMY CONCEPTS*

Understanding and Remembering of Concepts/Knowledge:

Suggest Level I courses and basic resources

The desired outcome is to ensure a basic understanding and explanation of concepts of related facts.

LEVEL II: APPLY/ANALYZE - BLOOM'S TAXONOMY CONCEPTS*

Application and Analysis of Concepts/Knowledge:

Suggest Level II courses and basic to advanced resources

The desired outcome is to facilitate application of knowledge into practice by drawing connections among ideas and using information in new situations.

LEVEL III: EVALUATE/CREATE - BLOOM'S TAXONOMY CONCEPTS*

Evaluating and Creation of Concepts/Knowledge:

Suggest Level III courses and advanced resources

The desired outcome is to evaluate application and create continuous quality improvement into best practices.

*Bloom's Taxonomy is a hierarchical model used to classify learning objectives into levels of complexity and specificity. For more information about the model, refer to: <https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/>

**Continuing Competence levels are being used to help certificants identify how specific programs may meet their learning needs.*

D TOPICS

Below are the 36 topic areas included in the CDM Credentialing Exam content outline, effective March 1, 2021. When completing the application, select up to four topics to list on the application.

NUTRITION

- Gather Data - Document nutrition information in medical records
- Gather Data - Interview for nutrition related information
- Gather Data - Obtain routine nutrition screening data
- Gather Data - Identify nutrition problems and client rights
- Apply Data - Modify diet plans
- Apply Data - Implement the written diet orders
- Apply Data - Apply standard nutrition care
- Apply Data - Review effectiveness of nutrition care plan
- Apply Data - Manage special nourishments and supplemental feedings according to the written diet order
- Provide Education - Assist clients with food selection based on the written diet order
- Provide Education - Use nutrition education materials

FOODSERVICE

- Ensure effectiveness of standardized recipes
- Specify standards and procedures for preparing food
- Supervise the production and distribution of food
- Monitor meal service
- Implement Continuous Quality Improvement Procedures for Foodservice Department (e.g., QAPI)
- Modify standard menus

PERSONNEL AND COMMUNICATION

- Define personnel needs and job functions
- Interview, select, and orient employees
- Provide ongoing education
- Develop and maintain employee time schedules and assignments
- Manage goals and priorities for department
- Manage department personnel
- Manage professional interactions
- Implement departmental changes

SANITATION AND SAFETY

- Manage personnel to ensure compliance with safety and sanitation regulations
- Manage purchasing, receiving, storage, and distribution of food and supplies following established sanitation and quality standard
- Protect Food in all phases of preparation using HACCP Guidelines
- Manage physical facilities to ensure compliance with safety and sanitation guidelines

BUSINESS OPERATIONS

- Manage a budget
- Prepare specifications for capital purchases
- Plan and budget for improvements in the department design and layout
- Assist in the purchasing process
- Manage revenue generating services
- Implement cost effective procedures

***Program topics are being used to determine how the program meets CDM, CFPP competencies. These selections will be used as a search tool for learners to find programs based on competence level.*

E

GLOSSARY OF CERTIFICATION ACRONYMS

CREDENTIAL	DESCRIPTION
RD	Registered Dietitian
RDN	Registered Dietitian Nutritionist
LD	Licensed Dietitian
DTR	Dietetic Technician, Registered
CDM, CFPP	Certified Dietary Manager, Certified Food Protection Professional
RN	Registered Nurse
LPN	Licensed Practical Nurse
MSN	Masters of Science in Nursing
NHA	Nursing Home Administrator
LMSW	Licensed Master Social Worker
PHR	Professional in Human Resources
RPT	Registered Physical Therapist
OT	Occupational Therapist
CEC	Certified Executive Chef
CDE	Certified Diabetes Educator
FMP	Foodservice Management Professional

F

FREQUENTLY ASKED QUESTIONS

WHY IS THE CBDM PRIOR APPROVAL PROGRAM A BENEFIT TO ORGANIZATIONS?

Meeting CBDM standards and requirements for eligible continuing education places your program in a position to be viewed with high regard and respect by industry professionals seeking quality programs that deliver rich content objectives of lifelong learning to improve their careers and enhance their professional development, while increasing awareness and providing greater exposure to your programs/events.

IS MY PROGRAM PROMOTED ON ANFP'S WEBSITE ANYWHERE?

Yes. Prior Approved Programs are listed in the [Find CE](#) Provider Search to increase awareness and exposure of programs to CDM, CFPPs.

THE CBDM PRIOR APPROVAL APPLICATION INSTRUCTS ME TO SEND IN ALL DOCUMENTATION FOUR WEEKS IN ADVANCE. WHAT IF I AM INSIDE OF THAT TIME?

Due to the large number of requests we receive, we request a minimum of four weeks advance notice of program start date to allow enough time for CBDM to review and process applications, and for the applying CE provider to address any corrections and secure missing information and submit for subsequent review. We cannot guarantee that we will be able to process your application in time for your program/event to be CBDM Prior Approved if submitted less than four weeks before the program/event. Late fees will apply to requests received fewer than 30 days in advance.

WHAT HAPPENS IF A SPEAKER CANCELS AFTER WE HAVE BEEN APPROVED FOR CE HOURS?

Reach out to Prior Approvals at priorapprovals@CBDMonline.org to assist with adjusting your agenda to reflect any new CE hour totals or to edit/add speakers.

DOES HAVING A ROUNDTABLE/EXPERT PANEL DISCUSSION ON CURRENT TRENDS COUNT FOR CE HOURS?

This type of presentation will count for CE as long as it is a relevant topic and will require a written description of the topic(s), objectives, and bios for all of the panel members to receive CE hours for the session.

FOR MEETINGS ORGANIZED WITH CONCURRENT SESSIONS, HOW DO WE LIST THE CONCURRENT SESSIONS ON THE CERTIFICATE?

A Certificate of Attendance can be created to list the concurrent (breakout) sessions. Attendees can then check those sessions attended. When reviewing for Prior Approval, applications that include concurrent sessions with conflicting CE types, a General CE will be approved. For example: if a Sanitation CE session and a General CE session are assigned in the same time slot, the application will only be approved for General CE.

WHO CAN I CONTACT IF I HAVE MORE QUESTIONS?

Staff representatives are available via phone at 800.323.1908 (Monday through Friday 8:00 a.m. - 5:00 p.m. CT) and via e-mail at priorapprovals@CBDMonline.org to answer any questions you may have.

AUDIT

Unlimited CE Provider programs are automatically approved upon successful submission of all required documentation as listed in Appendix A. A Prior Approval number will be automatically generated and listed in Current CE in the CE Provider portal.

CBDM will randomly audit programs to ensure compliance with requirements as stated in this document. If a potential noncompliance with CBDM Prior Approval Program requirements is discovered or is brought up to CBDM or program is in question from an internal audit or by any other means, an e-mail will be sent to the organization's primary contact listed in the CE Provider portal requesting additional information or further documentation within 15 days of receiving the e-mail.

If response or request for information required to verify compliance with requirements is addressed and is deemed to be satisfactory by CBDM, provider will be notified in writing within 15 days and no further action will be needed at that time. Should subsequent issues be determined, notification of required actions will be sent.

If concerns addressed or deficiencies are not removed, CBDM shall notify provider of additional required actions for the program to remain approved. Response and evidence to address the request must be received within 15 days of notification. Failure to take required actions by the 15-day deadline will result in the termination of the Prior Approved Program.

If response to e-mail and stated deficiencies is not received or inadequate, the approved status of that program will be revoked. An e-mail will be sent of the decision, along with the appeal process. Any refund requests of the unlimited provider fee will not be refunded.

A provider can appeal CBDM's decision by sending an e-mail within 15 business days after receipt of the initial notification of the adverse decision letter. The e-mail should be directed to priorapprovals@CBDMonline.org. The appeal will be referred to the ANFP Professional Development Committee, which will consider the appeal at its next regularly scheduled meeting. CBDM Prior Approvals will notify the appellant of the decision within 15 business days of the decision. Notification of the decision will be sent via e-mail.

GUIDELINES

GUIDELINES	
PROGRAM TYPE	Check one. See Appendix A.
PROGRAM TITLE	Indicate the exact title of the program that will be recorded on all permanent record forms, advance publicity notices, printed program schedule, and certificate of attendance.
PROGRAM SPEAKER	See Appendix B.
NUMBER OF CE HOURS REQUESTED	<p>Continuing education (CE) hours are those hours spent participating in a continuing education session. A minimum of 30 minutes of attendance/participation is required for CE credit. After 30 minutes, CE hours will be accrued in 15 minute increments.</p> <p>*Do not count time for introductions, breaks, lunch, awards, networking, testing, etc. Enter the amount of CE requested above each category and add up the total.</p> <p>Professional Ethics: Topics must pertain to professional ethics - including business/code of conduct, confidentiality, conflict of interest, diversity and inclusion, HIPAA/privacy, and patient rights/dignity</p> <p>Sanitation and safety: Topics related to safe food handling and storage, infection control, time/temp regulations, HACCP principles, food allergies, HIV/AIDS, hygiene, disaster planning, pandemic disease, and active shooter training</p> <p>Food/Trade Show: Time spent viewing food show exhibits based on brochure/agenda.</p> <p>General Topics: Topics related to nutrition, management, or health care</p>
COMPETENCE LEVELS	See Appendix C.
COMPETENCE TOPICS	See Appendix D (Up to four can be chosen).
PROGRAM START/END DATE	Enter the first and last date of the event.
PROGRAM CITY/STATE	Provide city and state where the program will take place.
PROVIDER INFORMATION	The main point of contact in charge of organizing the event. This individual will be contacted for any missing information and/or follow-up to the program.
REGISTRATION CONTACT INFO FOR PROGRAM	Indicate registration contact information to publicize to ANFP members and provide clear guidance on where to register for the program. Be sure to include contact name, phone number, e-mail, and/or website address.
DESCRIPTION OF OVERALL PROGRAM	Description of the education provided to be used in the "Find CE" directory on the ANFP website.

The hours requested can be adjusted to reflect the continuing education policy guidelines of the Certifying Board for Dietary Managers relating to activities that are not eligible for credit.

Activities Not Eligible for CE include:

- Business Meetings
- Introductions
- Welcome/Orientation
- Networking
- Testing
- Registrations
- Wrap-ups/Evaluations
- Breaks
- Meals Without Speakers (Meals with Speakers = 1/2 the time period.)
- Vendor Equipment Training, Testing

CBDM[®] | Certifying Board for
Dietary Managers

The credentialing agency for

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CERTIFYING BOARD FOR DIETARY MANAGERS

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